

Application for Assistance with Travel Expenses for 16 - 19 year olds – 2019/2020

- Please read the [policy](#) carefully before completing this form
- This form should only be completed if you meet the eligibility criteria set out in sections 3 and 4 of the policy
- Please do not complete this form if you have an Education, Health and Care Plan. More information on the support available to these students is available from Surrey's SEND travel assistance team on 0300 200 1004.
- Please answer all questions fully – failure to do so will result in delays

1 Student Details

Surname:

First name: Title: Mr/Mrs/Miss/Ms

Middle name: Date of Birth:

Address:

Post Code: Date of moving to address:

Borough to which Council Tax is paid:

Home : Mobile :

Email address:

Is the student a Looked After Child? YES / NO

If Yes, please confirm the local authority who has care of the student

2 Assessment of eligibility

Please indicate whether or not you fall within any of the following categories:

- | | |
|--|----------|
| Student in receipt of a Vulnerable Student Bursary | YES / NO |
| Family in receipt of the maximum Working Tax Credit | YES / NO |
| Family in receipt of Income Support | YES / NO |
| Family in receipt Income Based Jobseeker's Allowance (IBJSA) | YES / NO |
| Family in receipt of income-related Employment and Support Allowance | YES / NO |
| Family in receipt of Child Tax Credit, but not Working Tax Credit, and have an annual gross income that does not exceed £16,190 | YES / NO |
| Family in receipt of financial support under part VI of the Immigration and Asylum Act 1999 | YES / NO |
| Family in receipt of the guaranteed element of State Pension Credit | YES / NO |
| Family in receipt of Universal Credit and have an annual household income that is less than £7,400 (after tax but not including benefits) | YES / NO |
| Student has a disability and/or learning difficulty and/or are medically ill (but not an Education, Health and Care Plan) | YES / NO |
| Student unable to use Student Fare Card because sixth form or college is not on a public transport route for which the Student Fare Card applies | YES / NO |

If you fall within any of these categories you must provide current evidence with this application form

3 School/College and Course Details

Name of school/college and which campus (where applicable):

FULL title of course (including qualification and subject):

PLEASE NOTE: You must provide a copy of the offer letter from the College or a printout of the course showing full details of the subjects to be studied. If you do not provide this, we will return your application for completion.

Start date:
d d m m y y

Duration: From:
Month Year

To:
Month Year

Is course full or part time? Full Time / Part Time

4 Mode of Transport

a. If you are able to travel by bus and/or rail to school/college, please indicate the route and the weekly cost.

	Tick the mode preferred	Operator (bus only)	Route No (bus only)	From	To	Weekly Cost using Student Fare Card (if applicable)
Bus	<input type="checkbox"/>					
Rail	<input type="checkbox"/>					

b. If there is an existing coach or other contract vehicle that travels to your school/college you may be considered for a seat on that vehicle for which you will be charged the rate equivalent to the student contribution. If you wish to travel on an existing vehicle please complete this section.

Route Number (if known): Pick up point:

Have you used the vehicle during 2018/2019? YES / NO

Do you have a sibling also using the vehicle? YES / NO If Yes, please provide details:

Sibling Name:

Date of Birth:
d d m m y y

c. Are you unable to travel on public transport or a contract vehicle due to a disability or medical condition? If YES you must provide independent evidence that confirms details of your condition and how it affects you in order to be considered for alternative transport to school/college. YES / NO

d. Have you previously had transport provided to get to school as a result of an Education, Health and Care Plan? YES / NO
If YES has the Education, Health and Care Plan ceased? YES / NO

e. Do you wish to claim reimbursement of petrol costs in excess of the student contribution? Petrol reimbursement will normally only be considered if there is no public transport or alternative contract vehicle available or if a student has a disability or medical condition and cannot travel on alternative modes as a result of that condition (see paragraph 5.6 of the attached policy) YES / NO

5 Declaration

I confirm that I have read the Transport Policy and fully accept the conditions under which I am applying for travel assistance, including the level of student contribution required. I certify that the information given in this application form is complete and accurate to the best of my knowledge and belief. I understand that if I give you false information, or fail to give you complete information, any assistance I receive may be withdrawn. I authorise the Authority to verify the accuracy of the above information from educational establishments, other councils and agencies. I also agree to let you know if the student named on this form moves address or changes school/college.

Signature of Applicant _____ Date _____

Signature of Parent/Carer (if student under 18) _____ Date _____

Mr/Mrs/Miss/Ms Initials: Surname:

Please return this form to: Admissions & Transport Team, Quadrant Court, 35 Guildford Road, Woking, Surrey, GU22 7QQ

For Office Use Only
Distance: Agree/ Refuse Reason: Initials Date:.....

