

## **Post-16 Travel Policy Statement 2016/2017**

Travel policy for full-time learners aged 16-18 and those aged 19 and over, if they are continuing on a particular course of study started before the age of 19, to attend their place of learning and for continuing learners with Education, Health and Care Plans aged 19 to 25.

**This travel policy statement** provides a central point of information, to assist students in planning their journeys – it includes:

<b>Section</b>	<b>Contents</b>	<b>Page Number</b>
<b>Section 1:</b>	Information about the criteria for assistance and how to make an application including timeline for assessment for discretionary travel;	3
<b>Section 2:</b>	Where to get up to date information; including discounts and concessions;	5
<b>Section 3:</b>	Links to other sustainable travel options;	8
<b>Section 4:</b>	How we work with young people and their families, to assess those with special educational needs and/or disabilities travel needs;	10
<b>Section 5:</b>	How we will consider individual exceptional and extenuating circumstances and what you can do if you are unhappy with the decisions made;	12
<b>Section 6:</b>	The spare seats policy – where routes are running to individual schools, and how the Council will sell these seats, subject to spare capacity being available;	16
<b>Section 7:</b>	Contact details and useful links	18
<b>Section 8:</b>	Glossary of terms	21

## **Introduction**

The Post-16 Travel Policy Statement 2016/2017 (the Policy) provides information about the travel arrangements that are available to enable students aged 16-18 and those aged 19 and over, if they are continuing on a particular course of study started before the age of 19, to attend their place of learning. It also includes the Policy in relation to learners with special educational needs (see glossary) and/or disabilities aged 19 to 25 where there is a demonstrable and exceptional travel arrangement need to meet their defined educational outcomes stated in their education, health and care plan.

It includes the travel arrangements made by Suffolk County Council (the Council) as well as information about those arrangements made by individual schools and the further education colleges in Suffolk and by the various transport operators. The Endeavour Card offers discounted adult fares on public bus routes in Suffolk for Post-16 students aged 16-19 in full time education and training.

We also explain what to do if you have been refused travel arrangements assistance and you have been unable to secure alternative travel arrangements.

The Policy offered by the Council will only provide travel arrangements assistance to those outlined under Section 1, together with spare seats as highlighted in Section 6.

## **Summary of Main Objectives and Policy**

In April 2014, the Council reached the decision to implement a new Post-16 travel policy with effect from September 2015, with the intention that this would provide support to those students who wish to attend their nearest provision at Post-16 in either a school sixth form or a Post-16 centre and those aged 19 and over if they are continuing on a particular course of study started before the age of 19. Where the distance is more than three miles from their home, travel assistance is available for these learners when they meet the eligibility criteria set out in Section 1.

Where students wish to attend provision which is more specialist, or further away from home this Policy signposts students and their families to information they will find helpful in planning their journeys to and from their place of learning.

We are grateful to the many students, parents and carers who provided feedback in summer 2015 and responded to the 2016 consultation, and grateful to the focus groups which have informed this policy and helped make it clearer.

## **Suffolk County Council's Strategy for Children and Young People with Special Educational Needs and Disabilities 2015-2018**

This Policy is aligned with the Council's Strategy for Children and Young People with Special Educational Needs and Disabilities (SEND) 2015-2018, its Vision for Children's SEND Services in Suffolk and in particular Priorities 1-4:

**Priority 1:** Improve integrated agency working and the co-ordination of services for children with special educational needs and disabilities;

**Priority 2:** Develop the Local Offer and support local schools, education and training providers to develop their SEND provision and strengthen capacity, to be able to meet the needs of all children and young people;

**Priority 3:** Implementation of Education, Health and Care Plans (see glossary) for young people with complex and significant special educational needs that are not met by the Local Offer;

**Priority 4:** Joint commissioning arrangements with Health and Clinical Commissioning Groups (CCGs).

### **Raising the Participation Age (RPA)**

Since September 2015, all young people are required 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;
- full-time work or volunteering combined with part-time education or training;
- an apprenticeship or traineeship ([www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)).

