

NEW STARTER APPLICATION SEPTEMBER 2010 TO JULY 2011

There is no automatic entitlement to free home to school or college transport once a student is over 16. However, Devon County Council (DCC) provides help for some students. Where help is given, the County Council pays most of the cost, but the student or their parents are asked to make a contribution. The proposed parental contribution for 2010/2011 will be £378 for the year or £348 if the whole year is paid in advance – a discount of £30. Facilities are available to pay termly, or by monthly direct debit.

If you require transport to attend a sixth form or college in September 2010 you **must** complete the application form attached and **return it as soon as possible, and by 1 June 2010** at the latest.

Please do not wait for your GCSE results before applying for transport – the transport can be cancelled and a refund made if your plans change. If you fail to return the form by 1 June 2010 you may have to make your own way to and from college **at your own expense** while we process your application and payment.

Everyone who wants help with transport must apply, including pupils who continue into the sixth form at their current school.

There is a separate application form for pupils with special education needs, please ring 0845 155 1019 to obtain one.

Am I eligible for post 16 transport assistance?

- **You must be over 16 and under 19 on 1 September 2010.** If you are 19 on or before 31 August 2010 you will not qualify for transport. If you are 19 on or after 1 September 2010 you may qualify for transport if you meet all the other criteria.
- **You must live in the Devon local authority area** not Torbay or Plymouth.
- **You must be attending a full time Further Education course** - not block release, Modern Apprenticeship, Entry to Employment, Higher Education course etc.
- **You must attend your designated establishment** see below.
- **The journey from home to school or college must be three miles or more**, measured by the shortest available pedestrian route.
- **Your journey will take less than 75 minutes on public transport or existing contract route.**

Designated establishments

There are two main types of establishment serving students who are over compulsory school age: Sixth Forms and Further Education (FE) Colleges. These are defined as follows:

- Where the school serving the home address has a sixth form, this school is the designated establishment.
- Where there is no sixth form serving the area, the FE college is the designated establishment. However, if a student has attended the **nearest** school to their home address in Years 10 and 11, rather than their designated school, transport assistance may be available to this school provided the student meets the eligibility criteria.
- If a student intends to follow an **entirely** vocational Post 16 course and this is not available at the designated sixth form then they will be eligible for transport to their designated FE college.
- An exception may be made where a student has to attend a particular establishment, since it is the nearest school or college where one or more A levels **essential** to the student's future career choice may be obtained. Students will be required to produce evidence of this validated by a university e.g. photocopy of current entry requirements, or letter from university stating that a particular A level is essential for entry onto degree course.

Duchy College serves a wide area and offers specialist courses. Transport to the college is jointly organised by DCC and Duchy College. You will need to complete the DCC Application Form and also advise Duchy College that you require transport. Payment is made to DCC. **Bicton College** is an agricultural college that serves a wide area and offers many specialist courses.

You may get help to **Bicton** or **Duchy College** if your course is not available at your designated college or a nearer establishment, and you live within daily travelling distance of the college. Daily travelling distance is that which can be covered in a journey not exceeding 75 minutes and **where the journey can be undertaken on existing DCC contract routes and/or public transport only.**

What if no help is available from Devon County Council?

Some colleges have their own schemes to assist with Post 16 transport in cases where DCC cannot help. Students will often be asked to show that the County Council has refused to help before the college will agree to assist. Please contact the relevant college for more information. Sixth Forms do not normally have their own travel schemes.

How does the application process work?

- When we receive your application form we will decide whether you qualify for help with transport and will send you a letter to let you know.
- A Code of Conduct leaflet will be enclosed with this form, please sign this form to agree to abide by it. **Please note your application cannot be processed unless the declaration is signed.**
- If you are entitled to help we will send you a payment form so that you or your parents can pay the transport fee, or claim remission of the charge on low income grounds by providing proof of receipt of a qualifying means tested benefit (please see below).
- You should return the payment form with your payment, direct debit mandate, or proof of receipt of a means tested benefit as soon as possible and **by early August at the latest.**
- Travel passes are posted out around the third week in August.
- We can only issue your travel pass ready for the first day of term if you or your parents/carers make payment, or claim remission of the charge by early August 2010.

How much does transport cost?

The proposed contribution for 2010/2011 will be £378 for the year or £348 if the whole year is paid in advance – a discount of £30. Facilities are available to pay termly, or by monthly direct debit. Full instructions are provided on the payment form. If you pay for your transport and then decide not to attend, or to withdraw from school or college we will make a pro rata refund provided the travel permit is returned.

Students from low income families who are in receipt of certain state benefits do not have to make a contribution. These benefits are Income Support, Income-based Jobseekers' Allowance, Employment Support Allowance (Income Related), Support under part VI of the Immigration and Asylum Act 1999, Guarantee Element of Pension Credit, the **Maximum** level of Working Tax Credit (WTC), **OR** Child Tax Credit **if it is the ONLY benefit you receive i.e. you do not also receive WTC and have an annual income assessed by the Inland Revenue, that does not exceed £16,190.** Evidence of receipt of benefit **applicable to September 2010** must be produced to qualify for exemption.

