



Post 16 Transport Policy Statement Academic Year 2021/22



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1. Introduction

This policy is intended to provide information for students in Year 12 and onwards and their parents or carers.

Local authorities do not have to provide free or subsidised post-16 travel support but do have a duty to prepare and publish an annual transport policy statement, specifying the arrangements for the provision of transport or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age who are accessing education or training.

All young people continuing their education post-16 must reapply for travel support. Where agreed, transport is provided for one year only and the decision is reviewed annually. Students must apply each year. 'Sixth form age' refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12,13,14).

Local authorities also have a duty to encourage, enable and assist young people with special educational needs and disabilities (SEND) to participate in education and training, up to the age of 25. This policy uses the term 'Post 16' to include both learners of sixth form age and those with SEND up to the age of 25.

This policy document specifies the support that Derby City Council (the Council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Please visit: <http://www.derby.gov.uk/education-and-learning/special-education-needs-disabilities/travel/>

2. Aims and Objectives

Derby City Council's ambition is that every child and young person in the city achieves their full potential by raising expectations, achievement, enabling enriching experiences and supporting them on their journey to independence. Part of that journey is a vision for as many young people as possible to travel independently to school or college using sustainable forms of transport and equipping them with skills for life.

Post-16 learners are encouraged to use sustainable travel, such as walking and cycling, to travel to and from education providers in and around the city. Where this is not a practical option, learners are advised to use public transport services. Derby is well served by an extensive public transport network and frequent bus services which operate to, or nearby, all sixth form schools and further educational establishments, and with train services to other colleges.

For information on getting around Derby, visit: <http://www.derbyconnected.com/>

3. Transport and travel support

Post-16 learners are expected to use the public bus network which provides regular services to schools and colleges in and around the city and could benefit from:

- **b-line2 student travel concessionary card**

All young people aged from 16 up to their 19th birthday, who live in Derbyshire and are in full time education, are entitled to a free b_line2 card which reduces the cost of local bus or rail travel by up to 25%. This can be used on any day of the week and at any time of the day.

Apply through your school/college or visit: <https://derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/b-line/b-line.aspx>

- **Arriva Midlands Student Saver Bus Pass**

Arriva Student Saver tickets offer great savings for students aged 16+ at college, sixth form or university and are valid for travel in the evenings and weekends too. Tickets are available termly, paid up front, or for the full academic year, paid by monthly Direct Debit and can be provided either as a traditional paper ticket or as an m-ticket on your smartphone with the free Arriva Bus App. Ticket prices are published during the summer term for the following academic year.

For full details on how to purchase a ticket visit:

<https://www.arrivabus.co.uk/midlands/bus-tickets/student-tickets/>

- **Mango card**

Available on Trent Barton buses for travel throughout the Derby City area. Students get 25% off the single cash fare with a valid student ID card; 16-19yrs get 25% off the single cash fare. Adults get 15% off the single cash fare. There are no time restrictions.

For full details visit: <https://www.trentbarton.co.uk/fares-and-tickets/whatismango>

- **Spectrum**

A multi-operator bus ticket for Derby, available on most bus services in Derby. 1-day, 7-day and 28-day versions are available. The ticket allows unlimited travel within the Derby area and built up area of South Derbyshire immediately adjacent to the boundary of Shardlow Road and Stenson Fields. You will need a smart card which can be collected from the bus station information office and can be 'topped up' on the bus by the driver.

Visit: <http://www.derbyconnected.com/getting-around-derby/buses/smartspectrum/>

- **College bus services**

Some colleges/sixth form establishments provide their own bus services for students, either free of charge or offering subsidised termly/annual passes. Some college bus passes are restricted to specified college services; other passes allow travel on public transport. For example, Derby College have a number of free

shuttle buses running to and from campuses throughout the day. For further information contact the relevant learning provider directly.

Visit: <http://www.derby-college.ac.uk/student-support/derby-college-transport>

Please note that operator information is correct as at April 2021 and may be subject to change.

