

Transport policy statement for learners aged 16-18 in further education and continuing learners aged 19 and over.

**Name of Local Authority:** LEICESTERSHIRE

**Department Responsible:** Environment & Transport

**Valid from:** 1<sup>st</sup> August 2018 to 31<sup>st</sup> July 2019

**1. Summary of Policy Statement and Main Objectives (this section should give an overview/statement of intent of what the LA's transport policy is and what the subsequent desired outcomes are).**

This document describes the support available to young people of Leicestershire entering or continuing with full-time Post 16 Education. It explains the support packages in place to encourage participation and prevent transport being a barrier to young learners.

This policy statement gives information from the Local Authority (LA), schools, academies and FE colleges and other relevant sources. The aim is to provide the most up to date details of the latest charges and any means testing procedures.

This statement gives advice on the support available to learners with learning/mobility difficulties and explains the commitment to encourage independent travel to and from the place of learning.

Another aim of this policy is ensure that those vulnerable to becoming not in education employment or training (NEET) at 16-17 are supported with transport needs to overcome barriers to and from the registered place of learning, this will in the main be carried out in partnership with Prospects. The same will apply to Young Parents (Care to Learn C2L) aged under 20.

The provision of subsidised Post 16 transport will support those students wishing to continue in education as part of the Raising Participation Age legislation.

**2. Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16–19 and who provides them. Please provide details of any costs to the learner.**

**2(a) Leicestershire County Council**

**Mainstream learners – LA provision:**

New Post 16 learners will be assessed as per the policy summary below:

Transport assistance for a charge of £660 (exemptions apply for students entitled to free school meals or whose parents are in receipt of one of the qualifying benefits or their maximum level Working Tax Credit) is available for those pupils above statutory school age if they live more than 3 miles from the

school/college attended, if the student is aged 16, 17 or 18 when the course is started, is attending full time **and:**

- the school is the nearest school sixth form or nearest freestanding Post 16 Further Education/Sixth Form college.

**and in addition to provide transport assistance, over the qualifying distances and ages listed above, to one of the following:**

**either**

- the nearest freestanding Leicestershire Further Education/Sixth Form college

**or**

- the nearest Leicestershire school sixth form but to continue providing transport **only** to the catchment school with a sixth form in areas where there have been no changes to catchments or age range since May 2012 (frozen areas) **Note:** Where a student lives in a frozen area they will only be provided transport to the frozen area school sixth form or their nearest school sixth form. Where the nearest school sixth form is not the frozen school sixth form and is in another local authority area e.g. Leicester City, there will be no additional entitlement to any other Leicestershire school.

Transport assistance is provided for the normal school/college start and finish times. We do not provide transport for evening activities or for individual timetables/courses nor work experience/placements.

Transport assistance is assessed to the nearest campus of schools/colleges with multiple campuses.

This transport is arranged by the County Council's Environment & Transport Department. Transport can be in the form of bus passes for closed contract vehicles, commercial "school specials" buses, public service vehicles, train passes or in some cases smaller buses or taxis where this is cost-effective or unavoidable. If there is no appropriate alternative then petrol costs are sometimes refunded for entitled learners.

Train passes are issued in exceptional circumstances as bus alternatives are normally more cost effective.

Farepaying places can be sold to non-entitled learners on application where there is spare capacity on school contract vehicles on a first-come-first-served basis. The Post 16 charge for farepayers is a flat rate of £800 per student for 2018/19.

Learners with statements of Special Educational Needs (SEN) – LA provision:

Leicestershire LA offers free home to school transport to many, though not all, pupils and learners with statements of Special Educational Needs. This is largely for pupils/learners attending their designated special schools or special units providing the desired courses. Some transport will have escorts according to the needs of the pupils/learners.

The local authority has a discretionary power to provide transport assistance to those

over compulsory school age. Provision may be made to students at a subsidised level, with a contribution from the student (an annual charge). SEN transport charges will be in-line with mainstream charges for eligible students (£660 for 2018/19), with exemptions for low income families the same as for mainstream students).

- Travel assistance is provided for Post 16 students with a statement of SEN or Education & Health Care Plan (EHCP) who attend a school which has been designated by the LA as the appropriate school that meets the needs of the child or other nearer qualifying school **and** the distance between home and school is more than 3.
- Where the distance to be travelled is less than 3 miles and/or when a student has no Statement of Special Educational Needs/EHCP, travel assistance will be considered taking into account the individual circumstances and the travel needs of children with significant sensory, physical, medical or behavioural difficulties that prevent them from getting to school even when accompanied by a parent/carer.
- Travel assistance sought under the above bullet point, will be considered using supporting written evidence, within the preceding 12 months, from a range of sources, for example, Education or Health professionals, parents and school SENCO, that describes the student as having:
  - **long term severely restricted independent mobility**, due to a physical disability;
  - **long term severely restricted independent mobility due to a medical condition resulting in severe persistent pain and/or extreme fatigue;**
  - **a sensory impairment resulting in severely restricted mobility;**
  - **severe behavioural emotional and /or social difficulties in comparison with other children of their age.** This may be linked with cognitive ability or be as a result of a specific development disorder.

This is not an exhaustive list and requests will be considered on a case by case basis.

**Note:** “Long term” describes something that is likely to last for at least a year and in many cases for the rest of the life of the person affected.

For Post 16 learners at a Further Education College (FE), home to college transport will be subsidised by the LA for students aged 16-25 who are attending a full time college course\* and meet the following eligibility criteria for transport assistance for a maximum of 3 years not extending beyond the academic year in which they are or turn 25 if the student:

- attends a FE/free-standing Sixth Form college more than 3 miles from their home address and that is the nearest college offering the course identified by parents/students (defined by the end qualification(s) in the case of mainstream

study or by the course content in the case of SEN courses);

**AND**

- meets the same criteria for statutory age children detailed in Section 3 of the policy.

\* A full-time course is defined as one of at least 540 guided learning hours in any 12-month period.

Transport will only be arranged to arrive at the start of the college day and pick up will be at the end of the college day.

This transport is arranged by the County Council's Environment & Transport Department. Transport is usually in the form of the Council's own transport fleet (minibuses) or private taxis but can also be bus passes for mainstream closed contract vehicles, commercial "school special" buses, public service vehicles or train passes. Eligible students may also make a request to have a Personal Transport Budget (PTB) in order to make their own travel arrangements (the award of this is at the Council's discretion).

**Note:** Post 16 SEN transport assistance is generally only provided to eligible students for a maximum of 6 years and not beyond the age of 25, within which a maximum of 3 years can be in a FE/free-standing Sixth Form college. Transport beyond these time limits will be considered after a review of the student's EHCP to determine whether there is a specific educational outcome for which transport is necessary. For students over the age of 19, if the Council deems transport to be necessary to facilitate attendance at an FE/free-standing Sixth Form College to meet that specific educational outcome, then no charge will be made.

**Important Note: Changes to school transport rules from 2019**

The following changes to school transport rules may affect any pupil using transport from September 2018 who will still require transport from **September 2019** onwards.

The council's cabinet agreed on 9 March 2018 to change the school transport policy for pupils as listed below.

This will take effect from September 2019, irrespective of the transport and/or charges that may have applied to them up to that point, i.e. there will be no transitional arrangements. This means, for example, that you may have to pay charges from September 2019 where you currently receive free transport and/or your child will no longer receive taxi or council minibus transport. The changes are:

- **For all eligible SEN children aged between 16 and 18:** stopping traditional transport methods (taxis or council fleet minibuses) and replacing them with a personal transport budget (PTB) direct payment (although there may be some exceptions to this that would be considered on a case by case basis). The rules for students aged 19-25 are different so transport has to be free of charge when

deemed necessary by the Council, but a PTB will still remain the standard offer for those students.

- **For eligible mainstream post 16 students:** stopping traditional transport (mainly taxis and commercial bus passes) and instead providing an annual travel grant of £150 to assist with transport costs for those in isolated rural areas and/or from a low income background.
- **For low income families using SEN transport aged between 16 and 18:** families will need to make an annual contribution of £330 (currently free). This is 50% of the full charge for non-low income families and may change based on budget updates in future. As above there is no charge for eligible students aged 19-25.

