

# Telford and Wrekin Council Transport Policy Statement for Young People Post 16

**Policy 2019/20**

Updated May 2019

# 1 Introduction

This is the Transport Policy Statement which the Education Act 1996 (the Act) requires Telford and Wrekin Council to publish each year, setting out what travel support is available, from the Council and other bodies, to help young people 16-18 (and older in some cases) to attend their school or further education institution.

This policy sets out how Telford and Wrekin Council will meet its legal duties with regard to young people resident in Telford and Wrekin attending post 16 provision.

The Act gives the Council the discretion to determine what transport and financial support are necessary to facilitate the attendance of young people in a programme of learning. Young people are over compulsory school age, being aged between 16 & 18 years and includes those who started their programme of learning before their 19<sup>th</sup> birthday. This includes arrangements to support young people undertaking apprenticeships and traineeships.

The Council is required to promote sustainable modes of transport in meeting the travel needs of young people. This is defined as modes of travel which the Council may consider improve the physical wellbeing of those who use them.

If you only have a hard copy of this policy and need a digital version, please visit [www.telford.gov.uk/post16transportpolicy](http://www.telford.gov.uk/post16transportpolicy) to download a copy.

The Council itself does not generally consider that it is necessary to provide transport or travel assistance for those in post 16 education. However, it does offer some assistance for young people aged 16-18 (and older in some cases) who have an Education, Health and Care Plan or have a disability or have learning difficulties. Such assistance is discretionary and is determined in accordance with the criteria set out in this document.

The Council does not provide transport assistance post 16 for main-stream young people and those who have made a decision to apply for selective post 16 schools or providers or fee paying independent schools and colleges. Where they choose to do this young people will need to discuss with their chosen education provider directly the transport assistance that they may provide. The Council will consider the option for empty seats to be purchased on any of the pre 16 transport it provides, however this is not available until all pre 16 places have been secured, will be conditional with the seat withdrawn if a pre-16 eligible young person requires the seat and will be agreed on a first served basis.

Support for post 16 learner's transport where they do not qualify for council transport support is listed in section 13 of this policy.

## 2 Types of travel assistance provided

All young people must be attending the nearest available maintained establishment at which the course is offered. We would expect in the first instance any mobility vehicle or DLA payments are fully utilised and if not require details as to why this is not the case to be provided.

The Council is committed to promoting opportunities to develop independence and life skills whenever this is possible. If the Council agrees to provide travel assistance it will be provided in a safe and cost effective manner, taking account of the young person's specific needs as appropriate, and the Council's duty to promote sustainable modes of transport. If the Council agree to provide transport assistance young people will be required to make a contribution to the cost of travel. Decisions as to what assistance is required will be based on the best use of the Councils resources with options considered in the following priority order:-

1. **Independent Travel Training** – Independent Travel Training teaches independent skills enabling learners who need additional help and support to make journeys independently and safely. Being able to access public transport and travel independently support learners with their transition to adulthood.
2. **Travel Pass** – This is a pass for travel on public transport
3. **Reimbursement of mileage** - Parents or carers of eligible young people may be able to support their son/daughter in travelling either in the capacity of escort or driver of their own car. If the eligible young person has access to their own car, in such circumstances the Council may remunerate the costs of travel by paying a mileage allowance.
4. **Personal Transport Budget** – Parents/carers of an eligible young person may be offered a personal transport budget as an alternative. This will be paid on a monthly basis to the parent or young person who then assumes full responsibility for the travel arrangements to get to their educational institution on time and achieve good attendance
5. **Transport Vehicles** – In exceptional circumstances the Council may procure a vehicle to transport a young person to and from their education establishment. Where ever possible young people will travel together/in vehicles. Young people will be picked up and dropped off at a convenient location within reasonable distance from their home, this may be a recognised bus stop. A home pick up and drop off will only be made where it is deemed essential due to the young person's significant needs. Where young people are accessing a vehicle to transport them they will be required to notify the council in advance should they not need the transport on any particular day so the council will not incur unnecessary expense Failure to do so may affect future transport arrangements for that young person. Should transport be provided and there are 3 or more instances in any one year where the Council have not be notified with sufficient notice to cancel the service without reasonable cause, transport support may be withdrawn.

