



# POST-16 TRANSPORT POLICY STATEMENT

April 2018

# **NOTTINGHAMSHIRE COUNTY COUNCIL POST-16 TRANSPORT POLICY STATEMENT – 2018/19 ACADEMIC YEAR**

## **1. Summary of Policy Statement**

This statement informs learners and their parents/carers of the support for transport that is available to help them access post-16 learning opportunities. The Council has consulted with various stakeholders in preparing this document.

The statement includes information from the Council and provides links to enable learners and their parents/carers to access the most up to date transport and travel information from schools, colleges of further education, transport providers and other relevant sources. The aim is to provide the most up to date information about how to get to school or college.

The statement also explains the support available to learners with special educational needs and or learning/mobility difficulties and gives information about the Council's scheme of independent travel training.

## **2. Post-16 Travel Assistance Scheme 2018/19**

Full conditions of the post-16 travel scheme are available at

[www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance/](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance/)

This includes details of how to apply, downloadable application forms and the Post-16 School/College Travel Assistance booklet.

### **2.1 Who is eligible to join the scheme?**

To participate in the scheme a student must:-

- be a Nottinghamshire County resident (excludes students resident in Nottingham City)
- be attending a full time course (a minimum of 540 guided learning hours per year over a period of a least 30 weeks) at a school (including Academies), college of further education or Independent Specialist Provider that is funded directly by the Education Funding Agency (the scheme does not apply to fee paying independent schools, higher education courses or universities)
- live more than three miles from the school/college using the nearest available walking route
- be over compulsory school age but under 19 years of age on 1 September 2018

**For entitlements and additional benefits that are available for students with a disability or special transport need, see parts 4-6 below.**

## 2.2 What type of assistance is available?

The Council will endeavour to provide the necessary transport services but cannot guarantee to do so and will identify the most appropriate and cost effective transport service for each student. The arrangement may not offer choice of operator, route or service except where these are available and there is no extra cost incurred.

There are three types of travel assistance available. Students may apply for one of the following:

- An annual **Half Fare Pass** costing £120.00 per academic year which entitles the student to travel at half the adult fare on a bus or train service to their school or college (currently not available on the tram). Full payment is required on application. The travel pass may be used on the designated bus or train services ONLY, for one journey to and from school or college each day started before 10.00pm, Monday to Friday during term time.
- A **Season Pass** is available to students travelling on specific school bus services and some other services arranged by Nottinghamshire County Council. This will allow the student to travel between home and school/college without having to pay a daily fare. The travel pass can ONLY be used on the designated bus service for one journey to and from school/college each day, started before 10.00pm, Monday to Friday during term time. If you indicate on the application form that you would like a season pass, a price quote will be sent to you. The price is calculated on half the annual adult fare plus the annual charge of £120. Students who purchase this pass may then travel without further daily payment on the specified service. You may pay for the season pass in full or by instalments as follows:
  - Initial payment to be made when you accept the quote
  - 2<sup>nd</sup> instalment by 1<sup>st</sup> December 2018
  - 3<sup>rd</sup> instalment by 1<sup>st</sup> March 2019
- A **Travel Allowance** up to a maximum of £150 per academic year may be offered in exceptional circumstances instead of a half fare travel or season pass.  
To be considered for the travel allowance the following conditions should be met
  - a student is must be attending the nearest school/college to their home address
  - no public transport or other transport services exist or the school/college is outside the Nottinghamshire boundary
  - the travelling distance and travel times as calculated by Transport and Travel Services do not exceed 25 miles travelling distance and 75 minutes travelling time.All travel allowances are paid termly in arrears and attendance must be certified by the school or college. Students sharing the same vehicle will be paid half the travel allowance each. Late applications made after the start of the academic year will result in a reduction in the amount of grant available.

## **2.3 Cases where there will not normally be an entitlement to travel assistance**

1. To access breakfast or after-school clubs including out-of-school activities
2. To work experience, taster or open days, or transition visits
3. To provision off the school/college site organised by the school/college
4. To provision off the school/college site as part of a transition programme to a new setting
5. For transfers between educational establishments during the school day
6. To and from temporary addresses including friends and child minders where these arrangements are made by the family
7. To and from medical appointments
8. Following detention
9. At times to suit the convenience of family arrangements
10. At times when other siblings in the family have to be taken to other schools/colleges
11. For late arrival or early departure, for example due to illness or medical appointments
12. For shorter than normal days e.g. during the exam season
13. For students whose level of attendance is a cause of concern, but for whom no eligibility criteria are met
14. For students on exchange visits
15. If the behaviour of a student is not acceptable to the driver of the vehicle and places other travellers at risk. In these circumstances parents/carers will be required to make alternative arrangements.

## **2.4 How are applications for assistance assessed?**

Applications are assessed by officers of the Council's Transport and Travel Services Group. Full conditions of the scheme and details of how to apply are included in the Post-16 Travel Scheme booklet available at

[www.nottinghamshire.gov.uk/schooltravel-post16](http://www.nottinghamshire.gov.uk/schooltravel-post16)

### **3. Information about other transport options for learners**

Whilst committed to supporting post-16 education, the Council does not have a statutory duty, only a discretionary power, to offer travel assistance to any post-16 student.

There is no automatic entitlement to travel assistance once a student is over the age of 16. Therefore, parents/carers and students should ensure that they are aware of the cost of transport and take this into account when making choices for post-16 education.

To assist in doing this, information about public transport services is available at

[www.nottinghamshire.gov.uk/transport/public-transport](http://www.nottinghamshire.gov.uk/transport/public-transport)

This includes routes and timetables (including timetable changes), maps and a journey planner, as well as contact details for transport providers, from whom information is available about any season ticket offers for students. Travel information is also available by ringing Traveline. For more details please visit <http://www.traveline.info/> or call 0871 200 2233 (12 pence per minute from landlines and mobiles).

Students living and travelling within the City and Greater Nottingham area can purchase a Robin Hood Student Season Card, which allows unlimited travel on most bus, tram and train services. For more details please visit [www.robinhoodnetwork.co.uk](http://www.robinhoodnetwork.co.uk).

Students living and travelling in areas served by Trent Barton can purchase a Student MANGO Card, which saves 25% on adult single cash fares on most bus and tram services. For more details please visit [www.trentbarton.co.uk/mango](http://www.trentbarton.co.uk/mango) or call 01773 712265.

The 16-25 Railcard offers those aged 16-25 a third off Standard Anytime, Off-Peak, Standard Advanced and First Class Advanced fares. The cost of a railcard is £30 for a year or £70 for three years. For more information, please visit [www.16-25railcard.co.uk/](http://www.16-25railcard.co.uk/) or call 0345 3000 250

Some schools operate their own transport services. The County Council website has a search facility for Nottinghamshire schools. This includes contact details and links to individual school websites, which contain information about any bus services operated by the school:

[www.nottinghamshire.gov.uk/search-for-a-school](http://www.nottinghamshire.gov.uk/search-for-a-school)

Sixth Form Colleges and Further Education Colleges can assist students with information on transport. Some colleges (such as Bilborough College) also provide private contracted bus services to areas which are not well served by commercial bus services. College bus services normally operate at the start and the end of the college day only. You should contact Student Services at the college:

