

# Post-16 transport application form 2019

## Will you be attending Sixth Form or College in September and need help to get there ?

If you will be using an ordinary public bus service then you may be able to purchase a student season ticket from the bus company at a special rate. However if you will be travelling on a school or college bus or your family has a low income, then it may be cheaper for you to join the Wiltshire Council Post-16 Transport Scheme.

## How much does it cost ?

The Wiltshire Council Post-16 Transport Scheme allows you to make one journey to and from school or college on days when the school or college is open and costs £781 a year, or £231 if your gross household income is less than £20,819 for the year 2018/19. **This can be paid in instalments if we receive your form by 30th June**, so if you want to apply for our scheme we would recommend that you **send this form now**. If you are not certain which school or college you will be attending, please send this form to us by **30 June** stating the course which you are most likely to study. Then if your plans change, contact us immediately and we can transfer your details over to your new location and issue a pass if you are entitled. If a pass is no longer required, you will get a full refund of any money paid if you tell us before 1 September 2019. If you apply after the 30 June you will need to pay the full amount before we issue the pass, and your pass may not reach you before the start of term.

**Please Note:** If you will be travelling on a public bus service and do not qualify for our lower rate bus pass, you may find that purchasing a season ticket direct from the bus company is more beneficial, as these can be cheaper and more flexible than the standard rate pass offered by the council. If you are not sure which bus company you will need to use to get to school or college, please ring 01225 713365 or email: [buses@wiltshire.gov.uk](mailto:buses@wiltshire.gov.uk)

## How to apply for a Wiltshire Post-16 bus pass

1. **Read the guidance notes on page 3**
2. **Complete the boxes highlighted in yellow on page 2**
3. **SAVE the form to your computer, CHECK that your details have saved before EMAILING it to:**

[educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk)

If you are unable to email the form you can print it out and send it by post to:  
Education Transport, Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge BA14 8JN

### Privacy notice

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk). This personal data will only be used for the purposes of providing transport, or purposes relating to this service. We will share your personal data where necessary and lawful within the Council and with transport suppliers, but we will not share your data with any other third parties unless we are required or permitted to do so by law. For further information about how we may use your personal data, including your rights as a data subject, please visit <http://www.wiltshire.gov.uk/schools-learning-transport-apply>

# Post-16 Transport Form 2019/2020

Read the notes on pages 3 and 4 before completing this form.

**Surname of student**

**First and second name(s)**

**Date of birth (dd/mm/yyyy)**

**Sex (M/F)**

**Home address, permanent residence.**

House name, No. and street

Village or area of

town Post

**Postcode is essential**



**Home telephone**

**Work or mobile**

**Email**

Note, to reduce paper usage we may be responding to your application by email instead of a letter. Ensure you provide a current email address if you have one.

**Full Title of Course** (state qualification, level and subject)

(e.g. BTEC National Diploma in Engineering OR A levels – state subjects)

**Course length**

Please

(1, 2 or 3 Years)

**Course year**

Please

(1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>)

**School year**

Please

(12 or 13)

**Office use only**

Eligibility

Log-in no.

Finish Date

Comments

Contract	am/pm	JNY	Pick-up	Drop-off

Auth

/ /

Comp

Log on by

**Name of school or college to which transport is required** **Select From List.** Wiltshire College sites listed under 'Wiltshire'. Schools & other: Search by town/village name. If the school is not in the drop down list please type or write in:

Listed by TOWN/VILLAGE location - if not found enter your own

**Date from which transport is required**

Allow up to 3 weeks for your application to be processed.

**Pick up point, if known**

If you live in an isolated area attach a map, or supply a grid reference, to help us pinpoint your home.

**Payment section** (tick one box only)  
**Tick the option of your preferred method of payment**

I will send/have enclosed a cheque for £781/£231 made payable to Wiltshire Council with student's name on the reverse (delete as appropriate).

