**Home to School Travel Assistance Post-16 Policy Statement**

**01 September 2023 – 31 August 2024**

This policy statement supersedes all Derby City Council (The Council) previous travel assistance arrangements and entitlements.

When a young person begins post-16 education or training, the level of school travel support changes. It is for the local authority to decide the level of support they offer, and these arrangements do not have to include free or subsidised travel. Funding for post-16 travel assistance is subject to annual budgets and financial affordability.

This policy statement provides information for learners of **sixth form age** (students aged 16 to 18, and 19+ if their full-time course started before their 19th birthday), and **adult learners** (students with an Education, Health and Care Plan (EHCP) who commenced their full-time course on or after their 19th birthday) and their parents or carers. It is recommended that all applicants read this policy statement carefully to ensure that they are aware of the eligibility criteria, what discretionary travel assistance may be provided.

All applicants are advised to investigate all sources of alternative help as well as local travel options before applying to the Council for travel assistance. In all cases where assistance is sought from the Council, students and parents will need to demonstrate that they have exhausted all other options before applying.

1. **Introduction**

1.1 This policy statement is intended to inform sixth form learners and adult learnerswho live in Derby City about the range of travel assistance options available to support their attendance at a post-16 education setting. *(Section 509AA, 509AB and Section 508F Education Act 1996.*

1.2 Appendix A of this policy statement sets out alternative schemes available from public transport providers, bursary funds, and college bus services that sixth form learners and adult learners can access.

1.3 Only in exceptional circumstances will the Council use its discretion to make transport arrangements or provide financial assistance, where it considers it necessary.

1.4 Transport arrangements and travel assistance will only be considered from the home address named in the application.

1.5 Where joint residency arrangements apply, the home address will be the address where child benefit is paid to. If child benefit is not applicable, the Council will determine the home address for the purposes of travel assistance, using the information provided in the application.

1.6 The education setting must be named in section I of a learner’s EHCP which the Council has identified as the nearest suitable placement for the learner.

1.7 If two settings are named in section I of the EHCP, e.g., where the Council identifies the nearest suitable setting that can meet need (setting A), but also names the parents’ preferred setting, which is further away from the learners’ home (setting B), the Council’s obligation is to only consider applications for travel assistance to setting A.

1.8 Most learners will be able to access a suitable course within Derby City or the

surrounding areas. It is acknowledged that there may be occasions where a learner must travel further.

1. **Definitions**

2.1 Sixth form age duty – this applies to young people of sixth form age (16-18) and young people with an EHCP up to age 25 where they are continuing a course started before their 19th birthday.

2.2 Adult Duty – this applies only to young people with an EHCP who are attending a course which they started after their 19th birthday.

2.3 Applicant – parent, carer or learner aged 18 and above.

2.4 Transport arrangements – provision of a free set in a taxi or minibus.

2.5 Travel assistance – provision of a bus pass, mileage allowance or a personal travel budget (PTB).

2.6 Full-time course – minimum of 16 hrs per week.

2.7 Relevant education settings:

* Academy or Local Authority 6th form colleges.
* Further education settings.
* An institution funded by the ESFA.
* Learning providers delivering accredited programmes.

2.8 Education and training does not include:

* apprenticeships
* work experience
* open/induction days
* work placements
* extra-curricular or off-site courses or activities
* taster days
* trips and other enrichment activities.

2.9 Travel assistance is not provided for journeys to medical or therapeutic appointments.

1. **Derby City Councils priority objectives**

3.1 Promotion of active and sustainable travel options, using Derby’s extensive public travel network and frequent bus services, which operate to all sixth form schools and further education colleges, and with train services to colleges outside of Derby.

3.2 Every child and young person in the city achieve their full potential by raising expectations, achievement, and supporting them on their journey to independence. The vision is that young people travel independently to school or college, where there is the potential for this, using sustainable forms of travel and equipping them with skills for life.

3.3 Encourage independence in young people to develop their confidence and social skills, and increase their opportunities for continuing education, training and entering the world of work.

