

Transport policy statement

**For learners aged 16-18 in further education
and continuing learners aged 19 and over**



SURREY

Contents

1. Summary of Policy Statement and main objectives
 2. Details of concessionary fares
 3. Restrictions on concessionary fares
 4. Support for learners who reach 19
 5. Eligibility of learners for support
 6. Help for those with Special Educational Needs and Disabilities
 7. Mobility and Independence Training
 8. Applying for transport support
 9. Travelling to a course beyond the local authority area
 10. Support for learners who need to stay away
 11. Contact Details
 12. Complaints Procedure
- Annex A – Other forms of financial support

1. Summary of Policy Statement and Main Objectives.

This policy statement gives information about the schemes and support available within Surrey for the provision of school and college transport for learners aged 16-19. The objective is to ensure that no Surrey learner is prevented from continuing in further education due to a lack of transport provision or lack of financial support with transport costs. It outlines the transport schemes and assistance available for post 16 learners who live and study in Surrey or those learners who live in Surrey and attend an educational establishment outside of the county if it is the nearest provider offering the appropriate course.

This document identifies the current policies of Surrey County Council, which it should be noted could be subject to change in the future. Therefore, this policy does not amount to a legitimate expectation that any service currently offered will continue to be offered.

A list of other financial assistance is detailed in Annex A.

2. Details of concessionary fares and transport schemes

- (i) Surrey County Council offers a [Student Fare Card Scheme](#) (SFCS), which enables learners aged 16 to 18 to travel on buses and trains at reduced fares for journeys to and from school/college. The student fare card costs £25 and is valid from 1 September until the end of the following August. Full details are available on the Surrey County Council website www.surreycc.gov.uk/studentfarecards. This scheme is the most widely used and should be considered in the first instance.
- (ii) Surrey's [Home to School/College Transport Policy for Surrey students of sixth form age](#) sets out the criteria for additional support for learners who meet the relevant eligibility criteria (please refer to section 5 (ii) for further details). The policy offers transport assistance by way of a seat on a contract vehicle (coach, mini bus or taxi) or reimbursements. Students cannot choose the type of transport assistance they receive and will be expected to travel by the most cost-effective service. Students will be expected to make a financial contribution towards the cost of their transport (full details available within the policy).
- (iii) Surrey's [Travel Assistance Policy for Children and Young People with an EHCP or SEN: 0-25 years](#) explains the council's arrangements for providing travel assistance for young people aged 16-25 years who have a Statement of Educational Needs (SEN) or an Education, Health and Care Plan (EHCP) and are unable to take advantage of the Student Fare Card Scheme or Disabled Persons' Bus Pass. The policy offers travel assistance by way of a seat on a contract vehicle, coach, mini bus or taxi or the provision of a travel allowance where the parent/carer/young person uses a private vehicle (full details available within the policy).

(iv) College Transport Provision

College	Service	Details
East Surrey College	Free minibus service to and from Redhill town centre and the College. The first bus is available at 07:45.	Timetables are available at the college or for more information contact clientservices@esc.ac.uk / 01737 788444.
Godalming College	<p>Subsidised bus services:</p> <p>Farnham Bus Service: £800 per year</p> <p>Ash Service: £800 per year</p> <p>Petersfield Bus Service: Zone 1 (South Harting, Petersfield and Sheet): £1,000 Zone 2 (Liss, Greatham, Whitehill, Bordon, Lindford, Headley, Beech Hill & Grayshott): £800</p> <p>Rake Service: £800 per year</p> <p>Stagecoach Unirider: Godalming College pay a £150 subsidy towards the Stagecoach Unirider ticket provided by Stagecoach Buses.</p>	<p>Existing students can purchase tickets online via WisePay Online Payments. New students should download an Application Form for the relevant service:</p> <p>Farnham Bus Service (2017/18) / Petersfield Bus Service (2017/18) Ash Bus Service 2017/18 / Rake Bus Service 2017/18</p> <p>For more information contact the Finance Office: finance@godalming.ac.uk / 01483 423536</p>

(v) Local Transport Providers

Provider	Discounts/Concessions	Further details and how to apply
Abellio Student Bus Pass	Valid for one term and enables travel on all Abellio Surrey bus services 7 days a week during term time (including half term). Costs £200 per term.	Apply online or download an application form at www.abellio.co.uk/media/1294/abellio-surrey-student-bus-pass-application.pdf .
Abellio YuGo	Young People aged 16-19 save up to 1/3 off the adult fare on all Abellio Surrey buses seven days a week.	Buy your tickets online at www.abellio.co.uk/abellio-surrey/your-journey/tickets-fares
Stagecoach Unirider	Subsidised Bus Fare Cards valid on any Stagecoach bus for any travel 7 days a week. Cards can be bought on a half termly, termly or annual basis.	See www.buymyunirider.com for further information

