



APPLICATION FOR POST 16 TRANSPORT
(for non South Devon College Students)
2012/13 ACADEMIC YEAR

For any queries regarding Post 16 transport please contact:

Children's Services Transport Team

Room G18, Oldway Mansion,

C/O Town Hall,

Castle Circus,

Torquay, TQ1 3DR

Telephone: 01803 207688

Email: cstransport@torbay.gov.uk

Web: www.torbay.gov.uk/schooltravelsupport

ACADEMIC YEAR SEPTEMBER 2012 – JULY 2013

APPLICATION FOR POST 16 TRANSPORT ASSISTANCE (for non South Devon College Students)

PLEASE READ THIS GUIDANCE BEFORE COMPLETING AN APPLICATION. Students who meet the basic criteria shown below will be entitled to receive assistance to their choice of Torbay 6th Forms. Students who will be attending a 6th Form/College outside of Torbay may not qualify to receive transport assistance.

Basic Entitlement Assessment Criteria

To be entitled to Local Authority assisted travel, there are 4 basic rules for all Students:

1. Students must live in Torbay Council's area
2. Students must be under 19 years of age at 31st August 2012
3. Students must live more than three miles from the 6th Form/College, unless a medical condition or other special need means they can not walk this distance.
4. Students must attend a full time course

For students wanting to attend a School/College outside Torbay, the following applies:-

1. Transport may not be available to Students who received transport before joining the 6th form as a result of winning an appeal, or were provided with educational continuity transport to complete GCSE's after moving address.
2. The Local Authority must agree that the Student cannot find a suitable course or place within Torbay and wishes to attend another 6th form or FE College outside Torbay within daily travelling distance. The Local Authority may assist if the length of journey and the cost of travel are reasonable.

In deciding whether a suitable course is available to a Student, the Local Authority will consider the Student's preferred course and compare it with similar courses offered at the Schools or Colleges within Torbay to decide if there is a sound educational reason to support the request for transport. The Local Authority will take into account:

- The end of course qualification(s)
- Course content
- The relevance of the preferred course to the Student's future plans.

How much does it cost if I am entitled?

- All modes of transport will cost **£490.00** for the full Academic Year. You can also split the £490.00 payment to **10 x £49.00** monthly payments, or termly at **£164.00** for Autumn, **£163.00** for Spring and **£163.00** for Summer.
- For Students who are in receipt of a **qualifying benefit** the transport will cost **£100.00** for the full Academic Year. You can also split the £100.00 payments to **10 x £10.00** monthly payments, or termly at **£34** for Autumn, **£33** for Spring and **£33** for Summer.
- For Students who choose to pay **Annually** or **Termly**, payments will be due by the **15th August 2012**. For Students who choose to pay in **Monthly Instalments** or **Direct Debit**, the first payment will be due on the **15th September 2012**.
- For Students with Siblings getting transport assistance to a **Selective** and/or **Denominational School** a discount scheme is available.
- For Students **Living Independently** or studying on a **Special Needs course** the transport will be **free**.
- **Qualifying Benefits** are as follows – Income Support, Child Tax Credit but NOT entitled to Working Tax Credit and the household income does not exceed £16,190, Income-based Job Seekers Allowance (IBJSA), Employment Support Allowance (Income Related), Guaranteed Element of State Pension Credit and Support under Part VI of the Immigration & Asylum Act 1999.

PLEASE DO NOT SEND A PAYMENT WITH THIS APPLICATION AS AN INVOICE MUST BE RAISED BEFORE A PAYMENT CAN BE RECEIVED.

What do I do if I'm not sure which 6th form or College I will be attending?

If you are undecided on where you will be attending, only complete **ONE** application, for your **preferred** 6th Form or College.

Photograph Information

Photographs can also be taken free of charge at the Torbay Council Connections offices in Torquay, Paignton or Brixham with no appointment necessary OR emailed to cstransportpics@torbay.gov.uk with Students stood in front of a plain background.