3.4 To manage public money responsibly and provide value for money services.

1. **Eligibility criteria**

4.1 Applications will be assessed on a case-by-case basis. Where it would be unreasonable to expect a learner to walk or use public transport to access the nearest suitable education setting the following reasons will be considered but are not limited to:

* Sixth form learners with an EHCP on a full-time education course (minimum 16 hours per week).
* Adult learners with an EHCP, who started the full-time course/training after their 19thbirthday (minimum 16 hours per week).
* Learner cannot walk/use public transport due to a temporary or permanent medical condition. Written medical evidence will be required to support the application.
* The learner’s individual physical, mobility, or learning needs which prevents them from independently walking/using public transport safely.
* The Council will consider all relevant information in a learner’s EHCP, application and supporting evidence provided.
* The nature of the route. If the walking route is unsafe or hazardous. In these circumstances learners will be expected to use public transport where possible.
* Where the Council decides a learner is eligible for support this will be provided in accordance with the Council’s Travel Assistance Offer set out in section 5 below.
1. **Derby City Council’s Travel Assistance Offer**

5.1 Where the Council has assessed that a sixth form learner or adult learner cannot reasonably be expected to independently walk to school or use public transport, then travel assistance may be offered in the form of a PTB, or a mileage allowance, if the family have access to a vehicle.

5.2 The Council’s discretionary travel assistance offer for eligible sixth form learners and adult learners does not include the direct provision of taxis and minibuses unless there are evidenced exceptional circumstances. Parents/carers/ learners will be expected to use PTBs to make their own travel arrangements. The bands and calculations for the PTBs are set out at paragraph 9.3.

5.3 Exceptional circumstances where the Council may consider making free

transport arrangements for sixth form learners and adult learners include:

* a learner has complex medical needs that require a specialised vehicle and/or medically trained support staff.
* medical or health reasons why a parent/carer cannot manage a PTB.
1. **Independent Travel Training**

6.1 Independent Travel Training (ITT) is a bespoke, free and practical service that offers eligible young people with SEND a set of essential skills enabling them to travel independently by public transport, on foot or by bike. It aims to prepare young people to travel independently and without fear so they can get to their education setting, to work, and to social and leisure activities.

6.2 The Council’s ITT service is delivered by Transition 2 (T2) who are experts in supporting young people with SEND.

6.3 Suitability for the programme will be jointly assessed by the Council, T2, the education setting, the young person and their parent/carer. For more information visit <https://www.derby.gov.uk/education-and-learning/derbys-send-local-offer/travel-travel/independent-travel-training> . Or contact: [Email] schooltravel@derby.gov.uk. or [Telephone] 01332 642716 Minicom 01332 640666.

6.4 Alternative travel assistance provided by the Council will not be available for students who are suitable for ITT but who choose not to participate.

6.5 The Council recognises that independent travel, including the use of public transport, is not always a possibility for students with severe and complex learning difficulties and disabilities, and that additional assistance with travel may be required.

1. **Bus Pass**

7.1 Where an eligible sixth form learner or adult learner has been assessed as being able to use public transport it is expected, in the first instance, that learners will access the concessionary bus pass schemes (including the Gold Card) outlined in appendix A.

7.2 An eligible sixth form learner or adult learner will be offered an Arriva or Trent Barton pass where concessionary bus passes do not enable the learner to access the relevant education setting.

1. **Mileage allowance**

8.1 A mileage allowance is available to eligible sixth form and adult learners assessed under the sixth form age duty or the adult duty.

8.2 A mileage allowance is based on two return journeys (maximum) for each day that a student attends their education setting, multiplied by the distance that is measured as the shortest driving route (using Google Maps).

 **Distance in miles Per mile**

* Up to 50 per round journey 0.45p
* 51-100 0.35p
* 101-200 0.25p
* 200 upwards 0.15p

8.3 Mileage allowances are paid in two instalments: -

* First instalment: paid at the beginning of each term, to cover the first half term.
* Second instalment: paid in arrears after the end of each term once the education setting has confirmed the learner’s attendance.

8.4 The mileage allowance will be paid from the date the application is approved. Mileage allowances payments cannot be backdated.

8.5 Where there are two or more eligible learners from the same family attending the same education setting, or the same site, a mileage allowance will only be paid to one eligible learner in the family at any one time as it is expected they will travel together.

8.6 Where there are two or more eligible learners from same family, attending a different education settings, the ‘shortest round trip’ mileage will be calculated, and a mileage allowance paid on this basis.

1. **Personal Travel Budget (PTB)**

9.1 A PTB is available to eligible sixth form and adult learners assessed under the sixth form age duty or the adult duty.

9.2 A PTB is a contribution to support families to make their own suitable travel arrangements between home and the education setting.

