

Post-16 Travel Policy 2022-2023

Travel policy for:

full-time learners aged 16-18 and those aged 19 and over, if they are continuing the same course started before their 19th birthday

continuing adult learners with Education, Health and Care Plans aged 19-25

in all cases when travelling from the student's home to their post-16 provider permanent base (this is not necessarily door to door but may use local drop off or collection points as appropriate).

This policy details the arrangements that will apply during the school year starting from September 2022.

Suffolk County Council (SCC) consulted on changes to the Post-16 Travel Policy from Tuesday 4 January 2022 to Tuesday 15 February 2022.

Cabinet Approved on 26 April 2022.

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Introduction

This policy applies to the 2022/2023 school year.

There is a legal requirement for young people to continue in education or training until their 18th birthday. Young people will need to continue to study or train in one of several ways:

- study full-time in a school, college or with a training provider (at least 540 hours of planned learning per year);
- full-time work or volunteering (20 hours or more per week) combined with part-time education or training leading to relevant regulated qualifications (at least 280 hours of planned learning per year);
- an apprenticeship (for more information see www.apprenticeships.org.uk);
- supported internship or;
- traineeship.

This Post-16 Travel Policy applies to:

- full-time learners aged 16-18 and those learners aged 19 and over continuing the same course started before they were 19;
- relevant adult learners with Education, Health and Care Plans aged 19-25.

This policy does not apply to young people who are planning to take part in a traineeship, an apprenticeship or a supported internship.

Sustainable journey planning and travel alternatives:

Suffolk County Council (SCC) recommends that students plan their journeys to their intended Post-16 provision early and that they only apply for subsidised travel from SCC if this proves to be the best option. Use SuffolkOnBoard Journey Planner and route lists to help you www.suffolkonboard.com/planner. It is important to consider what is the most affordable travel option as this will vary for each student.

- Cheaper tickets can often be purchased directly from bus operators meaning there is no need to make an application to SCC. Young people can also contact bus operators directly to see what ticket options they offer. Details of all operators are available at www.suffolkonboard.com/operators.
- Local bus services can offer cheaper ticket options for students. Termly or weekly discounted options are often available. Students and young people who are planning to take part in a traineeship, an apprenticeship or a supported internship, can use the Endeavour Card to gain a minimum of 25% off the daily adult charges on most public buses. Apply at www.endeavourcard.co.uk.
- Some schools and Post-16 colleges also run routes for Post-16 students. We publish an up to date list and details of these, which can be found at www.suffolkonboard.com/gettingready.
- Young people who are eligible for the English National Concessionary Travel Scheme receive free off-peak travel. Further information can be found at www.suffolkonboard.com/concessionary-travel.
- Greater Anglia offers various rail discount schemes for 16-18 year olds such as the Scholar's Season Ticket or the 16-17 Saver Railcard. There is further

information on these below in Section 2. Please see

- www.greateranglia.co.uk/tickets-fares/business-travel/schoolcollege-travel-discounts;
- railplus.greateranglia.co.uk/scholars.html;
- www.greateranglia.co.uk/tickets-fares/discounts/railcards/16-25.

If you need to make an application for subsidised Post-16 travel through SCC, please make the application before the **deadline of 31 May 2022**.

Section 1: The criteria and how to apply for Post-16 travel

Criteria

SCC will provide Post-16 travel in Years 12 and 13:

1. to students who are attending their nearest school sixth form or Post-16 centre, irrespective of the county boundary; or
2. where a student's nearest school sixth form is located outside of Suffolk, Post-16 travel will be provided to the nearest Suffolk school sixth form; or
3. to enable students to attend the sixth form in their Transport Priority Area when travel to that school had been protected under the School Travel Policy for 5-16 year olds in September 2019; when they:
 - a) are full-time learners aged 16-18, aged 19 or aged 19 and over continuing to attend the same course started before they were 19; or relevant adult learners with Education, Health and Care Plans aged 19-25;
 - b) are undertaking an approved full-time course of further education study;
 - c) are normally resident in Suffolk; and
 - d) live at least three miles away from either their nearest school sixth form or Post-16 centre.

