Transport policy statement
For learners aged 16-18 in further education and continuing learners aged 19 and over
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1. **Summary of Policy Statement and Main Objectives.**

This policy statement gives information about the schemes and support available within Surrey for the provision of school and college transport for learners aged 16-19. The objective is to ensure that no Surrey learner is prevented from continuing in further education due to a lack of transport provision or lack of financial support with transport costs. It outlines the transport schemes and assistance available for post-16 learners who live and study in Surrey or those learners who live in Surrey and attend an educational establishment outside of the county if it is the nearest provider offering the appropriate course.

This document identifies the current policies of Surrey County Council, which it should be noted could be subject to change in the future. Therefore, this policy does not amount to a legitimate expectation that any service currently offered will continue to be offered.

A list of other financial assistance is detailed in Annex A.

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**PLEASE NOTE**

This policy statement and the concessionary fares and transport schemes detailed are subject to change in response to government guidelines in relation to COVID-19. Please refer to individual scheme webpages and policies for up to date details.

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2. **Details of concessionary fares and transport schemes**

(i) The **16-17 Saver Railcard** is a national scheme that offers 16- and 17-year olds a 50% discount on standard anytime, off-peak, advance and season tickets. The 16-17 Saver costs £30 and is valid for one year or until your 18th birthday, whichever comes first. Full details and an online application can be found at [www.16-17saver.co.uk](http://www.16-17saver.co.uk).

(ii) Surrey County Council offers a **Student Fare Card Scheme** (SFCS), which enables learners aged 17 to 18 to travel on buses and trains at reduced fares for journeys to and from school/college. The student fare card costs £25 and is valid from 1 September until the end of the following August. Full details are available on the Surrey County Council website [www.surreycc.gov.uk/schools-and-learning/schools/transport/16-plus/apply](http://www.surreycc.gov.uk/schools-and-learning/schools/transport/16-plus/apply).

(iii) Surrey’s **Home to School/College Travel and Transport Policy** sets out the additional support that Surrey County Council considers necessary to facilitate the attendance of post-16 learners receiving education or training. This applies to mainstream children and children with an Education, Health and Care Plan (EHCP) The policy outlines the eligibility criteria, application process, travel assistance options and details of how the policy is implemented. The form of travel assistance offered (where an applicant is assessed as eligible) will reflect the most appropriate use of public funds to ensure cost effective provision is in place, while also ensuring that any agreed specific requirements, such as medical/mobility or health needs are also taken into account where necessary.

(iv) College Transport Provision

<table>
<thead>
<tr>
<th>College</th>
<th>Service</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Surrey College</td>
<td>Free minibus service to and from Redhill town centre and the College. The first bus is available at 07:45.</td>
<td>Timetables are available at the college or for more information contact <a href="mailto:clientservices@esc.ac.uk">clientservices@esc.ac.uk</a> / 01737 788444.</td>
</tr>
<tr>
<td>Godalming College</td>
<td>Subsidised bus services:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Farnham via Frensham, Churt, Hindhead and Haslemere:</strong> £850 for full Academic Year</td>
<td>Full details can be found at <a href="http://www.godalming.ac.uk/getting-to-college/college-bus-services">www.godalming.ac.uk/getting-to-college/college-bus-services</a>. Applications need to be made via the Parents' Portal on the Godalming College website from Monday 29th June 2020. For more information contact the Finance Office: <a href="mailto:finance@godalming.ac.uk">finance@godalming.ac.uk</a> / 01483 423526</td>
</tr>
<tr>
<td></td>
<td><strong>Liss via Bordon, Headley and Grayshott:</strong> £850 for full Academic Year</td>
<td></td>
</tr>
<tr>
<td>Guildford College</td>
<td>Supported Learning Students from Guildford College can get bus tokens to aid in confidence building and independence.</td>
<td>For more information and to get the bus token visit the Student Services Team at the College.</td>
</tr>
</tbody>
</table>