### Concessionary Fares Scheme – Leicestershire County Council

For disabled learners Leicestershire County Council operates a concessionary travel scheme which offers free bus travel throughout Leicestershire and the rest of England between 9.30 am and 11 pm on Mondays to Fridays and all day on Saturdays, Sundays and bank holidays. See section 6 of this document for more details of the disabled persons' scheme. This is for all disabled persons and not for just for learners.

### The 16-19 Bursary Fund

Schools, colleges and training providers have funds to help students studying a full-time course and who think they might struggle with the costs for their studies. For advice speak to student support services or course tutors.

There are 2 types of 16 to 19 bursary:

- Vulnerable student bursary: you could get a bursary worth up to £1,200, depending on your circumstances and benefits.
- Discretionary bursary: you could get a discretionary bursary if you need financial help but don't qualify for a vulnerable student bursary. Your education or training provider decides how much you get and what it's used for.

The Bursary Fund can help pay for costs like:

- clothing, books and other equipment for your course
- transport and lunch on days you study or train

Students must be:

- between 16 and 19 at the start of the academic year they want a bursary for
- studying at school or college, or on an unpaid training course
- meet residency requirements – your school or college will help with this

You could get up to £1,200 vulnerable student bursary if at least 1 of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit

- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

If you aren't in one of these groups, you could still get a discretionary bursary depending on your personal circumstances. Ask your school, college or training provider's student support services to see if you're eligible.

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

### Care to Learn

If you're studying and aged under 20 at the start of your course, Care to Learn can help pay for your childcare costs while you're learning.

It's only available for publicly-funded courses in England. This can include courses in:

- schools/academies
- school/academy 6th forms
- 6th form colleges

More information can be found at:

<https://www.gov.uk/care-to-learn>

### Traineeships and 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. Students may also be eligible for a bursary (see Bursary Fund section above).

### **2(b) Transport arranged by schools and colleges**

Some of Leicestershire's secondary schools, academies (14-19 or 11-19) and 6<sup>th</sup> Form/FE colleges have additional bus contract arrangements on which learners or their parents can purchase places. Arrangements vary from school to school: enquiries should be made of the individual school/college. Some schools/colleges also run "late buses" on various days of the week to enable learners to participate in extra curricular activities or additional study groups. Contact the individual schools/colleges for details (websites are shown below and other contact details are in section 11).

**Brooksby Melton College (Leicestershire):** [www.brooksbymelton.ac.uk](http://www.brooksbymelton.ac.uk)

**Gateway Sixth Form College (Leicester):** [www.gateway.ac.uk](http://www.gateway.ac.uk)

**Leicester College (Leicester):** [www.leicestercollege.ac.uk](http://www.leicestercollege.ac.uk)

**Loughborough College (Leicestershire):** [www.loucoll.ac.uk](http://www.loucoll.ac.uk)

**North Warwickshire & Hinckley College:** <http://www.nwhc.ac.uk/>

**Regent College (Leicester):** [www.regent-college.ac.uk](http://www.regent-college.ac.uk)

**South Leicestershire College (Wigston, Leicestershire):** [www.slcollege.ac.uk](http://www.slcollege.ac.uk)

**Stephenson College (Coalville, Leicestershire):** [www.stephensoncoll.ac.uk](http://www.stephensoncoll.ac.uk)

**Wyggeston and Queen Elizabeth I College (Leicester):** <https://www.wqe.ac.uk/>

### **2(c). Bus Operators**

Many local operators have students season tickets available offering discounts compared to normal adult fares and/or at cheaper rates when bought on a termly or academic year basis. It is advised students contact the bus-operators directly (Section 11c).

### **3. What times during the day can learners use their travel pass or obtain concessionary fares?**

#### **3(a) Leicestershire County Council**

Learners with LA public service passes can use them in term-time only Monday-Friday between 6.00am and 10.00pm, one return journey per day.

