

RICHMOND UPON THAMES TRANSPORT PARTNERSHIP

Transport policy statement for the 2013/2014 academic year for further education students aged 16–18 and continuing students aged 19 and over.

Name of Local Authority: Richmond upon Thames

Department responsible: Pupil Benefits, Education, Children's and Cultural Services, Civic Centre, 44 York Street, Twickenham, TW1 3BZ.

1. Details of all concessionary fares, discounts, subsidies, passes or travel cards available for students aged 16-19 and who provides them:

Local Authority: Richmond upon Thames Local Authority will provide grants – payable in three termly instalments – to eligible students, including those who express preference for travelling from home to school/college by bicycle, appropriate to the number of Greater London travel zones of their journeys, as follows: -

1 zone of travel	£200
2 zones of travel	£250
3 zones of travel	£350
4 zones of travel	£470

If eligible students attend specialist courses (which are not available locally) at schools or colleges at a considerable distance from home and they consequently incur annual travel costs that exceed the maximum amount available, the Authority will provide Learner Support Fund grants, subject to availability at the time of application, to cover the additional costs.

Funding for eligible students with disabilities and/or learning difficulties will be provided flexibly in the form that most suits the students' individual needs.

Application forms can be downloaded from the 'Travel Awards for 16-19 year-olds in schools/colleges' page at <http://www.richmond.gov.uk/student-support>, or can be obtained by contacting the Pupil Benefits Officer either by telephone on 020 8891 7587 or by e-mail to student.support@richmond.gov.uk.

Richmond Adult Community College:

- Information regarding financial assistance, including Additional Learning Support, can be found at: <http://www.racc.ac.uk/student-advice-support>.
- College Bursary scheme: reductions on some courses with a range of eligibility requirements, see <http://www.racc.ac.uk/course-fees>.

- The College's leaflet on course fees and concessions can be downloaded here: http://www.racc.ac.uk/files/pdfs/RACC_Concessionary_Fees_Explained.pdf.

Richmond upon Thames College:

- Bursary. The college offers bursaries to those on a low income – see: <http://www.rutc.ac.uk/template2c/pdf/money-matters.pdf>.
- Students over the age of 19 and on full time courses can apply for Adult Learning Grants. If students are not eligible and still in financial difficulty can apply for a College grant to help towards college costs.
- For further information, contact the Advice Centre on 020 8607 8298.

Other concessionary schemes

Transport for London:

16-17 year olds

Students in full time education or on a work-based learning scheme who live within a London borough can travel for free on buses and trams across the entire London bus network, including sections outside Greater London. 16-17 year olds must have a valid 16+ Oyster photocard to get free travel on buses and trams and some child-rate travel on the Tube and DLR. 16+ Oyster application forms are available from main Post Offices.

18+ Student Oyster Cards

This scheme is for students aged 19 and over on a full time course. It provides a third off London Transport travel expenses. The course must consist of 15 or more tutor-led hours per week, and last a minimum of 14 weeks.

For Richmond upon Thames College students: application forms for the 18+ Oyster Card are available from the Advice Centre, room C10, or you can apply online, at: www.tfl.gov.uk/photocard.

For further information, contact the Advice Centre on 020 8607 8298, or email amanda.burns@rutc.ac.uk.

For Richmond Adult Community College students: If eligible, ask for the TfL form at Reception desks at, either Parkshot Centre or Richmond Business School at our Parkshot site, Richmond, or our Clifden Road Centre, Twickenham. For further information, email info@racc.ac.uk or telephone 020 8843 7921.

2. Will support continue to be made available to students who reach 19 whilst continuing on a course?

Local Authority: support will be provided to students who reach 19 during their courses, subject to their continued fulfilment of the other eligibility criteria.

Richmond Adult Community College: Students in receipt of means-tested benefits can receive help with crèche fees.

Richmond upon Thames College provides support to students aged 19 and over, as well as under 19: see *Section 1 for details*.

