



POST-16

TRANSPORT POLICY STATEMENT

2023/24 ACADEMIC YEAR

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1. INTRODUCTION

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 receiving education or training.

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities 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 learning difficulties / disabilities up to the age of 25.

'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).

This policy document specifies the support that Nottinghamshire County Council considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing further education. It can also be an establishment funded directly by the Education Skills Funding Agency or learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

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

All young people carrying on their education post 16 must apply for travel support annually if required.

2. AIMS AND OBJECTIVES

The aim of this statement is to inform learners and their parents/carers of the support for travel that is available to help them access post-16 learning opportunities.

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.

3. TRANSPORT AND TRAVEL SUPPORT

3.1. Nottinghamshire County Council support

Nottinghamshire County Council's Post 16 Travel Assistance Scheme is available for eligible young people at the standard start and finish times of the learning establishment.

3.1.1. Support for young people without special educational needs or a disability

Post-16 Travel Assistance Scheme 2023/2024

Full conditions of the post-16 travel assistance scheme is available at

www.nottinghamshire.gov.uk/education/travel-to-schools/post-16-mainstream-travel-assistance

Scheme eligibility

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 580 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 and Skills Funding Agency (ESFA). 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 2023

Travel assistance

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

- An annual **Half Fare Pass** which entitles the student to travel at half the adult fare on a transport 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-services ONLY, for one journey to and from school or college each day 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. 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
 - 2nd instalment by 22nd December 2023
 - 3rd instalment by 31st March 2024
- **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.

Whilst an application is being processed, the student/family will be responsible for their travel arrangements, the Council will not refund any costs incurred. Processing an application may take up to 10 working days following receipt of a completed form, with any necessary supporting documents. These time limits cannot be guaranteed for applications received in July and August for start of the new academic year. 10 working days must then be allowed after the date of payment for the dispatch of a travel pass or confirmation of travel arrangements. Passes and transport details will be sent by 2nd class post.

3.1.2. Support for young people with special educational needs or a disability (SEND)

Some students with SEND may require assistance with their travel to school/college. Wherever possible and appropriate, students with SEND should be treated in the same way as those without, i.e. in general, they should walk to school/college, travel on public transport or be taken by their parents/carers. They should develop independent travel skills, which should be assessed at each annual review

A special transport need may arise where 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.

A special transport need is assessed by an officer of the County Council, drawing upon medical and other professional advice as required.

Eligibility criteria

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 580 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 and Skills Funding Agency (ESFA). 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 a provision further afield when a more local educational institution can meet their needs, transport assistance will not be provided.
- be over the school leaving age (16) but under 19 years of age on 1 September 2023 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 2023 and have an Education Health and Care Plan (EHCP)

Travel assistance

Whilst an application is being processed, the student/family will be responsible for their travel arrangements, the Council will not refund any costs incurred. Processing an application may take up to 10 working days following receipt of a completed form, with any necessary supporting documents. These time limits cannot be guaranteed for applications received in July and August for start at of the new academic year.

Travel applications for the start of the academic year 2023-24 must be received by the 1st July 2023. Any applications for travel assistance received after this date may not be processed in time for travel assistance to commence at the beginning of term in September. The Council will not reimburse any costs incurred by student/family while travel assistance is being arranged.

If travel assistance is approved, the Council will identify the most appropriate and cost-effective solution for each student.

Where special transport is agreed this will normally take up to 20 working days to arrange from the date that eligibility is agreed. The Council will not reimburse any costs incurred by student/family while special transport is being arranged.

Where a young person requires medical intervention on transport, a transport care plan will need to be provided by the parent/carer before the application is assessed

and progressed. The requirements in the transport care plan will define the travel assistance procured and may require a parent/carer to accompany the student to school/college if the medical needs exceed those provided by the procured transport provision. This transport may take longer than 20 days to procure once agreed due to the complexity of the provision required.

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.

Travel assistance will normally take the form of one of the following:

- Provision of a Direct Travel Assistance Payment (DTAP)
- Parental mileage allowance
- Provision of special/medical transport

Special transport will be provided to and from a designated collection/drop off point located within one mile of the home address. A pickup and/or drop off at home will only be provided in exceptional circumstances; additional medical information may be required to support the request.

Special transport will normally be in the form of shared minibus, taxi or wheelchair accessible vehicle, with adult support in addition to the driver where appropriate. Individual transport will only be provided in exceptional circumstances; additional medical information may be required to support the request.

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.

For parents/carers who wish to convey the student to/from school/college using their own vehicle, parental mileage may be agreed. The Council will consider paying a grant (currently 22.6p a mile) for two return journeys a day, based on the shortest distance by car between home and school/college.

