

Post 16 Travel Policy Statement

Introduction

Local authorities do not have a duty to provide free transport for young people of sixth form age (aged 16-18) in education or training. However, the council must publish an annual statement setting out the arrangements the authority considers necessary to help sixth form age (students in years 12-14) to attend education or training. This statement has been developed having regard to the statutory guidance for local authorities '[Post 16 transport to education and training](#)'.

Key Principles

- Promotes and encourages safe, independent travel to improve independence and social inclusion, as appropriate to a young person's age and ability.
- Encourages and promotes travel options designed to improve the physical well-being of those who use them.
- Supports sustainable travel options which minimise the impact on the environment.
- Any travel assistance offered will be the most efficient and effective in terms of both sustainability and cost.

Policy statement

1. This policy statement applies to all young people over the age of 16 and beyond statutory school leaving age with additional needs whether they attend college, school or a training provider.
2. In line with the local authority's duty to encourage, enable and assist the participation of students with Learning Difficulties and/or Disabilities in education and learning, this policy will apply, in exceptional circumstances, to students over the age of 19.
3. For students with Special Educational Needs and/or Disabilities (SEND) or a Learning Difficulty and/or Disability, the LA will normally only consider the provision of travel support where the student has an Education, Health and Care Plan (EHCP) and the course is a High Needs study programme.
4. The local authority (LA) will provide support with travel to post 16 education or training in cases where it considers it necessary to facilitate a student's participation in education.
5. Support will be discretionary and subject to assessment, provided to the most vulnerable or socially excluded students in cases of exceptional need only.
6. Support will normally only be available to students attending the nearest post-16 establishment that provides a suitable course.
7. The Local Authority will work in partnership with schools and colleges to encourage their students to develop independent travel skills.
8. Where eligibility is determined, all options will be explored, including the offer of Personal Travel Budgets where they make more efficient use of the available resources. Taxis will usually only be provided to those students with severe physical disability, severe learning disability, severe medical condition or severe psychological condition and supporting medical evidence is required.

9. Where support is provided, students aged 16-18 years will make a contribution of £650 per year (except those living in low income households* and looked after children).

*evidence required – Free School Meals or maximum working tax credit.

10. Support may be provided for a fixed period to facilitate transition plans, or independent travel programmes. Support may cease if a young person becomes capable of independent travelling or if the student refuses to undertake travel training where the LA believes this is appropriate.

Post 16 providers in Gateshead are served by good public transport and a range of discounted fares and schemes are available which are set out below.

Independent Travel Training

Gateshead Council promotes independent travel training which enables young people with additional needs to learn new skills which can be used for travelling to post 16 education or training placements using public transport. Independent travel training enables young people to gain confidence, develop social, communication and life skills, promotes good health and wellbeing and ultimately leads to them becoming more independent. It increases access to education, employment and training opportunities, to health services and social/leisure activities.

If a young person has previously had a statement of SEN or an Education, Health and Care Plan (EHC Plan), the need for support with travel after the age of 16 should have been reviewed and written into their Transition Plan, which must include the views of the young person. The Transition Plan should specify actions that will be taken to help the student develop their independent travel skills in preparation for attending their next placement after leaving school. Independent travel training and public transport will be investigated as the first option for all post 16 students requesting support with travel.

More information: Telephone Gateshead's SEND Service on 0191 433 3626

Email: senteam@gateshead.gov.uk

Public Transport

Children and adults with one of the disabilities listed below living in Tyne and Wear may be entitled to a Concessionary Travel Pass:

- Blind or partially sighted.
- Profoundly or severely deaf.
- Without speech.
- Have a disability which means that you cannot walk except with excessive labour, at an extremely slow pace or with excessive pain.
- Do not have arms or have a long term loss of the use of both arms.
- Have a learning disability.
- Someone who has been, or would be, refused a driving licence on certain medical grounds.

With a Concessionary Travel Pass, travel on buses in Tyne and Wear is free after 9.30am Monday to Friday and all day at weekends and public holidays. Metro travel is not free but to avoid paying full fares after 9.30am a Metro Gold Card can be used with a Concessionary Travel Pass (this currently costs £12 per year for Gateshead

residents). For young people in education, training or employment for more than 16 hours a week, they may qualify for an all-day Concessionary Travel Pass. An eligibility letter from the LA's social care department and a supporting letter from the school, college, training provider or employer is required.

More information: <http://www.nexus.org.uk/concessions>

A companion card allows a person with a disability to take someone with them on buses and the Metro* free of charge (*with a Metro Gold Card £12 per year). To automatically qualify for a companion card the young person must be receiving one of the following:

- Higher rate care component of the Disability Living Allowance
- High rate Attendance Allowance

You may still be eligible if you don't receive either of these benefits.

More information: <http://www.nexus.org.uk/companion-card>

Full-time students aged 16 and over can travel for a discounted price on buses, the Metro, on the Sunderland to Blaydon rail line and the Shields ferry all day every day using the Network One Student Ticket.