For support from other transport operators please contact them directly visit: www.derby.gov.uk/transport-and-streets/public-transport/information-and-advice/

Other types of travel support are:

- **Cycle Derby** offers cycling opportunities for Derby City residents of any age and ability. Contact: Mark Smith, Sustainable Cycle Derby Education, Derby City Council mark.smith@.derby.gov.uk or call 01332 641748 or visit: www.cyclederby.co.uk/friends/
- **Wheels 2 Work/Wheels to Learn** is a low-cost scooter and bicycle hire scheme that can provide access to work, education and training where public transport is not available. Visit: www.wheelstowork.org
- **The 16-19 Bursary Fund** provides financial support to help young people overcome specific barriers to participation so they can remain in education. There are 2 types of bursaries:
 1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
 - in care or care leavers
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
 - in receipt of Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right
 - discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment
 2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 2021 or
- be aged 19 or over at 31 August 2021 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2021 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority

Schools and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

Further information can be found at <https://www.gov.uk/1619-bursary-fund>

- **Young parents / Care to Learn** If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning. Care to Learn can help with the cost of:
 - childcare, including deposit and registration fees
 - a childcare 'taster' session (up to 5 days)
 - keeping your childcare place over the summer holidays
 - taking your child to the childcare provider

Types of childcare

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

If your child needs specialist childcare, the provider must also be on the Care Quality Commission's (CQC) register for specialist provision.

If you want a relative to get Care to Learn for looking after your child, they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child

Payments

Childcare payments go directly to your childcare provider. Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance
- your school or college needs to confirm that you are attending your course

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Attendance

Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare

Eligibility

You can get Care to Learn if:

- you are a parent under 20 at the start of your course

- you are the main carer for your child
- you live in England
- you are a British citizen or have a legal right to live and study in England
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

Type of course

Care to Learn is only available for courses in England that have some public funding. This includes courses that take place in:

- schools, school sixth forms and sixth form colleges
- other colleges and learning providers, including Foundation Learning
- your community at Children's Centres

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card.

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

4. Support for learners with special educational needs and disability (SEND)

In addition to support outlined in other parts of this policy, learners with SEND may be able to access additional support, such as:

- **Disability Living Allowance (DLA)/Personal Independence Payment (PIP)**
Post 16 students with a disability may be entitled 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 students, not the condition itself. PIP is replacing Disability Living Allowance (DLA). Visit: www.gov.uk/pip
- **Access to Work**
Provides support to young people who are disabled or have a physical or mental health condition that it hard to do their job and are in paid employment (including apprenticeships). This can include travel costs. Visit: www.gov.uk/access-to-work

4.1. Local Authority support for learners with special educational needs or disabilities (SEND)

Students with special educational needs and/or disability (SEND) will be supported primarily to become independent travellers and gain essential life skills through our Independent Travel Training Programme.

4.2 Independent Travel Training (ITT)

ITT is available in the city for young people who face difficulty using public transport to support them to become more independent. All students will be enabled to undertake ITT unless they are assessed by Derby City Council's travel trainers and the student's school/college as being unlikely to benefit from such training and/or their additional needs/disability is as such that they will be unable to complete the

training. Students who have successfully completed the ITT programme will be enabled to make their journey to school/college independently. Specialist transport provision will not be granted for these students unless their circumstances have changed significantly.

For more information visit <https://www.derby.gov.uk/education-and-learning/special-education-needs-disabilities/travel/independent-travel-training/>

Or contact: schooltravel@derby.gov.uk

Or call 01332 642716

4.3 Gold card

The English National Concessionary Travel Pass, known locally as **Gold Card**, is available for post-16 students with certain disabilities. This provides free travel throughout England on local buses after 9.30am and up to 11.00pm on weekdays, and any time at weekends and on bank holidays. Any travel before 9.30am on weekdays will be charged at the normal fare.