For parents/carers of young people with an EHCP they may wish to consider applying for a Direct Travel Assistance Payment (DTAP). This method of travel assistance can provide families with more flexibility as they are able to decide how the payment is used to support their child to attend education.

Where a young person is not attending a provision for a period of time exceeding four weeks, transport may be withdrawn depending on circumstances. To reinstate transport 20 working days' notice will need to be given to the LA. The transport provided may be with a different transport contractor and/or a different transport crew and if there are medical needs a new care plan may be required before transport commences.

Transport arrangements are subject to regular review to take account of students joining and leaving school/college. In addition, there is a legal obligation that transport contracts are periodically re-tendered (generally every 2-3 years) to achieve best value.

Where a student with special transport needs is placed in a residential care setting, including independent living, transport costs will be shared 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.

3.1.3. Cases where travel assistance will not be provided

Transport services provide one journey to and from school/college at the start and the end of the normal school/college day. Travel assistance is not provided for students to travel other than to and from the designated pick-up/set down point, or to access extra-curricular or off-site courses or activities, e.g. taster days, induction days, enrichment activities, work placements, work experience etc

Travel assistance will not be provided for the following:

- To and from temporary addresses including family, friends and child minders where these arrangements are made by the family
- At times to suit the convenience of family arrangements
- At times when other siblings in the family have to be taken to other schools/colleges
- For late arrival or early departure, for example due to illness or medical appointments
- To and from medical appointments
- Following detention
- To access breakfast or after-school clubs including out of school/college activities
- To work experience, taster or open days
- To provision off the school/college site organised by the school/college
- To provision off the school/college site as part of a transition programme to a new education setting
- For transfers between educational establishments during the school/college day
- For shorter than normal days e.g. during the exam season
- For a student whose level of attendance is a cause of concern, but for whom no eligibility criteria are met
- For students on exchange visits
- Where the behaviour of a student is not acceptable or places other travellers at risk

In these circumstances' student/family will be required to make alternative arrangements.

3.1.4. 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 to 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 County Council's travel training programme can be obtained from

www.nottinghamshire.gov.uk/transport/public-transport/independent-travel-training

3.1.5. Apprenticeships

For students on traineeships or apprenticeships, the learning provider is responsible for ensuring that reasonable expenses are met in full where 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

3.2. Concessionary tickets for young people 16 – 25 from public transport providers

For many students living in Nottinghamshire travelling to college using the local and public transport network will be the most convenient and cost-effective solution. Many of our local transport providers currently offer student season passes and discounts which enable more flexibility for travel which is often required by Post 16 students. To assist parents/carers and students, information about public transport services is available at:

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 on 0871 200 2233.

Students living and travelling within the City and Greater Nottingham area can purchase a Robin Hood U19 or Student Season Card, which allows unlimited travel on most bus, tram and train services. For more details please visit www.robinhoodnetwork.co.uk

Students living and travelling in areas served by Trent Barton can purchase a Student MANGO or a Young Person's Mango which can be used on most Trent Barton bus services. Student Mangos are also available for young people on an apprenticeship. For details please visit www.trentbarton.co.uk or call 01773 712265.

Students living and travelling in areas served by Stagecoach can purchase Mega Rider season tickets which offer reductions on the daily fare. For more details please visit www.stagecoachbus.com/

The 16-25 Railcard offers young people aged 16 to 25 years a third off Standard Anytime, Off-Peak, Standard Advanced and First-Class Advanced fares. For more information, please visit www.railcard.co.uk

The 16-17 Railcard offers young people aged 16 and 17 years up to a 50% discount on most rail travel. For more information please visit www.railcard.co.uk

3.3. Travel support from schools and colleges

Information regarding transport services for Nottinghamshire schools can be accessed on the County Council website. This includes contact details and links to individual school websites, which contain information about any bus services operated by the County Council or the school.:

www.nottinghamshire.gov.uk/transport/public-transport/school-bus-timetables

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:

Bilborough Sixth Form College	bilborough.ac.uk/students/student-support/
Chesterfield College	www.chesterfield.ac.uk/knowledge-base
Confetti College	https://confetti.ac.uk/college-courses-nottingham/advice-and-support/
Derby College (including Broomfield campus)	www.derby-college.ac.uk/student-support/
Doncaster Communication College	www.deaf-trust.co.uk
Doncaster College	www.don.ac.uk
Grantham College	www.grantham.ac.uk
Harrison College	www.harrisoncollege.co.uk/
Homefield College	www.homefieldcollege.ac.uk