	Available for the Guildford College Group, Farnborough College of Technology and Godalming College.	
Runnymede Yellow Bus Service	Service available for Fullbrook School and Salesian School. Daily return fare of £3.50, paid to the school in advance at the start of every half term.	For more information go to https://www.runnymede.gov.uk/article/14599/The-Yellow-Bus-Service
Transport for London	Concessions are available to students aged 16+ on Transport for London services with a 16+ student Oyster photocard.	www.tfl.gov.uk/fares-and-payments/travel-for-under-18s

3. Restrictions on concessionary fares

- (i) The [Bus Student Fare Card Scheme](#) allows the card holder to buy tickets at the under 16 rate for their home to school/college journeys. The journey must start and/or finish within Surrey. It can only be used for travel to and from school or college however the following bus companies have agreed to charge the under 16 rate for any journey which starts or finishes in the 11 boroughs of Surrey including evenings, weekends and school/college holidays.

- | | | |
|---|------------------------|----------------------|
| • Abellio Surrey | • First | • Safeguard |
| • Arriva serving Surrey and West Sussex | • Hallmark Connections | • Southdown |
| • Cobham Chatterbus | • London General | • Stagecoach |
| • Compass Bus | • Metrobus | • White Bus Services |
| • Falcon Buses | • Quality Line | |

Please note that London Bus services do not accept the student fare card. A list of these is available on the [Student Fare Card Scheme](#) web page.

- (ii) For the [Train Student Fare Card Scheme](#) learners can buy a season ticket (minimum 7 days) only at one third off of the adult rate for their home to school/college journey. For leisure journeys, discounts of one third off of the adult rate are only available after 6.00pm during the week and anytime at weekends.

The start, finish and transfer stations must all be on the [qualifying stations](#) list. In addition, the journey must start or finish at one of the stations in **bold** print on the qualifying stations list and be made via the rail lines specified on the Student Fare Card [train map](#).

4. Support for learners who reach 19

- (i) Schemes including the Student Fare Card and Home to School/College Transport Policy are available to learners up to the end of the academic year in which they turn nineteen.
- (ii) Assistance from the 16-19 Bursary Fund (see Annex A for more information) is available for learners until the end of their course.
- (iii) Coach or minibus provision made by colleges, where available, is not subject to age restrictions.

5. Eligibility of learners for support

- (i) Any learner can apply for the Student Fare Card, as long as they meet all of the following criteria:
- resident in Surrey
 - attend a full-time study programme
 - be aged 16 but under 19 on 1 September 2018
- (ii) The Home to School/College Transport policy sets out the support that may be available to learners:
- who are in receipt of the 16-19 guaranteed bursary
 - whose families are in receipt of the maximum working tax credit or who meet the eligibility for free school meals

- who are unable to use the Student Fare Card because their sixth form or college is not on a public transport route for which the Student Fare Card applies or if they cannot reasonably access such a route from their home address
 - who have a disability and/or have learning difficulties and/or who are medically ill and who will incur extra transport costs to travel to school/college as a result of that disability or condition
- (iii) The Travel Assistance Policy for Children and Young People with an EHCP or SEN: 0-25 years sets out the support that may be available to learners:
- who continue to hold a EHCP/SEN
 - are under 25 years of age on 31st August 2018
 - are attending the nearest appropriate education provider unless agreed otherwise and stipulated within the EHCP
 - are unable to use the Student Fare Card or Disabled Person's Bus Pass
- (iv) Financial assistance from the 16-19 Bursary Fund is subject to an assessment of financial circumstances of the learner's family. Places on coaches, where provided by colleges, will be subject to charges at rates determined by the colleges.

6. Help for those with Special Educational Needs and Disabilities

For the purpose of this policy statement, Special Educational Needs and Disabilities (SEND) refers to learners who continue to hold a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) maintained by the Local Authority. The majority of learners aged 16-18 with SEND will be expected to take advantage of the Surrey Student Fare Card for reduced rate bus and/or rail travel to school sixth forms, colleges and training providers. For those aged 16-25 requiring additional support Surrey's [Travel Assistance Policy for Children and Young People with an EHCP or SEN: 0-25 years](#) outlines the support available.