<b>Bilborough Sixth Form College</b>	 <a href="http://bilborough.ac.uk/students/student-support/">http://bilborough.ac.uk/students/student-support/</a>  0115 851 5000 extension 2016  <a href="mailto:Helen.Ginns-Farrow@bilborough.ac.uk">Helen.Ginns-Farrow@bilborough.ac.uk</a>
<b>Central College (now part of Nottingham College)</b>	
<b>Chesterfield College</b>	 <a href="https://www.chesterfield.ac.uk/bus-pass">https://www.chesterfield.ac.uk/bus-pass</a>  01246 500522  <a href="mailto:bus@chesterfield.ac.uk">bus@chesterfield.ac.uk</a>
<b>Derby College</b>	 <a href="http://www.derby-college.ac.uk/student-support/derby-college-transport">www.derby-college.ac.uk/student-support/derby-college-transport</a>  0800 028 0289  <a href="http://www.derby-college.ac.uk/contact-us">http://www.derby-college.ac.uk/contact-us</a>
<b>Doncaster Communication College</b>	 <a href="http://www.deaf-trust.co.uk/college/support-services/">www.deaf-trust.co.uk/college/support-services/</a>  01302 386700  <a href="mailto:enquiries@ddt-deaf.org.uk">enquiries@ddt-deaf.org.uk</a>
<b>Doncaster College</b>	 <a href="http://public.don.ac.uk/welfare/finance">http://public.don.ac.uk/welfare/finance</a>  01302 553760 or 553712  <a href="http://public.don.ac.uk/welfare/finance/Pages/Contact.aspx">http://public.don.ac.uk/welfare/finance/Pages/Contact.aspx</a>
<b>Grantham College</b>	 <a href="http://www.grantham.ac.uk/student-life/advice-services/student-finance/">www.grantham.ac.uk/student-life/advice-services/student-finance/</a>  01476 400281  <a href="mailto:jbowman@grantham.ac.uk">jbowman@grantham.ac.uk</a>
<b>Landmarks</b>	 <a href="http://www.landmarks.ac.uk/">www.landmarks.ac.uk/</a>  01246 433788  <a href="mailto:info@landmarks.ac.uk">info@landmarks.ac.uk</a>
<b>Lincoln College (including Newark College campus)</b>	 <a href="http://www.lincolncollege.ac.uk/support">www.lincolncollege.ac.uk/support</a>  01522 876220  <a href="mailto:studentservices@lincolncollege.ac.uk">studentservices@lincolncollege.ac.uk</a>
<b>Loughborough College</b>	 <a href="http://www.loucoll.ac.uk/student-services/support/financial">www.loucoll.ac.uk/student-services/support/financial</a>  01509 618375  <a href="https://apply.loucoll.ac.uk/ARM/OnlineEnquiryForm.aspx">https://apply.loucoll.ac.uk/ARM/OnlineEnquiryForm.aspx</a>
<b>New College Nottingham (now part of Nottingham College)</b>	
<b>North Notts College</b>	 <a href="http://www.nnc.ac.uk/support/financial-help">www.nnc.ac.uk/support/financial-help</a>  01909 504500  <a href="mailto:contact@nnc.ac.uk">contact@nnc.ac.uk</a>
<b>Nottingham College</b>	 <a href="https://www.nottinghamcollege.ac.uk/">https://www.nottinghamcollege.ac.uk/</a>  0115 9 100 100  <a href="mailto:enquiries@nottinghamcollege.ac.uk">enquiries@nottinghamcollege.ac.uk</a>
<b>Portland College</b>	 <a href="http://www.portland.ac.uk/">www.portland.ac.uk/</a>  01623 499111  <a href="mailto:college@portland.ac.uk">college@portland.ac.uk</a>
<b>Rotherham College</b>	 <a href="https://www.rotherham.ac.uk/support/financial-help/">https://www.rotherham.ac.uk/support/financial-help/</a>  01709 722777  <a href="mailto:info@rotherham.ac.uk">info@rotherham.ac.uk</a>
<b>West Notts College</b>	 <a href="http://www.wnc.ac.uk/Facilities-and-services/Financial-support.aspx">www.wnc.ac.uk/Facilities-and-services/Financial-support.aspx</a>  01623 627191 ext 8256/8179  <a href="mailto:studentfinancialsupport@wnc.ac.uk">studentfinancialsupport@wnc.ac.uk</a>

## **Traineeships and apprenticeships**

For students on traineeships or apprenticeships, the learning provider is responsible for ensuring that reasonable expenses are met in full if they are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement. Please contact your learning provider for more information.

## **4. Other sources of financial support**

### **16-19 Bursary Fund**

The 16-19 Bursary is designed to help 16, 17 and 18 year old students to overcome specific barriers to undertaking post-16 education. If you are 19 and over, you could also get a bursary if you are either continuing on a course you started aged 16 to 18 or have an [Education, Health and Care Plan](#)

There are two types of 16-19 bursaries. A Vulnerable Student Bursary of up to £1,200 a year is available if at least one of the following applies:

- you are in or recently left local authority care
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- you get Income Support or Universal Credit in your name
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit
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Students not eligible for the Vulnerable Student Bursary can apply to their school or college for a Discretionary Bursary. Discretionary Bursaries are used to help students facing financial barriers to participation and who need help to stay in education.