For students wishing to study more specialist subjects or courses which are not available at any of the school sixth form or Post-16 centre options above, applications will be considered on an individual exceptional basis. Applications will be offered only to the nearest centre offering this programme where this is needed to enable the student to progress (see Section 4).

Distance Measurement

- SCC provides a Post-16 Travel Policy which offers seats on a paying basis to students whose homes are more than 3 miles from any of the school sixth form or Post-16 centre options above. Distances are measured by the shortest available walking route which includes Public Rights of Way within Suffolk and roads over county borders. Routes are calculated using a network comprised of the Ordnance Survey MasterMap Highways Network, which includes all roads and urban paths, and Public Rights of Way as shown on the Suffolk Definitive Map. Distances are measured from the point of the network that is closest to the address point selected to the nearest gate or access to the sixth form or Post-16 centre.
- Where a route has been considered unsafe by the Education Transport Appeals Committee, we will apply this to Post-16 distance measurements.
- The offer of Post-16 travel may be from a "main road" rather than a home address.
- Students may be delivered to or collected from a bus stop or drop-off/collection point and are responsible for the arrangement and cost of any additional travel required to complete their journey home or to their sixth form or Post-16 centre.
- Post-16 travel arrangements for students with Special Educational Needs and Disabilities (SEND) (see glossary) are specifically covered in Section 3.

Main Road Service

Main road service means a family may be required to ensure the young person gets to the main road service to be picked up and collected from that point.

Public Rights of Way

Public Rights of Way include footpaths, bridleways, and other pathways, as well as recognised roads.

Learners attending Colleges of Further Education who are pursuing courses such as Higher National Diplomas (HNDs), Diplomas of Higher Education or degrees are not eligible to receive discretionary Post-16 travel. Students studying towards a particular Level 4 qualification that is needed to enable the student to progress will be considered on an individual exceptional basis (see Section 4).

Apprenticeships

SCC does not provide Post-16 travel for apprenticeships on the basis that the young person is earning a wage. The Post-16 Travel Policy is discretionary, and the level of subsidy provided by SCC is for those in full-time education.

SCC does however provide the Endeavour Card for all young people, which includes those participating on traineeships, supported internships and apprenticeships. To apply visit www.endeavourcard.co.uk.

When to apply for Post-16 travel

If the best option for a student is to apply for SCC Post-16 travel, they will need to make an application before **31 May 2022 deadline**. You do not need to wait for a formal acceptance on a course before applying for Post-16 travel.

Apply before **31 May 2022** to ensure you have a travel pass for the start of term. Any applications made after **31 May 2022** will be considered as a late application and may mean that a travel pass will not be received by the start of the autumn term 2022.

Applications should be made online at www.suffolkonboard.com/apply.

When examination results are received, students can make changes to their travel application. This can be done online, and you will need to make a new application if it is to a different establishment and/or course.

To enable SCC to assess whether students are eligible for Post-16 travel, the application must include the student's home address and course details. SCC will assess the application when the student is in Year 11 and planning their Post-16 education. Students need to apply once every school year by **31 May**, or whenever they have a change of circumstances, such as a change of address. SCC will assess eligibility each time a student starts a new course.

For further information on Post-16 travel please visit www.suffolkonboard.com/optin, or contact the Passenger Transport Team on 0345 606 6173.

Tickets and payment arrangements

SCC expects all Post-16 students to make a payment towards the cost of travel.

The actual average annual cost to SCC for Post-16 travel arrangements in the 2020/2021 school year was:

- £1,187 per student without Special Educational Needs and Disability (SEND);
- £7,556 for students with SEND.

This means that for 2020/2021 SCC has, on average, subsidised each seat by £347, and for students with SEND this is £6,836 per year.

The annual charge for a seat in the 2022/2023 school year will be:

School Year	Autumn term	Spring term	Summer term	Total per year
2022/2023	£310	£310	£310	£930

For students with SEND, the annual charge for a seat will be:

School Year	Autumn term	Spring term	Summer term	Total per year
2022/2023	£250	£250	£250	£750

The charge for Post-16 travel will be reviewed annually and may increase each year.

If individual students, aged 19-25, have an EHC Plan that states that travel is a necessity, their travel will be funded by Suffolk County Council.