Visit: <http://www.derby.gov.uk/transport-and-streets/public-transport/bus-pass-disabled-people/>

Or call: 01332 293111

All transport operators in the City offer pre-loaded cards/travel passes for students who find counting money difficult:

<https://www.arrivabus.co.uk/midlands/bus-tickets/student-tickets/>

www.trentbarton.co.uk/fares-and-tickets/mango

www.derbyshire.gov.uk/goldcard Or call: 01629 533190

4.4. Other support from Derby City Council

Learners with a disability which affects their mobility, and/or learners with an associated health and safety issue related to their special educational needs or disability, which precludes them from travelling on public transport, may be eligible to receive transport assistance from the City Council. Any support will be based on the nature of the learner's disability, and may include:

- **Independent Travel Training** - to enable the young person to work towards travelling independently on public transport
- **Fuel allowance** - for parents/carers who would like to use their own vehicle to take the young person to and from their education provider. See appendix 1.
- **Personal Budget** - Please see our Personal Budget policy for more information (www.derby.gov.uk/education-and-learning/special-education-needs-disabilities/special-educational-needs-assessment/)
- **Specialist transport provision.**

To be eligible for other support from the City Council (as per section 4.4):

1. Students must have an Education Health and Care Plan and be unable to use existing public or college transport, **and**
2. The college must be named within their Education Health and Care plan, as the nearest appropriate school/college for their post-16 education, **and**
3. The student must be attending college on a full-time basis (at least 16 hours teaching per week).

Where transport assistance is provided, it will only be provided from home to school or college and up to the end of the term in which the learner reaches the age of 25.

Where a post-16 student with SEND is not studying for a complete day, but does attend education for at least 16 hours teaching per week, transport may be arranged for the student's finishing time, if it is not possible for the student to remain on site until the end of the school or college day. These instances will be assessed on a case by case basis.

Important Notes:

- A new post-16 application must be made each academic year.
- There is no automatic entitlement to free home to school or college transport assistance once a student is over 16 years and beyond statutory school age. Responsibility for making appropriate transport arrangements rests with a student and/or their parents or carers.
- Where a medical professional gives proof in writing that the student cannot use existing public or college transport and the reasons for this, this information will be considered. Please note we may ask for additional evidence from professionals involved with the individual.
- Students who have previously travelled independently to school will be expected to travel independently to the education provider, and may receive further support if necessary, to enable them to do this.
- Independent travellers are not eligible for assistance. The Local Authority deems an independent traveller as an individual who:
 - has successfully completed the Independent Travel Training programme **or**
 - has access to a vehicle and can use this to get to their learning establishment **or**
 - has previously accessed existing public or college transport. Existing public or college transport includes all forms of existing transport, whether used by the students or not.
- Statutory walking distance of 3 miles is considered the distance a young person may reasonably be expected to walk to access education or training (subject to consideration of SEND).
- Travel assistance will only be provided from home to school/college. Travel support to work experience placements, medical appointments or any other establishment (away from usual location) where learning may take place is the responsibility of the parent/carer or the education provider.
- Where Derby College is unable to offer a particular work related (vocational) course, we will consider providing transport assistance to the nearest college that does, provided that:
 - The student meets our other criteria and

- The student can provide a letter from Derby College, or nearer schools/colleges stating that they cannot offer the course the student wishes to study. (This only applies to the general subject area and not to the content of the course. We are unable to make any exceptions for GCSE and A/AS level subjects)
- Where Derby College is unable to offer a study course that allows a student to progress, we will consider free travel to a college outside the city that does. This is on the condition that we agree the college is within a reasonable travelling distance.
- We will also consider making an exception to the policy where it's agreed that a student cannot attend a particular college because the college doesn't have the right specialist facilities or resources. The student or parent will need to provide a letter from Derby College, or nearer colleges, if appropriate, confirming they are unable to offer the facilities that the student needs.

We are **unable** to provide any help with transport:

- To and from work experience
- For students on "taster" courses
- For induction and enrolment
- For transport to and from Social Services Day Care Centres, unless this is a more cost-effective journey than the journey that already happens from the student's home
- To and from settings arranged by the school/college
- To and from school/college sites during the middle of the day

Note: Home to school/college transport assistance is only provided at standard times for arriving and leaving college at the start and end of the college day.

Full details can be found at: <http://www.derby.gov.uk/education-and-learning/special-education-needs-disabilities/travel/>

Where the Local Authority has taken the decision not to provide transport assistance for young people with special educational needs and/or disability, please see Appeals and Complaints (section 8).

5. Support in other circumstances

The Local Authority does not provide transport support other than for the learners and circumstances outlined in section 4 above.

Those not in employment, education or training (NEET) and learners from low income families

Derby City Council does not provide assistance based on NEET or means testing. However, students may apply directly to their school/college for support with transport costs via the 16-19 Bursary Fund, which supports both vulnerable young people and those on a discretionary basis, which may be assessed on income.