Further details of the 16-19 Bursary can be obtained by visiting [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

### **Discretionary Learner Support Funds (DLS)**

DLS Funds encourage improved participation, retention and attainment among adults aged 19 and over on low incomes. The amount paid depends on individual circumstances and is decided by the learning provider, dependent on their scheme. Further information on the DLS scheme can be found by visiting [www.gov.uk/discretionary-learner-support](http://www.gov.uk/discretionary-learner-support)

### **Care to Learn (C2L)**

C2L supports young parents aged up to and including 19 years of age when their learning starts by funding the cost of their Ofsted-registered childcare and associated transport costs. Funding is only available for publicly-funded courses. Further information for learners interested in applying for C2L can be found by telephoning the helpline on 0800 121 8989, emailing [c2l@studentbursarysupport.co.uk](mailto:c2l@studentbursarysupport.co.uk) or by visiting [www.gov.uk/care-to-learn/overview](http://www.gov.uk/care-to-learn/overview)

## **Personal Independence Payment (PIP)**

Post-16 students with a disability may be entitled to the Personal Independence Payment (PIP), to help with some of the extra costs caused by long-term ill-health or a disability. The rate depends on how the condition affects the student, not the condition itself. PIP is replacing Disability Living Allowance (DLA). For more details visit [www.gov.uk/pip](http://www.gov.uk/pip)

## **Professional and Career Development Loans**

Professional and Career Development Loans are bank loans to pay for courses and training that help with your career or help get you into work. You may be able to borrow between £300 and £10,000. Loans are usually offered at a reduced interest rate and the government pays interest while you're studying.

Call the National Careers Service on 0800 100 900 to find out whether a loan is the best option for you.

## **5. Students with Special Transport Needs**

Full conditions of the post-16 travel scheme for students with special transport needs are available at

<http://www.nottinghamshire.gov.uk/education/travel-to-schools/special-transport-needs>

This includes details of how to apply, downloadable application forms and the special transport needs booklet.

### **5.1 Who can apply for post-16 special transport?**

To apply for post-16 special transport, a student must:-

- be a Nottinghamshire County resident (excludes students resident in Nottingham City)
- be attending a full-time course (a minimum of 540 guided learning hours per year over a period of at least 30 weeks) at a school (including Academies), college of further education or Independent Specialist Provider that is funded directly by the Education Funding Agency (the scheme does not apply to higher education courses or universities)
- be attending the nearest establishment that provides the chosen course and level of study and can meet the student's needs. This will normally be the establishment named in the student's Education, Health and Care Plan. This may be an establishment outside Nottinghamshire, but if a student chooses to attend provision further afield when a more local educational institution can meet their needs, transport assistance will not be provided.

#### Age

Applicants must be:

- over the school leaving age (16) but under 19 years of age on 1 September 2018 or continuing to attend a course begun before they were 19 until it is completed or they reach 25 years of age,
- or
- aged between 19 and 24 on 1 September 2018 and have undergone a statutory assessment of need, such as a statement of special educational needs or an Education Health and Care Plan.

The three mile distance criterion will be waived for students who have been assessed by the County Council as having a special transport need.

## **5.2 How are applications for special transport assessed?**

A special transport need may arise if the student:

- is unable to walk or travel safely when accompanied to the special school, sixth form or college
- is unable to use public transport when accompanied.

Officers of the Transport and Travel Services Department will assess if special transport should be provided, taking into account evidence such as a statement of special educational needs, Education Health and Care Plan, corroboration from a qualified medical practitioner, or other evidence such as entitlement to the mobility component of the Disability Living Allowance or Personal Independence Payment.