- (i) The [LA's Physical and Sensory Support Service](#) provides specialist support to post 16 young people with visual, hearing and other physical disabilities.
- (ii) Young people with an EHCP who are identified as requiring travel assistance will be supported by a Personal Travel Plan. This will be created by the young people/parents/carers, supported by schools/colleges, and used by Surrey's Transport Coordination Centre to design the right transport offer to best suit the individual needs of each young person.
- (iii) Surrey County Council's [National Concessionary Fares scheme](#): Permits are available free of charge to residents of Surrey aged 5 or over with an impairment (as defined in the Transport Act 2000). The permits can be used at any time of the day and will allow the holder to travel free on local bus services throughout the administrative county of Surrey. Permit holders can also travel free on cross boundary routes for journeys outside Surrey. Disabled persons' bus permits are valid throughout England on bus services departing between 9.30am and 11pm Monday to Friday and anytime at weekends and public holidays. There may be local variations to the National Scheme. For further information call 03456 009 009.
- (iv) The [Local Offer](#) provides information about all of the services available in Surrey for children and young people with special educational needs and/or disabilities aged 0-25 and those outside of the county for whom Surrey County Council is also responsible.

7. Mobility and independence training

For those young people with SEND, mobility needs should be identified during the annual review of their EHCP on transition to post 16 provision.

- (i) If a young person is identified by the Council as potentially suitable for independent travel training, their parents/carers will be contacted by the Council to arrange a consultation with the training provider. The purpose of the consultation will be to confirm whether or not the young person is suitable for independent travel training.
- (ii) The LA's Physical and Sensory Support Service team works closely with Sight for Surrey who offer support to post 16 young people (including learners aged over 19) who may have significant vision impairment or combined sight and hearing loss.

8. Applying for transport support

Type of Support	When to apply	How to apply
Student Fare Card Scheme	<p>If you apply by 22 August 2018 – we aim to have your card ready for collection for the start of the autumn term (4 September 2018).</p> <p>If you apply after 22 August 2018 – we aim to have your card ready for collection in 15 working days.</p> <p>Students can apply for the SFC at any time during the academic year.</p>	<p>Apply online at www.surreycc.gov.uk/studentfarecards</p> <p>Fare cards will be sent to your school or college for collection.</p>
Home to School/College Transport Scheme	<p>By end July – processed by mid-September</p> <p>By end August – processed by end September</p> <p>Any other time – processed within 3 weeks</p>	<p>Download the application form at https://www.surreycc.gov.uk/data/assets/pdf_file/0011/166376/Transport-Policy-and-form-Post-16-18-19.pdf</p>
Travel Assistance for those with SEND	<p>Appropriate transport will be identified within the EHCP, some point during the final transition year.</p>	<p>In the first instance please contact the relevant SEND Caseworker.</p>

9. Travelling to a course beyond the local authority area

- (i) Any learner in full time education is eligible for assistance if attending the nearest establishment offering the appropriate course if it is more than 3 miles away by the shortest walking route. This includes out of county establishments. These learners are then entitled to the same reimbursement procedures as detailed in [Surrey's Home to School/College Transport Policy](#).
- (ii) If a learner aged 16-19 with SEND attends the nearest appropriate placement to meet needs and the distance criteria as stated in the Home to School/College Transport Policy are met, then transport provision is made (i.e. free/assisted home to school transport). For post 19 learners, learners and parents should seek advice from Surrey's [Adult Care and Support Service](#) that has a responsibility to consider provision and access/transport to the placement.

10. Support for learners who need to stay away

(i) Residential Bursary Fund for specialist courses

A number of specialist educational institutions across the country offer financial help towards the cost of accommodation if similar provision is not on offer locally. To search a list of the 40 colleges that are currently part of this scheme please visit

<https://www.gov.uk/guidance/specialist-residential-institutions-offering-residential-bursary-fund-academic-year-2017-to-2018>

(ii) Residential Support Scheme (RSS)

The Residential Support Scheme provides financial support for accommodation costs for learners aged between 16 and 18 (or aged 19, if they are continuing a course that they started before their 19th birthday) participating in their first full time Level 2 or Level 3 qualification where it is not available within reasonable daily travelling distance of their home.

