



ACADEMIC YEAR SEPTEMBER 2010 – JULY 2011 APPLICATION FOR POST 16 TRANSPORT ASSISTANCE

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 or South Devon College. Students who will be attending a School/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:

- Students must live in Torbay Council's area
- Students must be under 19 years of age at 1st September 2010
- Students must live more than three miles from the college/school attended, unless a medical condition or other special need means they can not walk this distance.
- 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 agrees 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?

The travel pass will cost £315.00 for the full academic year. You can also split the £315.00 payment to 9 x £35.00 monthly payments, or termly at £105.00 for Autumn, £105.00 for Spring and £105.00 for Summer. You will be invoiced for this, please see the payment options overleaf. Travel passes are issued termly.

Please note that no concessions are available for a student whose Parent/Guardian is in receipt of benefits, as a full EMA (Education Maintenance Allowance) is available. Please apply for this via your college or 6th form.

Education Maintenance Allowance: -

Application forms are available at Sixth-Forms & Colleges. For further information, contact the National EMA Helpline on 0800 121 8989 or visit 'www.direct.gov.uk/ema.

Photograph Information

If you are choosing to attach a photograph(s) to this form, please follow these instructions:

- The photograph must be of standard passport size (35mm x 45mm)
- The student's name needs to be clearly written on the back

PLEASE NOTE: Photographs can also be taken 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.

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

Data Protection Act 1998 – The Information and Photographs provided on this form will be used to assess your application for Post 16 Transport. It may be 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

**ACADEMIC YEAR SEPTEMBER 2010 – JULY 2011
APPLICATION FOR POST 16 TRANSPORT ASSISTANCE:-**

- N.B: If any of the details below are incorrect or missing please amend this form accordingly in BLOCK CAPITALS

NAME OF SCHOOL/COLLEGE REQUESTING TRANSPORT TO:

SURNAME:

FORENAME(S):

Sex: M or F (please circle) Date of Birth: **Age on 1st Sept 2010:**

Ethnic Origin:

Address:

Postcode: **Home telephone:**

Mobile number: **Email:**

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

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 / Taxi** (please circle)

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

- Annually** (£315 - one invoice will be sent to cover the whole year)
 Termly (£105.00 + £105.00 + £105.00 - one invoice with a 3 instalment payment plan will be sent)
 Monthly Instalments (9 x £35.00 - one invoice with a payment plan set up will be sent)
 Monthly Direct Debit* (9 x £35.00 - one invoice with a payment plan set up will be sent)

*Please note: 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 with this form
 I will email a photograph to cstransportpics@torbay.gov.uk
 I will visit Connections (Torquay, Paignton or Brixham) to have my photograph taken

Student Signature: **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 30th June 2010. Applications received after this date can take several weeks to process, Therefore we cannot guarantee transport assistance for the start of term.

For Office use only: Entitled? Yes/No EMS updated? Date: Officer Signature:

FIMS SD Ref: FIMS Invoice Ref: Student ID: