

# **Post 16 Travel & Transport Policy 2018-19**

**For Post 16 Learners Attending Sixth Form at School, College or other Places of Learning or Training, and continuing learners with a learning difficulty and/or disability aged 19 – 25**

Draft Version 2.1

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# Sheffield Post 16 Travel & Transport

## 1 Policy Statement 2018-2019

### 1.1 Introduction

There is no automatic entitlement to free home to school or college transport 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/carers.

Under the **Raising the Participation Age** agenda students are required to be in education, employment or training until their 18<sup>th</sup> birthday. This could involve mixing full time work with study, following an apprenticeship, continuing full time in school or college or combining part time training with volunteering. However, there is no change to compulsory school age and no extension to the entitlement to free transport beyond this (end of Year 11).

### 1.2 Summary of policy statements and main objectives.

- Sheffield 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, college or their place of training, using sustainable forms of transport to do so. This policy supports that aspiration.
- The policy is intended to inform young people in Year 11 and above - and their parents/carers - about what travel/transport arrangements and support are available in Sheffield for the forthcoming 2018-19 academic year. It is also for Young People with Special Educational Needs/Disabilities (see Section 4).
- The policy applies to anyone living in Sheffield. Learners not resident in Sheffield should refer to the transport policy statement issued by their home Local Authority.
- The policy covers the period 1 August 2018 to 31 July 2019.
- This policy covers the statutory duties of the Local Authority under Sections 508 and 509 of the Education Act 1996 and subsequent amendments. Further information can be obtained via [www.gov.uk/government/publications/post-16-transport-to-education-and-training](http://www.gov.uk/government/publications/post-16-transport-to-education-and-training)

### **1.3 Consultation**

In writing this policy, we have consulted with young people, parent/carers, schools, colleges, and other stakeholders, including neighbouring Local Authorities. A similar exercise will be held each year to inform the policy prior to annual publication on/before 31 May.

## **2 Concessionary Fares, Passes and Travel Cards available for Post 16 Learners Attending Sixth Form at School, College or other Places of Learning or Training**

### **2.1 16-18 Travel Pass**

The 16-18 Travel Pass is available for all 16-18 year olds living in South Yorkshire, including those in apprenticeships and employment, enabling them to access discounted travel across the region. The 16-18 Travel Pass allows young people in this age bracket to travel all year round for the concessionary fare of 80p per single journey on bus and tram, half price rail fare on Northern train services, as well as benefiting from a range of operator discounted tickets on production of a 16-18 Travel Pass.

Young people can apply for a pass now if they were born between 1 September 1999 and 31 August 2001. Young people born between 1 September 2001 and 31 August 2002 will be able to apply for a pass from 1 June 2018. The pass can be used as soon as it arrives. Passes are valid for up to two years and have an expiry date of the 31 July of the second year in further education, apprenticeship or employment.

#### **How To Apply for a 16-18 Travel Pass**

The quickest way to apply for a 16-18 Travel Pass is online by using a MyTSY account. Full details are available at [www.travelsouthyorkshire.com/1618TravelPass/](http://www.travelsouthyorkshire.com/1618TravelPass/)

Alternatively, where customers are unable to apply online, they can apply using a paper application form from any Interchange Customer Service Desk. SYPTE aim to dispatch the pass within seven days of receiving a completed online application. For paper applications they aim to dispatch a pass within 21 days of receiving a completed application form.

Paper application forms can be returned to Interchange Customer Service Desks or by post to: Contact Centre, SYPTE, 11 Broad Street West, Sheffield S1

2BQ. Passes will be posted to the customer's home address which must be within South Yorkshire.

## **2.2 GetAbout ticket**

- GetAbout is the combined bus and tram ticket for under 18 year olds who have a valid MegaTravel, Mega MiCard or 16-18 Travel Pass, which enables you to travel anywhere in South Yorkshire at a fraction of the price of an adult ticket.
- Once you've bought your GetAbout ticket you are then able to travel on any bus or tram of your choosing without making any further payment. All you need to do is show the driver or conductor your GetAbout ticket and your valid travel pass. Note that a few school buses do not accept GetAbout - further information is available from Traveline (01709 515151).
- GetAbout and GetAbout Plus tickets are available for 1 day or 7 days, and further details and prices can be found via <http://sytravelmaster.com/our-products/>

## **2.3 TravelMaster18 Weekly ticket and 28 day ticket.**

- Discounts are available by obtaining a Travel South Yorkshire TravelMaster. A TravelMaster allows unlimited travel by bus, tram or train throughout South Yorkshire for a specified period of time (e.g. 7 days, 28 days, or a term). Tickets can be bought from your 16th birthday and up to the day before your 19th birthday. Further details and prices can be found via [www.travelsouthyorkshire.com/](http://www.travelsouthyorkshire.com/)

## **2.4 Student Term TravelMaster**

- The Student Term TravelMaster ticket is available to full-time learners if you are a student at one of South Yorkshire's further education colleges. For further information on how to apply, please contact your college's Student Support/Student Services Office.
- Further details are available by emailing [enquiries@sytravelmaster.com](mailto:enquiries@sytravelmaster.com)

## **2.5 The English National Concession Travel Scheme (ENCTS) - The Disabled Person's Pass**

- The ENCTS pass enables free travel for those whose disability makes them eligible for it. To obtain the pass on the basis of disability contact Customer First on 273 4567 or visit [www.travelsouthyorkshire.com/disabled/](http://www.travelsouthyorkshire.com/disabled/)

## **2.6 General Travel Advice for Learners**

- General information about travel in South Yorkshire can be obtained by visiting any Travel South Yorkshire Information Centre, via [www.travelsouthyorkshire.com/](http://www.travelsouthyorkshire.com/) or by contacting Traveline on 01709 515151. Specific, personalised journey planning is also available.

## **2.7 Neighbouring Local Authority areas**

The above options are valid across Sheffield, Rotherham, Barnsley and Doncaster.

In Derbyshire, young people living in the county are eligible – up to their 19th birthday - for a free 'b\_line2' card issued by the Local Authority. This includes young people in education and on training courses, apprentices and young people looking for work. To qualify for 25 per cent b\_line discount, young people have to be over 16 years of age. For further information is available at [www.derbyshireyouthinc.com](http://www.derbyshireyouthinc.com)

# **3 Help with Travel Costs – students aged 16-18**

## **3.1 16-19 Bursary Fund**

The 16-19 Bursary Fund is a government fund which supports the most financially disadvantaged 16-19 year olds and those young people who most need help with the costs of staying in education. There are two types of Bursary – the Discretionary Bursary and the Vulnerable Student Bursary.

### **Discretionary Bursary**

You could get a discretionary bursary if you need financial help for travel, as well as books, equipment and food whilst on site. It is for individual schools/colleges to decide which students are awarded a discretionary bursary and how much they receive, depending on each student's circumstances. Most schools / colleges in

Sheffield require students to maintain a level of attendance and behaviour in order for them to qualify for the bursary.

Please note that The Sheffield College refer to this as the “Learner Fund”.

### Vulnerable Student Bursary

The vulnerable student bursary is worth up to £1,200. To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- in care/ care leaver
- 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 **and** Disability Living or Personal Independence Payments in their own right

If you would like advice regarding benefits, please contact your local Citizens' Advice Bureau or the national helpline of the charity 'Contact a Family' (tel. 0808 808 3555).

### How to Apply for either Bursary

Students need to speak to their Head of 6th form or Student Services in order to get an application form. For students attending the Sheffield College this is called the Learner Support Fund, and applications must be made at Student Services at the campus that the student attends. Schools and the college also have further details of this on their websites.

Further details of the bursary scheme is also available via [www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year](http://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year)

## **4 Cross Boundary Travel/Transport**

Sheffield City Council wants to ensure that young people have a reasonable opportunity to choose between the courses available at 16 and be supported to access their choices where necessary.

'Reasonable choice' includes enabling young people to choose courses outside their home local authority boundary if it makes sense for them to do so. Where travel support outside of Sheffield is requested, this will be considered on an individual basis.

## **5 Travel for Learners with Special Educational Needs/Disabilities (SEND) with an Education and Health Care (EHC) Plan or a Statement of Special Educational Needs**

### **5.1 Travel Support Arrangements**

- Sheffield City Council is committed to ensuring that each child and young person can fulfil their potential. One of the aims of the policy is that all children and young people with an EHC Plan or a Statement of SEN should lead lives that are as independent and free from restriction as possible, and that each child and young person is supported to achieve independent travel wherever practicable.

### **5.2 Students aged 16-19 (Year 12-14)**

- Students in Year 11 with an EHC plan transferring into Post 16 education and requesting travel support due to their Special Educational Needs/Disabilities must apply by submitting a 'Request for Travel Support form' to Sheffield City Council (SCC). This is in accordance with the Post 16 Transport to Education and Training statutory guidance for Local Authorities:  
[www.gov.uk/government/publications/post-16-transport-to-education-and-training](http://www.gov.uk/government/publications/post-16-transport-to-education-and-training)
- Completion of the Request for Travel Support form does not mean that learners will receive travel support - it is an application.
- A Travel Panel will consider all applications and determine:
  - Whether the applicant qualifies for travel support; and
  - What form this travel support should take
- Post 16 education entitlements to travel support will be subject to review and reassessment of needs. To fully understand their needs, Travel Assessment & Training Officers may need to meet with students and their parents/carers.
- Based upon the individual assessment of the young person's needs and ability to travel safely between home and the place of learning, Post 16 learners with Special Educational Needs/Disabilities are expected to participate in Independent Travel Training (ITT) wherever appropriate. This is something the council and learning providers are working together to promote and support.
- If students qualify for travel support to a school / college setting, Sheffield City Council will offer the most appropriate and cost effective form of support possible – this might not be transport.

## Travel Support Options

- **Travel Training** to enable the young person to work towards travelling independently to/from school or college on public transport (see above).
  - A **mileage allowance** may be available for parents/carers who would like to use their own vehicle or make their own arrangements to take the young person to and from their education provider
  - **Transport** provided for the young person from their permanent home address to their educational provider and back. If Sheffield City Council agrees to provide transport, the young person is likely to travel with others.
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- Travel support will only be provided from home to school/college. Travel support to work experience placements, medical appointments or other off-site visits is the responsibility of the parent/carer or the education provider.
  - Travel between college sites during the middle of the day is the responsibility of the parent/carer or the education provider.
  - Students who have previously travelled independently to school will be expected to travel independently to their Post 16 education provider, and will receive further support if necessary to ensure this happens.
  - It may be possible for parent/carers of eligible young people to provide the transport themselves, receiving payment based on mileage. Families receiving this mileage allowance will not need to make a contribution towards the cost of travel. For further information please email [Indetravel@sheffield.gov.uk](mailto:Indetravel@sheffield.gov.uk), ring 0114 2053542 or visit [www.sheffield.gov.uk](http://www.sheffield.gov.uk)
  - If transport is provided, parents or carers of students aged 16 – 19 (Year 12-14) will be required to make a financial contribution towards the cost of transport provided. See Section 7 for further details.

## 6 Independent Travel Training Options

- Sheffield City Council provides a package of travel options promoting **independent travel** for young people with Special Educational Needs/Disabilities (SEND) which supports their progression into adulthood. These options are tailored to the individual needs of the young person to assist with the development of their travel skills and will allow them to access public transport to get to and from their education provider. The development of these important life-skills will help young people to access work placements and enjoy social opportunities independently.



- To access Independent Travel Training, a referral can be made by anyone who works closely with an individual, such as school, college, tutor or parent/carer. Subject to suitability, a Travel Assessment & Training Team will offer a programme of step by step instructions and guidance on how to travel safely and confidently, which is appropriate to each young person's abilities and at a pace suitable to their needs.
- If a student is engaging with travel training and travelling independently for at least one journey every week, but still accessing some travel support by means of taxi or minibus, the contribution towards transport will stop. This will remain the case as long as the student continues to work with a Travel Trainer towards achieving full independence on the route. If a family requests that their child returns to transport and ceases to travel independently, contributions will be reinstated.
- For further information about Independent Travel please email [Indetravel@sheffield.gov.uk](mailto:Indetravel@sheffield.gov.uk), ring **0114 2053542** or via [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

## **7 Charges for SEND Transport - Students aged 16 - 19 (Year 12 - 14) only**

- All students aged 16-19 (Year 12-14) who are eligible and access the Council's SEN transport to travel from home to school or college will be required to pay a contribution towards the total cost of travel. This applies regardless of whether the young person is living in the parental home.
- Learners/parents/carers will be notified of the cost of contribution in advance of their student attending Post 16 provision, along with a schedule of payment dates and payment options. This will be done once a request for travel support has been approved.
- Payments can be made annually, termly or monthly. Payments must be made on time so that we can continue to provide transport.
- If a family is struggling to make the necessary payment they should contact Sheffield City Council (see Section 7.2).
- Students who are eligible for either the Post 16 vulnerable or discretionary bursary will be expected to apply for and use this fund towards the contribution to transport costs (see Section 3).
- For students who accessed SEND Transport in the previous academic year - if the contribution was **not** paid in full for 2017/18 (excluding successful

applications for the 16-19 Bursary Fund or Hardship Fund), then any request for transport for 2018/19 will **only** be considered if the outstanding amount is paid in full. Please note that payment for 2018-19 would also apply.