**Passenger Assistants** – the use of passenger assistants will only be funded where clear evidence is supplied and assessed by the Council to determine the need for this service, and an appropriate length of time using this support will be agreed.

### 3 Travel assistance for mainstream young people

Telford and Wrekin do not offer post 16 transport assistance to mainstream young people. Students should contact their post 16 learning provider for information on any travel support. Other contacts for sources of support are listed at Section 13 of this policy.

### 4 Travel assistance for Children in Care and Care Leavers 16-18

Telford and Wrekin Council will fund transport assistance for Children in Care/Care Leavers for whom Telford and Wrekin Council has a corporate responsibility. The most suitable transport will be procured to enable them to participate 16-18. This will be based on the options set out in section 2.

For Children in Care and Care Leavers for whom Telford and Wrekin Council has a corporate responsibility 16-24 who gain an apprenticeship, Telford and Wrekin will fund an Arriva travel pass.

### 5 Travel assistance for Learners with Learning Difficulties and Disabilities 16-18

For learners aged 16-18 with learning difficulties and disabilities the minimum criteria to be eligible for travel support from Telford and Wrekin Council are as follows:

- You must be a resident of Telford and Wrekin
- You must be aged 16-18 years, or have started the relevant course before you turned 19 and are continuing to attend it
- You must have an Education, Health and Care Plan or have a disability or have learning difficulties, as evidenced by an independent party assessment
- You must have applied for where available, a bursary or other appropriate funding from your education or training setting and that application must have been refused. Evidence of this will be required

We may offer assistance if the student –

- Has no other means of being transported by family or friends (work commitments and other children may not be an acceptable reason)
- Is continuing a course begun before their 19th birthday (see definition below)
- Is a full time student (16 hours or more timetabled sessions per week) – the course can be at entry level or at level 1, 2, or 3.
- Has an Education, Health and Care plan and is unable to walk or use public transport (even when accompanied) due to their learning difficulty or disability
- Is studying a course that is funded by Telford and Wrekin Council or the Education Skills Funding Agency (travel assistance is not given to students paying fees for their tuition, or studying as part of a paid apprenticeship)
- Is studying at the nearest suitable school, college or Local Authority funded training provider offering the course as specified by the Local Authority and named in the Education, Health and Care Plan. When considering if a course is suitable, we take into account the end qualification awarded (not the individual subjects taken), the training provider having a place available to offer on that course, and that the students meet the entry requirements demanded by the training provider.

Students who meet the eligibility requirements will be provided with travel assistance most appropriate to their needs (as determined by Telford and Wrekin Council and as listed in Section 2. Travel assistance will not be given for higher education courses (Level 4 and above such as foundation Degrees or Higher national Diplomas).

#### **What is a new course and what is a continuing course?**

Our definition of a new course is one where the named qualification, learning aims, outcomes, unit/course code or title of the course differ to the previous year. For example, an A level in maths delivered over 2 years (the qualification being awarded only at the end of completion of the second year) is considered a continuing course. Where a student follows a programme of study such as a level 1 course the first year, and progresses on to the level 2 the next, or completes a series of courses where the outcomes differ each year and there is no requirement to progress to the second or further years to successfully complete each year, this is not considered a continuing course.

#### **Additional activities**

The council will not provide transport assistance for any additional journeys linked to a course of study e.g. work experience placements, trips, the requirements for these additional journeys will be for the course provider to arrange and fund.

## 6 Travel Assistance for Learners with Learning Difficulties and Disabilities 19+

The Council does not have a duty to pay for a young adult learners travel to and from the place of education/training. The Council has a duty to make arrangements for

such a person, if it considers it to be necessary having regard to all the relevant circumstances for:-

- Adult learners who are receiving education at an institution maintained or assisted by the authority and providing further or higher education or within the further education sector.
- Relevant young learners who are aged between 19 and 25 who have a learning difficulty assessment (now Education Health and Care Plan) and are receiving education or training at institutions outside both the further and higher education sectors, where the authority has secured for the adult the provision of education or training at the institution and the provision of boarding accommodation.

When a student with learning difficulties or disabilities with an Education, Health and Care Plan starts a new course above the age of 19 and are under the age of 25 (see above for our definition of a new and continuing course), an additional assessment is made as to why it is necessary for the Council and not the student/family to make and fund their own travel arrangements.

