

School Transport Fund Policy 2018-19

The KMPF Supervisory Directorate has agreed for continued provision of a transport budget to Kent and Medway Progression Federation schools for the coming year.

Eligibility

- KMPF funds the transportation of students who will benefit most from outreach activities provided by our partner universities.
- KMPF recognises that it is impractical to require all students participating in an outreach activity to be from a widening participation background (known as the KMPF cohort), so to receive transport funding, at least two-thirds of students must be from the KMPF cohort.
- The KMPF cohort of students are those who meet one of the following criteria:
 - Those living in a neighbourhood with low progression rates to HE (based on postcode using POLAR3 and POLAR4)
 - Those living in an area with three or four indicators of deprivation out of four indicators (based on postcode using POLAR3 and POLAR4)
 - Students who declare a disability on a KMPF baseline
 - Students with no parental background in higher education (first generation HE), declared on a KMPF baseline
 - Although not collected on KMPF baselines, KMPF wish to support those experiencing additional barriers to HE progression, such as being in care or a young carer.
- As it is recognised that some trips may include students who are not part of the KMPF cohort students, KMPF will cover full transport costs if at least two-thirds of students are from the KMPF cohort.
- Where less than two-thirds of students are from the KMPF cohort, only the percentage of students who are from the KMPF cohort will be funded e.g. 30% of students from the KMPF cohort will result in 30% of costs being covered.
- KMPF baseline questionnaires are required to have been submitted to the KMPF Support Team prior to an activity taking place.
- A request must be made before the trip takes place to be eligible to receive funding.

Requesting funds

- Funds will be allocated on a first come, first served basis and we encourage schools to apply as early as possible.
- Progression Mentors in KMPF schools will decide which campus based events they would like their students to attend. They will then liaise with the University provider to check that their students are able to attend.
- Progression Mentors will complete either the online transport budget request form or email a completed form to office@kmpf.org as soon as possible and no later than one week before the planned event.
- KMPF will consider each request based on how many requests have been received from each school and how much funding is available for the remainder of the academic year.
- Schools who use their own minibus are entitled to claim 45p per mile. KMPF check all mileage using the RAC tool to track mileage and suggest you also calculate your mileage based on this tool at: <https://www.rac.co.uk/route-planner/mileage-calculator/>
- Other expenses that are essential for the trip to take place will be considered, please include these in the online submission or completed form.

The payment process

- Once the requested expenditure has been approved by the KMPF Support Team, an acknowledgement email will be sent to the Progression Mentor, confirming receipt of the request and confirmation of the agreed amount of reimbursement (based on at least two-thirds of attendees being from the KMPF cohort).
- The school will organise and pay for the transport.
- After the event has taken place, KMPF will access the event register on the HEAT database and confirm which students attended.
- KMPF will then confirm with the Progression Mentor the percentage of students from the KMPF cohort and confirm the amount to be paid and the purchase order number to pay the invoice.
- The school will then invoice KMPF for reimbursement of the transport costs. Invoices must include a purchase order number.
 - Please note that from September 2018 any invoice that does not contain a valid purchase order will be returned to the supplier unpaid.
- Invoices must include the purchase order number, date and description of the trip and should include the description: "Transport costs only to a KMPF activity". Invoices from the coach/minibus company or public transport receipts must also be attached.
- To ensure payment, the address on the invoice should be:
 - Canterbury Christ Church University
 - Accounts Payable
 - Rochester House
 - St. George's Place
 - Canterbury
 - CT1 1UT
- Please scan and email all invoices to office@kmpf.org or post these to:
 - Kent and Medway Progression Federation
 - Hall Place
 - Harbledown
 - Canterbury
 - CT2 9AG
- All invoices must be submitted in the academic term that the trip took place, or funds will be reallocated for other trips:
 - Autumn term: 28 January 2019
 - Spring term: 03 May 2019
 - Summer term: 23 July 2019

If you have any questions or need any assistance in requesting funding for a trip for your school please speak to the Progression Mentor in your school or email the KMPF Support Team on office@kmpf.org or call 01227 922565

Ensure students have completed a KMPF baseline questionnaire

You can download and print the latest baseline from www.kmpf.org/go/baselines or request a delivery of printed baselines

From November 2018 you can request an online link for students to complete their baseline electronically

Book an outreach activity and ensure two-thirds of students attending are from the KMPF cohort (one of the below criteria)

No parental experience of HE (first generation HE)

Lives in a low progression to HE neighbourhood (based on postcode)

Self declared disability (on a KMPF baseline)

Submit a KMPF Transport funding request at www.kmpf.org/go/transportfunding

You can complete this online and submit this digitally

Or if you'd prefer you can download a paper form

KMPF checks your request

Have the students from the year group selected to participate been baselined?

Will two-thirds of participants be from the KMPF cohort?

Is the event hosted by a KMPF partner?

KMPF confirms allocation of funding

This is provisional based on confirmation of activity taking place and register being submitted by university partner

School books transport

School pays for transport

Activity takes place

Please ensure you work with our university partners to make sure a register is taken on the day

KMPF check the register of the activity leading to one of the below

Confirms full payment amount if two-thirds of attendees are KMPF cohort

Confirms partial payment if less than two thirds of attendees are KMPF cohort

If baselines not completed, payment held until baselines are complete

School confirms final costs

KMPF provides a purchase order

School submits an invoice

KMPF pays the invoice