(v) Local Transport Providers

<table>
<thead>
<tr>
<th>Provider</th>
<th>Discounts/Concessions</th>
<th>Further details and how to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stagecoach Unirider</td>
<td>Subsidised Bus Fare Cards valid on any Stagecoach bus for any travel 7 days a week. Cards can be bought on a half termly, termly or annual basis. Available for the Guildford College Group, Farnborough College of Technology and Godalming College.</td>
<td>See <a href="http://www.buymyunirider.com">www.buymyunirider.com</a> for further information</td>
</tr>
<tr>
<td>Cobham to Salesian School Bus</td>
<td>A community minibus service transporting students from Cobham to Salesian School free of charge.</td>
<td>Enquiries about the scheme should be directed to the school, please email Mrs Pippa Carr (<a href="mailto:pcarr@salesian.surrey.sch.uk">pcarr@salesian.surrey.sch.uk</a>)</td>
</tr>
<tr>
<td>Southdown Student Fare Card</td>
<td>Those aged between 16 &amp; 19 can travel at the child rate on production of a Student Fare Card. Surrey residents can use their Surrey Student Fare Card (full details below). Those living elsewhere can apply directly to Southdowns Buses (cards cost £25 and are valid between 1st September 2020 and 31st July 2021).</td>
<td>For more information visit <a href="http://www.southdown.net/tickets">www.southdown.net/tickets</a> or to apply for a Southdowns Buses Student Fare Card go to <a href="http://www.southdown.net/ssfc-application">www.southdown.net/ssfc-application</a></td>
</tr>
<tr>
<td>Transport for London (TfL)</td>
<td><strong>16+ Zip Oyster photocard:</strong> Children aged 16-17 can get free and discounted travel on TfL services with a 16+ Zip Oyster photocard.</td>
<td><a href="https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard">https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard</a></td>
</tr>
</tbody>
</table>
3. Restrictions on concessionary fares

(i) The **Bus Student Fare Card Scheme** allows 16-18 year old Surrey students in full-time education to travel on Surrey buses for the under 16s fare on **single and return tickets only**. A student fare card can only be used to travel to and from school or college, however the following bus companies have agreed to charge the under 16 rate for any journey which starts or finishes in the 11 boroughs of Surrey including evenings, weekends and school/college holidays.

- Arriva (service Surrey and West Sussex)
- Cobham Chatterbus
- Compass Bus
- Falcon Buses
- First
- Hallmark Connections*
- London General
- Metrobus
- Quality Line
- Safeguard
- Southdown
- Stagecoach**
- White Bus Services

*Students (16-19) travelling on Hallmark buses can redeem student/child fares with just their college/university student card

**The bus student fare card discount does not apply to Stagecoach season tickets (mega riders etc), the scheme minimum discount applies only to single and return bus fares.

Please note that London Bus services do not accept the student fare card. A list of these is available on the [Student Fare Card Scheme] web page.

(ii) The **Surrey 17-19 Train student fare card** allows 17-18 year old Surrey students in full-time education to buy a season ticket (only for travel to and from home school/college) at a reduced rate of 1/3 off the standard adult cost. Season tickets are available for seven days (minimum), one month, and between one month and on year. You can also use the card to buy single and return tickets after 6pm during the week and at weekends for leisure journeys.

The start, finish and transfer stations must all be on the [qualifying stations] list. In addition, the journey must start or finish at one of the stations in **bold** print on the qualifying stations list and be made via the rail lines specified on the Student Fare Card [train map].

This scheme is available for those students who are unable to benefit from the 16-17 Saver Card available nationally.

4. Support for learners who reach 19

(i) Schemes including the Student Fare Card is available to learners up to the end of the academic year in which they turn nineteen.

(ii) Assistance from the 16-19 Bursary Fund (see Annex A for more information) is available for learners until the end of their course.

(iii) Coach or minibus provision made by colleges, where available, is not subject to age restrictions.