9.3 The PTB contribution is calculated by the distance between the young person’s home address and their education setting multiplied by the number of days they are required to attend each week. All PTB distance calculations are measured using the shortest available walking route according to Google Maps. See table below.

|  |  |  |
| --- | --- | --- |
| **Single journeys miles travelled** | **Attending 5 days** | **Attending less than****5 days** |
| 0 – 1.9 | £1,060 | £860 |
| 2 – 4.9 | £1,590 | £1,272 |
| 5 – 10.9 | £3,180 | £2,544 |
| 11 – 15.9 | £4,240 | £3,392 |
| 16+ | £5,300 | £4,240 |

1. **Direct transport (seat in a taxi or minibus)**

10.1 Where the Council makes transport arrangements for an eligible sixth form learner or adult learner (for example, a seat in a taxi or minibus), this will be free of charge.

10.2 Learners may be required to share transport with other learners who attend different sites or who have different timetables. This could result in longer travelling times and waiting times at college for the learner.

10.3 Where transport is provided, the Home to School Travel Service will request

that the transport provider uses named drivers and passenger assistants (if applicable) to provide familiarity and continuity for service users.

10.4 Changes to transport can only be made with consent of the Council. A minimum of five working days is required to action any changes.

10.5 Where transport arrangements are made, due the exceptional needs of the young person, a parent or other suitable adult must be at home when the young person is picked up and dropped off.

10.6 Transport arrangements (a seat in taxi or minibus) is one return journey to and from the education setting and is only provided at standard times, i.e., the start and end of the school/college day.

10.7 Transport arrangements for sixth form learners and adult learners in a residential education setting, named in their EHCP will be offered a maximum of six single journeys to and six single journeys from their residential placements. If a parent/carer wishes to accompany the young person to the residential educational facility this will be done at their own expense.

1. **How to make an application**

11.1 Applications for discretionary post-16 travel assistance for sixth form learners and adult learners must be made using the **online application form**, which is located on the Home to School Travel Service pages of the Council’s website. <https://www.derby.gov.uk/education-and-learning/derbys-send-local-offer/travel-transport/home-to-school-travel> .

11.2 Applicants who do not have access to the Internet, via a Smartphone, PC, or tablet device, should use the free computer and Internet access, which is available at the Council House and at all Derby City Council library sites, to submit an online application.

11.3 Sixth form learners and adult learners must submit a new application for travel assistance annually and by 31 May. The following circumstances will also require a new application to be submitted:

* A change of home address
* A change of education setting
* A change in circumstances, i.e., the family no longer has access to a vehicle.
1. **Important notes**

12.1 There is no statutory duty for councils to provide travel assistance for sixth form learners or adult learners. Learners and/or their parents and carers are responsible for making appropriate travel arrangements to and from the education setting. When make choices about post-16 education, it is important to consider how the learner will get there.

12.2 All travel assistance decisions will be made on a case-by-case basis and on the specific SEND and medical needs of the young person.

12.3 When assessing eligibility, the Council does not consider the following as exceptional circumstances:

* Parent work commitments
* A family’s financial circumstances.
* Parents’ social or other family commitments.
* Single parent families.
* Families in receipt of state benefits.
* Families moving to a new house, who wish for their young person to remain at their existing school or college.
1. **Behaviour standards**

13.1 Discretionary transport arrangements and free bus passes are subject to good behaviour standards.

13.2 Where transport arrangements are in place for a sixth form learner or adult learner they are expected to be ready and waiting for their transport to arrive at the agreed times. Drivers are contracted to wait up to 5 minutes before leaving the property. After this, it becomes the responsibility of the parent/carer to make travel arrangements for that day.

13.3 It is expected that all learners and their families behave in a respectful manner to all transport staff and other passengers. Reported poor or disrespectful behaviour will be investigated.

13.4 Continued poor behaviour may result in the loss of free transport or travel assistance. If this is withdrawn, parent/carers will need to make alternative travel arrangements.

13.5 The withdrawal of travel assistance does not imply that travel arrangements were not necessary and should not be provided. Rather, the withdrawal would be saying travel assistance was necessary and had been made, but that the young person’s behaviour was such that they could not take advantage of it.

1. **Appeals process.**

**Stage 1: Review by a Senior Officer**

14.1 Applicants have 20 working days from date of the travel assistance decision letter to complete the Stage 1 Appeal form.

14.2 Applicants must provide as much detail and evidence as to why they believe the decision should be reviewed.

14.3 Within 20 working days of receiving the Stage 1 appeal form, a senior officer

will review the original decision and send a detailed written notification by email of the review outcome, including information about how to proceed to Stage 2 (if appropriate).