All students may either make a single annual payment or pay the charge in three termly instalments or half termly payments. You can pay online or by phone, by using the following link www.suffolkonboard.com/pay or by calling our Automated Telephone Payments (ATP) service and the phone number will be included on your invoice statement.

Each term an invoice will be sent for the next term. Payment of this invoice will ensure travel arrangements continue.

Each ticket is issued for a daily return journey on a specific route; these are not transferrable to any other route. Full details are available in the terms and conditions provided when an application is made.

There are usually no concessions for students on low incomes. A bursary scheme is available on the GOV.UK website at www.gov.uk/1619-bursary-fund (see page 8 for more information).

Bursaries, if available, are administered via the student's Post-16 provider. Please check their policy and eligibility criteria.

Students should also contact local operators to check for prices to obtain the best possible deals, because it may be that these are less than the SCC charges.

Refunds

SCC will not provide refunds when other fares are incurred whilst waiting for a travel pass due to making a late application or failure to provide a photo. However, refunds may be available in certain circumstances. Details about refunds are provided in the terms and conditions at the time of application for Post-16 travel.

16-19 Bursary Fund

The Government has committed to fully fund education and training places for all 16-19 year olds. There may be financial help available for students who are struggling with additional costs.

The 16–19 Bursary Fund can provide two types of bursary: the first, known as a “vulnerable

bursary” can provide up to £1,200 a year to eligible disadvantaged young people; and the second, known as a “discretionary bursary”, is controlled by schools and colleges who can decide to offer bursaries from a specific budget given to them for this purpose.

The school or college can choose to give a discretionary bursary to any students who are finding it difficult to pay costs like travel arrangements, meals or books and equipment. Except for those most in need, they will decide on the amount, when it is paid, and whether it is linked to behaviour or attendance. You can find more information at www.gov.uk/1619-bursary-fund.

To be eligible the student needs to be:

- at least 16 and under 19 years old on 31 August 2022
- studying at a publicly funded school or college, or on an unpaid training course
- meet the residency requirements - the school or college can check this.

To receive a vulnerable bursary of up to £1,200, the student needs to meet one or more of the following four criteria:

- in or recently left local authority care
- receive Income Support or Universal Credit because they are financially supporting themselves
- get Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- get Personal Independence Payment (PIP) in their name and either ESA or Universal Credit.

The student may receive a bursary if undertaking a full-time course (at least 30 weeks study). The school or college will identify if the vulnerable student meets the criteria and if so, will make a claim to the Student Bursary Support Service.

In assessing if the vulnerable student meets the criteria for this bursary, the school or Post-16 centre will want to seek appropriate evidence from the student. This could be, for example:

- a letter setting out the benefit or benefits to which the student is entitled;
- written confirmation of the student’s current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

We would advise students or families to make contact with the school or Post-16 centre for any help or further information. All schools and Post-16 centres in Suffolk will be able to provide information as part of their arrangements for entering Post-16 programmes.

(16-19 Bursary Fund information is correct as at October 2021.)

Section 2: Sustainable journey planning and travel alternatives

As students plan their Post-16 pathway, SCC encourages them to think about the impact on the environment when planning their journey. There are many sustainable travel options to consider including:

- Walking to and from school or college;
- Using a bicycle;
- Using a motorcycle or moped;
- Using car sharing options;
- Accessing public transport (including using the Endeavour Card where applicable); or use the local rail network and take advantage of the various discounts on offer from Greater Anglia.

For further information on sustainable travel arrangements see www.suffolkonboard.com/SMOT.

The Endeavour Card

Young people aged between 16 and 19 whose journey begins or ends in Suffolk can make use of the Endeavour Card. This card gives young people a minimum of 25% discount on an adult daily bus fare and can be used at weekends, in the evening or during school holidays. The only bus operators who currently do not accept the Endeavour Card are Beestons and Stagecoach.

The young person does not need to be in full-time Post-16 education to benefit from the Endeavour Card. To apply online for an Endeavour Card, go to www.endeavourcard.co.uk. If you have any questions regarding the scheme, please contact 0345 606 6173.

English National Concessionary Travel Scheme

SCC provides free travel on local bus services during off peak hours for those who are eligible via age or disability. Further information can be found at www.suffolkonboard.com/concessionary-travel.

Some students may be able to use their disability living allowance to support their travel needs. Further information is available at www.gov.uk/disability-living-allowance-dla-rates.