Inspire Culture	www.inspireculture.org.uk/college-16-24/
Landmarks	www.landmarks.ac.uk
Lincoln College (including Newark College campus)	www.lincolncollege.ac.uk
Loughborough College	www.loucoll.ac.uk
Nottingham College	www.nottinghamcollege.ac.uk
North Notts College	www.nnc.ac.uk/
Portland College	www.portland.ac.uk/
Riseholme College	www.riseholme.ac.uk/college/
Rotherham College	www.rotherham.ac.uk
Sense College	https://college.sense.org.uk/
SMB College Group (Stephenson, Melton and Brooksby)	www.smbcollegegroup.ac.uk/
Sheffield College	www.sheffcol.ac.uk/student-life
West Notts College	www.wnc.ac.uk/Facilities-and-services

3.4. Other sources of financial support

3.4.1. The 16-19 Bursary Fund

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:

Vulnerable bursary of up to £1,200 a year depending on your circumstances and benefits

Discretionary bursary for young people who do not qualify for a vulnerable student bursary and may require financial assistance. Schools and colleges have their own criteria for discretionary bursaries and will make awards to meet individual needs, for example, help with the cost of transport, meals, books and equipment

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/ search for 16-19 Bursary Fund.

3.4.2. Care to Learn / Young Parents

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

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

3.4.3. Learner Support

If you are aged 19 or over, on a further education course and facing financial hardship, you may be entitled to Learner Support. The amount paid depends on individual circumstances and is decided by the learning provider, dependent on their scheme. Further information on Learner Support can be found by visiting <https://www.gov.uk/learner-support>

3.4.4. 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. For more details visit www.gov.uk/pip

3.4.5. Support for Looked After Children and Care Leavers

As a corporate parent, Nottinghamshire County Council supports our young people to remain in education to fulfil their potential.

If a Nottinghamshire looked after young person aged 16 or 17 does not qualify for assistance under the provisions in the Post 16 Transport Policy, they should contact their Social Worker for further support.

Looked after Children aged 16 and below in statutory education may be eligible for travel support to school/alternative education. The provision for this support is detailed at [Travel to schools | Nottinghamshire County Council](#)

Nottinghamshire County Council does provide care leavers aged 18 – 25 with some financial assistance to attend education, training and interviews. The level of support is assessed on a need basis.

More information regarding support for Care Leavers can be accessed at [Nottshelpyourself | Local Offer for Care Leavers](#)

4. APPLYING FOR SUPPORT FROM NOTTINGHAMSHIRE COUNTY COUNCIL

Full conditions of the post-16 travel assistance scheme is available at

Mainstream

www.nottinghamshire.gov.uk/education/travel-to-schools/post-16-mainstream-travel-assistance

SEND

[Travel assistance for children and young people with special transport needs | Nottinghamshire County Council](#)

5. REVIEW OF TRAVEL DECISIONS

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 travel incorrectly.

Parents/carers or student should complete an appeal form and specify precisely the nature of the appeal. Appeals regarding Post 16 travel and transport decisions will be considered from one or more of the following categories:

- a young person's eligibility – must identify which part of the policy the eligibility relates to
- the qualifying course and establishment
- the transport arrangements
- exceptional circumstances – corroborated by appropriate documentation or evidence to be included when making the appeal

The appeals process will not commence or be considered until a fully completed form and appropriate documentation is received.

The County Council will not consider appeals where:

- a student is not resident in Nottinghamshire (travel applications should be made to the LA in which you reside)
- a parent/carer/student disagrees with the cost of transport OR the reimbursement rates which have been agreed by the Council following due process
- a parent/carer/student has previously appealed against a decision and there have been no changes to the details of the appeal

Stage one: Officer review

Parents/carers/students have 20 working days from receipt of the home to school transport decision to make a written request asking for a review of the decision. The written request should detail why the parent/carer believes 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 the written request a senior officer will review the original decision and send the parent/carer 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, request their case to be taken to stage two of the appeal process.

Stage Two: Review by an independent appeal panel

A parent/carer/student has 20 working days from receipt of the local authority's 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 40 working days of receipt. The independent appeal panel will consider both written and verbal representations from both parent/carer and officers involved in the case. A detailed written notification of the outcome will be sent to the parent/carer/student within five working days of the appeal panel.

The appeal panel members will be independent of the original decision-making process.

If a stage two appeal is unsuccessful, there is no further right of appeal within Nottinghamshire County Council. However, if a parent/carer/student 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.

A parent/carer/student may also complain to the Secretary of State for Education if they are unsatisfied with the outcome. To complain to the Secretary of State, young people or their families should use the contact form on gov.uk www.education.gov.uk/help/contactus. Any complaint should outline the case, set out the decision taken by the local authority and include any other relevant documentation, for example any advice or decisions from LGO where appropriate.

Should a review find in the parents/carers/students favour, free travel will be backdated to when the original application was received by Transport and Travel Services or the start of the academic year in which the application is made, whichever is the later.