ACADEMIC YEAR SEPTEMBER 2012 – JULY 2013

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N.B: Please complete this form in BLOCK CAPITALS

NAME OF 6TH FORM/COLLEGE REQUESTING TRANSPORT: _____

SURNAME: _____

FORENAME(S): _____

Sex: M or F (please circle) **Date of Birth:** _____ **Age on 1st Sept 2012:** _____

Ethnic Origin: _____

Address: _____

Postcode: _____ **Home telephone:** _____

Mobile number: _____ **Email:** _____

FULL name of Parent/Guardian: Mr/Mrs/Miss/Ms _____

N.B: If your transport is chargeable and you are under the age of 18, your Parent/Guardian will be the person invoiced.

Name(s) of Sibling at a Selective and/or Denominational School applying for or currently in receipt of transport assistance:

COURSE(S) INFORMATION:

Full name and level of course(s) to be studied: (include course title and all 'A/AS level, GNVQ or GCSE subjects)

Is this a full time course? (Not block release or Modern Apprenticeship etc) **Yes/No** (Please circle)

MODE OF TRAVEL: Once eligibility has been established it is for the Transport Team to determine the most suitable mode of travel.

Preferred mode of travel: **Bus / Rail** (not available to Exeter College Students) / **Taxi** (please circle)

NB: Travel passes are issued termly

If bus travel is chosen, preferred bus service to use (if known):

Please state the reason why taxi transport is required: (A separate sheet can be used for this)

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FINANCIAL INFORMATION : Please tick the following statement that applies:

- 1. I am living independently and claiming benefits in my own name**
N.B: You must provide appropriate benefit evidence in order for your application to be processed.
- 2. I live with a Parent/Guardian who is in receipt of a qualifying benefit**
N.B: You must provide appropriate benefit evidence in order for your application to be processed.
- 3. None of the above applies**

Please note: If you have ticked options 2 or 3 above, please complete the Payment Options section.

PAYMENT OPTIONS: Please confirm which method of payment you would like to use: (Please tick one option)

- Annually** (one invoice will be sent to cover the whole year)
- Termly** (one invoice with a 3 instalment payment plan will be sent)
- Monthly Instalments** (one invoice with a 10 instalment payment plan set up will be sent)
- Monthly Direct Debit*** (one invoice with a 10 instalment payment plan set up will be sent)

N.B: For Direct Debit instalments please complete the enclosed mandate and return with this form
Cheque payments - please make payable to TORBAY COUNCIL
Monthly Instalments are NOT the same as Direct Debit - payments are made via Post Office, Internet or over the telephone using a Credit/Debit Card.

PHOTOGRAPH OPTIONS: (Please tick one option)

- My appearance has not changed, please use the photo I submitted last year**
- I have enclosed 1 x photograph for my travel pass**
- I will email a photograph to cstransportpics@torbay.gov.uk**
- I will visit Connections (Torquay, Paignton or Brixham) to have my photograph taken**
N.B: No appointment is necessary at a Torbay Council Connections Office
If you are sending a passport sized photograph, please make sure your name is on the back

I agree that the information I have provided for this Post 16 transport application is true and accurate.

Student Signature: **Date:**

Parent/Guardian Signature: **Date:**

(N.B THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN IF THE STUDENT APPLYING IS UNDER 18 YEARS OF AGE)

Please return this application by 15th June 2012. Applications received after this date can take several weeks to process, Therefore we cannot guarantee transport assistance for the start of term.

Data Protection Act 1998 – The Information and Photographs provided on this form will be used to assess your application for Post 16 Transport. It maybe available for this purpose, to other departments within the Council, Schools/Colleges and other local authorities. Data may also be used for the purposes of the prevention and detection of fraud; this may include disclosures to the police and other bodies. If you would like information on how your data is used please contact Torbay Council's Information Governance team on 01803 207467. More information regarding this can be found on Torbay Council's internet pages