

# Brine Leas School

An Academy

## BL6 TRAVEL FUND POLICY 2018/19

This policy specifies the arrangements for the contribution to the cost of public transport to facilitate the attendance of all persons on roll at Brine Leas Sixth Form, in accordance with the statutory guidance issued by the Secretary of State for Children, Schools and Families under Section 509AB(5) of the Education Act 1996, from April 2010.

The overall intention of the Brine Leas Sixth Form Travel Fund is to:-

- ensure that students are able to access the education and training of their choice and
- ensure that, if support for access is required, this will be assessed and provided where necessary

The Brine Leas Travel Fund will provide financial assistance to those students who meet the criteria as detailed in this policy, which will be a subsidy of £300 for the academic year, payable in 2 equal instalments of £150, in October 2018 and February 2019. Payments will be made by cheque or via the BACS system direct to the student's account. All applications must be supported by appropriate evidence in the form of weekly/monthly bus tickets or evidence that an annual bus pass has been purchased. The Travel Fund cannot be received by students who use a private car to travel to Sixth Form. Payment is subject to the achievement of a minimum of 95% attendance (excluding authorised absences) during the qualifying period.

The criteria for eligibility includes:-

1. Distance – students who live in excess of the recognised (statutory) walking distance of 3 miles from Brine Leas Sixth Form using the point-to-point address system.
2. Hazardous Route – students who live less than 3 miles from Brine Leas School, are able to walk, but live on a “hazardous route” (defined as along the A530 or the A529).

Consideration will be given to those students with disabilities who are in receipt of Disability Living Allowance when assessing what support might be needed by a student (i.e. as a proxy of the severity of disability) but may not require the student to use this to support their transport costs to learning. Where a student may take longer to complete a programme of education, the arrangements for the provision of transport will be extended until the programme is completed, even if that is after they have reached the age of 19.

Applications can be submitted at any time during the academic year, should a student move address, but applications cannot be backdated.

An existing entitlement to assistance with transport does not automatically continue if a student's place of residence changes. It is the student's responsibility to inform Brine Leas Sixth Form of any change in circumstances, in order for entitlement to be reviewed.

Those students who meet the eligibility criteria for the Travel Fund are quite at liberty to purchase a bicycle in order for them to travel to and from Brine Leas. The £300 subsidy will be issued upon production of a valid in date receipt confirming the purchase of a bicycle.

Review/Updated by: C Lewis	Date: May 2018
Approved by Governors: May 2018 Students & Business Committees	Review Date: May 2019
Previous update by: S O'Neill / K Bradshaw	Date: May 2017
Originated by: S O'Neill / K Bradshaw	Date: June 2014

## Workload Impact Assessment

### Name of Policy: BL6 Travel Fund Policy (May 2018)

This policy has been reviewed in consultation with the staff members it will affect? YES/NO

This policy has been workload impact assessed YES / NO

The impact on workload is HIGH / MEDIUM / LOW / ZERO

*If you have answered YES, YES and ZERO above then do not complete the rest of this assessment.*

### Ways in which changes to this policy will increase the workload of staff:

- 1.
- 2.
- 3.
- 4.
- 5.

### Actions taken to minimise the impact:

1.The school has identified the resources necessary to support the policy, including staff time, and any additional staffing and appropriate equipment required YES/NO

2.All staff, including the Headteacher, have had training to ensure that the policy and any related procedures are carried out without increasing workload burden YES/NO

3. The implementation of the policy will not result in any additional meetings or activities that have not already been identified in the BL6 calendar YES/NO

- 4.
- 5.
- 6.

**Assessment carried out by:** C Lewis, May 2018