Apprenticeships/traineeships

For students on traineeships or apprenticeships, the learning provider is responsible for ensuring that reasonable expenses are met fully 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. Contact the learning provider for more information.

Young people on apprenticeships/traineeships may also be eligible for work- related support, such as:

Access to Work provides support to young people in paid employment (including apprenticeships) who are disabled or who have a physical or mental health condition that makes accessing their job difficult. This can include travel costs.

For more information visit: <https://www.gov.uk/access-to-work>

Learners travelling to courses beyond the local authority area

- The b_line2 card is valid for journeys to/from some destinations outside Derby/Derbyshire, providing the journey starts or finishes in Derby/Derbyshire.
- The Mango Card offers comprehensive coverage of the Derby and Nottingham city areas, together with some routes in Nottinghamshire and Derbyshire.
- Schools/colleges outside of Derby may provide their own transport, please contact the learning provider directly for more information.
- The Gold card can be used outside of Derby.
- Learners with SEND may be supported with assistance if travelling outside of Derby, please see section 4.

Learners who attend a further education institution which is beyond daily travelling distance and they need to stay away

Transport assistance from the local authority is not normally provided for residential placements, although may be provided, in certain circumstances, for post-16 learners with SEND.

6. Applying for Local Authority transport support

Learners applying for Local Authority support (as per section 5) should be aware of the following application guidelines:

- **Independent Travel Training** - as soon as possible to ensure availability. For more information visit <https://www.derby.gov.uk/education-and-learning/special-education-needs-disabilities/travel/independent-travel-training/>
Contact: schooltravel@derby.gov.uk (or call 01332 642708)
- **Gold card** – as required
Visit: <http://www.derby.gov.uk/transport-and-streets/public-transport/bus-pass-disabled-people/> (or call: 01332 293111)

- **Other support / specialist transport provision** – applications will need to be made each year and will need to be received by 5 July 2021 for the following academic year. You can request an application form by calling 01332 642716 or email Access.To.Resources@derby.gov.uk
Please return your application to us at the same address.

7. Appeals and Complaints

Where a parent or carer or learner disagrees with the local authority's decision regarding transport assistance (as per section 4), they may appeal through the following process:

Stage one: Review by a Senior Officer

- A parent or learner has 20 working days from date of the transport decision letter to make a formal written request asking for a review of the decision.
- The written request should detail why they believe the decision should be reviewed and give details of any personal and/or family circumstances they believe should be considered when the decision is reviewed.
- Within 20 working days of receipt of a written request, a senior officer will review the original decision and send a detailed written notification of the outcome of their review, including information about how they can escalate their case to stage two (if appropriate).

Stage two: Review by an independent appeal panel*

- A parent or learner has 20 working days from the date of the transport (stage one) decision letter to make a written request to escalate the matter to stage two.
- Within 40 working days of receipt of the request, an independent appeal panel will consider written representations from the parent/carer or learner, and officers involved in the case and provide a detailed written notification of the outcome, including information about the parent's rights to put in an official complaint to the Council, and if they are still unhappy, in referring the matter to the Local Government Ombudsman

*The independent appeal panel members are independent of the original decision-making process and suitably experienced, to ensure a balance is achieved between meeting the needs of the young person and the local authority.

Complaints

The process to appeal against a decision or to complain should be made in the first instance to the local authority. See link for more information:

<http://www.derby.gov.uk/council-and-democracy/complaints/complaints-procedure/>

Where learners or their families are still not satisfied, they may complain to the Local Government Ombudsman. See link for more information: <https://www.lgo.org.uk/>

8 Discipline on school/college contract transport services

The Home to School Travel Service provides the '*Guidelines for Students*' leaflet when providing travel support has been provided by the Local Authority, which explains the standards of behaviour we expect from students, the importance of being on time, and attention to safety when travelling.

Where a report of poor behaviour on home to school/college transport provided by Derby City Council is received, Home to School Travel Service officers must review whether it is necessary to:

- withdraw transport immediately
- issue a warning and/or request a multi-agency meeting*
- take no action but record the details as part of a monitoring exercise.