Home to School/College Transport Policy for Surrey students of sixth form age – 2019/2020

1. Introduction

- 1.1 This policy sets out the transport support that is available from Surrey County Council for students who:
- are aged 16 to 19
 - live in Surrey
 - attend school or college
 - do not have an Education, Health and Care Plan (see section 6 for more details of the support available for these students)
- 1.2 Within this policy, reference to a school or college means:
- a publicly funded school (including an academy and a university technical college)
 - a publicly funded further education institution
 - a local authority maintained or assisted institution providing further education
 - an establishment funded directly by the Education and Skills Funding Agency
 - a learning provider which is funded by a local authority to deliver accredited programmes of learning which lead to a positive outcome

2. Student Fare Cards on bus and rail

- 2.1 The majority of students aged 16-19 will be expected to take advantage of the Surrey Student Fare Card for reduced rate bus and/or rail travel to school sixth forms and colleges. Discounts on the cost of a bus or train Student Fare Card may apply to students who fall within paragraphs 3.1(a) and (b) of this policy.
- 2.2 Student Fare Cards are issued by the Student Fare Card Team at Surrey County Council. You can apply online at www.surreycc.gov.uk/schools-and-learning/schools/school-transport. More information is available on the Surrey County Council website, from the Surrey Schools and Childcare Service on 0300 200 1004, at schools, colleges and libraries.

3. Categories of students who may be eligible for additional support

- 3.1 However additional assistance with travel costs may be available to students who fall within one of the following categories:
- a) Students who are in receipt of the 16 to 19 vulnerable student bursary for students in care; care leavers; those on Income Support or Universal Credit; and disabled young people that receive Employment Support Allowance or Universal Credit and either Disability Living Allowance or Personal Independence Payment (PIP) in their name (but not those who have an Education, Health and Care Plan).
 - b) Students whose families are in receipt of the maximum Working Tax Credit or who meet the eligibility criteria for Free School Meals (see paragraphs 4.8 to 4.9 for more details on the assessment of maximum Working Tax Credit or free school meals). Free School Meal eligibility relates to families in receipt of one of the following benefits:

- Income Support
 - Income Based Jobseeker's Allowance (IBJSA)
 - Income-related Employment and Support Allowance
 - Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual gross income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,190
 - Financial support under part VI of the Immigration and Asylum Act 1999
 - Guaranteed element of State Pension Credit
 - Universal Credit and have an annual household income that is less than £7,400 (after tax but not including benefits)
- c) Students 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.
- d) Students 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 (but not those who have an Education, Health and Care Plan). Evidence of the disability and/or learning difficulty and why it would cause the student to incur extra costs must be provided from a GP and/or Consultant. Where appropriate the County Council reserves the right to refer the student to an Independent Travel Trainer so that they might develop skills to travel independently in future.
- 3.2 The support that might be available to students who fall within one of the above categories is set out in the remainder of this policy.

4. Eligibility criteria

- 4.1 In order to be eligible for additional support under this policy, over and above use of the Student Fare Card, students who meet one of the categories in paragraph 3.1 must:
- be ordinarily resident in Surrey County Council (unless the student is a Looked After Child in which case responsibility for transport rests with the local authority who has care of the student); and
 - be 16 to 18 years of age (or aged 19, if they are continuing a course that they started before their 19th birthday) and in Year 12 or 13 at school, or attending a course of further education at college; and
 - be attending a school/college within the United Kingdom; and
 - be attending a course that is not available at a school or college closer to the student's home address (unless the student is continuing into the sixth form of a school that they received transport assistance to in Year 11); and
 - be attending a full-time, non-advanced, publicly-funded course of at least one academic year duration (a full-time student is one enrolled on a programme of at least 540 study hours); and
 - not have an Education, Health and Care Plan (see section 6 for more details of the support available for these students)
 - not be in receipt of help towards their travel costs from any other source (with the exception of Surrey's Student Fare Card); and
 - be attending a school or college that is over three miles from the student's home when measured by the shortest walking distance.
- 4.2 Within this policy, a student's 'home' is considered to be their current, permanent place of residence. Eligibility will only be assessed from one home residence. Where a student has more than one residence, for example when parents live separately, eligibility will only be considered from the address where the student spends most of their time. Where a

student splits their time equally between addresses, eligibility will be assessed from the address which is registered with the school/college as the home address.

- 4.3 Where a similar course is available at a closer school or college, the student will be expected to demonstrate how their chosen course meets their needs above this other similar course in order to qualify for travel assistance (unless the student is continuing into the sixth form of a school that they received transport assistance to in Year 11).
- 4.4 The walking distance between the home and the school/college is measured as the shortest available walking route.
- 4.5 Distances will be measured using the Admissions & Transport Team's Geographical Information System from the address point of the student's house, as set by Ordnance Survey, to the nearest school/college gate available for students to use.
- 4.6 Assistance will not normally be awarded if a house move results in the prescribed distance being breached. However, special consideration may be given as a result of an enforced council move within Surrey. Evidence of an enforced permanent or temporary council move must be provided.
- 4.7 The local authority makes no provision for assistance with travel to students attending independent schools or private colleges.