#### **Concessionary Fares Scheme – Leicestershire County Council**

The disabled person's travel pass offers:

#### **Free bus travel (National Statutory Scheme)**

Your pass will enable you to travel free on local buses in all parts of England, between 9.30am and 11.00pm on Monday to Friday and all day at weekends and bank holidays.

Further details are available at:

<http://www.leicestershire.gov.uk/disabled-persons-bus-pass>

#### **3(b) Individual colleges**

**Contact individual colleges at the details shown in Section 11.**

### **4. Please confirm that support will continue to be made available to learners who reach 19 whilst continuing on a course**

#### **4(a) Leicestershire County Council**

Mainstream learners, who begin a course at 16+, 17+ or 18+, if initially eligible, continue to receive subsidised transport until the course ends, normally two years.

For learners with statements of SEN/EHCPs, subsidised transport normally continues

until the course ends. In a school this will normally not be later than the school year in which the learner becomes 19. For learners in colleges the transport assistance is generally only provided to eligible students for a maximum 3 years not extending beyond the end of the academic year in which the learner is or turns 25. Transport beyond these time limits will be considered after a review of the student's EHCP to determine whether there is a specific educational outcome for which transport is necessary. For students over the age of 19, if the Council deems transport to be necessary to facilitate attendance at an FE/free-standing Sixth Form College to meet that specific educational outcome, then no charge will be made.

#### **4(b) Individual colleges**

Contact individual colleges at the details shown in Section 11.

### **5. How will learners be assessed to see if they are eligible for support? e.g. means-testing or must they be on benefits?**

#### **5(a) Leicestershire County Council**

Eligibility for mainstream transport is generally not to do with the learner or family's means: see section 2 of this document describing the LA policies. There is a flat-rate charge of £660 for 2018/19 for entitled learners but this charge is waived for low income families (those entitled to free school meals or are on their maximum level of working tax credit).

For learners with SEN eligibility is also determined by other means but there are the same exemptions from the charge for families on low income as outlined in section 2(a).

#### **5(b) Individual colleges**

Contact individual colleges at the details shown in Section 11.

### **6. What help do you provide for learners with learning difficulties and/or disabilities including those over 19 or learners facing other difficulties in following their courses?**

#### **6(a) Leicestershire LA**

Details of the LA's policy for pupils/learners with SEN are given in section 2 of this document.

In addition to the provision for SEN learners described in section 2 of this document, those with particular disabilities and/or learning difficulties may receive additional support, including (but not limited to):

- providing solo transport
- providing wheelchair accessible transport
- transporting specialist equipment/learning aids to & from college
- exceptionally, providing an escort to assist with care during the journey
- a Personal Transport Budget to make their own travel arrangements



## **6(b) Leicestershire County Council**

Concessionary fares: Leicestershire County Council's concessionary fares schemes are mentioned in section 2 above. The Disabled Persons' Scheme in all areas covers the following disabilities, which entitle the holder to a travel pass:

- Registered as blind or partially sighted with VISTA;
- Registered as profoundly or severely deaf with the County Council's Service for Deaf People;
- Without speech or with severe communication difficulty;
- Without the use of both arms, as certified by a medical professional;
- Having a learning disability including significant impairment of intelligence and social functioning;
- Likely to be refused a driving licence for medical reasons, otherwise than on the grounds of persistent misuse of drugs or alcohol;
- Having a permanent severe walking difficulty.

Website: <http://www.leicestershire.gov.uk/disabled-persons-bus-pass>

## **6(c) Individual colleges**

Contact individual colleges at the details shown in Section 11.

## **7. Do you provide mobility/independence training for learners who face difficulty with transport?**

### **7(a) Leicestershire County Council**

The Council is currently reconsidering its approach and resources in respect of Independent Travel Training and will update this policy as appropriate in the future.

### **7(b) Special Schools.**

Learners attending one of Leicestershire's Special schools would take part in programmes appropriate to their needs to promote mobility/independence training as part of the normal curriculum.

### **7(c) Individual colleges**

Contact individual colleges at the details shown in Section 11.