### 7.1 Difficulties making payments

Where parents/carers are struggling to pay, we would encourage them to contact us immediately at [indettravel@sheffield.gov.uk](mailto:indettravel@sheffield.gov.uk) or by phone **0114 2053542**. If parents/carers fail to make the expected contribution towards their assisted transport, and do not engage with Sheffield City Council to secure a manageable payment plan, then **the learner may have their transport withdrawn**. This action will only be used as a last resort.

### 7.2 Hardship Fund

In order to mitigate the impact on those families with students aged 16–19 (Year 12-14) who may be significantly affected by contributing to the cost of transport, Sheffield City Council has created a Hardship Fund. Those who could access the fund may include:

- Families with siblings attending post 16 education at the same time, who are both on Special Educational Needs transport, and are not eligible for the 16-18 Bursary Fund
- Low wage working families who have children on Special Educational Needs post 16 transport and are not eligible for the 16-18 Bursary Fund

In order to access the Hardship Fund families must contact [indettravel@sheffield.gov.uk](mailto:indettravel@sheffield.gov.uk) or phone **0114 2053542** to discuss their individual circumstances.

Receipt of the 16-19 Bursary and the amount of bursary that the student receives will be taken into consideration when a family requests access to the hardship fund.

## **8 Appeals about eligibility**

Where you disagree with the decision to cease or alter transport arrangements, the following procedure will be adopted:

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

A parent/carer has 20 working days from receipt of the local authority's 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 the parent believes should be considered when the decision is reviewed. A senior officer will respond in writing within 20 working days either upholding or overturning the original decision. This review will detail how the decision was reached, and unless the original decision was overturned will offer the parent/carer the opportunity to have their appeal heard by an independent panel.

### **8.2 Stage 2: Review by an Independent Appeal Panel**

A parent has 20 working days from receipt of the local authority's Stage 1 written decision notification to make a written request to escalate the matter to Stage 2. Within 40 working days of receipt of the parent's request, an independent appeal panel will consider written and verbal representations from both the parent and officers involved in the case and give a detailed written notification of the outcome. This will be done within 5 working days of the decision. The Panel's decision is final.

If there is further dissatisfaction about how an application has been dealt with, there is a right of complaint to the Local Government Ombudsman, but only if was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal was handled.

There are a number of ways you can contact the Local Government Ombudsman: by telephoning the Local Government Ombudsman's Advice Service on 0300 061 0614, in writing to the LGO Advice Service, PO Box 4771, Coventry, CV4 0EH, or by completing an online form on the Ombudsman's website [www.lgo.org.uk](http://www.lgo.org.uk)

## **9 Travel/Transport for learners with a learning difficulty and/or disability aged 19 – 25**

Where a young adult has a named education / training provider in their EHC Plan, and if taking into account their personal circumstances, transport is necessary to enable them to access this provision, then transport to/from the place of learning/training will be arranged on an individual basis without charge.

For further information, please email [Indetravel@sheffield.gov.uk](mailto:Indetravel@sheffield.gov.uk) or ring 0114 2053542.

## **10 Guidance – Travel on Buses, and Trams & Trains Travelling Safely in Sheffield**

- To support learners of all ages and to ensure they are able to travel safely Sheffield City Council is working closely with schools and partners in the South Yorkshire Passenger Executive (SYLTE) and South Yorkshire Police to deal proactively with any incidents that may occur on public transport during the learning day. You can access the guidance here [www.travelsouthyorkshire.com/schools/](http://www.travelsouthyorkshire.com/schools/)
- The education learning provider may be required to share their details with appropriate partners if an investigation occurs as a result of a travel incident that they have caused. Partners include the Police and SYLTE.

## **11 Further information**

- Government guidance on Post 16 Transport is available at <https://www.gov.uk/government/publications/post-16-transport-to-education-and-training>
- Further information on support can be found at [www.gov.uk/subsidised-college-transport-16-19](http://www.gov.uk/subsidised-college-transport-16-19)