3. How will students be assessed to see if they are eligible for support? e.g. means testing or must they be on benefits?

Local Authority: London Borough of Richmond upon Thames residents will be eligible for assistance towards travel from home to school/college, if: -

- they are 16 or over **and** under 19 at the start of the academic year in which the course begins; **and**
- they are attending on a full-time basis **either** Richmond Adult Community College, Richmond upon Thames College **or** the further education college nearest to home that offers the chosen course (allowance will be made for preference for a college that suits the needs of students with disabilities or learning difficulties and the needs of those of particular religions or denominations) **or** continuing state-maintained religious or denominational school sixth form; **and**
- the distance from home to school/college, measured by the shortest route by road and publicly-maintained footpaths, is more than three miles; **or** they have disabilities and/or learning difficulties (see Section 4 below); **and**
- they, or their families, are receiving one of the following benefits: -
Income Support **or** Jobseeker's Allowance (Income-based) **or** Employment and Support Allowance (Income-related) **or** Child Tax Credit, but not Working Tax Credit and who have an annual taxable income of less than £16,190 **or** Pension Tax Credit and who have an annual taxable income of less than £16,190 **or** the 'guaranteed' element of State Pension Credit **or** Working Tax Credit **or** financial support, in accordance with the Immigration and Asylum Act 1999, from the National Asylum Support Service (NASS) or the Council's Asylum and Resettlement Team; **and**
- the school/college attended is not accessible within a timetabled journey of less than one hour by buses on which the Transport for London free travel concession for under-19 year-olds applies throughout the entirety of the bus journey(s).

The Local Authority has the discretion to provide financial assistance for travel to 16-19 year-olds in schools/colleges in exceptional circumstances, which may be social, medical, financial, or other, but which cause significant disadvantage to attendance at school or college and which fall outside the eligibility criteria of the policy. Circumstances that could fall within this category include:

- sudden significant financial downturn;
- living, or having been, in public care;
- receiving assistance from the London Borough of Richmond upon Thames People with Learning Difficulties Service;
- being known to the London Borough of Richmond upon Thames Youth Offending Team;
- relocation due to domestic violence; and
- change of school/college following exclusion; or
- any of these – or other significantly disadvantageous – circumstances for students aged 19-25.

You should note, however, that this list is not exhaustive. Applicants who feel that they have any such circumstances should provide full details on their application forms and provide any relevant documents that can support their case. Applications that outline exceptional circumstances will be considered on their own merits by a senior Local Authority officer. Successful applicants at this stage will be awarded grants at values to be determined by the senior officer. Applicants who are refused at this stage will be given the right of appeal to the Pupil and Student Support Appeals Panel (see below).

Applicants who do not meet the policy criteria, and whose circumstances are not deemed to justify the awarding of support at the 'discretion' stage (above), have the right to appeal against the Local Authority's refusal of assistance with home to school travel costs. Unsuccessful applicants will automatically be notified of the appeal procedure. Appeals are

heard on a quarterly basis by the Council's Pupil and Student Support Appeals Panel, which is made up of four elected councillors and one parent-governor representative, and are treated on their own merits. Applicants who are successful at the appeal stage will be awarded grants at values to be determined by the Appeals Panel.

Richmond Adult Community College: see Section 4 for details.

Richmond upon Thames College: see Section 4 for details.

4. What help do you provide for students with disabilities and/or learning difficulties, or facing other difficulties in following their courses?

Local Authority: Funding for eligible students with disabilities and/or learning difficulties will be provided flexibly in the form that most suits the students' individual needs. You should note that, where appropriate, students with disabilities or learning difficulties will be funded up to the age of 21, and sympathetic consideration will be given to continuation of that funding up to the age of 25.

As a general principle, the Local Authority aims to provide assistance where it is needed, to all sectors of the Community. If students have particular difficulties that cannot be met by the straightforward methods of funding outlined above, sympathetic consideration will be given to providing the most appropriate form of assistance.

