

Southwark Home to School/college travel policy for young people aged 16 – 19

Introduction

This guidance sets out Southwark Council's policy on home to school travel for 2010/2011 academic year onwards for students aged 16-19 who are Southwark residents. It was developed using a joint approach with our key partners, parents/carers, sustainable travel, travel safety officers and Transport for London (TFL).

Policy Outcome

The purpose of this policy is to provide accessibility for all young people into full time further education and promote learning, social inclusion, choice and diversity of learning provision. Where additional support is required for young people to enable them to access public transport or walk a route on their own, we would like to provide them with independent travel training.

Free Transport within the Transport for London Area

Transport for London offers free travel on buses and trams to young people who live in London and who are under 19 years of age prior to the start of the academic year if they remain in full time education. For more information on this and other Transport for London travel support please see www.tfl.gov.uk Southwark council expects that most further education students, living in Southwark, will be able to access free public transport and will not require additional travel assistance to attend school or college.

However, there are likely to be a very few students who have to travel on alternative forms of transport. In order to be considered for assistance with the cost of travel the student must live 3 miles or more, by the nearest available route, from a school or college where the appropriate course is available.

Costs

When choosing a place of further education, consideration should be given to how the young person will meet the cost of travel. Some financial support is available to young people in further education. This includes Education Maintenance Allowance (EMA) and other forms of financial assistance outlined at www.direct.gov.uk . Young people receiving financial support will be expected to contribute towards the cost of travel to study.

Eligibility

Financial assistance for travel MAY be granted after assessment, if the student or their family fall within the groups listed below or are in receipt of the following benefits:

- Where the student receives EMA (There are no rules about how you spend your EMA but the government thinks it is reasonable that you should spend some of the money on travel costs)
- Financial support under part VI of the immigration and Asylum Act 1999.
- Students who have a disability and /or learning difficulties.
- Students who are or have been a looked after child.
- Students who are parents and retain the responsibility for their child.

Students must also be:

- Resident in Southwark at the time of application **and**
- 16-19 years of age (or age 19, if they are continuing a course that was started before their 19th birthday) and in year 12 or 13 at school or attending a course of further education **and**
- Attending a publically maintained school/college **and**
- Attending a full time, non advanced course of at least one academic year i.e. more than 12 hours per week **and**
- Attending a school/college that is not accessible travelling on a journey supported by the Transport for London free concession **and**
- Attending a course that is not available at a school or college closer to the students home address **and**
- Not in receipt of help towards travel from another source **and**
- Further than 3 miles walking distance from the school/college.

The walking distance between home and school/college for this purpose is measured as the shortest safe walking area, with suitable footpath and lighting.

The Local Authority will not provide support with transport if the family voluntarily moves home and makes the school / college further away, however consideration will be given as a result of a non-planned or an emergency move.

The Local Authority does not assist with travel for children attending independent schools and colleges.

Assistance with Travel

Subject to meeting the eligibility criteria, the following forms of assistance are available:

- Travel pass
- Reimbursement at the public transport rate.
- Travel assistance agreed will be for the duration of the course only.

Withdrawal of Financial Assistance:

- Assistance will be withdrawn immediately if at any time it is discovered that the application was made fraudulently and the Local Authority will seek reimbursement of any monies that have been paid out.

- Assistance will be withdrawn, at the end of the next half term, if it is discovered that the student lives within the distance or changes to public transport means that a bus route can now be used.

Young People with Learning Difficulties and or Disabilities

Young people do not automatically qualify for assistance with travel because they have a learning difficulty or disability (LDD) or a statement of special educational needs.

Young people with LDD should make an application for assistance with travel to the Local Authority with details of the school/college they will be attending. The school/college should be the nearest appropriate learning establishment to the young person's home.

All pupils/students will be expected to undertake independent travel training (ITT). This will be provided through the young person's school or college or local connections service. Failure to take up the ITT service by the young person's education provider will lead to a charge, to the provider for any other form of travel assistance provided. Education providers will be expected to provide evidence that they have promoted independent travel training.

Independent travel training will be provided for all young people who are assessed as likely to benefit from it. Part of the assessment of travel needs will include the potential for a young person to become an independent traveller. Independent Travel Trainers (ITT) will be qualified using the TITAN programme. Trainers will include parents, education staff, connections workers and Local Authority staff, education and travel safety officers. If you are interested in becoming a trainer please contact the parent partnership service on 020 7525 5256.

TITAN is Travel Independence Training across the Nation. It is a scheme designed and successfully used in Norfolk county Council for over 20 years. The system works like traffic lights, students work through books at red, amber and build up to green. Students will be assessed at the end of every stage and will not move on unless everyone involved is happy that they do so.