## **Section 1: Information about the criteria for assistance and how to make an application**

### **Criteria**

1. The Council does not provide free travel to those learners in Years 12 and 13 but will provide subsidised transport assistance to those learners who:
  - a. are over compulsory school age but under 19 years and those aged 19 and over who are continuing on a particular course of study started before the age of 19;
  - b. undertake 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 nearest 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 nearest 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 (see Section 5).

#### **Note:**

- The offer of assistance with travel arrangements is for a "main road" type of service only. This provision is usually made on existing contracted or public transport services.
  - Students are responsible for the arrangement and cost of any additional travel needs at the "home" end of the journey or in the area of the school/Post-16 centres.
  - The criteria used to assess exceptional cases in terms of specialist courses and the assessment list in relation to learners with special educational needs and/or disabilities is included in Section 5.
2. Travel Arrangements for learners with special educational needs and/or disabilities (see glossary) are specifically covered in Section 4 and may be provided irrespective of the minimum distance and other criteria set out in this policy, only where it is accepted by the Council that travel arrangements are necessary to enable the young person to have access to the education they require.
  3. Learners attending Colleges of Further Education who are pursuing courses such as Higher National Diplomas (HNDs), Diplomas of Higher Education or degrees are not entitled to receive discretionary travel.
  4. Young people attending traineeships or apprenticeships are not entitled to receive discretionary travel, however, young people aged 16-19 participating in these schemes are able to make use of the Endeavour Card (see Section 2).

## How to make an application and timeline

Learners should apply for travel assistance as soon as they know what course they intend to undertake. It is not necessary for a student to wait for formal acceptance on a course before applying.

All applications for travel assistance under this policy need to be submitted by **31 May 2016** for the following academic year which starts 1 September 2016. Applications can be made online. Any application received after the 31 May will be considered as a late application and will not be assessed until the start of the autumn term.

Arrangements have been made to enable students to make changes to their travel application, where this is necessary as a result of examination results received during the school summer holidays. This can be done online and will require a new application if it is to a different establishment and course.

Information about travel arrangements and forms on which to apply for travel assistance are available online, at **[www.suffolkonboard.com](http://www.suffolkonboard.com)** or by contacting the Passenger Transport Unit on 0345 606 6173.

In order for the Council to assess whether learners are eligible for travel, learners need to complete an application form including home address and course details. We will assess your application in Year 11, when learners are planning for their transition to Post-16 education. We will assess eligibility each time a learner starts a new course.

The Council determines eligibility for travel assistance based on the information provided.

### **Note:**

No refund of public transport, or other fares incurred whilst awaiting a pass, will be made in cases where the pass has not been issued because the student has failed to submit a photo application 4 weeks prior to the commencement of the course. Students who do not give the 4 weeks' notice requested cannot be guaranteed a pass by the first day of term (or the first day travel is required).

## Tickets and payment arrangements

Once eligibility has been established from the initial application and the initial travel pass has been issued the student need do nothing further.

Each term an invoice will be sent for the next term's charge. Payment made before the next term will ensure travel arrangements continue for the next term. See charges in Section 2 below.

There are no concessions for students on low incomes. A bursary scheme is available on the GOV.UK website at: [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund) (see Section 2 below for more information).

## **Section 2: Details of fares, passes and travel cards available for Post-16 learners, who provides them and the costs to the learners**

### **Local Authority provision – Financial Contributions**

The Council expects all learners of sixth form age (see glossary) to make a payment towards the cost of travel assistance.

The annual charge to learners aged 16 and above for the travel assistance described in Section 1 will be £600 for the school year 2016/2017, starting in September 2016. Travel is provided on a “return” basis. The local authority provides learners with a travel pass.

Learners may either make a single annual payment of £600 or pay the charge in three termly instalments of £200 or half termly payments of £100. You can pay online or by phone, by using the following links: [www.suffolkonboard.com/pay](http://www.suffolkonboard.com/pay) or by calling our Automated Telephone Payments (ATP) service and the phone number will be included on your invoice statement.

