

Post-16 Transport Policy

Person Responsible for the Policy:

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What concessionary fares, discounts, subsidies, passes or travel cards are available for learners?

For all transportation support, students must be aged 16 or over but under 19 at 31 August of the academic year to be eligible for support. Students aged 19 or over are only eligible to receive discretionary support if they are continuing on a study programme they began aged 16 to 18, or if they have an Education, Health, and Care Plan.

Once you have applied, the Academy will assess the application in line with the eligibility criteria set out in the bursary policy and will let you know if the application has been successful. If the application is successful, you will be issued with an award letter confirming the amount and type of support that has been awarded, and setting out any payment conditions.

Rather than paying money into your bank account, the Academy may decide to provide some or all of your award as 'in kind' support – this means that they will purchase the resources you require, such as a bus pass on your behalf. Or they may refund your weekly ticket depending on the circumstances.

When learners can use their travel passes or obtain concessionary fares

Learners may only use bus passes to attend or depart school and they must not be used for journeys to locations other than home or school. Where a supporting letter to obtain a concessionary fare is needed. Please email Pauline.Ellsworth@rrsf.org.uk directly for a confirmation of study letter.

How learners will be assessed to see if they are eligible?

Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by the Academy. The Academy carries out a financial assessment of each applicant and administers bursaries in line with the ESFA's Bursary Fund Guide [HERE](#) and as set out in this policy.

Students can learn more about these bursaries [HERE](#).

There are 2 types of 16 to 19 funding schemes:

- bursaries for students in one of the defined vulnerable groups of up to £1,200 a year; and
- discretionary bursaries which institutions award to meet individual need, using policies they set in line with the ESFA's funding rules

Defined vulnerable groups bursaries are awarded to students who have a financial need and who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The Academy conducts a financial needs assessment to confirm actual financial need and the amount of support required. Students do not automatically receive £1,200.

Discretionary bursaries are awarded by the Academy to help students with costs such as travel, essential books, equipment or specialist clothing (such as protective overalls, for example).



As with defined vulnerable groups bursaries, a financial needs assessment is conducted and the Academy bases decisions about which students receive a discretionary bursary and how much they receive on each student's individual circumstances and their actual financial need.

Students applying for a discretionary bursary should indicate on their application forms what they would like to use the bursary funding for. The Academy will consider requests for help with transport, books and equipment, field trips and other course-related costs, as well as the costs of attending industry placements, university interviews and open days.

What is the provision of assistance for learners with learning and/or disabilities?

As stated above, most learners with learning and/or disabilities would be eligible for **Defined vulnerable groups bursaries** which are awarded to students who have a financial need and who are receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

When learners should start to apply for transport?

Your application should be submitted by 31st October each academic year.. It will be reviewed by the Bursary Committee which is made up of the Head of Sixth Form, Finance Officer and Sixth Form Secretary. Students will be notified as soon as possible of the outcome.

The School will set aside 20% of its Discretionary Bursary allocation to accommodate changes in circumstance and to ensure that requests for funding from students received after 31 October can be considered. Students facing financial hardship at any time during the academic year should apply using the form set out in the bursary application policy.

What help is available for learners who attend a further education institution which is beyond daily travelling distance and they need to stay away?

In the event that learners are in a position where they must stay beyond the daily travelling distance and need to stay away, we support learners by:

- Exploring the option to study remotely through the Teams platform
- Attend lessons in an alternative United Learning Sixth Form temporarily or long term
- Transfer to another institution



What to do in exceptional circumstances?

The Academy recognises that it is not possible to cover every eventuality in this policy. In exceptional circumstances, students and parents / carers may apply in writing to Mrs Ellsworth for a discretionary bursary. Such applications should outline the specific circumstances and provide supporting documentation. A decision will be taken by the Bursary Committee at the sole discretion of the Academy, and will be dependent on funds being available.

What is the complaints process?

Any student or parent who is unhappy with the School's handling of an application for transport provision should follow the complaints policy which is available on the school website under Policies.

Who can I contact?

If you have any further questions please email Mr Howarth Assistant Principal Key Stage Five simon.howarth@rrca.org.uk or call 01228 822060.