The Spare Seat Policy

SCC has a Spare Seat Policy. Spare seats may be available on a SCC dedicated route running to schools. After seats have been allocated to all pupils who are eligible to SCC funded school travel, there may be spare seats available to purchase. The availability of spare seats is not usually known before mid-August each year.

SCC can only sell up to 20% of the seats on a vehicle under Public Service Vehicle Accessibility Regulations (PSVAR) 2000 and so it is possible that SCC may be prohibited from offering spare seats on some routes, even though there would appear to be seats available.

Note: Routes are subject to routine review and demand may mean that the routes are redesigned or cease. Therefore, an offer of a discretionary spare seat cannot be guaranteed to continue to be available. This is because demand for those with eligibility may increase

and they will have priority. This may mean that the offer of a spare seat is removed.

The application process opens on 1 July 2022. A discretionary spare seat may be available upon request. Spare seats will be allocated according to the criteria as set out in the Spare Seat Policy. Passes may not be received before the start of the school year. The termly charge for a spare seat for the 2022/2023 school year is £310 (£930 per year).

For students with SEND (where they are not eligible for Post-16 travel funded by SCC) who wish to purchase a spare seat, where available, the charge will be £750 per annum for the school year 2022/2023. The termly charge will be £250 per student per seat.

The charge for a spare seat will be reviewed annually and may increase each year.

For more information, please see www.suffolkonboard.com/spareseats.

Connecting Communities

When students need to make a journey and there is no public transport available locally, there may be a Connecting Communities service available in the area. This may be able to connect to an appropriate bus route or train link for onward travel so that the student can reach their destination. For journeys where connecting to other services is inappropriate, end to end journeys may be possible.

The Connecting Communities service is charged like a bus fare and the Endeavour Card can be used to receive a discount on the fare. Contact the local area operator up to a week before the journey is to take place. Local operators and further information can be found at www.suffolkonboard.com/cc/myarea.

Getting Ready for September 2022

Some sixth forms and Post-16 centres also run routes for Post-16 students. We publish an up to date list and details of these, which can be found at www.suffolkonboard.com/gettingreadyforseptember.

Bus Operators

Various discount and pre-payment schemes are available from most bus operators and these vary depending on the company. Please see www.suffolkonboard.com/buses/contacts.

Rail Operator

Greater Anglia offers a variety of discount options for those over 16 years:

- A Scholar Season Ticket offers 16-18 year olds up to 50% off travel between two Greater Anglia railway stations for full-time students travelling to named sixth forms and Post-16 centres in Essex, Suffolk, Norfolk and Cambridgeshire when they buy a weekly, termly or annual season ticket. Further details can be found at railplus.greateranglia.co.uk/scholars.html.
- Young people aged 16-17 years are eligible for the 16-17 Saver card that gives a 50% discount on tickets for a payment of £30 per year. For further information go to www.16-17saver.co.uk.
- There is the 16-25 national railcard which costs £30 per year. Students aged 16-25 can save one third off most rail fares with a 16-25 national railcard. Discount train tickets, available with the 16-25 national railcard, include all Advance

Standard Class tickets and some Advance First Class fares. Please note that not every ticket type is available for every journey that the student may wish to make, and that time and train restrictions and/or minimum fares may apply. For example, a £12 minimum fare applies for journeys starting between 4.30am-10am Monday to Friday excluding Advance Fares. This minimum fare does not apply on Public Holidays or throughout July and August. Railcard discounts do not apply to tickets bought on trains. For further information see www.16-25railcard.co.uk.

Use the Journey Planner on SuffolkOnBoard to plan journeys to schools and colleges www.suffolkonboard.com/planner.

Moped Hire

Parents could consider investigating options with moped hire companies such as:

www.scoots-hire.com

www.kickstartmopeds.org.uk

It is a parent's responsibility to consider the suitability of these companies and the young person's abilities/capabilities/needs.