(iv) The post-19 (19 to 25) transport powers held by the Council apply to young people with special educational needs and disabilities aged between 19 and 25 inclusive who have an Education, Health and Care Plan. The Council will consider whether assistance with travel is necessary to enable young adults with EHCPs to maintain attendance at their education placements. It if is identified that assistance is necessary, then there would be no charge/financial contribution expected from the young adult.
5. Eligibility of learners for support

(i) To be eligible for the Student Fare Card, you must be:

• aged 17-18 (under 19 years old on 1 September in the year of application) and
• living in one of the administrative boroughs/districts of Surrey and
• attending a full-time education course on the date of the card’s issue. Paid apprenticeships are not eligible for a student fare card

(ii) The Home to School/College Transport policy sets out the support that may be available to some students, especially those with special educational needs or disability, to reasonably access their education or training.

In assessing eligibility for travel assistance for students entering post-16 education and training, particular attention will be paid to the following:

• Whether the student is currently in receipt of any funding from the 16 to 19 Bursary Fund and to what value
• The location of the sixth form unit or college the student would like to attend (if this is not a local provision, the local authority would need to know that the course being taken is not available locally)
• Whether the sixth form unit is an extension to the school previously attended by the student and named in their EHCP
• The distance from the student’s home to their education or training establishment and the journey time
• Whether the young person has SEND and/or mobility difficulties which would impede their access to their educational placements, either independently or otherwise, for example, a wheelchair
• Whether the young person has SEND which would make it unsafe for them to travel independently
• Whether the public transport journey to the nearest suitable placements is too complex for the young person to be expected to travel independently

For post-19 students starting a new course, you must also evidence why it is necessary for the Council and not the student to make travel arrangements. To assess this and understand the individual circumstances, we would need to know:

• What other arrangements you have considered or tried and why they are not suitable
• If there is a family member or carer who is willing and able to transport the student and if not, why it would not be possible or reasonable for the to do so
• Whether the student is in receipt of higher rate mobility component of the Personal Independence Payment or Disability Living Allowance
• Whether there is a ‘Motability’ vehicle for which the student may or may not be the driver
• Any other needs or circumstances that you consider need to be taken into account and the Council consider any recent supporting evidence that you provide

(iii) Financial assistance from the 16-19 Bursary Fund is subject to an assessment of financial circumstances of the learner’s family. Places on coaches, where provided by colleges, will be subject to charges at rates determined by the colleges.
6. Help for those with Special Educational Needs and Disabilities

For the purpose of this policy statement, Special Educational Needs and Disabilities (SEND) refers to learners who continue to hold an Education, Health and Care Plan (EHCP) maintained by the Local Authority. Most learners aged 16-18 with SEND will be expected to take advantage of the Surrey Student Fare Card for reduced rate bus and/or rail travel to school sixth forms, colleges and training providers. For those aged 16-25 requiring additional support Surrey’s Home to School/College Transport policy outlines the support available.

(i) Surrey County Council’s free bus pass for disabled people are available free of charge to residents of Surrey aged 5 or over with an impairment (as defined in the Transport Act 2000). The permits will allow the holder to travel free on local bus services throughout the administrative county of Surrey between 9.30am – 11pm Monday to Friday and at any time on weekends and public holidays. Permit holders can also travel free on cross boundary routes for journeys outside Surrey. For further information and to apply visit www.surreycc.gov.uk/roads-and-transport/buses-and-other-transport/tickets-and-discounts/disabled-people.

7. Mobility and independence training

In line with the Council’s aims and objectives to support independence and prepare young people for adulthood, and where appropriate employment, the Council will identify young people who could benefit from independent travel training (ITT) and contact their families to invite them to take part in ITT.

Further details about the scheme are available in Surrey’s Home to School/College Transport Policy.