If the decision is to withdraw home to school transport assistance, parents will need to make independent alternative arrangements to get students to and from school/college.

Parents can ask for us to review our decision where we have acted in this situation. by contacting:

**Home to School Travel Service, Children and Young People Commissioning,
Derby City Council, The Council House, Corporation Street, Derby DE1 2FS
Telephone: 01332 641729 (Minicom: 01332 640666)**

The review will be undertaken by a Senior Officer within the Home to School Travel Service.

*Multi-agency meetings will aim to reach a resolution to behaviour issues on contracted transport. They may include representation from the student's parents/ carers or extended family, school, social workers, commissioning officers and transport procurement officers.

9. Further information

For transport to special schools and colleges (for Students with special educational needs and/or disability (SEND), learning difficulty and/or disability (LDD), contact:

**Integrated Commissioning, 1st Floor, The Council House, Corporation Street
Derby DE1 2FS**

Email: schooltravel@derby.gov.uk

Call: 01332 642716.

Derby City Council Home to School Transport Assistance Policy and information on Independent Travel Training can be viewed by visiting:

<https://www.derby.gov.uk/education-and-learning/special-education-needs-disabilities/travel/special-educational-needs-transport/>

<http://www.derbyconnected.com/> - For information and journey planning on public transport.

For information on all public transport and other initiatives serving Derby, contact Derby City Council: <http://www.derby.gov.uk/> or call 01332 293111 (local rate call, 8.30am-5pm weekdays) or visit: <https://www.derby.gov.uk/transport-and-streets/> www.derby.gov.uk/transport-and-streets/public-transport/information-and-advice/

For information and advice, including contact details for transport operators. www.sustrans.org.uk/ - Provides practical advice to parents and young people to increase confidence in walking and cycling.

www.accessable.co.uk - Includes an access guide for venues/journey planner.

www.nationalrail.co.uk - For train information and <http://www.derbybus.info/> - for updated online bus timetables/online bus route maps.

Other useful transport websites include <http://walkit.com/> , <http://www.traveline.info/> 0871 200 2233.



Appendix 1: Fuel reimbursement

Where pupils qualify for home to school/college transport assistance and there is no public or college transport available for them to get to college, parents can request the Council to consider reimbursing fuel costs.

The fuel allowance is based on two return journeys (max) for each school/college day that a student attends, multiplied by the distance that we measure by the shortest driving route.

Distance in miles	Per mile
Up to 50 per round journey	45p
51-100	35p
101-200	25p
201 upwards	15p

Notes:

- We pay fuel allowance after the end of each term and only after the school/college has confirmed the pupil's attendance.
- We are unable to backdate payments for fuel allowance. Where pupils qualify, we will pay the allowance from the date we approve the application.
- Where there are two or more students from the same family attending the same school/college, or the same site, we will only give the fuel allowance to one member of the family at any one time because we expect them to travel together.
- Where another student from the same family, who also qualifies for transport assistance:
 - is attending a different school/college on a different site and,
 - attends a college that is further than the statutory walking distancewe will calculate the 'round trip' and pay the allowance on this basis after confirming both children's attendance.
- If parents have to drive their children to/from the nearest suitable school/college on a short-term basis because of the pupil's medical needs, we may give a fuel allowance. Parents must provide proof from a hospital or doctor of the medical condition and need which will be considered.
- Where changes are made to the college/local bus services that means the pupil can use a bus pass to get to and from school, we may replace the fuel allowance with a bus pass.
- Fuel allowance for pupils with SEND will only be agreed where there are no spare places in the transport already going to and from the same school/college.

We can give you this information in any other way, style or language that will help you access it. Please contact us on **01332 64XXXX** or **derby.gov.uk/signing-service/**

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਇੱਥੇ ਸੰਪਰਕ ਕਰੋ: **01332 64XXXX** ਜਾਂ **derby.gov.uk/signing-service/**

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: **01332 64XXXX** lub **derby.gov.uk/signing-service/**

Slovak

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Prosím, kontaktujte nás na tel. č.: **01332 64XXXX** alebo na stránke **derby.gov.uk/signing-service/**

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم **01332 640000** یا **derby.gov.uk/signing-service/** پر ہم سے رابطہ کریں