Richmond Adult Community College: A fully comprehensive range of support is available in response to individual learner needs. For more details, please contact the College's Learning Information Service on 020 8843 7921.

Richmond upon Thames College: Richmond Borough resident students aged 19 or over with learning difficulties can access transport funding provided by London Borough of Richmond upon Thames's Social Services Department; however the College itself does not provide any specific funding of its own.

Richmond upon Thames Accessible Transport Unit: The Unit provides a range of options, including the Disabled Persons Freedom Pass and the College Transport Scheme, that may help students with disabilities. For more details, please contact the Unit on 020 8831 6097/6312.

5. Is mobility/independence training provided for students who face difficulty with transport?

Local Authority: The Local Authority provides independent travel training for Richmond upon Thames-resident students at Clarendon School, Hampton, and Strathmore School, Petersham, to enable them to progress into further education.

Richmond Adult Community College: The College does not provide mobility/independence training.

Richmond upon Thames College: Students aged 18 or over can access a mobility training scheme that is provided jointly with London Borough of Richmond upon Thames's Social Services Department.

6. When should students start to apply for transport support?

Local Authority: Applications should be made from April in the calendar year that the students will be starting their courses.

Richmond Adult Community College: As soon as the students enrol at the start of their courses.

Richmond upon Thames College: As soon as the students enrol at the start of their courses.

7. What transport help can students apply for if they need to attend a course that is beyond your Local Authority area?

Local Authority: If eligible students attend specialist courses (which are not available locally) at schools or colleges at a considerable distance from home and they consequently incur annual travel costs that exceed the maximum amount available, the Authority will provide discretionary Learner Support grants, subject to availability at the time of application, to cover the additional costs.

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

Students attending full-time courses, which are not available locally, at residential colleges or Centres of Vocational Excellence (COVEs), and who meet the age criteria set out above, can apply for bursaries. Application forms will be available at the colleges and centres or telephone 0845 602 2260 for an application pack. Information is also available at: <http://moneytolearn.direct.gov.uk/>.

9. Information about all points of contact for students seeking transport support:

Local Authority: Telephone: 020 8891 7587. Minicom, for those with a hearing difficulty: 020 8891 7539. Personal visits can be made to the Civic Centre, 44 York Street, Twickenham, TW1 3BZ. If a customer has a particular need - such as an induction loop, a signer or an interpreter - we will do our best to provide it.. Website: <http://www.richmond.gov.uk/studentssupport>.

Richmond Adult Community College: Telephone: 020 8891 5907. TextPhone: 020 8843 7997. Fax: 020 8332 6560. Website: <http://www.racc.ac.uk>.

Richmond upon Thames College: Advice Centre Telephone: 020 8607 8298. Fax: 020 8744 9738. Website: <http://www.rutc.ac.uk>.

Richmond upon Thames Accessible Transport Unit: Telephone 020 8831 6097/6312. Minicom, for those with a hearing difficulty: 020 8831 6078. Personal visits can be made to the Unit at Disability Action & Advice Centre, 4 Waldegrave Road, Teddington, TW11 8HT. E-mail: accessibletransport@richmond.gov.uk. Website: <http://www.richmond.gov.uk/depts/env/envops/atu/default.htm>.

Transport for London: Website: <http://www.tfl.gov.uk>.

South West Trains: Website: <http://www.swtrains.co.uk>.

London Overground: Website: <http://www.lorol.co.uk/travel.html>.

Buses in Richmond Borough: Transport for London website: <http://www.tfl.gov.uk/tfl/gettingaround/maps/buses/>.

Traveline provides details of transport services throughout the UK. Telephone 0870 6082608. Website: <http://www.traveline.org.uk>.

Directgov: For information about financial support available to 16 to 19 year olds in education and training please visit <http://moneytolearn.direct.gov.uk/>. Click on the Extra Help arrow for information about transport funding.