## **8. When should learners start to apply for transport support?**

### **8(a) Leicestershire County Council**

Applications should be received online or via the standard application form by 30th April 2018 to ensure transport can be arranged prior to the start of the academic year. If applications are received after this date, there may be a delay in agreeing and arranging transport. Applications need to be made for each year of Post 16 education. Application forms are available through our website at

[www.leicestershire.gov.uk/school-transport-16-to-19-year-olds](http://www.leicestershire.gov.uk/school-transport-16-to-19-year-olds)

or via Customer Services on 0116 3050002.

For learners with SEN, students also need to apply for transport assistance by 31<sup>st</sup> May 2017 by form or online at: [www.leicestershire.gov.uk/send-school-transport](http://www.leicestershire.gov.uk/send-school-transport)

For learner enquiries see the list of contacts at the end of this document.

### **8(b) Individual colleges**

Contact individual colleges at the details shown in Section 11.

## **9. What help can learners apply for if they need to travel to a course that is beyond your LA area?**

### **9(a) Leicestershire County Council**

The LA's policies for mainstream and special school/college transport entitlement are described in section 2 of this document. The same policies and criteria apply if the nearest suitable school/college for the learner is outside Leicestershire LA's area.

Leicestershire County Council's concessionary fares scheme (for details see sections 2 and 6 of this document): offers travel throughout England off peak.

### **9(b) Individual colleges**

Contact individual colleges at the details shown in Section 11.

## **10. What help is available for learners who attend a further education institution which is beyond daily travelling distance and they need to stay away?**

Some colleges provide either residential facilities and/or financial support for students who have to travel long distances: contact the college directly for further information.

## **11. Please provide information about all points of contact for learners seeking transport support, e.g. LA/college, bus company contact. Please include any websites and e-mail addresses.**

### **11(a) Leicestershire County Council**

For eligibility for mainstream school/college transport: Transport Assessments Team: tel. 0116 3050255 (office hours 9.00am - 4.30pm Monday-Friday). Email: [TransportAssessments@leics.gov.uk](mailto:TransportAssessments@leics.gov.uk)

For transport provision: Customer services: helpline 0116 305 0002 (office hours 8.30-5.00 Monday - Friday); or Traveline (see contact details below).

For learners with statements of Special Educational Needs/EHCPs:  
Eligibility enquiries: Transport Assessments Team: tel. 0116 305 0255 (office hours

8.30-4.30 Monday-Friday). Email: [TransportAssessments@leics.gov.uk](mailto:TransportAssessments@leics.gov.uk)

For further information about concessionary travel for disabled learners:  
Customer Service Centre on 0116 305 0002 or e-mail [customerservices@leics.gov.uk](mailto:customerservices@leics.gov.uk)

### **11(b) Individual colleges**

#### **Brooksby Melton College (Leicestershire):**

Contact Transport Department on 01664 855211

Email: [transport@brooksbymelton.ac.uk](mailto:transport@brooksbymelton.ac.uk)

Information available at interview and in 16-18 Travel Guide by visiting

[www.brooksbymelton.ac.uk](http://www.brooksbymelton.ac.uk)

#### **Gateway Sixth Form College (Leicester):** 0116 2744500

Student Services - email: [studentservices@gateway.ac.uk](mailto:studentservices@gateway.ac.uk)

Website: [www.gateway.ac.uk](http://www.gateway.ac.uk)

**Leicester College (Leicester):** 0116 2242240 or 2244048 to discuss any travel queries with a member of the Student Advice and Guidance Team.

For information regarding transport provision for students with learning difficulties contact the Transport Coordinator on 0116 2242240 extension 2098.

For information regarding LA transport provision contact Leicestershire County Council.