Learners should also contact local operators to check for prices to obtain the best possible deals. As a comparison, the annual charge of £600 represents an average charge of around £1.65 per journey or £3.10 per day for a return fare.

The charge will be raised by up to £10 per term (£30 per year) in subsequent years. These charges will be published on 31 May each year prior to the start of the academic year in September.

### **Average Actual Costs**

The average actual annual cost to the local authority of travel arrangements as at November 2015, was £919 per child or young person.

For those learners with SEND the average actual annual cost to the local authority as at November 2015 was £4,965 per child or young person.

This means the Council on average subsidises each seat by £349 per annum and for those learners with SEND, the average level of subsidy per individual is £4,395 per annum.

## 16-19 Bursary Fund

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

The 16–19 Bursary Fund can provide up to £1,200 a year to disadvantaged young people. Under the scheme, schools and colleges can also offer bursaries to any young person who is finding it difficult to pay costs like travel arrangements, meals or books and equipment. You can find more information at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund).

In brief, schools and Post-16 centres will be responsible for awarding bursaries to learners. They will decide on the amount, when it is paid and whether it is linked to behaviour or attendance, except for those most in need.

Those most in need, ‘vulnerable’ learners such as those in care, care leavers or those claiming income support or disabled learners in receipt of both Employment Support allowance and Disability Living Allowance, will be guaranteed a bursary of £1,200 for a full academic year (less than 30 weeks) at the discretion of a school or Post-16 centre.

In awarding the guaranteed bursary to a ‘vulnerable’ learner, the school or Post-16 centre will want to seek appropriate evidence from the young person, for example:

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

Larger bursaries can be paid if the school or Post-16 centre considers this necessary to enable the young person to continue in education or training.

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

## **Use of travel passes, discounts and availability of concessionary fares**

### **The Endeavour Card**

This discount card is for young people and is designed to provide a minimum 25% discount off full price adult bus fares with participating transport operators.

Young people aged between 16 and 19 whose journey begins or ends in Suffolk can make use of the Endeavour Card to obtain a minimum 25% discount with participating bus operators. Young people from their 16th Birthday to the day before their 20th birthday are able to make use of this discount card, regardless of whether they are in full time education or training, or are taking part in a traineeship or an apprenticeship.

For details of the scheme and how to apply contact 0345 606 6173 or visit <http://endeavour.suffolkonboard.com/>

### **English National Concessionary Travel Scheme**

Suffolk County Council provides free travel on local bus services during off peak hours for those who are eligible via age or disability. Full information can be found at [www.suffolkonboard.com/concessionary-travel/](http://www.suffolkonboard.com/concessionary-travel/)

Some students may be able to use their disability living allowance to support them with their travel needs. Further information is available at [www.gov.uk/disability-living-allowance-dla-rates](http://www.gov.uk/disability-living-allowance-dla-rates)

The following section will be helpful to students as they plan for their travel arrangements to a choice of provision.

## **Section 3: Other sustainable travel options - details of colleges and other operators who provide travel arrangements**

### **Getting Ready for September 2016**

Use the link to see a list of arrangements which individual schools and colleges will be operating from September 2016, together with contact information at

[www.suffolkonboard.com/gettingreadyforseptember](http://www.suffolkonboard.com/gettingreadyforseptember)

### **Transport Operators**

**Ipswich Buses Ltd:** child ID cards are available to all young travellers aged 5-19. With this scheme, learners up to their 19th birthday, who are in full-time education in Ipswich (including Easton and Otley College) are allowed to travel at a special flat rate at any time on any day on all Ipswich Buses town services and on some other services they operate in the Ipswich area. For an application form and further details contact the bus company direct. The company also offers weekly, monthly and annual season tickets and a Smart Card which allows 10 trips for anyone at any time, any day, anywhere at a reduced rate.

