



16 Plus Free Travel Scheme for Students aged 16-18*

(For students from low income families or who held a statement of SEN in Year 11)

*as at 1st September 2011



Our duty to provide free home to school transport for students resident in Buckinghamshire ends when they no longer have to go to school by law. However, we continue to provide support towards travel costs to students from low income households or students who had a Statement of Special Educational Needs in Year 11 through our 16+ Free Travel Scheme.

Who can join the scheme?

You can join this scheme if you meet **all** of the following criteria;

- You are from a low income household (as defined in the following section) **OR** you had a full Statement of Special Educational Needs in Year 11 **and**
- You live in Buckinghamshire **and**
- You were born after 31st August 1992 and before 1st September 1995 **and**
- You live more than 3 miles from your chosen school or college **and**
- You will be undertaking a full-time course of at least 16 hours per week **and**
- You will be attending your nearest catchment school or college (for travel purposes) that provides the course you wish to do **and**
- This school or college is a government institution **and**
- You are progressing to the next level of further education from the level of course you completed last year (students re-taking or studying GCSEs only will not be entitled to this travel scheme)

The map on the back of this leaflet shows the nearest or most appropriate college for the area in which you live. If you meet all of the above criteria and begin your current course prior to your 19th birthday we will provide travel assistance until you complete the current course.

Definition of 'Low Income Household'

A low income household is one in which students have either:

1. Entitlement to free school meals because the student or his/her parents or carers are in receipt of one or more of the following benefits:-

- Income-based Job Seeker's Allowance
- Child Tax Credit except if you meet **ANY** of the following criteria:-
 - i) entitled to Working Tax Credit (regardless of income)
 - ii) have an annual income in excess of £16,190
- Income-related Employment & Support Allowance (ESA)
- Incapacity Benefit
- The Guarantee element of State Pension Credit
- Financially supported by NASS (National Asylum Support Service)

2. If you are not entitled to Free School Meals another benefit that is accepted is entitlement to the maximum level of Working Tax Credits, this means that there is no reduction due to income in the Working Tax Credit elements section of your HM Revenue & Customs paperwork for the current tax year.

You cannot join the scheme if:

- You do not meet all of the above criteria
- You will be undertaking a higher-education course
- You will be attending a fee-paying independent school or college
- A similar (but not necessarily identical) course is available at a school/college which is nearer and/or more appropriate to travel to

- Your course involves work placements

How do I join the scheme?

To join the scheme, you must complete the enclosed application form and attach a passport-sized photograph of yourself together with valid benefit details (unless you had an SEN statement in Year 11 in which case you do not need to provide evidence of benefit entitlement). If you do not provide a suitable photograph or valid benefit evidence we will return your application form to you. Please look carefully at the list of valid benefits and ensure that you provide **a copy** of the evidence as specified. Any original benefit documents sent to us will be destroyed and not returned to you.

Petrol Allowance

In limited circumstances, we may agree for you to claim a mileage allowance for travelling by car or motorcycle. If you are entitled to mileage allowance it will be for one return journey per day, irrespective of the driver. In all cases, you must complete the application form to join the scheme, but for mileage allowance you do not need to attach a photo. However, we do have the right to offer you public transport or a school bus only if mileage allowance is not the cheapest option. If we agree to give you a mileage allowance, we will send you a claim form each term.

**Completed forms should be sent to: The Admissions and Transport Team,
Buckinghamshire County Council, County Hall, Aylesbury, Buckinghamshire HP20 1UZ**

When do I join the scheme?

In order to receive your travel pass by the beginning of September, we must receive your 16+ application form by **no later than 4th July 2011**. In such cases we will send your travel pass to you in the post from the middle of August onwards so that you receive it by the beginning of the Autumn term. **We cannot guarantee that any applications received after this date will be processed before the beginning of the Autumn term.** Please therefore, apply as soon as possible. If your application is received late, we will not be able to help you with the cost of any fares you have to pay before you receive your pass.

What transport will be provided?