The Suffolk Brokerage Service

The Suffolk Brokerage Service may be able to provide help to students who do not otherwise qualify for Post-16 travel as follows:

- All schools, sixth form centres and colleges of further education are able to make use of the Suffolk Brokerage Service, in terms of capacity building support, and widening access solutions funded by partner(s).
- The Brokerage Service would work with the full range of commercial bus, coach and minibus operators to promote the commercial opportunities available in running routes to Post-16 provision, linking together families and relevant Post-16 providers where there is commercial demand.
- Signposting is available to families and young people as they plan their Post-16 pathway. This service includes the promotion of a variety of journey planners and apps to help families make their personal travel plans.

Section 3: Post-16 travel for students with Special Educational Needs and Disabilities (SEND)

Post-16 Students with SEND without an Education, Health and Care (EHC) Plan

Students with SEND but without an EHC Plan including those unable to travel independently, will be provided with subsidised Post-16 travel to their nearest school sixth form or Post-16 centre if they satisfy the following four criteria:

- a) are full-time learners aged 16-18;
- b) are undertaking an approved full-time course of further education study;
- c) are normally resident in Suffolk;
- d) live at least three miles away from either their school sixth form or Post-16 centre.

For students wishing to study more specialist subjects or courses which are not available at their nearest school sixth form or Post-16 centre, applications will be considered on an individual exceptional basis. Applications will be offered only to the nearest centre offering this programme where this is needed to enable the student to progress (see Section 4).

Travel Arrangements for students with SEND (see glossary) may be provided irrespective of the minimum distance and other criteria set out in this policy. This is only where it is accepted by SCC that travel arrangements are necessary to enable the young person to access the education they require. SCC will assess students' needs against the list in Section 4.

Students with an EHC Plan

For students with an EHC Plan funded Post-16 travel is not generally available but subsidised travel will be provided to their nearest suitable school sixth form or Post-16 centre. If the student or their parents request a placement that is not at their nearest suitable provision, they will need to make their own travel arrangements. Where there are exceptional circumstances, these will be considered (see Section 4).

In accordance with Section 9.215 of the SEN Code of Practice 0-25 Years travel will be recorded in EHC Plans only in exceptional cases. Travel arrangements will be considered as part of the EHC Plan needs assessment or at the annual review.

If individual students, aged 19-25, have an EHC Plan that states that travel is a necessity, their travel will be funded by Suffolk County Council. Any individual exceptional needs will be considered on an individual case by case basis, and, if approved, will also be funded by Suffolk County Council.

Notes: Travel arrangements will be discussed with families and young people when looking at the student's options for Post-16.

The travel needs of students with SEND should be reassessed when a young person moves from compulsory schooling to Post-16 education and subsequently when they start a new course.

SCC will make arrangements to undertake an assessment in Year 11, when their transition to Post-16 education is being planned.

Independent travel training for students with SEND

Independent Travel Training (ITT) is a free service which helps students to become safe and independent travellers. SCC works with schools and colleges to deliver the training. ITT offers a key skill that opens up opportunities for young people as they move into adulthood by giving them the confidence to travel independently to education, employment, training and socially.

Post-16 students with SEND who require travel will be assessed for ITT by SCC's ITT provider. Students who are assessed by SCC as being unlikely to benefit from such training due to severe physical or learning disabilities will not be put forward for this training.

The initial assessment would be completed by the end of the first term of Post-16 education. If students are assessed by the training provider as being able to participate in this training, they will be supported to complete it. A training plan will be created for the student, taking into account suitable routes and travel options. A home visit will take place to talk about the plan with the student and the parent or carer.

Our trainers work one to one with all students and adults over a number of weeks to train and assess their ability to make their journeys independently. Once the trainer is confident that the student is ready to become an independent traveller their training will be signed off, and the student will receive a certificate. The training can take from a few weeks to several months to complete, and as long as the student is making progress the trainer will continue to provide this. The trainer will also give parents regular updates on the student's progress.

If appropriate, travel will be provided whilst the training takes place and the student would be required to continue to make the stated Post-16 financial contribution. Refusal to participate in the training may lead to the withdrawal of Post-16 travel and may affect any future requests for SCC travel.

Once training has been completed successfully, we will arrange for travel passes to be issued for the student to use the travel route identified in the training as their method of Post-16 travel. Taxis will not be provided to students once successful training has been completed unless exceptional circumstances are identified by SCC. If a student is not signed off by the ITT service as having successfully completed the training to travel safely and independently, then travel will continue to be provided.

