



“Inspiring learning, developing character, building futures”

Student Support Policies and Procedures

Transport Support Policy

Aim: This policy describes the transport support available to students. It explains the support packages in place to prevent transport from being a barrier to attending college.

Policy Authorisation:	Management: Senior Leadership Team
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Policy Author	Assistant Head of Student Services - Student Finance and Progression

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1. Policy statement

1.1 The college is committed to:

- working together with Lancashire and Blackpool local authorities to provide a student transport service.
- ensuring that college funds used to support student transport are allocated reasonably and proportionately in relation to priorities and targets set for the college.
- making our transport provision fair and affordable for all students, whilst ensuring additional financial support is provided to students/households most in need.
- providing local transport offers to students that are the same price, or cheaper, when purchased through the college.

2. Scope of the policy

2.1 This policy applies to all students to help support the cost of journeys to or from college.

3. Types of support & eligibility criteria

3.1 Blackpool Transport

3.1.1 Working with Blackpool Transport, the college provides a digital monthly bus pass to students at a bespoke price, including summer travel (July and August) free. Students will pay a monthly fee to college, and will receive a digital monthly pass using the Blackpool Transport app. More information about the scheme, including prices and routes, can be found on our website: www.blackpoolsixth.ac.uk/transport

3.1.2 Alternatively, students may choose to buy digital passes directly from the Blackpool Transport app. This option of purchasing tickets via the app offers more flexibility without the need to purchase monthly travel passes directly from the Student Finance office at college. Purchasing directly from the app also works out cheaper than purchasing passes directly from Blackpool Transport on the bus.

3.2 Stagecoach

3.2.1 The Stagecoach monthly travel card, which doubles up as a student's membership card, can be purchased from the college at a bespoke price, and includes summer travel (July and August) free. More information about the scheme, including prices, can be found on our website: www.blackpoolsixth.ac.uk/transport

3.3 Archway Travel

- 3.3.1 Archway Travel provides a public transport route to and from Blackpool Sixth, tickets can be bought through the Archway Travel app. More information, including prices and routes can be found on our website: www.blackpoolsixth.ac.uk/transport

3.4 Train

- 3.4.1 Students travelling to the college by train are entitled to a 40% refund of their daily train fare by presenting their train ticket to Student Finance.

3.5 Cycling to college

- 3.5.1 College provides covered, locked shelters for those students who choose to travel to college by bicycle. The code for the bicycle shelter can be accessed from the student's Progress Mentor or the Estates team.

3.6 Car parking

- 3.6.1 Free parking is available to staff, second year students and visitors. The college has three car parks available on a first-come, first-served basis and all vehicles that park on the college car park must display a valid parking permit. A permit can be obtained by emailing estates.requests@blackpoolsixth.ac.uk. College also has a provision for those with a blue badge or other special requirements.

4. Promotion and marketing

- 4.1 College promotes and markets the transport provision in the following ways:
- Prospectus
 - Open events and enrolment days
 - The college website
 - Leaflets
 - To local schools via the Admissions team
 - Information at 'New Student Day'
 - Information available during enrolment
 - Information provided to students throughout induction
 - Regular information provided to students through the weekly notices

5. Application procedure

- 5.1 All details of transport will be sent out to new students in the enrolment communication in July/August and can be accessed at any point in the academic year by contacting Student Finance.
- 5.2 Students can apply at any point during the academic year by contacting the Student Finance team.
- 5.3 Those who apply and are assessed as eligible for financial support will be entitled to

a travel pass as part of their financial support, if they live more than 1.5 miles walking distance to college (assessed using Google Maps). Reasonable adjustments can be applied to the 1.5 mile distance criteria for students with a medical need and a transport provision will be provided.

- 5.4 Those who apply and are not eligible for financial support will still be able to access their chosen travel scheme by paying the advertised rate.
- 5.5 Blackpool Transport and Stagecoach travel passes are issued directly to the student through Student Finance. Blackpool Transport will be in the form of a digital ticket emailed directly to the student's college email address for them to redeem via the Blackpool Transport app. Stagecoach will be via the student's membership card.

6. Change of circumstances

- 6.1 If a student's circumstances change e.g. change of address which results in them being better suited to a different transport provider then the student needs to inform Student Finance who can transfer the student onto the relevant travel pass.

7. Making payments

- 7.1 Payments are preferred remotely via standing order to the college bank account or the online payment system, ParentPay. Bank account details are available on request from the Student Finance office. However students can still make payments using cash or card at the Student Finance desk, in The Link.

8. Records and monitoring

- 8.1 All sales of bus passes will be processed via the Student Finance office. The Assistant Head of Student Services - Student Finance and Progression is responsible for keeping accurate records of all transactions including reconciliations of all sales.

9. Review

- 9.1 The content and operation of this policy will be reviewed every year by the Head of Student Services and the Assistant Head of Student Services - Student Finance and Progression.