Further information is available direct from the company on Freephone 0800 919390 or visit the Ipswich Buses web site at [www.ipswichbuses.co.uk](http://www.ipswichbuses.co.uk)

**First Eastern Counties Ltd:** this company operates many of the inter-urban public bus services in Suffolk. The company may offer a specific range of concessions to young people including weekly, termly, monthly and 3 monthly travel passes. Tickets may be purchased online. Further information is available directly from the company - visit their website at [www.firstgroup.com/Norfolk-suffolk](http://www.firstgroup.com/Norfolk-suffolk)

**Use the Journey Planner on Suffolk on Board to plan journeys to schools and colleges**

[www.suffolkonboard.com](http://www.suffolkonboard.com)

## **Alternative Sustainable Travel Options in Suffolk**

### **Suffolk County Council**

Some of the travel arrangements for learners made by the Council involve the use of special contract services. In such cases, each route is served by a vehicle travelling to and from the place of study only at times to coincide with the start and end of the day. Students who have been allocated a place on one of these routes will be issued with a pass. This pass cannot be transferred to other routes or other forms of transport.

### **Public Transport Service passes**

For those who are provided with passes for use on public transport services greater flexibility may be available. Students should contact the operator to check on the possible travel options – see the contact information on page 19.

### **College or Transport Operators**

Details of the times when travel passes can be used or when other concessions apply are available from the establishment or transport operator concerned. See page 19.

## **Section 4: How we work with young people and their families, to assess the travel needs of those with special educational needs and/or disabilities (SEND)**

Travel arrangements for these learners may be provided irrespective of the minimum distance and other criteria set out in this policy, where it is accepted by the Council that transport and/or travel arrangements are necessary to enable them to have access to their education.

Charges will be as described in Section 2 for 2016/2017 - there are no concessions for students of sixth form age with special educational needs and/or disabilities.

### **Learners with SEND of sixth form age (see glossary), excluding those with an EHC Plan or Statement of SEN:**

Learners aged 16-18 and those aged 19 and over if they are continuing on a particular course of study started before the age of 19 with special educational needs and/or disabilities (SEND), including those unable to travel independently, will be assessed according to the criteria shown in Section 1 of this Policy and the Council will have regard to the assessment list included in Section 5.

### **Learners with an EHC Plan or a Statement of SEN**

For learners with an EHC Plan or a Statement of SEN (see glossary) assistance will only be considered where the local authority assess transport arrangements are necessary to allow them to attend their nearest suitable education provider. However, if the young person or their parents request a different placement to be designated in Section I of their EHC Plan or Part 4 of their Statement of SEN, unless there are exceptional and extenuating circumstances (see Section 5), then they will be responsible for their travel arrangements. In accordance with section 9.215 of the SEN Code of Practice 0-25 Years transport will be recorded in EHC Plans only in exceptional cases.

Travel arrangements will be considered as part of the EHC needs assessment or at the annual review.

For individual students aged 19 to 25 with an EHC Plan, but who are not continuing a course of study started before the age of 19 (in which case they will continue to receive travel arrangements as stated above), applications for travel arrangements will be considered on an individual exceptional need basis.

**Notes:**

We will discuss travel arrangements with families and young people as we discuss options for Post-16.

The travel needs of learners with special educational needs and/or disabilities should be reassessed when a young person moves from compulsory schooling to Post-16 education and subsequently when they start a new course.

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

**Independent travel training for learners with special educational needs and/or disabilities**

The Council is supporting a travel training pilot in certain areas of Suffolk. Students wishing to find out more about travel training should contact:

The Passenger Transport Unit on 0345 606 6173; or  
email [TransportTravelTraining@suffolk.gcsx.gov.uk](mailto:TransportTravelTraining@suffolk.gcsx.gov.uk)

As part of planning the travel needs of learners with special educational needs and/or disabilities, we will take into account whether the young person has the skills to travel independently, whether they have received travel training or require top up training, their ability to travel on their own and individual travel needs.

## Section 5: Exceptional and extenuating circumstances

The Council has discretion to determine when to provide travel support to facilitate young people's participation in education and training. The Council will consider individual exceptional and extenuating cases. Where there is individual exceptional need for a student to attend a specialist course which is not their nearest, the Council will consider all supporting evidence provided.

