

# Home to College Transport Policy 2023-24

Effective for employees, students, governors and volunteers September 2023

Overall responsibility:	Principal
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Pat Brennan-Barrett

Principal

# Contents

1. INTRODUCTION.....	3
2. QUALIFYING CRITERIA .....	3
3. COST OF TRAVEL .....	3
4. STUDENTS AGED 16-18 WITH A SPECIAL EDUCATIONAL NEED OR DISABILITY (SEND).....	4
5. YOUNG ADULT LEARNERS (AGED 19 TO 25) WITH A SPECIAL EDUCATIONAL NEED OR DISABILITY (SEND) .....	4
6. FINANCIAL SUPPORT.....	5
7. WITHDRAWAL/CANCELLATION OF TRANSPORT .....	5
8. MONITORING AND REVIEW.....	5
9. APPENDICES:.....	5
APPENDIX 1: CODE OF CONDUCT FOR USING COLLEGE TRANSPORT .....	6
Appendix 2: EQUALITY & DIVERSITY IMPACT ASSESSMENT.....	6
Appendix 3: DATA PROJECTION IMPACT ASSESSMENT .....	7
Appendix 4: COMMUNICATIONS PLAN .....	10

# 1. INTRODUCTION

The College Transport Policy sets out the range of support available to students when travelling between a single home address and college and includes provision made by the college and by North and West Northamptonshire Councils in Northamptonshire.

There is no automatic entitlement to support with transport to college and students must meet the published criteria for the support they are requesting.

This policy should be read in conjunction with the [information provided by the unitary authorities for North and West Northamptonshire](#) which provides details of the help they provide to qualifying students including those in financial need or with learning difficulties and /or disabilities.

Students attending Northampton College from neighbouring counties should refer to their local authority for details of the help available.

## 2. QUALIFYING CRITERIA

Students applying for local authority support with transport to college must be:

- Undertaking a full-time course (12 hours or more per week)
- Aged 16-18 at the start of the academic year
- Living more than 3 miles, walking distance, from the College site where the substantive portion of their course is delivered, as indicated as a safe walking route on 'Google Maps'.

The College will seek to make available a bus pass to students who meet these criteria, however, will review any requests for exceptional support where circumstances dictate that accessing a bus may not be possible.

Arrangements for students with a special educational need or disability are set out in Sections 4 and 5 below.

## 3. COST OF TRAVEL 16-18

All students who are entitled to travel assistance will need to contribute a maximum of **£600** a year towards the costs of their transport. The only exception to this is if you, your parents or carers are in receipt of one of the following:

- Income support
- Child entitled to free school meals
- Income-based jobseeker's allowance
- Support under part vi of the immigration and asylum act 1999
- Child tax credit, provided they are not entitled to working tax credit and have an annual income as assessed by HMRC that does not exceed £16,190
- Guaranteed element of state pension credit
- Receipt of the maximum level of working tax credit

For 16 to 18 year olds meeting this criteria, the contribution required is **£300** a year

## **4. STUDENTS AGED 16-18 WITH A SPECIAL EDUCATIONAL NEED OR DISABILITY (SEND)**

For college students, Northampton College administers the Special Educational Needs Post 16 Transport scheme on behalf of North and West Northamptonshire councils in Northamptonshire.

The qualifying criteria for this support is that a student :

- Has an education, health and care (plan (EHCP) which necessitates travel assistance
- Is attending their nearest suitable further education setting which is named in their EHCP
- live within the administrative boundary of Northamptonshire

Although independent travel is encouraged where it is safe to do so, the college will, in the first instance, explore whether a parent or carer is able to provide transport and be remunerated for their fuel costs, if the student is eligible.

Other forms of transport considered under this scheme are:

- Public bus services
- Shared taxi transportation
- Bicycle

Students entitled to travel assistance due to a special educational need or disability will be asked to contribute **£600 a year** towards the costs of their transport. Where parents or carers of a 16 to 18 year old student qualify on the grounds of low income the young person will receive transport free of charge.

## **5. YOUNG ADULT LEARNERS (AGED 19 TO 25) WITH A SPECIAL EDUCATIONAL NEED OR DISABILITY (SEND)**

Free travel assistance will be provided to a young adult learner (not being a person of sixth form age) where:

- the local authority has secured the provision of education or training for an adult learner aged under 25
- they are subject to an EHCP plan
- it is considered necessary to facilitate that person's attendance at the place of education or training

Please note that this policy does not relate to young adults who are not in education or training and who do not have an education, health and care plan.

Although independent travel is encouraged where it is safe to do so, the college will, in the first instance, explore whether a parent or carer is able to provide transport and be remunerated for their fuel costs, if the student is eligible.

Forms of transport considered under this scheme are:

- Public bus services
- Shared taxi transportation
- Bicycle

## 6. FINANCIAL SUPPORT

In most cases students applying for assistance are expected to contribute towards the cost of such support, as set out in the sections above. However, students in receipt of bursary, who also meet the criteria for transport assistance, can request for their contribution to be paid on their behalf.

Students seeking financial support for travel assistance from the college bursary are responsible for the cost of travel until they are granted an award. The college does not reimburse transport costs.

