

LEICESTERSHIRE COUNTY COUNCIL

Post-16 Transport Policy Statement Academic Year 2020-2021

The Council's transport policy statement for young people aged 16-19 in further education, continuing learners aged 19 and those young people aged 19 – 24 (inclusive) with learning difficulties and/or disabilities.

Contents Page

Introduction	3
Aims and Objectives.....	3
Transport and travel support.....	4
Concessionary tickets for young people 16 – 25 from public transport providers	4
http://www.kinchbus.co.uk/	4
http://www.firstgroup.com/	5
Concessionary travel available from the Council.....	5
Travel support from schools and colleges	5
Travel support from government	7
The 16-19 Bursary Fund.....	7
Young parents / Care to Learn.....	8
LA travel support	9
LA support for young people without special educational needs or disabilities	9
LA support for young people with special educational needs or a disability	11
Travel Training.....	12
Leicestershire County Council	12
Special Schools	13
Individual colleges	13
Traineeships and apprenticeships	13
LA support in other circumstances.....	13
Applying for LA travel support.....	14
Appeals and Complaints	14
The Local Government Ombudsman.....	14
Useful contact details.....	14
Leicestershire County Council	14
Department for Education	15
Bus routes and timetable information are available from:	15
Learner Support Service:	15

Introduction

Local authorities (LAs) 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.

All young people carrying on their education Post 16 must reapply for travel support in Leicestershire.

‘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).

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.

This policy document specifies the support that Leicestershire County Council (the 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 higher or further education, an establishment funded directly by the Education Skills Funding Agency, 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.

Aims and Objectives

The Council’s Strategic Plan has these five outcomes that describe the council’s vision for people in the county:

1. **Strong Economy:** Leicestershire’s economy is growing and resilient so that people and businesses can fulfil their potential.
2. **Wellbeing and Opportunity:** The people of Leicestershire have the opportunities and support they need to take control of their health and wellbeing.
3. **Keeping People Safe:** People in Leicestershire are safe and protected from harm.

4. Great Communities: Leicestershire communities are thriving and integrated places where people help and support each other and take pride in their local area.
5. Affordable and Quality Homes: Leicestershire has a choice of quality homes that people can afford.

This Policy supports outcomes 1 and 2 in terms of equipping children/young adults with the skills they need to move to employment.

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 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 to support those that are vulnerable to becoming not in education employment or training (NEET) at 16-17 by offering transport assistance to help overcome barriers in registered places of learning. The same will apply to Young Parents (Care to Learn C2L) aged under 20.

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

Transport and travel support

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

Many local operators have student 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 as below:

Bus Operators

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

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

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

<http://www.centrebus.info>

Train Services

<https://www.eastmidlandsrailway.co.uk/tickets-discounts/get-a-discount>

<https://www.crosscountrytrains.co.uk/special-offers/16-25-rail-travel>

Similarly, a number of Leicestershire's mainstream schools have commercial school special services operating to them. More information can be found directly from your school and the main operators of such services are:

Beaver Buses : <https://beaver-bus.co.uk/school-buses/>

Roberts Coaches: <http://buspass.robertstravelgroup.co.uk/>

G.H. Watts Coaches: http://www.ghwatts.co.uk/school_buses/

Concessionary travel available from the 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 11.00 pm on Mondays to Fridays and all day on Saturdays, Sundays and bank holidays. This is for all disabled persons and not just for learners and 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>

Travel support from schools and colleges

Some of Leicestershire's secondary schools, academies (14-19 or 11-19) and 6th Form/FE colleges have additional bus contract arrangements on which learners or their parents can purchase places. Some FE colleges also offer direct support to students. Arrangements vary between schools and colleges so it's always best to check directly with the individual schools/colleges for details.

You can find details of all Leicestershire schools on the Council's website here (this will also give you a link to the school's individual website):
<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/find-a-school>

Contact details and websites for all of the Leicestershire and Leicester City FE Colleges are shown below:

Brooksby Melton College (Leicestershire):

Contact the Transport Department on 01664 855211

Email: transport@brooksbymelton.ac.uk

Information available at interview and in 16-18 Travel Guide by visiting
<https://www.brooksbymelton.ac.uk/>

Gateway Sixth Form College (Leicester): 0116 2744500

Student Services - email: studentservices@gateway.ac.uk

Website: www.gatewWay.ac.uk

Leicester College (Leicester): 0116 2242240 or 2244048 to discuss any travel queries with a member of the Welfare Team.

For information regarding transport provision for students with learning difficulties contact the Transport Coordinator on 0116 2242240 extension 2138.

For information regarding LA transport provision contact Leicestershire County Council.

For any other transport queries email: info@leicestercollege.ac.uk

Website: <https://leicestercollege.ac.uk/>

Loughborough College (Leicestershire):

Website: 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

North Warwickshire & Hinckley College (Leicestershire):

Customer Service Team 0330 058 3000 or email: enquiries@nwslc.ac.uk

Website: www.nwslc.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 0330 058 3000 or email: enquiries@nwslc.ac.uk

Website: www.nwslc.ac.uk

Stephenson College (Leicestershire):

Telephone: 01530 836136

Email: services@stephensoncoll.ac.uk

Website: www.stephensoncoll.ac.uk

WQE College

Student Services: Tel: (0116) 247 2963

Email: student.services@wqe.ac.uk

Website: www.wqe.ac.uk

Travel support from government

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:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
 - in care
 - care leavers
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
 - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment. Your education or training provider decides how much you get and what it's used for.

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 2020 or
- be aged 19 or over at 31 August 2020 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2020 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority.

Schools and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

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

Young parents / Care to Learn

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning.

