

# TRAVEL SCHEME FOR POST 16 STUDENTS GUIDANCE NOTES

PLEASE RETAIN THESE GUIDANCE NOTES FOR FUTURE REFERENCE

## 1. INTRODUCTION

Northamptonshire County Council will guarantee a seat on one of our existing contracted transport services for a student where an application is received on or before the **3<sup>rd</sup> Friday in May prior to the September of that academic year**. Guaranteed seats will not be available for applications received after that time, and will then be subject to availability which will be considered once all statutory students have been allocated. **This will be after the first two weeks of the start of the academic year for which you are applying.**

In submitting an application form by the afore-mentioned date, parents/legal guardians will be committing to purchasing a seat for the **full academic year** at a cost of £600. Regrettably discounts, of any kind, **will not** be available if transport is used for only part of the year (i.e. passed their driving test etc.). **Only** in circumstances where a family moves home and transport is no longer required will consideration be given to refunding the remaining **full** school terms of transport costs, if the yearly payment option has been chosen. If you opt to pay monthly, the refund will be based on the amount paid to date as well as the term in which transport ceases.

Applications which are not required prior to the commencement of the academic year to which it refers, must be cancelled by email [transportapplications@kierwsp.co.uk](mailto:transportapplications@kierwsp.co.uk) as soon as possible. However if we have already dispatched a bus pass, you will be liable for any costs until it is returned and received in the Post 16 Travel Scheme office, at the postal address shown overleaf, along with a covering letter. Where transport is no longer required after the academic year has commenced, you must notify us in writing, at the Post 16 Travel Scheme address overleaf, specifying the reason for the cancellation and the last date of travel; where a bus pass has been issued, this must accompany the letter. It is important to remember that until we receive the letter of cancellation, and where applicable, the bus pass, you will still be liable for any costs incurred. If the school issue their own bus passes, please state this on the letter of cancellation so that we can notify the school's administration department accordingly. **Consideration should be given to returning the bus pass by recorded/signed for post.**

Your application is assessed on the address and educational establishment on the form. Should you move address or educational establishment we will require a new form so we may reassess your application and there is no guarantee of transport arrangements being able to be rearranged. Should this be the case then it will be the parents'/legal guardians' responsibility for transport provision and costs incurred.

To qualify for transport you will need to ensure you meet the eligibility criteria set out below:

## 2. ELIGIBILITY

The scheme is available for students who:

- i) are over 16 years of age on or before the 31<sup>st</sup> August of that year, but
- ii) under 19 years of age on or before the 31<sup>st</sup> August of that year
- iii) live more than 3 miles walking distance from their designated or nearest school, college or training establishment and

- iv) attending on a full time basis (12 hours or more per week)

### STUDENTS WHO QUALIFY ON GROUNDS OF LOW INCOME

The contribution of £600 will be reduced by 50% (£300) for students whose parents'/legal guardians' are in receipt of any of the following benefits.

- i) Income Support
- ii) Income Based Jobseeker's Allowance
- iii) support under Part VI of the Immigration & Asylum Act 1999
- iv) Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190
- v) guaranteed element of state pension credit
- vi) entitled to free school meals
- vii) families in receipt of the maximum level of Working Tax Credit will also be entitled to financial support. (If you are receiving the maximum level of Working Tax Credit, your documentation will show £0.00 for "Reduction due to your income" as shown below)  
**Working Tax Credit elements**

Basic	from 06/04/2016 to 05/04/2017 (366 days)	<u>£1111.11</u>
Total Working Tax Credit elements (other than childcare)		£1111.11
<b>Reduction due to your income</b>		<b><u>£ 0.00</u></b>
Amount for the period		£1111.11
- viii) Employment and Support Allowance (Income-Related)
- ix) Universal Credit

Current and **FULL** original documentary evidence **i.e. all pages of your benefit documentation** must be provided in all cases and should accompany the application form. These documents will then be returned. The regulations stipulate that the parents/legal guardians of children who qualify on grounds of low income are obliged to notify this office immediately if their benefits change or cease.