For more information on residential support visit www.gov.uk/guidance/16-to-19-education-financial-support-for-students

11. Contact details

Schemes	Contact Details
Student Fare Card	Telephone: 0300 200 1004 E-mail: student.farecards@surreycc.gov.uk
Travel Assistance for those with SEND	Contact the relevant SEND Caseworker
Home to School/College Transport Policy	Surrey Contact Centre: 03456 009 009 (8am-6pm weekdays) Contact.centre@surreycc.gov.uk
For any changes to transport provided by Surrey County Council, please contact the Transport Coordination Centre 0300 200 1004 or passenger.transport@surreycc.gov.uk	

12. Complaints Procedure

If you would like information about Surrey County Council's complaints procedure please visit <https://www.surreycc.gov.uk/your-council/complaints-comments-and-compliments/all-other-council-services/how-to-make-a-complaint>

Annex A - Other Forms of Financial Support

16-19 Bursary Fund

The 16-19 Bursary is managed by providers and is designed to help 16, 17 and 18 year old students who struggle with the costs of full-time education or training.

A full vulnerable student bursary of £1,200 a year is available to students in the following groups:

- in care
- care leavers
- in receipt of income support
- disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Students not eligible for the vulnerable student bursary can apply to their school, college or training provider for a discretionary bursary. Discretionary bursaries are used to help students facing genuine financial difficulties with learning costs such as equipment and transport. Further details on the scheme can be obtained by visiting www.gov.uk/1619-bursary-fund

Contacts:

School Bursary Funding	Contact your Head of Sixth Form or Bursar in the first instance
<i>For bursary support at FE/sixth form colleges and colleges, contact Student Services at:</i>	
Brooklands College www.brooklands.ac.uk	info@brooklands.ac.uk / 01932 797901
East Surrey College www.esc.ac.uk	clientservices@esc.ac.uk / 01737 788444
Esher College www.esh.ac.uk	info@esh.ac.uk / 0208 398 0291
Godalming College www.godalming.ac.uk	college@godalming.ac.uk / 01483 423526
Guildford College Group www.guildford.ac.uk	info@guildford.ac.uk / 01483 448585
NESCOT www.nescot.ac.uk	studentfinance@nescot.ac.uk / 0208 394 3033
Reigate College www.reigate.ac.uk	enquiries@reigate.ac.uk / 01737 221118
Strode's College www.strodes.ac.uk	welfare@strodes.ac.uk / 01784 437506
University College for the Creative Arts www.ucreative.ac.uk	advicefarm@ucreative.ac.uk / 01252 722441
Woking College www.woking.ac.uk	wokingcoll@woking.ac.uk / 01483 761036

Discretionary Learner Support (DLS)

DLS encourages improved participation, retention and attainment among adults aged 19 or over on low incomes. The amount paid depends on individual circumstances and is decided by the learning provider dependent on their scheme. Further information on the DLS scheme can be found by visiting www.gov.uk/discretionary-learner-support

Care to Learn (C2L)

Care to Learn supports young parents aged up to (and including) 19 when learning starts by funding the cost of their (Ofsted-registered) childcare and associated transport costs. Funding is only available for publicly-funded courses. Further information for learners interested in applying for C2L can be found by telephoning the helpline on 0800 121 8989 or by visiting www.gov.uk/care-to-learn.

Dance and Drama Awards (DaDAs)

The Dance and Drama Awards are scholarships for talented performers and stage managers who want to work in the performing arts. DaDAs offer greatly reduced tuition fees and income-assessed help with living and learning costs at some of England's leading private dance and drama providers.

To apply for an award, students must contact directly the participating dance and drama schools to arrange for an audition. DaDAs are given to the students who demonstrate the most potential to succeed in the profession at audition. Further information on the DaDA scheme can be found by visiting www.gov.uk/dance-drama-awards

16-25 Railcard

The 16-25 Railcard offers those aged 16-25 a third off of Standard Anytime, Off-Peak, Standard Advanced and First Class Advanced fares. The cost of a railcard is £30 for a year or £70 for three years. For more information, please visit www.16-25railcard.co.uk.

Surrey Young People's Fund

The [Surrey Young People's Fund](#) can offer financial support for education or work based training costs for disadvantaged young people aged 14-25. Some of the target groups that the Surrey Young People's Fund support include those who are unemployed (working less than 16 hours per week), those who are struggling at school and/or have achieved less than 5 GCSEs at grade A-C, offenders and ex-offenders and young people in or leaving care. Grants are generally between £50-£200 and cover things such as course fees, travel costs, childcare, equipment, materials, tools or clothing.