In accordance with the changes to the Suffolk Home to School Travel Policy 2015/2016, 16-19 year olds fulfilling the criteria in Section 1 will be offered subsidised transport to either their nearest school sixth form or Post-16 institution offering their chosen course.

The policy also provides, based on individual exceptional circumstances:

- Assistance for students who need access to specialist provision:  
For students wishing to study more specialist subjects or courses which are not available at their local school or Post-16 provider, 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 (see below).
- Where a vulnerable student may be at risk of being prevented from continuing in post compulsory education because of the cost or availability of transport: The intention is that wherever possible no student aged 16-18 (and those aged 19 and over if they are continuing on a particular course of study started before the age of 19), resident in Suffolk will be prevented from continuing in post compulsory education (at their nearest suitable provision) because of the cost or availability of travel.

Where travel is agreed as an exception, the Council will request a financial contribution towards the cost of this.

### 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 the Council for consideration on an exceptional basis to the nearest centre offering the required course programme. 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 e.g. Land based courses; Games Design or specific courses for learners with special educational needs and disabilities. Applicants should clearly state reasons for their chosen course and how that course will aid their intended career progression.

## A-Level Subject Combinations

Exceptional applications will be considered if:

- the majority (i.e. 50% or more) of the student's programme cannot be studied at their nearest school sixth form or Post-16 provider – usually this will mean 2 of 4 subjects are not available.
- more than 50% of the A level offer is available at the nearest providers 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 providers. For example: A-level Music is usually an essential requirement to study a Music degree and an exception would be supported even if 3 of 4 subjects were offered at the nearest providers, whereas A-level Psychology is not an essential prerequisite to study a Psychology degree so would not be supported.

The following activities or additional subjects will not be considered as part of the core programme to be assessed for an exception:

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

The Council has the right to undertake checks for those granted transport to a specific specialist course at a provision further away from home where transport is provided, during the academic year.

## Apprenticeships and Traineeships

The Council does not provide transport for apprenticeships or traineeships (on the basis that they have employed status). The Post-16 travel policy is discretionary and the level of subsidy provided by the Council is for those in full-time education.

The Council provides the Endeavour Card for all those young people in full-time education, learning and training, which includes those participating on traineeships and apprenticeships.

## Those with special educational needs and/or disabilities and vulnerable learners

Usually where travel support is provided, transport 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 transport needs for learners with SEND or vulnerable learners (as published in Section 5 of the policy statement) will be carried out by the **Individual Needs Transport Group (INTG) and supporting evidence would be required** – this can include the information held by the Council in the young person's EHC Plan.

## Assessment for learners with SEND

In determining whether, or if, the nature of such transport support should be provided; the Council will have regard to, among other things:

- The needs of those young people, who without travel support, would be unable to attend an education or training establishment;
- The Council's duties to ensure that enough suitable education and training is provided to meet the reasonable needs of the 16-19 year olds who live in Suffolk, and for those 19-25 with an EHC Plan;
- Distance and journey time from the young person's home to establishments of education and training, the cost of transport there and alternative means of facilitating attendance at establishments. Reasonable maximum one way travel is usually considered to be 75 minutes;
- The nature of the route or alternative routes which the young person could reasonably be expected to take;
- The reasons why a young person wishes to attend one establishment rather than another, where it makes sense to do so;
- Anything recorded in a Statement of SEN, or an EHC Plan about transport to the learning establishment;
- Where there is a nearer institution which is suitable and can provide the same or similar qualification(s) or course;
- The best use of the Council's resources;
- The nature of the young person's special educational needs and/or disability. 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 travel training 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 Care Act 2014, together with any other relevant information supplied;
- The Council's legal obligations and, in particular, those imposed by the Equality Act 2010 and Human Rights Act 1998;
- The needs of those who would not access education or training if travel support were not provided.

When considering such matters the Council will seek to consider supporting evidence from professionals currently working with the student, such as the education setting, including that provided in a Statement of SEN or an EHC Plan.

