

LUTON POST 16 TRANSPORT ASSISTANCE SCHEME 2018-2019

ELIGIBILITY:

Students meeting **all** of the following criteria are eligible to apply for assistance with travel costs from Luton Borough Council:

Students from low income families and learners in local authority care or those that have recently left local authority care. Low income is defined as students whose family meet the criteria used for assessing eligibility for free school meals. Please visit www.luton.gov.uk and search for Free school meals.

Please submit your most recent full award letter as proof of your eligibility.

- Students must be resident in Luton throughout the duration of the course.
- Students must be enrolled on and attending a full time course engaged with learning or training at a further education institution, a school or academy, an authority maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Funding Agency or a learning provider that is funded by the local authority to deliver Foundation Learning or other accredited programmes of Learning.
- Students must be over the statutory school age but not aged 19 or over, on 31 August in the year in which their course of study began.
- Students must live further than three miles (walking route) from the nearest institution to offer their chosen course. Where a student opts to attend an institution other than their nearest college the chosen course must differ by at least 50% to that offered by nearer institutions. For example, a student may be studying 4 A Levels and 2 of these may not be available in at nearer colleges. In this case assistance with travel costs will be provided. However, if 3 of the A Levels are available at a more local institution then assistance will not be provided.

(For any query, please visit www.luton.gov.uk or contact 01582 547254)

PLEASE NOTE:

- Payments will be made directly into the student's bank account on a half termly basis.
- The last date for submission of the form to the college is 14th September 2018 for payment for the first half of the autumn term.
- Each subsequent half term payment will be dependent upon 95% attendance in the previous half term.
- Qualifying students will be paid half the weekly ticket price of the bus travel up to a maximum of £7.50 per week.

NAME (In Capitals)

ADDRESS

 POSTCODE -

CONTACT TEL.

MALE/FEMALE

 M F

DATE OF BIRTH

COURSE TITLE, CODE

And SUBJECTS – Please list all the subjects separately and in full.

LOW INCOME FAMILY

 Y N

I confirm I have submitted the appropriate evidence as requested.

LIST THE SERVICE/S YOU WOULD USE TO GET TO YOUR COLLEGE.

Example: ARRIVA24, CENTREBUS 17 etc

My Bank Account Details

Please provide your Bank Account details. Please ensure that the information provided is clear, correct and up-to-date.

FULL NAME ON ACCOUNT:

ACCOUNT NUMBER:

SORT CODE:

ALL COMPLETED FORMS SHOULD BE TAKEN TO THE STUDENT SERVICES DEPARTMENT OF YOUR COLLEGE.

TO BE COMPLETED BY THE COLLEGE

COLLEGE STAMP

FULL COURSE TITLES, CODE & SUBJECTS

The applicant appears to satisfy the 3 mile criteria. The applicant has submitted appropriate low income documents.

COLLEGE ENDORSEMENT: I confirm that this application form has been completed by a student who has been offered a place on a FULL-TIME course at this college.

Signed

Dated

FOR OFFICE USE ONLY BY LBC;

Application form completed? Low Income Document Enclosed? Over 3 miles? Nearest College?

Approved? YES NO

NOTES:

Approved By:

Processed Date:

FOR ACCOUNTS DEPARTMENT:

APPROVED BY:

PAYMENT DATE:

Privacy Notice Home to School Transport

Luton Borough Council is committed to protecting the privacy of your child and your information.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Council at feedback@luton.gov.uk.

Data Controller	Trevor Holden, Luton Borough Council, Town Hall, George Street, Luton, LU1 2BQ
Data Protection Officer	Yvonne Salvin feedback@luton.gov.uk
Personal Data	Personal Data: Name, address, previous address, gender, date of birth, looked after status, parents/carers details, contact with other educational professionals/services, special educational needs, school, previous school, bank account details, benefit information, reason/s for requesting home to school transport assistance. Special Category: medical information
Purpose for using it	To provide your child with transport to school assistance
Lawful basis	To carry out the performance of a public task Special category data such as medical details are used in the public interest of supporting each child according to their needs and to take care of their well being whilst in the school setting
Who we share it with	Local authorities; education providers; NHS; safeguarding partners; catering services; pastoral support such as counselling; appeal panellists
Why we share it with them	To meet the statutory requirement for monitoring by the Department of Education To provide access to education To provide pastoral care, food and safeguarding where necessary
Any automated decision making	None
Transfer of data to a non-EU country	None
Exercising your rights	You have the right to ask us to amend or delete your data as well as transfer it or limit its use. You also have the right to request a review of an automated decision where you think this is wrong. Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you

If you want more information about how we keep your data safe please see our main privacy statement at www.luton.gov.uk/privacy-cookies