Assessment of the family's eligibility to the maximum level of Working Tax Credit or that the student meets the eligibility criteria for free school meals

- 4.8 Applications submitted according to paragraph 3.1b) must include evidence that the student's family is in receipt of the maximum level of Working Tax Credit or that the student meets the eligibility criteria for free school meals.
- 4.9 Once a student has been assessed as entitled to transport under paragraphs 3.1b), entitlement will continue until the end of the academic year, even if the student ceases to meet the eligibility criteria for free school meals or a family ceases to be entitled to the maximum level of Working Tax Credit during the academic year for which transport has been awarded.

5. Assistance available

- 5.1 Students cannot choose the type of travel assistance they will receive. They will be expected to travel by the cheapest form of transport so the County Council can provide the most cost-effective service.
- 5.2 **Vulnerable student bursary holder - see 3.1(a)**
Where a student is in receipt of a vulnerable student bursary they can apply for reimbursement of part of their travel costs to school/college where their fares amount to more than £2.86 a day. Agreed reimbursement of costs in excess of £2.86 a day when using a Student Fare Card as appropriate will be made at the end of each term on receipt of a claim form accompanied by receipts for tickets purchased (using a Surrey Student Fare Card as appropriate) and confirmation of attendance at school/college. Students who travel on school contract coaches or other contract vehicles will normally be invoiced termly in advance at a rate of £181.10 per term (equivalent to £2.86 a day). More frequent invoice arrangements will be considered in cases of hardship.
- 5.3 **Low income families - see 3.1(b)**
Where a student's family is in receipt of one of the benefits listed in paragraph 3.1(b) support will be provided if the student's fares amount to more than £3.95 a day when

using a Student Fare Card as appropriate. Agreed reimbursement of costs in excess of £3.95 a day will be made at the end of each term on receipt of a claim form accompanied by receipts for tickets purchased (using a Surrey Student Fare Card as appropriate) and confirmation of attendance at school/college. Students who travel on school contract coaches or other contract vehicles will normally be invoiced termly in advance at a rate of £250.50 per term (equivalent to £3.95 a day). More frequent invoice arrangements will be considered in cases of hardship.

5.4 **Students unable to use a Student Fare Card – see 3.1(c)**

Where a student is unable to use the Student Fare Card to get to school or college they will be expected to make a contribution towards their travel costs of £3.95 a day:

- If there is a seat on a contract coach or other contract vehicle traveling to the school and the student takes up this place then they will normally be invoiced termly in advance at a rate of £250.50 per term (equivalent to £3.95 a day). More frequent invoice arrangements will be considered in cases of hardship.
- If the student travels on alternative public transport routes the amount to be reimbursed will be the equivalent cost when traveling by the lowest equivalent public transport rate, less £3.95 a day. Costs will be reimbursed at the end of each term on receipt of a claim form accompanied by receipts for tickets purchased and confirmation of attendance at school/college.

5.5 **Students with a disability/learning difficulties/are medically ill – see 3.1(d)**

Where a student has a disability, a learning difficulty and/or is medically ill (but not an Education, Health and Care Plan) and cannot travel on public transport as a result of that disability or condition they will be expected to make a contribution towards their travel costs of £3.95 a day:

- If there is a seat on a contract coach or other contract vehicle traveling to the school and the student takes up this place then they will normally be invoiced termly in advance at a rate of £250.50 per term (equivalent to £3.95 a day). More frequent invoice arrangements will be considered in cases of hardship.
- Alternatively a taxi may be provided to take the student from home to school/college but the student will be invoiced for their contribution of £3.95 per day, termly in advance.

5.6 Other than in cases where a student has a disability, a learning difficulty and /or is medically ill and cannot travel on public transport as a result of that disability or condition, assistance to students who use private transport will normally only be considered if:

- no public transport service or Surrey contracted vehicle is available between home and school/college; or
- the student chooses to use private transport and the cost is cheaper than any alternative mode of transport to the school/college

5.7 If it is agreed to provide support towards private transport the student will be offered a petrol allowance to contribute to their costs only if the cost of the journey by car would exceed the student contribution when applying Surrey County Council's approved mileage rate. The petrol allowance to be paid will be the amount in excess of the amount that the student is expected to contribute to their costs. The mileage rates to be used will be set in line with the Her Majesty's Revenue and Customs (HMRC) rates that are designed to cover fuel and running costs for each mile of travel. The mileage to be used will be the shortest road route from the home address to the school/college. For car users taking more than one student, only a single application will be considered per family.