If a student is assessed by the ITT service as not being able to do travel training at that time they will recommend if or when a reassessment may be appropriate. SCC will continue to provide suitable travel for the Post-16 student in the meantime.

SCC can offer successful trainees Post-16 bus passes for the appropriate termly fee, but it may be more cost effective for the student to use a Disabled Person's bus pass which allows free travel on public bus services after 9.30am. If used in conjunction with SCC's Endeavour Card for journeys before 9.30am, it can significantly reduce travel costs. For rail journeys there is a Disabled Person's railcard offering a third off rail fares (see www.railcard.co.uk/disabled-persons).

To find out more about ITT, please contact the Passenger Transport Team on 0345 606 6173; or email TransportTravelTraining@suffolk.gov.uk.

Section 4: Exceptional circumstances

SCC has a responsibility to provide travel to help young people participate in Post-16 education and training. SCC also has the discretion to charge for such provision. Applications will be considered on an individual basis to determine whether there are exceptional circumstances which justify departure from the general policy.

In line with Suffolk's School Travel Policy 2022/2023, students of sixth form age fulfilling the criteria in Section 2 will be offered subsidised travel to either:

1. their nearest school sixth form or Post-16 centre, irrespective of the county boundary; or
2. where a student's nearest school sixth form is located outside of Suffolk, Post-16 travel will be provided to the nearest Suffolk school sixth form; or
3. to enable students to attend the sixth form in their Transport Priority Area when travel to that school had been protected under the School Travel Policy for 5-16 year olds in September 2019; when they:
 - a) are full-time learners aged 16-18, aged 19 or aged 19 and over continuing to attend the same course started before they were 19; or relevant adult learners with Education, Health and Care Plans aged 19-25;
 - b) are undertaking an approved full-time course of further education study;
 - c) are normally resident in Suffolk; and
 - d) live at least three miles away from either their nearest school sixth form or Post-16 centre.

Based on individual exceptional circumstances, the policy also provides:

- help for students wishing to study more specialist subjects or courses which are not available at their local school or Post-16 centre. Applications will be considered on an individual exceptional basis to the nearest centre offering this programme, where this is needed to enable the student to progress (further information below).
- help for vulnerable students. The intention is that wherever possible no student aged 16-18 in Suffolk will be prevented from continuing in Post-16 education at their nearest suitable provision because of the cost or availability of travel.

Where provision of travel is agreed as an exception, SCC will request the student to make the subsidised financial contribution towards the cost of this.

However when assessing applications SCC will take into account factors such as, but not limited to: the financial situation and ability to pay the subsidised financial contribution; the availability of other funds to cover travel costs (for example 16-19 Bursary Fund); and the number of years the Post-16 provision is expected to last. SCC will consider all supporting evidence provided.

Exceptional Specialist Provision

For students wishing to study more specialist courses or particular subject combinations not available at their local school sixth form or Post-16 centre, applications may be submitted to SCC for consideration on an exceptional basis to the nearest centre offering the course. The following guidelines will be used in assessing individual exceptions:

Specialist Course

Applications will be considered if a student wishes to study a specific course not available at their nearest school sixth form or Post-16 centre, and **no comparable equivalent** is available. Applicants should clearly state reasons for the chosen course and how that course will aid their intended career progression. SCC will consider all supporting evidence provided.

A-Level Subject Combinations

Exceptional applications will be considered if:

- the majority (that is 50% or more) of the student's programme cannot be studied at their nearest school sixth form or Post-16 centre – usually this will mean 2 of 4 subjects are not available.
- more than 50% of the A-level offer is available at the nearest provider but the student requires a particular A-level subject to access Higher Education for a specific career path and **no comparable equivalent** is available at the nearest provider. For example: A-level Music is usually an essential requirement to study a Music degree so this would be supported whereas A-level Psychology is not an essential prerequisite to study a Psychology degree so this would not be supported.

The following activities or additional subjects will not be considered for an exception:

- Extra-curricular activities, for example, Sports Academies, Drama clubs, Duke of Edinburgh;
- A-level General Studies / Critical Thinking;
- Extended Projects.

If travel is provided due to specialist provision SCC has the right to undertake checks during the academic year.