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

Types of child care

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

If you want a relative to get Care to Learn for looking after your child they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child

Payments

Childcare payments go directly to your childcare provider. Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance
- your school or college needs to confirm that you're attending your course
- Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Attendance

Payments will stop if:

- you stop attending your course

- you finish your course
- your child stops attending childcare

Eligibility

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a European Economic Area (EEA) country
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

Type of course

Care to Learn is only available for courses in England that have some public funding.

This includes courses that take place in:

- schools
- school sixth forms
- sixth form colleges
- other colleges and learning providers, including Foundation Learning
- your community at Children's Centres

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card.

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

LA travel support

LA support for young people without special educational needs or disabilities

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

Transport assistance 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 will only be provided in the form of a grant of £150 pa for those students eligible as in the paragraphs above **and:**

either:

- are from a qualifying low-income family (students entitled to free school meals or whose parents are in receipt of one of the qualifying benefits or their maximum level of Working Tax Credit)

or

- live more than a total of 75 minutes away (one way, measured in the morning) from your qualifying school, measured door to door using public transport (to include bus, train and commercial 'school special services' using published timetables, but not LCC contracted school buses). The journey time includes any walking time (assessed at 4mph) from home to first vehicle collection point, waiting time for connecting services and walking time from last vehicle drop off point to school/college gates. Any assessed journey must allow arrival time for the normal start time of the school/college and return journeys must be within a reasonable period of time after the normal school/college close time.

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

See the Council's full policy for further details at:

<https://www.leicestershire.gov.uk/education-and-children/school-transport/school-transport-for-5-to-16-year-olds/eligibility-for-free-school-transport>

Farepaying places can be sold to any learner on application where there is spare capacity on Leicestershire County Council 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 2020/21, but please note that places are extremely limited.

LA support for young people with special educational needs or a disability

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). The SEN transport charge for eligible students is £660 for 2020/21, with a 50% reduction for low-income families.

Schools

- Travel assistance is provided for Post 16 students with an 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 miles.
- Where the distance to be travelled is less than 3 miles and/or when a student has no 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.

FE Colleges

For Post 16 learners at a Further Education College (FE), home to college transport will be provided 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 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);

OR

- 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.

See the Council’s full policy for further details at:

<https://www.leicestershire.gov.uk/education-and-children/school-transport/special-educational-needs-and-disabilities-send-school-transport/5-to-16-year-olds>

Travel Training

Leicestershire County Council

Leicestershire County Council provides transport assistance to Post 16 students as outlined above and has a ‘Personal Transport Budget’ (PTB), which is a payment to help them get to school/college, as an optional method of support. Students can apply for a PTB if they have an Education, Health and Care Plan (EHCP) – and are eligible for school transport.

Independent Travel Training (ITT), which is practical help to encourage SEN students to travel independently by public transport, on foot or by bicycle. Whilst ITT is not the direct responsibility of the Council to deliver, it is a measure that can be used to assist with home to school transport and may therefore be a solution for parents who take up a PTB.

The primary expertise and student/parent contact rests with education providers and ITT is something that schools can deliver as part of preparing SEN pupils for independence in adult life where appropriate. Parents should contact their relevant school/college to see if ITT is something they provide.

There are various potential travel options available for disabled people across the county ranging from the commercial and County Council supported bus networks to Community Transport and Demand Responsive Transport etc. The Council will seek to ensure that disabled people are aware of the range of travel options that are available to them and what of these options the Council is able to cost effectively provide within the resources available. Information on the various travel options available can be found at www.choosehowyoumove.co.uk

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.

Individual colleges

Contact individual colleges at the details shown above.

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).

LA support in other circumstances

The Council will support some students with special educational needs or disabilities depending on the individual circumstances of their case, for example:

- Looked after children who have been placed outside Leicestershire and attend a school outside Leicestershire
- Leicestershire students who normally live in Leicestershire but are in residential care and schooling outside Leicestershire

Our policy documents (see links above in “LA travel support”) give further information or contact us via the contact details at the end of this policy.

Applying for LA travel support

Applications should be received online or via the standard application form by 5th June 2020 (SEND and Mainstream students) to ensure transport assistance 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 assistance. 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

www.leicestershire.gov.uk/education-and-children/school-transport/special-educational-needs-and-disabilities-send-school-transport/nursery-and-post-16

or via Customer Services on 0116 3050002.

Appeals and Complaints

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 then complain to the Local Government Ombudsman.

Appeal information can be found on our website at the links above.

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 Appeals or Complaints procedure will quickly resolve any problems you may have and that you will use those first.

You can contact the Local Government Ombudsman by using the online form at www.lgo.org.uk or telephone 0300 061 0614.

Useful contact details

Leicestershire County Council

For eligibility queries **only** for mainstream school/college transport: Transport Assessments Team: tel. 0116 3050255 (office hours 9.00am - 4.30pm Monday-Friday). Email: TransportAssessments@leics.gov.uk (noting that standard email is not a secure communications method)

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 EHCPs:

Eligibility enquiries **only**: Transport Assessments Team: tel. 0116 305 0255
(office hours 8.30-4.30 Monday-Friday). Email:

TransportAssessments@leics.gov.uk

(noting that standard email is not a secure communications method)

For further information about concessionary travel for disabled learners:

Customer Service Centre on 0116 305 0002 or e-mail

customerservices@leics.gov.uk

(noting that standard email is not a secure communications method)

If you have any comments on this Policy that would assist in the policy making
in 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

Department for Education

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

Bus routes and timetable information are available from



Learner Support Service

Residential Support Scheme

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

**Updated May 2020: 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.**