5.7 Other than in cases where a student has a disability, a learning difficulty and /or is medically ill and cannot travel on public transport as a result of that disability or condition,

taxi will not be provided unless there is no alternative mode of transport available that will get the student to their school/college without undue stress, strain or difficulty that they would then be prevented from benefiting from the education.

To this end a journey time of 75 minutes is considered reasonable for students. However, it may be deemed acceptable for a trip to exceed these journey times if it is considered that the additional time does not place undue stress, strain or difficulty on the student.

- 5.8 Travel assistance will only be agreed for costs incurred at the start and end of the school/college day. Where existing transport provision is available at the start and end of the school/college day, additional journeys will not be provided at alternative times to cater for students' individual timetables, including during examination periods.
- 5.9 Travel assistance will only be agreed for the course being applied for. If the student changes course or school/college they will be required to make a fresh application.
- 5.10 Travel assistance will be withdrawn if at any time it is discovered that the application has been made fraudulently or on the basis of misleading information and the local authority will seek reimbursement of any monies that have been paid out in respect of the travel claim. Surrey County Council reserves the right to take legal action against any parent who has made a fraudulent application for assistance for school transport.
- 5.11 Travel assistance that has been agreed in error or where it is discovered that the student lives within the prescribed distance will be withdrawn.
- 5.12 No reimbursements of travel costs incurred prior to an application will be made.
- 5.13 The local authority will not accept requests for reimbursement for registration or exam fees, or for travel costs for educational visits or placements, or the cost of the Surrey Student Fare Card.

6. Young people with an Education, Health and Care Plan

- 6.1 Young people do not automatically qualify for free travel because they have an Education, Health and Care Plan. There is a separate transport policy for young people who have a need for transport as part of their plan. A copy of Surrey's policy is available from the student's SEND case officer.

7. Special consideration

- 7.1 Students who live in Surrey who do not satisfy the conditions of this policy but who wish their case to be given exceptional consideration and those who believe that a decision to refuse transport is incorrect may apply for their case to be considered at transport case review.
- 7.2 Students must complete a transport case review form on which they must indicate whether they believe the original decision to be wrong or whether they wish their case to be considered as an exception to the policy. The form must be returned with a personal letter giving details of their case within 20 working days from receipt of the decision.
- 7.3 Applications for special consideration must be accompanied by independent supporting evidence such as from a GP or consultant, a social worker, the police, other local authority officers, copies of relevant court orders etc.

- 7.4 Transport case reviews will be carried out as follows:
- where the applicant believes that a decision to refuse transport is incorrect, the case will be considered by a senior officer to verify whether entitlement has been assessed correctly against policy
 - where the applicant does not satisfy the conditions of this policy but wishes their case to be given exceptional consideration, the case will be considered by a panel of at least two senior officers

In each case the response will be sent to the parent within 20 working days of receipt of the transport case review form.

- 7.5 If the student remains unhappy with the decision at transport case review, they can request, within 20 working days from receipt of the transport case review decision, to have their application reviewed by a panel of three County Council Members.
- 7.6 The County Member review panel will aim to review the application within 40 working days of receipt of the student's request and a response will be sent within 5 working days.

8. Changes in circumstances

- 8.1 Any change in circumstances at any time that might affect eligibility for assistance with the cost of travel, such as a change of address, course, school or college, or the student leaving the school or college, must be notified immediately in writing to the Admissions and Transport team who will need to reassess the student's eligibility to assistance with the cost of travel.
- 8.2 If a student moves out of the administrative area of Surrey County Council the student will have their transport support withdrawn. Responsibility for travel will rest with the local authority in whose area the student has moved in to.

9. How can students apply?

- 9.1 An application form must be completed for each year of the course and support will not be renewed automatically.
- 9.2 The application form is normally available in June of the year prior to the start of the academic year. Students should complete the application form fully and return it to the Admissions and Transport team.
- 9.3 Completed application forms will be processed according to the following timescales:
- | | |
|--|-------------------------------|
| Application form received by end of July | processed by mid-September |
| Application form received in August | processed by end of September |
| Application form received at other times | processed within 3 weeks |
- 9.4 Assistance with travel will normally only be agreed for the minimum time required to complete the course. Unless there are extenuating circumstances the local authority would not expect to assist with repeat years.

10. How we use your data

- 10.1 Surrey County Council respects your rights and is committed to ensuring that it manages your data in accordance with the General Data Protection Regulation (GDPR). You can find out more about how we manage your data on the privacy notice section of our website at www.surreycc.gov.uk/your-council/your-privacy