Please see part 2.3 (above) for cases where there will not normally be an entitlement to transport

## **5.3 What type of assistance is available?**

- 5.3.1 If transport support is approved, the Council will identify the most appropriate and cost effective travel solution for each student.
- 5.3.2 Students assessed as requiring support will normally receive assistance to travel to and from the nearest suitable school, college or Independent Specialist Provider that can meet their educational and support needs. This will ensure the effective use of resources whilst promoting choice and managing public funds in a prudent manner
- 5.3.3 The type of travel arrangements and additional support will depend on the student's needs and will normally be in the form of a minibus, taxi or wheelchair accessible vehicle, with adult support in addition to the driver where appropriate
- 5.3.4 If parents/carers wish, a mileage allowance can be considered for them to transport the student themselves. In these cases the Council will consider reimbursement at the 'public transport rate' (currently 22.6p a mile) for two return journeys a day, based on the shortest distance by car between home and school/college
- 5.3.5 If parents/carers wish, they can request a Direct Travel Assistance Payment (DTAP). A DTAP is a payment that is made to parents/carers to enable them to make their own home to school/college travel arrangements. However a DTAP is only available if the student has an Education, Health and Care Plan

- 5.3.6 If special transport is provided by the Council, this will normally be to and from a designated collection/drop off point located within one mile of the home address. A pick up and/or drop off at home will only be provided in exceptional circumstances; additional medical information may be required to support the request
- 5.3.7 Transport services provide one journey to and from school/college at the start and the end of the normal school/college day. Transport is not provided for students to travel other than to and from the designated pick-up/set down point
- 5.3.8 Transport assistance is normally provided in the form of a shared vehicle. Individual transport will only be provided in exceptional circumstances; additional medical information may be required to support the request
- 5.3.9 Students may have to travel with other learners who attend different sites and/or follow courses with different timetables. Shared transport helps to achieve sustainable transport outcomes, reduce congestion and secure cost-efficient transport arrangements. This could result in longer travelling times and waiting times at college. It may therefore be necessary for some students to make use of opportunities for additional study or enrichment activities at college
- 5.3.10 Transport arrangements are subject to regular review to take account of students joining and leaving school or college. In addition, there is a legal obligation that transport contracts are periodically re-tendered (generally every 2-3 years) to achieve Best Value
- 5.3.11 If a student is taken ill during the school day it is the responsibility of parents/carers to make arrangements for the student to get home. The County Council will not provide transport assistance
- 5.3.12 If a student with special transport needs is placed in a residential care setting, including independent living, transport costs will be shared on a 50/50 basis with either Children's Social Care or Adults Social Care, as appropriate. It is the responsibility of Social Care (Children or Adults) to provide the appropriate expenditure codes prior to travel assistance being commissioned.

## **6. Independent Travel Training**

All students will be enabled to undertake independent travel training (ITT) unless they are assessed by the County Council and student's school/college as being unlikely to benefit from such training. Special transport provided by the County Council will not be available for students who are deemed to be suitable for ITT but who choose not participate in the programme. Students who have successfully completed the ITT programme will be enabled to make their journey to school/college independently. Special transport will not be provided for these students unless their circumstances have changed significantly.

Details of the programme can be obtained from

[www.nottinghamshire.gov.uk/travelling/travel/itt/](http://www.nottinghamshire.gov.uk/travelling/travel/itt/)

## **7. Right of Review**

A parent/carer has the right to a review of a decision if they believe that the County Council has assessed their entitlement to free transport incorrectly.

### **Stage one: Officer review**

The request for review should be in writing. Stage one appeals against a transport decision will be considered within 20 working days of receipt by the Transport Policy and Engagement Officer, who is independent from the original decision process. When a decision has been reached, the parent/carer will be sent a detailed written notification of the outcome of the review. This will explain the rationale for the decision reached and explain how, if they wish to do so, the parent/carer can request their case be taken to stage two of the appeal process.

### **Stage two: Transport Appeal Panel review**

A parent/carer has 20 working days from receipt of the stage one written decision notification to make a written request for their case to be taken to stage two of the review process.

Stage two appeals will be considered within 20 working days of receipt. The Transport Review Panel members are independent of the original decision making process. This is to ensure an independent review taking into account the evidence provided by parent/carer, the post-16 transport policy and any other exceptional information known by or presented to the Panel.

If a stage two appeal is unsuccessful, there is no further right of appeal within Nottinghamshire County Council. However if a parent/carer is dissatisfied with the way the appeal has been conducted they may complain to the Local Government Ombudsman. The Local Government Ombudsman has no statutory power to overturn the decision of the Panel but can draw the County Council's attention to any misadministration leading to injustice.

Should a review find in the parent/carer's favour, free travel will be backdated to when the original application was received by TTS or the start of the academic year in which the application is made, whichever is the later.