Entitled students will receive a travel pass for either a school bus or public transport service. We have the right to limit places to a specific service that is available only at the beginning and end of a normal academic day. We do not issue travel passes for outward or homeward journeys only.

How is my travel pass renewed each term?

SEN students will be provided with an annual pass which is automatically renewed each year and a new pass for the following academic year is sent to the home address during August.

For low income applicants your travel pass will need to be renewed at the end of each term. You will receive a renewal slip for the following term with each travel pass which you should use to order your next travel pass.

What do I do if my travel pass is lost or stolen?

If your travel pass is lost or stolen, you will need to send a cheque or postal order for £10 (payable to Buckinghamshire County Council) with a written request for a replacement. You must quote your student reference number, name, address and date of birth, and send your cheque and written request to the address below. An online payment option will be available from September 2011 to pay for replacement passes.

How do I get more information?

Please refer to the council's website for more information about this scheme at:
http://www.buckscc.gov.uk/bcc/schools/transport_16_19.page or contact the following:

16+ entitlement enquiries only – The Admissions and Transport Team,
educationtransport@buckscc.gov.uk Tel: 01296 383250

16+ renewals, replacement passes, travel services enquiries – Amey Client Transport,
ameytrans@buckscc.gov.uk Tel: 01296 387439

Below are a list of local colleges that offer further education courses. We can only help you with travel costs if you are studying at the most appropriate site of a college (for travel purposes), which offers the course you want to study or a similar (not necessarily identical) course. The map on this leaflet shows which colleges we class the most appropriate for certain areas of the county. If the course you want to study (or one similar) is not available at the colleges shown as being relevant to where you live, we may be able to help you with travel to the most reasonably accessible college at which the relevant course is available.

Bedfordshire

Bedford College of FE
Cauldwell Street
Bedford
MK42 9AH
Tel: 0800 0740234

Central Bedfordshire College
Kingsway
Dunstable
LU5 4HG
Tel: 01582 477776

Berkshire

East Berkshire College at Langley
Station Road
Langley
Slough
SL3 8BY
Tel: 0845 373 2500

East Berkshire College at Windsor
St Leanords Road
Windsor
SL4 3AZ
Tel: 0845 373 2500

Berkshire College of Agriculture (BCA)
Hall Place
Burchettsgreen Road
Maidenhead
SL6 6QR
Tel: 0800 071 1666

No public services available, please contact the college for transport queries

Buckinghamshire

Amersham & Wycombe College
Amersham Campus
Stanley Hill
Amersham
HP7 9HN
Tel: 0800 614016

Chesham Campus
Lycrome Road
Chesham
HP5 3LA
Tel: 0800 614 016

High Wycombe Campus
Spring Lane
High Wycombe
HP10 9HE
Te: 0800 614 016

Buckinghamshire (Cont)

Aylesbury College
Oxford Road
Aylesbury
HP21 8PD
Tel: 01296 588588

Buckinghamshire New University
(Further Education courses only)
Tel: 0800 0565 660

Hertfordshire

West Herts College
Watford Sixth Form Centre
Cassio Campus
Langley Road
Watford
WD17 4YH
Tel: 01923 812000

Dacorum Campus
Marlowes
Hemel Hempstead
HP1 1HD
Tel: 01442 221500

Leggatts Campus
Legatts Way
Watford
WD24 5TE
Tel: 01923 812000

Watford Campus
Hempstead Road
Watford
WD17 3EZ
Tel: 01923 812000

Northampton
Northampton College
Booth Lane
Northampton
Tel: 01604 734567

Milton Keynes

Milton Keynes College
Bletchley Campus
Sherwood Drive
Bletchley
Milton Keynes
MK3 6DR
Tel: 01908 684444

Chaffron Way Campus
Woughton Campus West
Leadenhall
Milton Keynes
MK6 5LP
Tel: 01908 684444

Oxfordshire

The Henley College
Deanfield Avenue
Henley On Thames
RG9 1UH
Tel: 01491 579988

Oxford & Cherwell College
Oxpens Road
Oxford
OX1 1SA
Tel: 01865 550550