The decision is based upon information provided by the parent/carer and previously provided within any Social Care and Health Assessment or Education, Health and Care Plan.

Factors we will consider in determining whether to offer transport assistance include:-

- Why education is continuing?
- What other transport arrangements have been considered and/or tried and evidence of why they are not suitable.
- If there is a family member/carer who is able to transport the young person and why this would not be a reasonable arrangement to make.
- If there is a 'Motability' vehicle for which the young person may or may not be driver and a decision has been made not to use the 'Motability' vehicle to support the young person to reach their education placement, we would expect the carer/young person to make their own transport arrangements.

## 7 Travel Assistance Contributions

When considering post 16 provision all young people should in the first instance speak to their intended provider about transport support. Some providers put on their own transport using mini buses from key pick up points; others may offer reimbursed travel or give out travel tickets. Most providers now have access to a 16-19 bursary fund and each provider sets its own criteria for the use of this fund. To access this young people need to contact the relevant provider directly.

If the Council agree to provide transport assistance young people will be required to make a contribution to the cost of travel. SEN learners 16-18 ( or older if there started a programme of learning before their 19 birthday), in 18/19 were required to contribute £157 per term or £471 per year towards their post 16 transport, this amount is based on the costs of an Arriva Student saver card. If it is agreed to provide transport assistance the Telford and Wrekin transport team will help source

the best transport solution and any shortfall funding above this sum will be subsidised by Telford and Wrekin Council, to assist in attending the nearest provider offering the young person's course. Young people can apply to their chosen provider for any bursary they may be entitled to help with this contribution.

## Bursary Support

Some young people have a guarantee of support. Those who are 16-19 and who are in the following groups receive a bursary of up to £1,200 a year that is claimed for them by their provider:

- young people in care
- care leavers
- young people claiming income support or universal credit in their own name
- young people who receive both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) in their own name

If you are in one of the above groups but your course is shorter than 30 weeks, or you are studying part-time, you may receive less than £1,200.

Other students facing genuine financial difficulties may be awarded a bursary at the discretion of their school, college or training provider.

Schools, colleges and training providers are responsible for awarding bursaries to students. With the exception of the £1,200 bursaries for students most in need, the level of subsidy is determined by the provider. They will also decide when bursaries are paid, and will set conditions that students should meet to receive a bursary, for example, linked to behaviour or attendance.

To apply for a bursary, speak to your school, college, Academy or training provider, they each have their own applications process. Contact details for main providers are listed at section 13.

If you're in one of the groups above, they may ask you to provide evidence of your status. If you're not in one of the groups above and are applying for a discretionary bursary, they may ask you to provide evidence of household income.

## 8 What is taken into account when accessing applications for travel Assistance?

The Council has discretion to determine when to provide travel support to facilitate young people's participation in education and training. This power to provide transport assistance must be exercised reasonably and lawfully. In determining what

if any support we may provide, the Council will have regard to the following when accessing applications,

- Applicants meeting the criteria set out in this policy
- Evidence supplied to support need
- The needs of those for whom it would not be reasonable or practicable to attend a particular establishment to receive education and training if no arrangements were made
- Distance and journey time from the students home to establishments of education and training, the cost of transport there and alternative means of facilitating attendance at establishments
- The nature of the young person's special educational needs, disability or learning difficulty
- Whether there is a nearer institution which is suitable and can provide the same/similar qualification(s)
- The best use of Council resources

## 9 How to apply for post 16 travel assistance

Telford and Wrekin Council will expect conversations to have taken place between young people, their parents/carers and the post 16 provider they intend to study with to check out their travel support alongside any bursaries before an application to the Council is made.

The application process for post 16 travel can be found online at the following address

[http://www.telford.gov.uk/info/20025/school\\_information/10/home\\_to\\_school\\_transport](http://www.telford.gov.uk/info/20025/school_information/10/home_to_school_transport)

Applications can be submitted from the 1<sup>st</sup> June 2019 for the academic year starting September 2019

A response to fully completed applications will be considered within 20 working days.

You will be required to explain and evidence in your application how you meet the criteria and why Telford and Wrekin Council resources are needed. All information must be complete to ensure it can be fully considered against the criteria in this policy, missing information or insufficient evidence may result in the application being returned to you and a delay in the decision. Incomplete applications will take longer than 20 working days while missing information is requested.