Those with SEND and vulnerable learners

Usually where travel is provided, it would only be available at the beginning and end of the school/college day. Only in exceptional circumstances connected to an individual's special educational needs and/or disabilities, and where no alternative mode of travel is available, would taxi travel be considered.

Any request for a review of individual travel needs for students with SEND or vulnerable students (as published in Section 3 of the policy) will follow the appeals procedures. The initial appeal will be considered at Stage 1 review of the appeals process, supporting evidence would be required – this can include the information held by SCC in the young person's EHC Plan. If the Stage 1 review is refused, a parent or student may decide to make a Stage 2 appeal.

More information on School Travel Appeals can be found in Section 5 and on our website at www.suffolkonboard.com/appeals.

Assessment for learners with SEND

When determining whether to provide Post-16 travel SCC will consider:

- The needs of those young people, who without Post-16 travel support, would be unable to attend an education or training establishment;
- Distance and journey time from the young person's home to establishments of education and training and the cost of travel. Reasonable maximum one-way travel is usually considered to be 75 minutes;
- The nature of the route or alternative routes which the student could reasonably be expected to take;
- The reasons why a student wishes to attend one establishment rather than another, where it makes sense to do so;
- Anything recorded in an EHC Plan about travel to the Post-16 provider;
- Where there is a nearer institution which is suitable and can provide the same or similar qualification(s) or course;
- The best use of SCC's resources;
- The nature of the student's SEND. This includes the physical ability of the young person to walk, accompanied as necessary by a responsible adult to the learning provision or a pick-up point;
- Whether the young person has received ITT skills, is able to travel independently and his or her ability to access public transport or transport operated by others;
- Information contained in the assessment made under the Children and Families Act 2014 and, where applicable, the Chronically Sick and Disabled Persons Act 1970, the Children Act 1989, and the Care Act 2014, together with any other relevant information supplied;
- SCC's legal obligations and, in particular, those imposed by the Equality Act 2010 and Human Rights Act 1998.

When considering such matters, SCC will seek to consider supporting evidence from professionals and others currently working with the student and/or their family. This may include the education setting and relevant information provided in an EHC Plan.

Section 5: What you can do if you are unhappy with the decision made

SCC's Post-16 Travel Policy is applied consistently and fairly throughout Suffolk. If students or families are advised that they are not eligible for Post-16 travel and they disagree with the decision, they can take the following steps:

Contact the Passenger Transport Team **within 20 working days** of the decision date and ask for a Stage 1 review. Further details can be found at www.suffolkonboard.com/appeals.

If students or their families remain dissatisfied, they can raise their concerns through the Corporate Complaints procedure, by contacting the SCC Complaints team (Customer Rights), Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich IP1 2BX. Telephone 01473 260711 or email customerrights@suffolk.gov.uk.

If the above does not result in a satisfactory outcome, students or their families can contact the Local Government and Social Care Ombudsman (LGSCO) or complain to the Secretary of State for Education. The LGSCO is an independent organisation that looks into complaints against councils. This is a free service and information can be found online at www.lgo.org.uk.

To complain to the Secretary of State, students or their families should use the contact form on the Department for Education's website www.education.gov.uk/help/contactus.

Section 6: Contact information and useful links

Information about this policy is available on SCC's website www.suffolkonboard.com/policies. General information about public transport arrangements in Suffolk can be found at www.suffolkonboard.com.

Contact information for all schools with Post-16 provision in Suffolk can be found at www.suffolk.gov.uk/children-families-and-learning/schools.

SCC annually produces the guide 'Admissions to Schools in Suffolk' and Directories of Schools in Suffolk which provide detailed information about education in Suffolk, including contact points for all schools and sixth form colleges. These can be accessed through the SCC website at www.suffolk.gov.uk/admissions.

Contact information for colleges and Post-16 centres in Suffolk can be found on their websites.

For information about the English National Concessionary Travel scheme contact SCC at www.suffolkonboard.com/concessionary-travel.

If you live in a rural area and have difficulty in accessing public transport, find out about eligibility to loan a moped to get to college or work at:

www.scoots-hire.com

www.kickstartmopeds.org.uk.

The Department for Education's website on subsidised travel to school or college for young people over 16 years can be accessed using the following link www.gov.uk/subsidised-college-transport-16-19.