I will pay by credit/debit card (payment details will be sent on approval of your application)

I will pay by instalments, spread up to the start of February 2020. Please send me an invoice. Applications to pay by instalments must be received by 30 June 2019.

**(First pass valid for travel until February, if payments met second pass issued).**

**Lower rate** (tick if lower rate applies)

I will send my Tax Credit Award Notice (TCAN) valid for 2019 to 2020. Send a copy of **ALL** the pages of your award notice or alternatively scan and email the document to [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk)

If you pay for the travel pass but do not have your TCAN yet you will be issued with a pass valid for at least six weeks to give you more time to submit your TCAN when it arrives.

I certify that I have read, understood and accepted the notes overleaf explaining the conditions attached to the Post-16 Transport scheme. I confirm that the student will comply with the code of conduct shown on page 4. I understand that failure to comply with this code may result in my pass being withdrawn by Wiltshire Council without refund.

**Name of parent/guardian**

**Date**

Be aware that some devices may not save the information you have entered on this form, so please **DOUBLE CHECK** that it contains your information before emailing it to:

[educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk)

If you are unable to email it, print it out post it to:  
Education Transport, Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge BA14 8JN

## Notes on completing this application form

All applications from Wiltshire residents are assessed according to Wiltshire Council's Education Transport Policy. For further information on the policy, refer to the additional information on page 4. Additionally, the full education transport policy is available by phoning 0300 456 0100 to request a copy or it is available on-line at <http://www.wiltshire.gov.uk/schools-learning-transport-apply>

### What is this form for?

This form enables you to apply for a P16 travel pass to travel from home to school or college if you are a Wiltshire resident. Transport will be provided on any day when the school / college is open for normal lectures but Wiltshire Council reserves the right to select the most appropriate/economical mode of transport.

We need the information requested on this form so that we can assess your application to see if you are eligible for a **Post-16 travel pass**. We will write back to let you know if we can help you under this scheme and to give further details about your application, and how to make payment.

### Do not complete this form if you are:

- (a) living within the boundary of Swindon Borough
- (b) going into lodgings
- (c) studying part time
- (d) on block release
- (e) on a Government Training Scheme
- (f) sponsored by your employer
- (g) aged 19 or more at the start of term in the first year of your course
- (h) requiring door-to-door transport for Special Needs, there is a different form for this, please call 01225 757943
- (i) studying for a higher award, NVQ4/HND.

### How do I qualify?

You can apply for assistance with travel if you are aged at least 16 but less than 19 on the first day of the first year of your course of study, and you live three miles or more from, and attend, your designated school or college.

Please refer to the Post-16 Transport Policy on page 4 if you want to go to a non-designated sixth form/college.

### Is the council's transport scheme the most cost effective option for all sixth form and college travel?

Not in all cases. As the standard charge has increased significantly in recent years, a number of bus companies are now offering season tickets at comparable or cheaper rates. Please contact your local bus company for more details of what they may have to offer. If you are unsure as to which bus company to contact, call Passenger Transport on (01225) 713365.

### How much will it cost me?

The Wiltshire Council travel pass is available at a cost of £781 a year. It may be possible to pay this over seven months (1 x £112 and 6 x £111.50) providing you apply before **30 June 2019**. Payment can be made in full by cheque or debit/credit card.

### Lower rate pass

If your Tax Credit Award Notice (TCAN) for 2019/20 states your gross income was less than **£20,819** for 2018/19 you can apply for a lower rate pass at a cost of £231. It may be possible to pay this over seven months (7 x £33) providing you apply before 30 June 2019. Payments need to be completed by February 2020.

### Where is my designated sixth form or college?

All parish areas in Wiltshire are allocated a designated sixth form and college. For further details of the designated area for your address, please email [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk) with details of your home address, including postcode.

### How will I get my pass?

Assuming you apply for transport by 30 June 2019, submit all the evidence requested and make payment in time, a travel pass will be sent to your home address before your first day at sixth form or college (not including induction days). Occasionally it may be necessary to sign for the pass as some are sent by recorded delivery.