More information: <http://www.nexus.org.uk/network-one-student-ticket>

Young people under 18 years, students aged 19 or over and Apprentices can travel at a discount on Go North East buses.

More information: <https://www.gonortheast.co.uk/youngpeople/>

Taxicard Scheme

This scheme is operated by NEXUS and allows people with mobility problems to travel independently by taxi at a discounted price. The person must be in receipt of one of the following benefits:

- High rate Mobility Component of Disability Living Allowance
- Registered Severely Visually Impaired or Blind
- Higher Rate Attendance Allowance
- Personal Independence Payment (PIP) – this letter must show that the person has scored a minimum of 8 points in the Mobility component under 'Moving around'.

More information: <http://www.nexus.org.uk/taxicard>

Financial help with travel provided by post 16 schools and colleges

Students aged 16-19 years going into further education or training may be eligible to receive a bursary fund of up to £1,200 per year to help pay towards transport costs if they are:

- In care or a care leaver
- Claiming income support or universal credit
- Disabled and receiving Employment and Support Allowance and Disability Living Allowance

Students not meeting the criteria above may still qualify for a bursary fund. Students need to contact the 'learning support' or 'welfare advice' department of their chosen post 16 school or college well in advance of the start date of their first academic year of the course to apply for a bursary fund.

More information: <https://www.gov.uk/1619-bursary-fund/overview>

Care to Learn

Parents under the age of 20 at the start of their eligible course who are the main carer for their child can claim for financial support towards travel costs. Travel payments go direct to the school or college who will either pay the student or arrange travel on their behalf.

More information: www.gov.uk/care-to-learn

Walking and cycling

Gateshead Council promotes walking and cycling as the most healthy and sustainable travel choices for its residents. Sustrans is the UK's leading sustainable transport charity that provides practical advice about safely walking and cycling to school/college.

More information: www.sustrans.org.uk/hcn/map

Travel Care Support

Eligibility Assessment Criteria

Financial support towards home to school and college travel is provided by the council in exceptional circumstances only. Independent travel training and public transport will be investigated as the first option for all post 16 students requesting support with travel. The provision of transport may be withdrawn if a student or parent/carer refuses an assessment to determine their ability to travel independently or to undertake independent travel training, where this is felt to be appropriate by the Local Authority and/or placement provider. A Personal Travel Budget will always be offered to students where the LA believes this is appropriate based on their needs and is a more efficient use of funds, as opposed to arranging taxis.

The eligibility assessment criteria used to make decisions about support includes:

- The student must normally reside in the Gateshead Council administrative area.
- The student must have a statement of SEN or an Education, Health and Care Plan where travel support has previously been provided, or a medical certificate from a recognised General Practitioner/Consultant that transport is required due to medical needs.
- Students must be undertaking a Full-Time Course of Study (12 guided learning hours or more per week) for a minimum period of one academic year. Support is not available for students on part-time, work-based learning (e.g. supported internships), distance learning or day release courses.
- Students must be attending the nearest eligible educational establishment that can provide a suitable course. Where a student or their parent/carer has chosen a placement further away, they may not be eligible for travel support.
- What other alternatives are available e.g. the ability of parents/carers/family members to provide or organise transport, which will take into account factors such as income, family circumstances and whether non-travel solutions could facilitate access to learning e.g. peripatetic/mobile teaching, E-learning etc.
- The course must be a High Needs funded study programme.
- The ability of the student to travel independently including whether a travel training assessment has been previously refused or whether the student has already undertaken travel training and what the outcomes were.
- The distance and journey time from home to school or college.
- Whether the student could access education if transport is not provided.
- For adults aged 18 and over, any Care Act Assessment (2014) and resulting outcome.
- Whether the student is in receipt of 16-19 bursary funding or receives the higher rate mobility component of Disability Living Allowance (DLA) or Enhanced rate mobility of Personal Independence Payment (PIP).

Students attending study programmes beyond 6th form age may be eligible for travel care support if they are attending a full-time High Needs funded study programme that is stated in their Education, Health and Care Plan and in addition meet one of the following needs:

- a. Severe learning difficulty (defined as working at Entry Level One or below. This information will be confirmed from either the Education Health Care Plan Statement/Learning Difficulty Assessment or current placement)
- b. severe medical condition which would include severe unstable epilepsy, oxygen dependence, autism with associated severe learning difficulties (medical evidence must be submitted with the application), severe mental health issues (in cases where the applicant is receiving mental health support from professional staff and medical evidence must be submitted with the application).

- c. severe psychological conditions would include extreme phobia (for which medical evidence must be submitted with the application).

Where no other alternatives are available and in exceptional circumstances, discretionary criteria will be taken into consideration, including family circumstances, income and distance.

