

# Transport Policy Statement for Students aged 16-19

## Introduction

With a 16+ Oyster Photocard all 16-19 year olds in qualifying full-time education or training and living in London:

- Have free travel on all buses and trams within London.
- On the Tube, DLR, London overground and some National Rail services 16-19 year olds pay half adult-rate oyster single fares and child-rate travelcard season ticket.

In order for 16-19 year olds in full time education to qualify for the free and reduced travel they must apply for a 16+ oyster photocard.

The Local Authority has a responsibility to prepare and publish a Post-16 Transport Policy Statement specifying the arrangements for persons of sixth form age receiving education or training. The Post-16 Transport Policy Statement is subject to the council's [Corporate Complaints Policy](#).

The Post-16 Transport Policy Statement for 2020-21 is presented below with further information on eligibility, the assessment process and how to apply.

Harrow actively encourages the use of safe and sustainable travel within the borough. At primary and high schools, including those with sixth forms, this is done by providing professional traffic management expertise, funding and resources. For further information please see the Borough's [Sustainable Transport Strategy](#) available on Harrow Council's website.

## **Post-16 Transport Policy Statement 2020-21**

The Council wants to:

1. Ensure that post-16 learners resident in Harrow are able to access the education and training of their choice; and
2. Ensure that if support for access is required, this will be assessed and provided where eligibility criteria are met.

The Harrow Collegiate, a partnership with all the high schools, the two further education colleges and the sixth form college in Harrow, and other providers, offers a range of learning opportunities for young people in Harrow. It is intended that there will be maximum opportunities for learners to have access to courses across Harrow. However, it is acknowledged that for some learners specialist courses may not always be available in Harrow and they may need to travel to attend these courses within or beyond London.

All 16-17 year olds, in full-time education and unwaged training are eligible for free travel across London as part of the Transport for London initiative. Additional assistance will be considered for those learners traveling outside London but priority will be given in accordance with the eligibility criteria and within available funding.

In line with the council's Sustainable Travel Mode Strategy, initiatives that support the increase of independent travel and reduce car journeys will be supported with available funding.

[Free cycle training](#) is provided for all individuals who go to school, work or live in the borough. Details of this training can be found. Cycle storage is available at many sixth forms and colleges with information provided on the individual education establishment's website. All schools in Harrow are provided with a local area information map which shows all local bus and cycle routes.

## Travel Assistance for 16-19 year olds.

To be eligible for this grant you need to meet the following criteria.

- The specific course of study that you are following is not available in a school, Academy or College within the Harrow boundary AND
- You must have been in receipt of, or have been eligible for, free schools meals (FSM) while a Year 11 student in a secondary school or Academy, or you would be eligible now if you were still in Year 11 AND
- You must be a resident of Harrow at the time you seek funding; AND
- The place of study must be a minimum of three miles from the student's home and within 1 hour and 15 minutes travel time from home by public transport.

The criteria for **Free School Meals eligibility** is that the parent/carer applying must be entitled to one of the following benefits;

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

### How do I apply for 16-19 Travel Assistance?

In order to apply for 16-19 Travel Assistance you can visit the council website to complete [the application form](#) and then send your completed application form and proof of benefit to Access Harrow, PO Box 592, Civic Centre, Harrow, Middlesex, HA1 9BN.

Please note that you are required to supply proof of your benefit and all proof of benefits must be no more than 3 months old and clearly state that you are in receipt of one of the above support payments.

### When should I apply for 16-19 Travel Assistance?

In order to receive travel assistance at the beginning of the school year it is important that you return your application as soon as possible. Application forms for the coming year will be available at the end of the previous school year. Renewal forms will normally be sent out in May/June and must be completed and returned by July for your child to continue to receive 16-19 Travel Assistance for the next academic year.

You can apply at any time of year, but awards cannot be backdated.

## How is 16-19 Travel Assistance paid?

Students attending college will be sent a cheque to cover the cost of each term's travel, at the most economical rate. Each payment is subject to satisfactory attendance, which will be monitored each term. You will also be required to keep receipts for your purchase of travel passes as you will be requested to send these to pupil support as proof of your purchase. Failure to do so may result in future payments being delayed.

The grant will normally be paid from the term in which the application is made to the end of the academic year.