For any other transport queries email: [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk)

#### **Loughborough College (Leicestershire):**

Website: [www.loucoll.ac.uk](http://www.loucoll.ac.uk)

Student Finance Officer, Learner Services, Student Support, Loughborough College, Radmoor Road, Loughborough, Leicestershire LE11 3BT

Telephone: 01509 618375

E-Mail: [StudentFinance@loucoll.ac.uk](mailto:StudentFinance@loucoll.ac.uk)

#### **North Warwickshire & Hinckley College (Leicestershire):**

Customer Service Team 024 7624 3000 or email [the.College@nwhc.ac.uk](mailto:the.College@nwhc.ac.uk)

Website: [www.nwhc.ac.uk](http://www.nwhc.ac.uk)

#### **Regent College (Leicester):**

**Divisional administrators 'The Hub'.**

Tel: (0116) 255 4629

Email: via website

Website: [www.regent-college.ac.uk](http://www.regent-college.ac.uk)

#### **South Leicestershire College (Leicestershire):**

Transport assistance is discussed and forms distributed at interview.

Further details and application forms are available from:

Customer Service Team

Tel: 0116 2643535

Email: [info@slcollege.ac.uk](mailto:info@slcollege.ac.uk)

College website: [www.slcollege.ac.uk](http://www.slcollege.ac.uk)

**Stephenson College (Leicestershire):**

Telephone: 01530 836136

Email: [services@stephensoncoll.ac.uk](mailto:services@stephensoncoll.ac.uk)

Website: [www.stephensoncoll.ac.uk](http://www.stephensoncoll.ac.uk)

**Wyggeston and Queen Elizabeth 1 College (Leicester):**

Student Services: Tel: (0116) 247 2963

Email: [studentservices@wqeic.ac.uk](mailto:studentservices@wqeic.ac.uk)

Website: [www.wqeic.ac.uk](http://www.wqeic.ac.uk)

**11(c) Bus Operators**

<http://www.arrivabus.co.uk/>

<http://www.kinchbus.co.uk/>

<http://www.firstgroup.com/>

<http://www.centrebus.info>

**11(d) Train Services**

<http://www.midlandmainline.railsaver.co.uk/>

<http://www.eastmidlandstrains.co.uk/Pages/default.aspx>

**11(e) General Information**

Department for Education:

<https://www.gov.uk/subsidised-college-transport-16-19>

Leicestershire County Council:

See contact details below.

Bus routes and timetable information are available from:



[www.traveline.info](http://www.traveline.info)  
**0871 200 22 33**  
calls cost 12p per minute  
plus your phone company's access charge

## Prospects

If you are aged 16-18\* and live in Leicestershire you can now use the careers advice service for young people provided by **Prospects**.

They provide support at outreach venues throughout the county taking their services to where young people want to meet up in their local area.

To arrange to see an adviser contact:

51 Castle Street  
Hinckley  
Leicestershire  
LE10 1DA

**Phone:** 01455 632719

\*up to 25 for young people with learning difficulties or disabilities.

Website:

<http://prospects.co.uk/ContactUs/CorporateHeadOffice/ProspectsinLeicestershire.aspx>

## Learner Support Service:

Residential Support Scheme

Website: <https://www.gov.uk/residential-support-scheme>

Learner Support Helpline - Tel: 0800 121 8989

## **12. Appeals and Complaints**

12(a) The process to Appeal against a decision or to Complain may be made on behalf of the learner or by the learner in the first instance to the local authority. If learners or their families are not satisfied with the outcome they may complain to the Local Government Ombudsman.

### **The Local Government Ombudsman**

Anyone can take his or her complaint to the Local Government Ombudsman at any stage. However, it is hoped that Leicestershire County Council's complaints procedure will quickly resolve any problems you may have and that you will use it first.

You can contact the Local Government Ombudsman by writing to him at:

The Local Government Ombudsman  
PO Box 4771  
Coventry  
CV4 0EH

Telephone: 0300 061 0614

Web: <http://www.lgo.org.uk/contact-us>

Pick up a copy of the leaflet 'How to complain to the Local Government Ombudsman' from any of the council's main reception points or contact the Ombudsman through the website above.

If you have any comments on this Policy that would assist in the policy making including in-year changes, please contact us as follows:

Transport Assessments  
Transport Operations Service  
Environment & Transport Department  
Leicestershire County Council  
County Hall  
Glenfield  
Leicester LE3 8RJ  
Tel: 0116 3050002  
Email: TransportAssessments@leics.gov.uk

***Updated May 2018: This information is correct at time of publication but is subject to change. Please check with individual establishments for the most up to date details.***