## 7. WITHDRAWAL/CANCELLATION OF TRANSPORT

Transport, paid for by the college, may be withdrawn at the discretion of the college in the following circumstances:

- Where in the College's view a student's attendance drops below an acceptable level
- Where the student is found to have abused or misused the support provided.
- Where the student has left the college.
- Where a student fails to abide by the transport code of conduct.

The college may seek to recoup the cost of providing subsidised transport to any student who falls into the above groups.

## 8. MONITORING AND REVIEW

This policy will be reviewed annually.

This policy should not be read in isolation and should be cross-referenced to other relevant policies and procedures, including:

- College Bursaries and Financial Support Policy
- [North Northamptonshire Council / West Northamptonshire Council Travel Policy](#)

## 9. APPENDICES:

- Appendix 1: CODE OF CONDUCT FOR USING COLLEGE TRANSPORT
- Appendix 2: EQUALITY AND DIVERSITY IMPACT STATEMENT
- Appendix 3: DATA PROTECTION IMPACT STATEMENT
- Appendix 4: COMMUNICATIONS PLAN

# APPENDIX 1: CODE OF CONDUCT FOR USING COLLEGE TRANSPORT

## Why we have a code of conduct

We know that most young people behave well on college transport, but occasionally the behaviour of a few can make the journey unpleasant for everyone, and can sometimes endanger others.

We have a code of conduct because we want everyone to stay safe and travel in comfort. To make sure this happens we need all young people and their parents/carers to agree to abide by this code of conduct.

Our code of conduct should give you a clear idea of what is expected of you, and if you follow the guidelines it contains your journey to college will be safe and enjoyable. We all have a responsibility to make sure this is the case.

By accepting college transport assistance you are agreeing to abide by this code of conduct.

What you need to do to travel safely and be a good passenger

- Treat the driver and your fellow passengers with respect.
- Do as the driver asks.
- Do follow any guidance issued in regards to safe travel (for example, COVID hygiene, face masks).
- Stay in your seat and keep your seat belt on.
- Look after your possessions.
- Take any litter with you.
- Keep noise to a reasonable level – if you want to listen to music or watch videos, personal headphones should always be worn.
- Don't play any music or videos with explicit content or lyrics on your phone.
- If you see someone behaving badly or bullying others always report it to the driver or staff at college.
- Don't distract the driver except in an emergency.
- Don't carry real or replica weapons.
- Don't throw things.
- Don't eat, drink, smoke or vape (smoking is against the law for everyone on buses, taxis and trains).
- Don't use bad language.
- Don't damage the vehicle – if you do your parents or carers will have to pay for the damage.

## College Bus Pass

Your pass is for you only and must always be carried if you want to use college transport. Be ready to show your pass to the driver if its requested; you will not be allowed to travel without it.

# Appendix 2: EQUALITY & DIVERSITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equity, diversity and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	Home to College Transport Policy
Is it new or existing?	Existing
Department	Student Services
Policy Author (postholder title, name)	Mark Owen – Assistant Principal Student Services
Author of Equality Analysis	Mark Owen
Date of completion	01/09/2023

Aim and Objectives
Briefly describe the aims and objectives of the policy
The policy sets out how the college manages and supports travel arrangements for students attending Northampton College.

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (v) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings
Race			x	
Religion and/or belief			x	
Sex (Gender)			x	
Gender Identity			x	
Disability	x			The college supports the NCC home to college transport scheme which provides additional support for students with EHCP plans.
Age	x			The policy sets out how the college will support students who are over the age of statutory support for travel through NCC.
Sexual orientation			x	
Marriage and/or civil partnership			x	
Pregnancy and/or maternity (including surrogacy and adoption)			x	
Other identified group (e.g. carers)			x	

## Appendix 3: DATA PROJECTION IMPACT ASSESSMENT

### Data Protection Impact Assessment

#### Does this Policy

- require the collection and use of data in addition that normally collected by the College?

**Yes / No (if Yes complete Assessment point number 1)**

- require the sharing of data with partners?

**Yes / No (if Yes complete Assessment point number 2)**

1. Is additional data being collected? If so please detail:

No

Is data collected personal and/or sensitive?

N/A

How will you collect, use, store and delete data?

N/A

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

No

**Describe the purposes of the processing / sharing:** What are the benefits of the processing/ sharing – for you, and more broadly?

N/A

**Consider how to consult with relevant stakeholders:** describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

N/A

**Describe compliance and proportionality measures, in particular:**  
What is your lawful basis for processing?

N/A

How will you ensure data quality and data minimisation?

N/A



What information will you give individuals?

N/A

Please attach a Risk Assessment if there are significant risks to data protection

**Signed by Data Protection Officer**

Name:

Date:

## Appendix 4: COMMUNICATIONS PLAN

<b>Version</b>	Final
<b>Ratified by</b>	Policy & Strategy Group
<b>Date Ratified</b>	01/09/2023
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<b>Lead Manager</b>	Mark Owen
<b>Name of Author</b>	Mark Owen
<b>Audience</b>	College Staff, Students, Parents & Carers.
<b>Communication Plan</b>	Document Library, College Website