8. Applying for transport support

<table>
<thead>
<tr>
<th>Type of Support</th>
<th>When to apply</th>
<th>How to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fare Card Scheme</td>
<td>If you apply by 21 August 2020 – we aim to have your card ready for collection for the start of the autumn term (1 September 2020)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you apply after 21 August 2020, we aim to have your card ready for collection in 15 working days.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students can apply for the SFC at any time during the academic year.</td>
<td>Apply online at <a href="http://www.surreycc.gov.uk/studentfarecards">www.surreycc.gov.uk/studentfarecards</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fare cards will be sent to your school or college for collection.</td>
</tr>
<tr>
<td>Home to School/College Transport Scheme</td>
<td>The application for post-16 students attending education or training from September 2020 will be available from 18 June 2020 and must be returned by 8 July 2020.</td>
<td>Download the application form at <a href="https://www.surreycc.gov.uk/schools-and-learning/schools/transport/16-plus/help-with-the-cost-of-travelling">https://www.surreycc.gov.uk/schools-and-learning/schools/transport/16-plus/help-with-the-cost-of-travelling</a></td>
</tr>
</tbody>
</table>
9. Travelling to a course beyond the local authority area

(i) Any learner in full time education is eligible for assistance if attending the nearest establishment offering the appropriate course if it is more than 3 miles away by the shortest walking route. This includes out of county establishments. These learners are then entitled to the same reimbursement procedures as detailed in Surrey’s Home to School/College Transport Policy.

10. Support for learners who need to stay away

(i) Residential Bursary Fund

A number of specialist educational institutions across the country offer financial help towards the cost of accommodation if similar provision is not on offer locally. For more information on the fund, visit www.gov.uk/guidance/16-to-19-education-financial-support-for-students#residential-bursary-fund-1.

(ii) Residential Support Scheme (RSS)

The Residential Support Scheme provides financial support for accommodation costs for learners aged between 16 and 18 (or aged 19, if they are continuing a course that they started before their 19th birthday) participating in their first full time Level 2 or Level 3 qualification where it is not available within reasonable daily travelling distance of their home. For more information on residential support visit www.gov.uk/guidance/16-to-19-education-financial-support-for-students#residential-support-scheme-1.

11. Contact details

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surrey Student Fare Card</td>
<td>Telephone: 0300 200 1004</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:student.farecards@surreycc.gov.uk">student.farecards@surreycc.gov.uk</a></td>
</tr>
<tr>
<td>Home to School/College Transport Policy</td>
<td>Surrey Contact Centre: 03456 009 009 (8am-6pm weekdays)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Contact.centre@surreycc.gov.uk">Contact.centre@surreycc.gov.uk</a></td>
</tr>
</tbody>
</table>

For any changes to transport provided by Surrey County Council, please contact the Transport Coordination Centre 0300 200 1004 or passenger.transport@surreycc.gov.uk

12. Complaints Procedure

Information about Surrey County Council’s complaints procedure can be found at www.surreycc.gov.uk/council-and-democracy/contact-us/complaints-comments-and-compliments/all-other-council-services/how-we-deal-with-your-complaint
Annex A - Other Forms of Financial Support

16-19 Bursary Fund

The 16-19 Bursary is managed by providers and is designed to help 16, 17 and 18-year-old students who struggle with the costs of full-time education or training.

A full vulnerable student bursary of £1,200 a year is available to students in the following groups:

- in care
- care leavers
- in receipt of income support
- disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Students not eligible for the vulnerable student bursary can apply to their school, college or training provider for a discretionary bursary. Discretionary bursaries are used to help students facing genuine financial difficulties with learning costs such as equipment and transport. Further details on the scheme can be obtained by visiting www.gov.uk/1619-bursary-fund

Contacts:

<table>
<thead>
<tr>
<th>School Bursary Funding</th>
<th>Contact your Head of Sixth Form or Bursar in the first instance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For bursary support at FE/sixth form colleges and colleges, contact Student Services at:</strong></td>
<td></td>
</tr>
<tr>
<td>Brooklands College</td>
<td><a href="mailto:info@brooklands.ac.uk">info@brooklands.ac.uk</a> / 01932 797901</td>
</tr>
<tr>
<td><a href="http://www.brooklands.ac.uk">www.brooklands.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>East Surrey College</td>
<td><a href="mailto:clientservices@esc.ac.uk">clientservices@esc.ac.uk</a> / 01737 788444</td>
</tr>
<tr>
<td><a href="http://www.esc.ac.uk">www.esc.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Esher College</td>
<td><a href="mailto:info@esher.ac.uk">info@esher.ac.uk</a> / 0208 398 0291</td>
</tr>
<tr>
<td><a href="http://www.esher.ac.uk">www.esher.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Godalming College</td>
<td><a href="mailto:college@godalming.ac.uk">college@godalming.ac.uk</a> / 01483 423526</td>
</tr>
<tr>
<td><a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Guildford College Group</td>
<td><a href="mailto:info@guildford.ac.uk">info@guildford.ac.uk</a> / 01483 448585</td>
</tr>
<tr>
<td><a href="http://www.guildford.ac.uk">www.guildford.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>NESCOT</td>
<td><a href="mailto:studentfinance@nescot.ac.uk">studentfinance@nescot.ac.uk</a> / 0208 394 3033</td>
</tr>
<tr>
<td><a href="http://www.nescot.ac.uk">www.nescot.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Reigate College</td>
<td><a href="mailto:enquiries@reigate.ac.uk">enquiries@reigate.ac.uk</a> / 01737 221118</td>
</tr>
<tr>
<td><a href="http://www.reigate.ac.uk">www.reigate.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Strode’s College</td>
<td><a href="mailto:welfare@strodes.ac.uk">welfare@strodes.ac.uk</a> / 01784 437506</td>
</tr>
<tr>
<td><a href="http://www.strodes.ac.uk">www.strodes.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>University College for the Creative Arts</td>
<td><a href="mailto:advicefarn@ucreative.ac.uk">advicefarn@ucreative.ac.uk</a> / 01252 722441</td>
</tr>
<tr>
<td><a href="http://www.ucreative.ac.uk">www.ucreative.ac.uk</a></td>
<td></td>
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<tr>
<td>Woking College</td>
<td><a href="mailto:wokingcoll@woking.ac.uk">wokingcoll@woking.ac.uk</a> / 01483 761036</td>
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<tr>
<td><a href="http://www.woking.ac.uk">www.woking.ac.uk</a></td>
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</tbody>
</table>
Discretionary Learner Support (DLS)

DLS encourages improved participation, retention and attainment among adults aged 19 or over on low incomes. The amount paid depends on individual circumstances and is decided by the learning provider dependent on their scheme. Further information on the DLS scheme can be found by visiting www.gov.uk/discretionary-learner-support

Care to Learn (C2L)

Care to Learn supports young parents aged up to (and including) 19 when learning starts by funding the cost of their (Ofsted-registered) childcare and associated transport costs. Funding is only available for publicly funded courses. Further information for learners interested in applying for C2L can be found by telephoning the helpline on 0800 121 8989 or by visiting www.gov.uk/care-to-learn.

Dance and Drama Awards (DaDAs)

The Dance and Drama Awards provide funding to help with fees and livings costs at one of 17 private dance and drama school. Applicants must be aged 16 to 23.

To apply for an award, students must contact directly the participating dance and drama schools to arrange for an audition. DaDAs are given to the students who demonstrate the most potential to succeed in the profession at audition. Further information on the DaDA scheme can be found by visiting www.gov.uk/dance-drama-awards

16-25 Railcard

The 16-25 Railcard offers those aged 16-25 a third from Standard Anytime, Off-Peak, Standard Advanced and First-Class Advanced fares. The cost of a railcard is £30 for a year or £70 for three years. For more information, please visit www.16-25railcard.co.uk.

Surrey Young People’s Fund

The Surrey Young People’s Fund can offer financial support for education or work based training costs for disadvantaged young people aged 16-25. Some of the target groups that the Surrey Young People’s Fund support include those who are over 18 and unemployed (working less than 16 hours per week), aged 16-18 and not in full-time or part-time school or college education or work-based learning (such as an apprenticeship), are struggling at school/college having achieved or likely to achieve fewer than 5 GCSEs at grade A-C, offenders and ex-offenders and young people in or leaving care. Grants are generally between £50-£200 and cover things such as course fees, travel costs, childcare, equipment, materials, tools or clothing. Full details can be found at www.cfsurrey.org.uk/fund/the-surrey-young-peoples-fund.