Alternatively, information about SCC's Post-16 Travel Policy, details of other points of contact and application forms are available by contacting:

Suffolk County Council Passenger Transport Team
Constantine House,
5 Constantine Road,
Ipswich IP1 2DH

Phone: 0345 606 6173

E-mail: transport.service@suffolk.gov.uk

Section 7: Glossary of terms

Adult Learner

A person who is receiving education and is aged nineteen or above but is not a “young person of sixth form age” as defined below.

Apprenticeship

An Apprenticeship is a paid job where the apprentice will receive a wage and other employment benefits such as paid holiday. Apprenticeships combine on and off the job training and although they may possibly be working towards accredited training, they will be classed as ‘in employment’.

An Apprenticeship combines on the job learning with a working environment. An Apprenticeship includes on the job learning with an employer as well as learning with a college or training provider to achieve a combination of qualifications. All apprentices earn a salary, have a full-time placement and take between one year and five years to complete, depending on the level of Apprenticeship and the industry sector. Apprenticeships range from Level 2 (equivalent to 5 GCSEs) to Higher Apprenticeship and Degree Apprenticeships (equivalent to a foundation degree and above).

Education, Health and Care Plan (EHC Plan)

The majority of young people with SEND will have the support they need within local mainstream schools or colleges. For some young people, an EHC Plan will be written following an assessment. This sets out the young person’s additional education, health and social care needs and the support that is necessary to help them to progress in their learning and to develop skills that will support them in adulthood. The EHC Plan will name the education setting that the young person will attend. EHC Plans are reviewed at least once a year, checking whether details need to be updated, progress is being made and the education setting does not need to change. For a small number of young people, an EHC Plan can remain active until they are aged 25.

Local Offer

The policy documents on Post-16 travel are published on Suffolk’s Local Offer website www.suffolklocaloffer.org.uk.

Special Educational Needs and Disabilities (SEND)

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Special educational provision is required where the child or young person has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream Post-16 institutions. Please note, Post-16 centres often use the term Learning Difficulties and Disabilities (LDD), but the term SEND is used in this policy, and may be used between ages 19-25 where a young person continues to have an EHC Plan.

Supported Internship

A supported internship is one type of study programme specifically aimed at young people aged 16 to 24 who have an EHC plan, who want to move into employment and need extra support to do so.

Supported internships are structured study programmes based primarily at an employer. They are intended to enable young people with learning difficulties and/or disabilities to achieve sustainable, paid employment by equipping them with the skills they need for work through learning in the workplace. Internships normally last for a year and include unpaid work placements of at least six months. Wherever possible, they support the young person to move into paid employment at the end of the programme. Students complete a personalised study programme which includes the chance to study for relevant substantial qualifications, if suitable, and English and mathematics to an appropriate level.

Sustainable Journey Planning

To plan sustainable journeys by using a range of travel options and information available.

Sustainable Modes of Travel (SMOT)

Those that may improve the physical well-being of the individuals who use them, the environmental well-being of all or part of the local authority's area, or a combination of the two. SCC's SMOT plan can be found at www.suffolkonboard.com/SMOT.

Travel Arrangements

Includes different modes of travel. Priority will be given to public bus services, the offer (where applicable) of a mileage allowance or an individual alternative, and sustainable modes of travel. These alternatives may include for example walking (with a travel assistant/aid) and cycling. Travel support may also include the supply of a discount travel card, where applicable.

The mode of travel may be a local bus route, a SCC route, a route run by a school or college, or train travel. This will take account of cost-effectiveness and ensuring travel is available to meet a young person's individual circumstances.

Traineeship

Traineeships are demand led study programmes which can benefit young people if they are within six months of being able to get sustainable employment or an Apprenticeship. Traineeships last a minimum of six weeks and a maximum of six months and have a core component of work experience. They should also include study towards English and mathematics qualifications. Young people on a traineeship are classified as 'students' and do not get paid for their work experience.

The primary objective of a traineeship is to progress the trainee to an Apprenticeship or other sustainable jobs. Alternatively, the trainee could enrol on a course of further learning including a full-time study programme at level 2 or 3.

Young person of sixth form age

Those over compulsory school age, aged 16-18 and those continuing learners who started their programme of learning before their 19th birthday.