In applying for transport assistance parents are expected to support young people to be ready to access the appropriate support offered.

## 10 Appeals



Should your application be refused you will receive written confirmation stating the reasons for the decision.

Appeals can be made against the following:-

- Eligibility
- Suitability of travel assistance arrangements offered

### Stage 1 Appeal

If you wish to appeal this decision you will be required to state the reason for your appeal and submit this to the Councils Customer Service Team where the decision will be reviewed by a Senior Officer

Appeal request information should be sent to [transport.contracts@telford.gov.uk](mailto:transport.contracts@telford.gov.uk)

### Stage 2 Appeal

If you remain dissatisfied with the appeal decision you can present your case to a second stage appeal. In relation to young people aged 16-18 this will be considered by a Panel of Elected Members specifically established to consider appeals in relation to 16-18 transport assistance.

Appeal request information should be sent to [transport.contracts@telford.gov.uk](mailto:transport.contracts@telford.gov.uk)

For learners aged 19+ receiving care and support this will be through the Councils Corporate Complaints Procedure made pursuant to the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009

Appeal request information should be sent to [customer.experience@telford.gov.uk](mailto:customer.experience@telford.gov.uk).

Once an appellant has gone through the appeals process and been unsuccessful they cannot re apply within the same academic year unless they have a significant and material change in circumstances.

## 11 Safeguarding

If you have any concerns about the safety of a child or young person please contact Family Connect and adult Safeguarding **Telephone:** 01952 385385

If you are concerned about suspected abuse of an adult then contact Family Connect and adult Safeguarding **Telephone:** 01952 385385

## 12 What other support is available for the Telford and Wrekin area?

### **Arriva bus tickets and passes**

Arriva Teen Card - Students are able to access an Arriva Teencard which provides a discount on weekly bus tickets. This is purchased direct from Arriva buses.

Arriva Midlands Student Saver Card - Learners aged 16-18 within Telford & Wrekin can access transport through an Arriva Midlands Student Saver Card, administered by Arriva and purchased on a termly or annual basis. For 2018/19, the current Arriva Student Saver will cost the learner **£175** per term or **£485** per year 2017. (Please check Arriva website for any changes to process or costs following publication of this policy.)

Students may be eligible for Further Education residential support scheme or Dance and Drama Awards – details are available at

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students>

### **Apprenticeship support**

Telford and Wrekin have a local offer for Apprentices to get discounted travel this can be seen at the following link

<https://www.arrivabus.co.uk/atc>

## 13 Other Useful Contacts

- Telford & Wrekin Council, Transport Team, 2c Darby House, Lawn central, Telford Tel; 01952 384620 email [transport.contracts@telford.gov.uk](mailto:transport.contracts@telford.gov.uk)
- Telford College, Haybridge Road, Wellington, Telford, TF1 3DY Tel: 01952 642200 <http://www.tcat.ac.uk/learner-services/travelling-college/>
- Adams Grammar School, High St, Newport, TF10 7BD Tel: 01952 386300 <http://www.adamsgs.uk>
- Newport Girls High School, Wellington Rd, Newport, TF10 7HL Tel: 01952 386400 <http://www.nghs.org.uk/sixth-form/>

- Holy Trinity Academy, Teece Drive, Priorslee, Telford TF2 9SQ Tel 01952 386100 <http://holytrinity.academy/>
- Walford & North Shropshire College, Oswestry Campus, Shrewsbury Road, Oswestry, Shropshire, SY11 4QB Tel: 01691 688000  
<https://www.nsc.ac.uk/student-services/student-transport/>
- Rodbaston College of Agriculture, Rodbaston, Penkridge, Stafford, Staffordshire, ST19 5PH Tel: 01785 712209  
<http://www.southstaffs.ac.uk/about-us/rodbaston-campus/>
- Shrewsbury College of Arts and Technology, London Road, Shrewsbury, SY2 6PR Tel: 01743 342340  
<https://www.scg.ac.uk/students/travelling-to-college>
- Student Saver, Arriva Midlands, Delta Way, Cannock, WS11 0XB Tel 0844 8004411 [www.arrivabus.co.uk](http://www.arrivabus.co.uk)
- Wheels to Work 01743 237883  
<http://www.shropshire-rcc.org.uk/services/individuals/wheels-to-work>