14.4 Applicants who need assistance with completing the Stage 1 Appeal form can contact the Derby Special Educational Needs & Disability, Information, Advice and Support Service (SENDIASS) Telephone: 01332 641414; Email: sendiass@derby.gov.uk

14.5 Please note that appeals cannot be made purely on the grounds of disagreeing with the policy.

**Stage 2: Review by an independent appeal panel**

14.5 Applicants have 20 working days, from the date of Stage 1 Appeal decision letter, to submit a Stage 2 appeal.

14.6 Within 40 working days of receipt of the request, you will be invited to a hearing with an independent appeal panel who will consider representations from the parent/carer and officers involved in the case. The panel will 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, how to refer the matter to the Local Government Ombudsman.

14.6 The 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 Council. The independent appeal panel’s decision is final and binding on all parties.

1. **Fraudulent applications**

15.1 Transport arrangements or travel assistance that has been agreed in error, or as a result of incorrect, misleading, or fraudulent information and evidence, will be withdrawn. The Council will seek reimbursement all costs that have been accrued fraudulently and reserve the right to take legal action against any person who has made a fraudulent application for free transport or travel assistance.

1. **Safeguarding**

16.1 Safeguarding is everyone’s business. Any concerns regarding safeguarding, please contact Home to School Travel Service. 01332 642716.

16.2 Safeguarding of all young people, their families and transport staff is paramount.

16.3 Dedicated transport arrangements are classed as ‘regulated activity’ meaning that some people are barred from doing it.

16.4 Where transport arrangements are made, the Council insists that all vehicle drivers and passenger assistants must have an ‘Enhanced Child and Adult Workforce’ Disclosure Barring Service (DBS) check and are signed up to the DBS update service. They must also hold an up-to-date Derby City Council safeguarding certificate. Safeguarding training must be updated every three years.

**Appendix A- Travel and Transport Support**

**Concessionary tickets for young people 16-25 from public transport**

* **B-Line 2 card**

All young people aged 16 years, up until their 19th birthday, who live in Derby City and are in full time education (min.16hrs per week), are entitled to a free B-line 2 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/travel-roads/public-travel/fares-tickets-passes/b-line/b-line.aspx>.

The B-line 2 card is valid for journeys to/from some destinations outside Derby/Derbyshire, providing the journey starts or finishes in Derby/Derbyshire.

* **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 also valid for travel in the evenings and weekends too. Tickets are available termly, paid up front, or for the full academic year, paid monthly by Direct Debit, and can be provided either as a physical bus pass or as a mobile ticket on a smartphone with the free Arriva Bus App. Ticket prices are published during the summer term for the following academic year.

* **Mango Card**

Available on Trent Barton buses for travel throughout the Derby City area. Students aged 16-19yrs get 25% off the single cash fare with a valid student ID card; adults get 15% off the single cash fare. There are no time restrictions. Trent Barton offers comprehensive coverage of the Derby and Nottingham city areas, as well as routes in Nottinghamshire and Derbyshire.

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

**5.2 Travel Support from schools and colleges**

Some colleges/sixth form establishments provide their own bus services for students, either free of charge or through subsidised termly or ollege bus passes are restricted to specified college services; other passes allow travel on public travel. 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: [www.derby-college.ac.uk/student-support/travel-getting-to-college](http://www.derby-college.ac.uk/student-support/travel-getting-to-college)

Please note: Information is correct at April 2023 and may be subject to change.

**5.3 Cycle schemes**

* **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](http://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 travel is not available. Visit: www.wheelstowork.org

**5.4 The 16-19 Bursary Fund Support**

The 16 to 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 16 to 19 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 of the Local Authority / Looked After Child.
* Care leavers.
* In receipt of Income Support, or Universal Credit (UC) in their own right.
* In receipt of Employment and Support Allowance (ESA), UC in their own right
* In receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right.
1. 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 2024 or
* Be aged 19 or over at 31 August 2024 and have an Education, Health, and Care Plan.
* Be aged 19 or over at 31 August 2024 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 [www.gov.uk](http://www.gov.uk) search for post 16 bursaries.

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

* 1. **Students with SEND may also be able to access the following:**
* **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 has replaced Disability Living Allowance (DLA). Visit: [www.gov.uk/pip](http://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](http://www.gov.uk/access-to-work)

* **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 9.30 am and up to 11.00 pm 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. Please visit <http://www.derby.gov.uk/travel-and-streets/public-travel/bus-pass-disabled-people>. Or call: 01332 293111.