What if I change courses? If you change your course or college after you have applied for transport you must **let us know immediately.**

Late applications If you do not apply for transport until the start of term in September, then we may not be able to process your application for several weeks. This will probably mean that for the first few weeks of term you will have to make your own way to and from college **at your own expense. These fares are not refundable.**

Code of Conduct We want all passengers to enjoy a safe and pleasant journey. All students must sign the transport application form to agree to behave appropriately on school transport and abide by the Code of Conduct which is enclosed. **Please note your application cannot be processed unless the Code of Conduct agreement is signed.**

For all queries please telephone 0845 155 1019

POST 16 TRANSPORT APPLICATION FORM 2010/2011



Please return this form by 1 June 2010 at the latest, to the address overleaf. If you need any help completing this form, please contact the School Transport Team on 0845 155 1019

Sixth form/college to be attended: Start date for transport:

Forename(s):

Surname:

Date of Birth: Age at 1/9/2010: Male/Female.....

Address:

Postcode:

Home telephone number: Mobile:

Which school/college did you attend in 2009/2010?

Course for 2010/2011: Subject(s):

Type of course: NVQ Diploma Certificate Award AS A2

Apprenticeship Entry to Employment (E to E) Higher Education GCSE

Block Release (please tick relevant boxes) Is this a full time course? Yes/No (Please circle)

Course Level if Vocational: 1 2 3 4 (Please circle)

Is this the 1st, 2nd or 3rd year of your course? 1st 2nd 3rd (Please circle)

Type of transport requested: (Bus or rail*) Please note It will not always be possible to meet your preference. *If you require a train pass you will need to return three photographs with your payment form.

Transport requested from (bus stop or train station):

State nearest public service/contract coach stop or nearest railway station – if not known please ring 0845 155 1019 for advice. Some students may be required to make their way up to a pick up point some miles away.

Code of Conduct for students who use education transport

We need your help and co-operation to make sure that everyone stays safe and travels in comfort. A Code of Conduct leaflet is enclosed. Please read the leaflet carefully and then sign below to say that you agree to the code. **Transport cannot be provided unless the Code of Conduct agreement is signed.**

I have read and agree to abide by the Code of Conduct: Student

DATA PROTECTION ACT: The information which you provide on this form will be held by Devon County Council and will be used for the purpose of assessing eligibility to school transport. Where appropriate, the information may also be used by the County Council for the purposes of providing other services. This information will be held securely and will not be disclosed to anyone other than those stated above, without your permission.

FOR OFFICE USE ONLY Date Received: Entitled to transport? YES/NO

REASON:

TRAMS No: PUP: Payment Form Sent:

When you have completed your application form please send it to one of the addresses given below. The address is different depending on which school or college you choose.

Sixth forms and colleges dealt with by the Exeter Transport Office:

Bridgwater College/Paignton Zoo
Coombe Dean School, Plymouth
Coombeshead College
Dartmouth Community College
Devonport High School for Boys
Devonport High School for Girls
Duchy College
Estover Community College
Exeter College
Exeter Skills for Living
Ivybridge Community College
King Edward VI Community College
Kingsbridge Community College
Launceston Community College

Newton Abbot College
Notre Dame, Plymouth
Okehampton College
Paignton Community College
Plymouth College of Art & Design
Plymouth College of Further Education
Plymouth High School for Girls
St Boniface College
St Cuthbert Mayne, Torquay
South Dartmoor Community College
South Devon College
Tavistock Community College
Teignmouth Community College
Teign School (Kingsteignton)

Please return application forms for transport to the above colleges to:

**Exeter School Transport Office
Children and Young People's Services
One Capital Court, Bittern Road
Sowton Industrial Estate
Exeter, Devon
EX2 7FW**

Sixth forms and colleges dealt with by North Devon Transport Office:

Axe Valley Community College
Bicton College
Bideford Community College
Budehaven School
Clyst Vale Community College
Colyton Grammar School
PETROC, Tiverton
Exmouth Community College
Holyrood Community School

Honiton Community College
Ilfracombe Community College
Kings School, Ottery St Mary
PETROC, Barnstaple
Queen Elizabeth Community College, CREDITON
Richard Huish College
Sidmouth College
Somerset College of Art & Design
Woodroffe School

For students attending PETROC please indicate whether Barnstaple or Tiverton campus

Please return application forms for transport to the above colleges to:

**North Devon School Transport Office
Children and Young People's Services
Civic Centre, North Walk
Barnstaple, Devon
EX31 1EG**

**PLEASE RETURN THIS FORM BY 1 JUNE 2010 AT THE LATEST.
FAILURE TO DO SO WILL MEAN YOU WILL HAVE TO MAKE YOUR
OWN WAY TO AND FROM SCHOOL OR COLLEGE AT YOUR OWN
EXPENSE WHILE WE PROCESS YOUR APPLICATION.**