

14 – 16 College Travel Pass Policy

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Aim of the Policy

The aim of this policy is to provide clear guidance to students, parents, staff and other stakeholders about the expectations of the 14 – 16 College with regard to the issue of travel passes to Year 10 and Year 11 students at the College.

Criteria to receive a travel pass

A travel pass (Bus or Train depending on the best option for each student) will be issued to each student at the 14 – 16 College if they and their family meet *at least two* of the following criteria:

- Parent or carer are in receipt of a means-tested benefit
- Household income is less than £35,000 per year
- Student lives more than 3 miles away from the College (this rule applies to only 14 – 16 College students. 16+ students in the rest of the College have different rules)

How to apply

All applications must be made in writing by letter to:

*Director of Curriculum
Travel Pass application
Hugh Baird 14 – 16 College
Balliol Road
Bootle
L20 7EW*

Please note:

All applications must include the correct evidence to the College to support the travel pass application. The College cannot issue a pass if the right evidence is not supplied.

Evidence required:

- Household income of less than £35,000 – 3 wage slips must be enclosed or
- A letter proving the receipt of a means tested benefit

Call 0151 353 4567 for further information

Re-issue of Travel passes during the current academic year

Travel passes are issued in the first term if the criteria are met. For the next term's travel pass to be issued, students must achieve a minimum attendance of 90% in the previous term. Students must also make sure that they:

- Are on time and attend all classes
- Comply with LATE arrival procedures – signing in at the 14 – 16 College office if late
- Never disrupt learning for others
- Demonstrate full compliance with all aspects of our Behaviour Policy

Re-issue of Travel passes in the second year

- A further application must be made at the start of each college year for the first term's pass. If attendance fell below 90% in the last term of the previous year, a travel pass will not be issued for that term. Any further applications will only be considered if attendance achieves the minimum of 90%.

Lost travel passes

- If a travel pass is lost the expectation is the student and/or family will contact Merseytravel to see if it has been handed in to lost property.
- Once it is confirmed by the student by letter from the parent or carer that the pass is definitely lost, **a one-time only** replacement can be collected from the Merseytravel offices in exchange for a £5 payment, together with a letter from the 14 – 16 College. Merseytravel will not issue a replacement pass without this letter that confirms that the student had previously been issued with a travel pass. *The 14 – 16 College office will supply the letter on request.*

Please note:

- Merseytravel will not replace more than one pass a year under the £5 replacement scheme.
- The College can only help with the replacement of a pass under the £5 scheme.
- If a pass is lost for the second time or more, the student will be expected to purchase their own replacement direct from Merseytravel.

The expectations we have of Parents/Carers:

- Parents/Carers are expected to make sure that their child attends regularly with a minimum attendance of 90% each term.
- If your child is going to be absent, a phone call to the 14 – 16 College office (0151 353 4567) is required between 9.30am and 10.00am on the day of each absence.
- If an absence is supported by a letter and/or medical note from a doctor/dentist/optician then these absences will not count against future travel pass applications.

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