TITAN makes young people safe, gives confidence and promotes self esteem, improves access to further education and training, increases access to employment, allows the young person to access a better social life and give young people freedom to travel independently.

Other Travel Assistance

- Limited grants to support families with the purchase of suitable bicycle.
- Road safety cycle training.
- Support with motorised buggy hire.
- Support with walking routes. <http://www.walkit.com/cities/?welcome> and www.tfl.gov.uk
- Cycle maps and information <http://www.lcc.org.uk/>

How to Find Out More

- **Travel Grants:** Pupil Benefits Team, PO BOX 64529, SE15LX, phone: 020 7525 5337, Email: pupil.benefits@southwark.gov.uk.
- **Independent Travel Training:** Parent Partnership Service, PO Box 64529, SE1 5LX, phone 0207 525 5256 or Travel Safety Team, PO Box 64529, phone 0207 525 5566 <http://www.southwark.gov.uk/YourServices/transport/Roadsafety/>

Appeals

Parents/carers have the right to appeal against decisions made under this policy. Decisions on whether transport is to be provided are made in the first instance by Officers in the pupil benefits team or the SEN team. If you believe that your application for transport has been considered incorrectly you have the right to appeal. Appeals must be made within 14 days of receiving the letter refusing transport. If you wish to appeal against a decision you should complete an appeal form which will be submitted to the pupil benefits or SEN team as appropriate.

How appeals are administered

Appeals against refusals by the council to provide transport assistance are considered by an independent appeals panel administered by the Southwark Arbitration Unit. The panel normally consists of three members and meets as and when required.

The panel considers each case in private and on its merits within the policy adopted by the council.

The panel determines appeals on the basis of a oral hearing attended by both the appellant and the council. A legal representative from the Arbitration Unit clerks the Panel and provides advice to the panel on the home to school/college transport policy.

Any representations and supporting documentation are circulated to all members of the panel. The case for refusal prepared by the access and inclusion transport team will also be sent to appellants and the members of the panel. Appellants are able to lodge any submissions/evidence in advance of the appeal. At least two weeks before the meeting paperwork will be distributed to all concerned.

If the appeal is successful, the appellant will be informed within three working days and necessary arrangements will be made for transport assistance as soon as possible.

If the appeal is dismissed there is no further right of appeal. However, if the appellant feels that the matter has been handled inappropriately by the council, they may take the matter up with the Local Government Ombudsman.

Complaints

All compliments, complaints and comments should be handled through the Council's formal complaints process either by completing the online complaints form on the Southwark website:

<http://www.southwark.gov.uk/YourCouncil/ContactSection/complaintscomplimentscomments.html> or by contacting the Children's Services Complaints Unit:

Children's Services Complaint Unit
PO Box 64529
London SE1 5LX

Tel: 020 7525 3681
email: sscomplaints@southwark.gov.uk

List of establishments in Southwark for post 16 education

Southwark College

Course information line 020 7815 1600
Email: info@southwark.ac.uk

Schools with 6th forms

Bacons College

Timber Pond Road
SE16 6AT
0207 237 1928

Globe Academy

Harper road
SE1 6AG
0207 407 6877

Harris Academy Bermondsey

55 Southwark Park Road
SE16 3TZ
0207 237 9316

Harris Academy Peckham

107 Peckham Road
SE15 5DZ
0207 703 4417

Harris Girls East Dulwich

Homestall
SE22 0NR
0207 732 2276

Kingsdale

Alleyn Park
SE21 8SQ
0208 670 7575

Sacred Heart Roman Catholic

Camberwell New Road
SE5 0RP
0207 274 6844

St Michaels Catholic

John Felton Road
SE16 4UN
0207 237 6844

St Michaels and All Angels Church of England Academy

Farmers Road
SE5 0UB
0207 701 4166

St Saviours and St Olaves Church of England

New Kent Road
SE1 4AN
0207 407 1843

The Charter

Red Post Hill
SE24 9JH
0207 346 6600

The City of London Academy

Lynton Road
SE1 5RB
0207 394 5100

Walworth Academy

Trafalgar Street
SE17 2TP
0207 450 9570

Places to get support

Youth and Connexions Service, Youth work and advice for 11 to 19 year olds in Southwark

<http://www.southwark.gov.uk/yourservices/childrenandfamilies/activities/youthandconnexionservice.html>

Connexions Prospects Service, Advice supporting achievement in education.

<http://cypdirectory.southwark.gov.uk/AtoZEntry.aspx?id=1290>

Other Financial support

- www.direct.gov.uk Education Maintenance Allowance
- www.direct.gov.uk/caretolearn Information about various financial supports for young people in further education.
- <http://www.southwarkcarers.org.uk/a6.htm> advice about financial support for travelling for people with a disability.