## **What you can do if you are unhappy with the decision made**

The Council's Post-16 Travel Policy is applied consistently and fairly throughout Suffolk. If we advise you that you aren't eligible for Post-16 travel and you disagree with the decision, you should take the following steps:

1. Contact passenger transport **within 20 working days** of the decision date and ask for a review by a different officer (non-SEND cases) or by the Individual Needs Transport Group (INTG) for SEND and vulnerable learner cases.
2. We will send you a written response within 20 working days of your request.

If you remain dissatisfied, you can raise your 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.gcsx.gov.uk](mailto:customerrights@suffolk.gcsx.gov.uk)

## **Section 6: The Spare Seat Policy**

The Spare Seat Policy is run by the Council where there are dedicated routes running to schools and there are places available on these routes to purchase, once children entitled to free travel have been allocated their seats.

A discretionary spare seat is available upon request, to purchase. The termly charge for a spare seat is as follows:

- Under 3 miles: £200
- Over 3 miles: £220

Please see policy below.

It is helpful to know that these routes are subject to routine review and demand may mean that the routes are redesigned/cease. An offer of a discretionary spare seat cannot be guaranteed to continue to be available. This is because demand for those with entitlement may increase and they will have priority. This may mean that the offer of a spare seat can be removed.

Seats on home to school routes (these are dedicated school buses which are not available to the public) are first allocated to children who have a statutory entitlement to free transport:

### **Entitled learners**

1. Statutory school-aged learners who are eligible for free transport.
2. Learners aged 16-25 who are eligible for travel assistance due to their disabilities and/or learning difficulties.
3. Post-16 learners eligible under the discretionary Post-16 travel policy.

### **Spare Seat Policy**

Spare seats can be purchased and are allocated on the following basis:

1. Learners aged 16-18, and those aged 19 and over if they started on a particular course of study before the age of 19, who are not entitled to transport assistance under the Post-16 travel policy.
2. Learners aged 5-16 who are not entitled to transport assistance under the home to school travel policy.

For more information please go to SuffolkonBoard:

[www.suffolkonboard.com/home-to-school-transport/post-16-discretionary-transport/](http://www.suffolkonboard.com/home-to-school-transport/post-16-discretionary-transport/)

Spare seats will be offered according to the following priority order:

1. Those who previously had a spare seat aged 16-18;
2. Looked After Children;
3. Children with special educational needs and/or disabilities who do not have a statutory entitlement to transport but may benefit from a seat on a bus travelling to a school as a result of their SEN or disability;
4. Siblings of those who have a statutory entitlement to free transport;
5. All other learners in 1 or 2 above.

The above criteria are applied in number order. If a tie-break is needed within one of the above categories, we will give priority based on the walking distance from home to the educational establishment. A seat will be offered to the learner who lives furthest away.

Discretionary spare seats cannot be guaranteed nor is there a continued right to purchase spare seats as availability will depend on the number of children with a statutory entitlement to transport, which may change throughout the year.

## **Section 7: Contact information and useful links**

Information about many aspects of this Policy is available from the Suffolk County Council website [www.suffolkonboard.com](http://www.suffolkonboard.com). At this site you will find contact information across the county council.

Details of the Policy and other arrangements described in this statement can be found at [www.suffolkonboard.com](http://www.suffolkonboard.com)

General information about public transport arrangements in Suffolk can be found at [www.suffolkonboard.com](http://www.suffolkonboard.com)

Contact information for all schools in Suffolk can be found at:  
<https://www.suffolk.gov.uk/children-families-and-learning/schools/>

The Council also annually produces the guide 'Admissions to Schools in Suffolk' and Directories of Schools in Suffolk which provide detailed information about education in Suffolk and also provide contact points for all schools and sixth form colleges. These can be accessed through the Suffolk County Council website at: <https://www.suffolk.gov.uk/children-families-and-learning/schools/> or are available from the County Council on 0345 600 0981 (local rate).