### What happens if I don't start my course?

Telephone the Passenger Transport Unit on or before the first day of term to cancel your request. Any money that you have already paid towards your bus pass will be refunded on receipt of a returned pass, in the event this has been delivered.

### What if I no longer need my pass?

Return your pass to us with a note stating that it is no longer required. Passenger Transport will calculate any refund due based on the date of receipt in the office. Note that no refund will be made without the pass being returned and no refunds will be made for passes returned and received after 30 April 2020. For more details about the council's refund arrangements for post-16 transport or to find out how much you might receive, email [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk)

### What if I apply after 30 June 2019

#### If you apply after 30 June 2019, you may not be able to spread your payments over seven months.

Passenger Transport will endeavour to process your application and issue a pass for the beginning of term; however this may not always be possible. Allow three weeks for your application to be processed.

### Do I need to send in a photograph?

If you live in Royal Wootton Bassett, Purton, Cricklade or Lydiard Millicent area and studying at an establishment in Swindon, enclose a passport photograph with your name written clearly on the back. Students travelling by train will need to add a passport size photo to the rail pass wallet when it is received in the post. For all other locations, a photograph is not required.

# Post-16 transport policy

- You can receive a subsidised travel pass under this scheme if you live at least three miles from, and attend, your designated school/college.
- If you want to study A-levels at a school/college other than your designated one, you will not normally be entitled to assistance with transport under this scheme. However, if you can provide evidence (such as photocopies of prospectus pages) that a particular A-level subject is **generally necessary** for entry to a specific course at the majority of higher education establishments **and** is required for your intended career, then your transport application will be considered further.
- If applying for transport to a non-designated location, **send in as much supporting evidence as early as possible with your application** to avoid delays in assessment. Supporting evidence should include:
  - i) why it is necessary (as generally stated in H.E. Level prospectuses or the UCAS Guide) for you to study this particular course; **and**
  - ii) evidence that the course (or one broadly similar) is not available at any nearer establishment.
  - iii) evidence that this is necessary for your chosen career
  - iv) If you want to study a skill-based course (e.g. plumbing, carpentry and joinery) at a non-designated college, please send in letters from at least three prospective employers confirming that they would not employ you without this qualification so that we can consider your application further.
- If you want to study a course at a non-designated school/college where the optional modules are different to those on a 'broadly similar' course offered at the designated school/college, you are very unlikely to get help with travel under this scheme. Assistance may be available from the school/college please enquire direct with Student Services
- You can also qualify for this transport scheme if you want to attend a preferred school (i.e. not the one designated for your address), when the cost of that journey (for Wiltshire Council) is not more than the cost of the journey to your designated college. The three mile qualifying distance still applies. Please ring us for further details of this.

To speak to the Education Transport Entitlement Team phone **0300 4560100**.

Written correspondence should be addressed to:

**Education Transport, Passenger Transport Unit, Wiltshire Council, County Hall,  
Bythesea Road, Trowbridge, BA14 8JN.**

Alternatively you can email us at [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk).

Information about Wiltshire Council's services can be made available on request in other languages and formats such as large print and audio. Please contact the council on 0300 456 0100 or by email on [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

## Code of conduct

We take the safety of children and students using our school transport very seriously and all young people are required to adhere to the following code of behaviour whilst travelling:

- Remain seated throughout the journey.
- Wear the seatbelt, if there is one fitted.
- Do not block the gangway or throw items around the vehicle.
- No smoking, eating or drinking can be allowed on the journey.

- The controls of the vehicle and the safety equipment on it (emergency doors/hammers etc) must never be interfered with.
- Always leave the vehicle clean and tidy.
- Treat the driver and other passengers with respect.

We will not tolerate bullying, vandalism or any other Anti-Social Behaviour and any right to transport from the council may be withdrawn.

To raise behaviour standards, we have fitted CCTV on some school buses and coaches so we can confirm the identity of any persons who choose to disregard this behaviour code.