Provision

- Independent Travel Training and use of public transport will be investigated as the first option for all students travelling to their post-16 school/college placement. Where a post-16 student has a statement/Education, Health and Care Plan (EHCP) and is attending the school named within their statement/plan as the nearest appropriate school for their post-16 education – public transport will be promoted for this group and travel training referrals will be made for students deemed appropriate.
- Independent travel should be a pre-entry condition for students accessing work based study programmes or Supported Internships and as such these students will not be provided with travel assistance.
- It is the general expectation of the LA that where a student is eligible for higher rate mobility component of Disability Living Allowance (DLA) or Enhanced rate mobility of Personal Independence Payment (PIP) and this is used to cover the cost of leasing a Motability vehicle, that the vehicle is used to facilitate the student's travel to and from school/college.
- Taxis will not be provided, except for those students with severe physical, severe learning disabilities, severe psychological conditions or severe medical conditions where, upon receipt of sufficient evidence, taxi provision will be considered alongside other options such as a Personal Travel Budget (PTB). In the exceptional circumstance where a taxi is provided, this will not necessarily involve the provision of door to door transport and students may be picked up at an agreed pick-up point. A maximum of two journeys per day will be provided (at the beginning and end of the day) which will be timed to minimise the number of journeys undertaken. Taxis may be arranged for journeys undertaken in the middle of the study day and/or between placement venues if sufficient notice is provided, however whoever made the request must pay for this (i.e. the provider or student/parent/carer). Students may need to arrive earlier than the start of their timetabled day or wait at the end of their timetabled day until other students have finished and are ready to depart. Where possible, measures will be taken to minimise waiting time, so long as this does not result in significant additional expenditure.
- The LA is able to make changes to transport contracts it holds with third party providers at any point in time without consulting children, young people, parents or carers. Continuity of driver or escort is not guaranteed and only granted in exceptional circumstances. The LA will provide as much notice as possible to young people, parents and carers about any change to transport in advance of a change occurring and will work in partnership to aid transition.
- An annual charge of £650 will be payable by students aged 16-18 years where taxi provision/Personal Travel Budget is provided.

Assessment process

Applications should be made annually in advance of the start of the academic year using a standard form. The LA will consider additional information about the young person as it considers necessary to make a decision, including the advice of:

- the young person's post 16 education or training provider;
- a LA educational psychologist or other specialist member of staff;
- any social worker involved with the young person or family;
- any health worker involved with the young person;
- any other organisation providing support for the young person or family;
- the local transport authority; and,
- any other person/agency suggested by the young person parent/carer.

Where the LA does not already have such information, it is the responsibility of the young person or their parent/carer to obtain this and submit it to the LA with their application.

The LA will normally process applications within 15 working days, subject to the necessary information and advice from other agencies being available. The LA will aim to inform applicants if it is unable to meet this target.

If the LA agrees to provide financial support towards travel, this will only be until the end of the academic year in which the application was made. A further application must be made for subsequent study years in advance of the course start date.

If the LA does not agree to provide help, the young person parent/carer will be informed by letter and advised that they may appeal against that decision, provided they do so in writing within 15 working days.

Applications should be submitted as soon as the student's placement has been confirmed as late applications may result in travel not being arranged in time for the student to access the start of their study programme. In these circumstances the student or their parent/carer may be responsible for making their own travel arrangements.

Reviewing travel care support

The LA may review and remove travel provision at any time, for example, if the young person is travel trained during the duration of a course and is deemed able to travel independently on public transport. However, the LA will provide as much notice as possible and work with the young person and parent/carer to aid a successful transition. There will always be a review of provision when a young person:

- moves from secondary education to a post 16 education or training provider;
- changes post-16 education or training provider;
- moves house; or,
- experiences a change in their physical/medical or other condition.

The provision may also be reviewed or removed if the young person or parent refuses to co-operate with reasonable requests from the LA or transport provider.

It is the duty of the parent to inform the LA of any change in the young person or the family's circumstances. For house moves this must be at least 3 weeks in advance of the actual move date otherwise transport may be ceased temporarily.

Financial Contribution

Students aged 16-18 years will pay an annual contribution of £650 towards the cost of their travel support. Students aged 16-18 years living in a low income household* and looked after children do not pay a financial contribution.

*evidence required –Free School Meals or maximum working tax credit

Appeals Process

Appeals will be considered in the first instance by the Service Director, Early Help or their nominee.

The young person's parent/carer should submit their appeal, their reasons for the appeal and their case in full to the Service Director, Early Help in writing, together with any other evidence or supporting information. There is no entitlement to a hearing in person. The Service Director will normally consider appeals within 10 working days of receipt and will give her/his decision in writing.

If an application/appeal is unsuccessful, a further appeal can be made in writing, together with any other evidence or supporting information within 15 working days of receipt of the stage one appeal decision letter to the Council's independent appeal panel. The panel will consider the appeal within 40 working days of receipt and will give their decision in writing.

If the application/appeal is unsuccessful following an appeal to the independent appeal panel, a young person parent/carer may only apply for a further assessment after twelve months has elapsed, or if there is a significant change in circumstances in the meantime.