Contact information for the colleges in Suffolk can be found on their websites, which are:

Lowestoft College: [www.lowestoft.ac.uk](http://www.lowestoft.ac.uk)  
Easton and Otley College: [www.eastonotley.ac.uk](http://www.eastonotley.ac.uk)  
Suffolk New College: [www.suffolk.ac.uk](http://www.suffolk.ac.uk)  
West Suffolk College: [www.westsuffolkcollege.ac.uk](http://www.westsuffolkcollege.ac.uk)

Details about courses on offer at establishments throughout Suffolk are contained on the website: [www.thesource.me.uk/learning/post-16-courses-and-training](http://www.thesource.me.uk/learning/post-16-courses-and-training)

For information about the English National Concessionary Travel scheme contact Suffolk County Council at [www.suffolkonboard.com](http://www.suffolkonboard.com)

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

[www.communityactionsuffolk.org.uk/support/cas-projects/wheels2work/](http://www.communityactionsuffolk.org.uk/support/cas-projects/wheels2work/)

The Department for Education's website page on subsidised transport 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](http://www.gov.uk/subsidised-college-transport-16-19)

Alternatively, information about Suffolk County Council's Post-16 travel policy, details of other points of contact as well as application forms for travel assistance for learners are available by contacting:

**Suffolk County Council Passenger Transport Unit**  
**Endeavour House,**  
**8 Russell Road Ipswich, Suffolk**  
**IP1 2BX**  
**Phone: 0345 606 6173**  
**E-mail: [transport.service@suffolk.gov.uk](mailto:transport.service@suffolk.gov.uk)**

## **Section 8: Glossary of terms**

### **Distance Measurement**

Suffolk County Council provide a Post 16 Travel Policy which offers seats on a paying basis to students whose homes are more than 3 miles from their nearest Post 16 Sixth Form or Post 16 Centre when measured using Suffolk County Council's MapInfo Geographic Information System along the nearest available walking route over made-up surfaces. The measurement taken by this system gives a reading that is often significantly less than a measurement taken in a motor car because it takes account of any available made-up footways, cycle-tracks, one-way streets, pedestrian zones or other legitimate routes not available to vehicular traffic.

### **Special Educational Needs (SEN)**

A child or young person has SEN 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 institutions often use the term learning difficulties and disabilities (LDD), but the term SEN is used in this policy, and may be used between ages 19-25 where a young person continues to have an EHC Plan.

### **Education, Health and Care Plan (EHC Plan)**

An EHC Plan details the support that is to be provided to a child or young person who has SEN or a disability, but only where it has been determined by the Local Authority that an EHC Plan is necessary for them as most children or young people with SEN are successfully supported by their school, college or educational provider without needing one. An EHC Plan lists the views, interests and aspirations of, and the desired outcomes for, the child or young person, and includes descriptions of: their educational needs; the educational provision required to meet those needs; the school or educational provider where they will receive the required educational provision; any health and/or social care needs and the provision to meet those needs which are related to their SEN.

## **Statement of Special Educational Needs (Statement of SEN)**

A Statement of SEN fulfils a similar role to the new EHC Plans that have been replacing them since April 2015, and they detail the support that is to be provided to a child or young person who has SEN or a disability, where a Local Authority has determined that a Statement of SEN was necessary. A Statement of SEN includes descriptions of: the educational needs of the child or young person; the educational provision required to meet those needs; the school or educational provider where they will receive the required educational provision; and any non-educational needs and the provision to meet those needs. All Local Authorities have a published plan to undertake an EHC Needs Assessment of all children and young people with Statements of SEN and where it is deemed necessary to provide an EHC Plan for the child or young person instead.

## **Travel Arrangements**

Includes different modes of transport (priority will be given to least restrictive modes where suitable), the offer (where applicable) of a mileage allowance, and individual alternative, sustainable modes of travel. These alternative means 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 support may be a local bus route, a Suffolk County Council route, a route run by a school or college, or train travel, taking into account cost-effectiveness and ensuring travel support is available for young person's individual circumstances.

## **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.

## **Adult**

A person who is aged eighteen or above but is not a young person of sixth form age as defined.

## **Learner**

A learner is a person who is aged 16-18 and those aged 19 and over, if they are continuing on a particular course of study started before the age of 19, to attend their place of learning and for continuing learners with Education, Health and Care Plans aged 19 to 25.