**If you are on low income or in receipt of free school meals, you may be entitled to bursary funding which is available from the establishment attended. Please note that this is not administered in this office**

### **3. HOW THE SCHEME WORKS**

**Northamptonshire County Council will withhold any application where there is an outstanding debt in relation to the pupil or their siblings until the account is cleared in full.**

**NB. Please also be aware that non-payment of an invoice will result in a debt collection agency being notified to recover any monies which remain outstanding.**

If your application is successful, you will receive an invoice prior to the start of the academic year for the full cost of £600, if the yearly payment option has been chosen, or on a monthly basis over a six month period for £100 each month where the monthly payment option has been selected. For those who select the monthly payment option, the payment schedule is detailed below. Payments should be made within 28 days as specified on the invoice.

Month 1	Invoice processed	7 <sup>th</sup> August 2017
Month 2	Invoice processed	4 <sup>th</sup> September 2017
Month 3	Invoice processed	9 <sup>th</sup> October 2017
Month 4	Invoice processed	6 <sup>th</sup> November 2017
Month 5	Invoice processed	4 <sup>th</sup> December 2017
6	Invoice processed	8 <sup>th</sup> January 2018

The Council reserves the right to withdraw the entitlement to travel where invoices are not paid on time and or the misuse of the travel facilities or bus pass. In these circumstances Northamptonshire County Council will have the right to recover any costs it has incurred as a result of the afore-mentioned misuse. Acceptance of the transport indicates that you accept the “Code of Conduct” and where applicable, the “Conditions of Use” printed on the reverse of the bus pass. Any misuse of the “Code of Conduct” and or “Conditions” e.g. misbehaviour etc. could render the transport invalid and no refund will be given.

Parents/Legal Guardians and students are required to read and adhere to the “Code of Conduct” which can be [found on our website](#)

Applications received after the 3<sup>rd</sup> Friday in May of that academic year are hereby known as non-guaranteed seats. If your child is allocated a non-guaranteed seat under the scheme, we must inform you that, should a new application by a statutory entitled pupil be received, it may be necessary to withdraw the offer of the non-guaranteed seat that your child occupies giving you up to 14 days’ notice in writing. A pro rata refund of any fees paid would then be given and you would be required to make alternative transport arrangements.

#### **4. PAYMENT INFORMATION**

LGSS Finance Department have changed their contact details and payment methods and as a result, we are unable to include these details within the application form or guidance notes. However, an invoice will be issued to all successful applicants and this will detail the methods of payment on the reverse. **All queries regarding payment options should be directed to LGSS, regrettably we have no facilities in this office to advise you.**

#### **LATE PAYMENT INTEREST**

As appropriate, and in accordance with the “Late Payment of Commercial Debt (Interest) Act 1998”, the Council reserves the right to levy a charge for interest and compensation for late payment of **commercial invoices**.

## **5. ADDITIONAL INFORMATION**

There are occasions when Northamptonshire Highways Operational Team, or external operators need to cancel transport e.g. adverse weather, issues involving internal recourses i.e. passenger assistants/drivers/vehicles. Every effort is made to ensure this does not happen but should it be unavoidable it is the parent’s/guardian’s responsibility to transport the student to and from education and there will be no reimbursement for costs incurred. Every effort is made to restore the transport arrangements as soon as possible.

Please be aware that should transport no longer be required for qualifying statutory age students, current journeys will be cancelled as a consequence, under these circumstances, the processing of the application may be delayed until the statutory transport requirements are confirmed.

If you have a query with regards to the bus pass issued, please email this office at [mainstreamtransport@kierwsp.co.uk](mailto:mainstreamtransport@kierwsp.co.uk) . If you have a concern with regards to the service being provided, please send an email to [transportissues@kierwsp.co.uk](mailto:transportissues@kierwsp.co.uk)

Should you require a replacement pass a charge of £25 will be made. The application and payment can be [made online](#) and a temporary bus pass will not be issued by the school.

A full copy of the “Post 16 Transport Policy” document is available [on our website](#).

For general enquiries regarding Post 16 travel please contact us at [mainstreamtransport@kierwsp.co.uk](mailto:mainstreamtransport@kierwsp.co.uk)

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Please email the completed application form to [transportapplications@kierwsp.co.uk](mailto:transportapplications@kierwsp.co.uk)

Alternatively, you may post the completed application form (please allow 5 working days for delivery) to:

Northamptonshire Highways  
Post 16 Travel Scheme  
One Angel Square  
4 Angel Street  
Northampton  
NN1 1ED

**NB. AN ACKNOWLEDGEMENT WILL NOT BE SENT UNLESS REQUESTED WHEN SUBMITTING THE APPLICATION FORM**