## What shall I do if my circumstances change?

The entitlement to 16-19 Travel Assistance will continue whilst you fit within the current criteria. Your entitlement will continue depending on any changes in your circumstances that may affect your eligibility, in which case you must inform Access Harrow within 21 days of any changes.

You are required to inform Access Harrow if any of your circumstances change, such as address, school/college, change of name or changes to your support payments.

## Travel Information for students aged 16–19

The government permits schools, Academies and colleges to use discretionary allowances to support transport costs for students. If you do not meet the criteria to receive a grant from Harrow you may approach the educational establishment you are attending for additional support.

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In order for 16-19 year olds in full time education to qualify for the free and reduced travel they must apply for a 16+ oyster photocard.

### **With a 16+ Oyster Photocard all 16-19 year olds:-**

- Have half adult-rate Oyster single fares and bus and tram pass season tickets and child-rate travelcard season ticket.
- Have half adult-rate oyster single fares and child-rate Travelcard season ticket.

### **How to apply for a 16+ oyster photocard:-**

Application forms for a 16+ oyster photocard are available from the Post Office branches in Greater London and areas that are served by the bus, tube and London overground network.

Visit [Zip Oyster photocard](#) for further details.

## Travel Information for 18+ Students

- On buses and trams, 18+ students receive 30% off travelcard and bus and tram pass season tickets.

- On Tube, DLR, London Overground and National Rail 18+ Students receive 30% off Travelcard season tickets.

18+ Oyster photocard are available to students who are aged 18 and over, and are attending a full-time course (and in certain circumstances a part-time course) at universities, colleges and schools registered on the TfL 18+ student Oyster photocard scheme. For more information visit [18+ Student Oyster photocard](#)

Please note: 18+ Students only using Oyster pay as you go do not need an 18+ Student Oyster Photocard and should get a standard adult Oyster Card.

How to apply for an 18+ Oyster photocard:

Most students can apply online - this is the quickest and easiest way to get an Oyster photocard. Alternatively, you can apply by filling out a form at your educational establishment.

Full-time education is defined as 12 hours of guided learning per week for a minimum of ten weeks, on further education courses.

## Help for students with disabilities and/or learning difficulties

If young people up to the age of 25 require assistance with travel to and from college due to their special educational needs, physical disabilities, or health related needs, the Council will make an assessment based on individual need based on eligibility criteria. If the eligibility criteria are met the Council will offer suitable travel assistance. Travel assistance provided will be subject to review.

Please see Harrow Council's [Local Offer](#) for more information on assistance for young people 16-25 with learning difficulties and/or disabilities.

## Help if you are studying away from home

You may be able to get help with the cost of term-time accommodation through the [Residential Support Scheme](#) if you need to study away from home for a Level 2 or Level 3 qualification (equivalent to GCSEs and A levels).

You may qualify if this is the first time you have studied for a Level 2 or Level 3 qualification and your course is too far away for you to travel to daily.

How much you get depends on your household income. The actual amount you get depends on your accommodation costs.

You can get payments for a maximum of 3 years.

### Are you eligible?

You can get help from the Residential Support Scheme (RSS) if:

- you're between 16 and 18 on 31 August 2020
- your course starts before you turn 19

- you meet the residency requirements (this will be checked by your college)
- you're not studying at a college offering a [residential bursary](#)
- your course is not available closer to your home
- you're not on housing benefit
- your household income is less than £30,993
- your course is at a college in England (but not a specialist [Residential Bursary Fund](#) institution)

Your course must be one of the following:

- more than 15 miles from your home
- more than a 2 hour return journey

Your course must also:

- be a full time course
- be for your first Level 2 or Level 3 qualification (equivalent to GCSEs or A levels)
- be 16-19 funded (your learning provider will be able to confirm this)
- not be one of the specialist colleges listed in the [RSS application guidance notes](#)

### **How to claim**

Contact the student support officer at your college for an application form and help with applying.

### **Learner Support Helpline**

[RSS@EFAlearnersupport.co.uk](mailto:RSS@EFAlearnersupport.co.uk)

Telephone: 0800 121 8989

Monday to Friday, 9am to 5pm

<https://www.gov.uk/learner-support-helpline>