
Ian Gwenlan

April 2015

To Parents of West Sussex Year 11 Students

Dear Parent or Carer

School/College Transport for Students aged 16+ - September 2015

I would like to advise you about the transport options available for young people of sixth form age in West Sussex who will be attending school or college this September. The Council's policy is that it is normally the responsibility of parents to meet all transport costs for full-time students of sixth form age. However, help with travel costs may be available as follows:

- **Students travelling by rail** on the Southern network are eligible to obtain discounts on season tickets valid for one month or more. Tickets are discounted up to 34% with a minimum payment of £8 per week. Students must apply on-line using a Sussex Student Card identity number on Southern's further education website. The card is available, free of charge, using application forms available at stations, schools and colleges or the school transport website (details below).

Students travelling on the South Coast line may find the Unizone ticket better value, depending on the length of journey. Information is available from your local railway station.

- Full-time students (aged 16-19) are able to **travel by bus** in West Sussex at half the adult fare at any time throughout the year and for any journey (not just to and from college). Students will require the "3in1" card to obtain this concession. There is a £50 application fee for the card, which is waived for students on low income. Application forms, available direct from schools or www.yourspacewestsussex.co.uk, must be signed off at the applicant's current school and should be submitted before the end of this school year.
- Where schools are served by dedicated school buses, students may apply for a **concessionary seat**. Spare seats on these vehicles may be offered to sixth form students at a charge of £400 per annum. Please note, this applies only to contracted school buses and not to public service bus routes.

Application for the concessionary seat should be made on Form T17 (available from the school or School Transport website from the beginning of June) and returned to the Transport Bureau (address will be on the form) no later than 3rd August 2015.

- **Students from low-income families**, or who are "**children looked after**", who need help with travel costs, may receive help from the 16-19 Bursary Fund administered by schools and colleges. Please apply direct to the college or school offering the course.

- **Young people with special educational needs** (normally this will mean that the young person has either a statement of special educational needs, or a post 16 Education, Health and Care Plan) may receive help with travel to a full-time course:
 - 1 Where the proposed further education course, or a course appropriate to the level of needs, or comparable course is at the nearest maintained school/college to the student's home address **and**
 - 2 the shortest available walking route from home to school/college is three miles or more, or the transport needs are specifically detailed in the statement or post 16 Education, Health and Care Plan **and**
 - 3 the student has lived in the United Kingdom, for reasons other than education, throughout the three years ending 31st August 2015 and has settled status in the United Kingdom **and**
 - 4 the family is in receipt of one or more of the following* (evidence of benefits received must be sent with the application):
 - Income Support
 - Job Seeker's Allowance (Income Based)
 - Employment and Support Allowance (Income Related)
 - Child Tax Credit with an annual Inland Revenue assessed income below £16,190 (figure to be confirmed)
 - Guarantee element of State Pension Credit.

* The criteria for eligibility may be changed following the government's review of the benefit system.

Where a student meets 1 - 3 of the above criteria but not 4, parents will be charged £400 per year towards the cost of the transport.

- You may be eligible for a Disabled Person's Bus Pass, which gives free travel on bus services. If so, the County Council would expect you to apply for the pass and to use it to get to and from school or college if you are able and if there is an available bus service.

Please note that help with transport will be agreed only where an application has been made. An application for help can be made on form PS/1 available from the end of May from schools/colleges or the Pupil Support Office, County Hall, Chichester, West Sussex, PO19 1RG (01243 526175).

Forms and information will also be available from the School Transport website, www.westsussex.gov.uk/schooltransport, or Transport Bureau (01243 753530) after the Summer half term break in June 2015.

Yours sincerely

IAN GWENLAN

Principal School Transport Officer