

# Post-16 Travel Policy 2019-2020

Travel policy for:

full-time learners aged 16-18 and those aged 19 and over, if they are continuing a defined learning programme with agreed outcomes, started before their 19th birthday

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

and in all cases when travelling from the student's home to their post-16 provider permanent base.

This policy details the arrangements that will apply during the school year commencing September 2019.

Note: Suffolk County Council (SCC) consulted on changes to the School Travel and Post-16 Travel policies which ran from 12 December 2017 to 28 February 2018.

## **Post-16 Travel Policy Statement for 2019**

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

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## Introduction

Having reviewed distances travelled by many students we recognise that it is important for the Post-16 Policy Statement for 2019 to highlight the **Sustainable Journey Planning alternatives (see Section 1)**:

- We recommend that young people plan their journeys to their intended Post-16 pathway early and that they only apply for subsidised transport from SCC if this proves to be the best option.

It is important to consider what is the most affordable travel option as this will vary for each student and savings can be made in the cost of tickets and save time without the need to make an application to SCC.

- Often local bus or train services can offer cheaper/discounted ticket options for students. Termly or weekly discounted options are often available, which can be helpful to students when they may not need to travel each day or every week for example. Use Suffolk On Board Journey Planner and route lists to help you [www.suffolkonboard.com/planner](http://www.suffolkonboard.com/planner)
- With the range of public transport routes on offer in Suffolk, and the use of the Endeavour Card to gain a minimum of 25% off the daily charges on most public buses, it is well worth considering these alternative options.
- We know that some individual schools and further education colleges also run routes for Post-16 students. We publish an up to date list and details of these, which can be found by using the link published on Page 7 under the heading **Getting Ready for September 2019 (also found in Section 1)**.
- For young people who are planning to take part in a Traineeship, an Apprenticeship or a Supported Internship, the Endeavour Card is available free of charge to use. The Endeavour Card offers discounted adult fares on public bus routes in Suffolk for Post-16 young people aged 16-19 in full time education and/or training (**see Section 1**).
- Alternatively, for some students free travel on a local bus service during off peak hours may be available if a young person is eligible for the English National Concessionary Travel Scheme as a result of their disability.
- Rail travel is another option, and the Young Person's discount scheme operated by Greater Anglia may assist. [www.greateranglia.co.uk/tickets-fares/discounts/railcards/16-25](http://www.greateranglia.co.uk/tickets-fares/discounts/railcards/16-25)
- However, if young people need to make an application for subsidised travel through SCC, please make the application before the deadline of 31 May 2019.

We recommend you read the criteria published in Sections 2 and 3. This provides information about the travel arrangements that are available to 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.

**Section 3** includes the policy in relation to learners with special educational needs (see glossary) and/or disabilities including those aged 19-25 where there is a demonstrable and exceptional travel arrangement need to meet their defined educational outcomes stated in their educational, health and care plan.

We are available to assist with your application, please contact us through 0345 606 6173, if you need assistance.

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

In April 2014, SCC decided 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 2 Mainstream students and**

### **Section 3 Students with special educational needs and disabilities.**

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 (**see Section 1**).

Where students wish to remain at their “catchment” school which is further away than their nearest Post-16 provision, they can consider applying for a Spare Seat (see Spare Seat Policy page 6).

### **Consultation on changes to School and Post-16 Travel Policies**

In December 2017 SCC consulted on three options for how the Post-16 travel offer could be provided in the future. Other elements of the Post-16 travel policy statement would remain unchanged.

Following analysis of the responses to the consultation, SCC Cabinet at its meeting on 19 June 2018 decided not to change the Post-16 Travel Policy for September 2019.

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

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;
- full-time work or volunteering combined with part-time education or training;
- an apprenticeship, supported internship or traineeship ([www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)).

## Section 1: Sustainable Journey Planning and travel alternatives

As a young person plans their Post-16 pathway, there are many sustainable travel options to consider including:

- Walk to and from school or college;
- Use a bicycle;
- Use a motorcycle or moped;
- Use a car provided by family or friends;
- Access public transport (including using the Endeavour Card where applicable); or use the local rail network (see details of the national railcard offered by Greater Anglia's 16-25 National Railcard, page 7), or
- Make other arrangements – for example use Connecting Communities (see page 6)

Suffolk County Council encouraged all young people to think about the environment when planning their journey and wherever possible cycle, lift share, or use Park and Ride facilities. Young people can also gain helpful information from their Post-16 provider's travel plan. Ask for details.

There are many travel apps available to assist young people and their families when they plan their journeys.

Families may seek financial support to help with the cost of public transport or towards the financial contribution charged by SCC through their school or college Post-16 bursary scheme. Further details are available on Page 11. Young people should also contact their potential post-16 provider to determine eligibility criteria and the protocol for claiming.

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

**CONNECTING**  **COMMUNITIES**



### The Endeavour Card

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. This card gives young people a minimum of 25% discount on an adult bus fare and can be used at weekends, in the evening or during school holidays too. The only providers who currently do not accept the card are Beestons and Stagecoach.

All young people from their 16th birthday to the day before their 20th birthday are able to make use of the Endeavour Card, regardless of whether they are in full time education, training, or are taking part in a traineeship, supported internship, an apprenticeship or are working. You do not need to be in full-time Post-16 education to

benefit from the free Endeavour Card. It is quick and easy to apply for an Endeavour Card, just go online to: [www.suffolkonboard.com/endeavourcard](http://www.suffolkonboard.com/endeavourcard).

For details of the scheme and how to apply contact 0345 606 6173 or visit [www.endeavourcard.co.uk](http://www.endeavourcard.co.uk)

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

### **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. Further 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 planning their travel arrangements to a choice of provision.

### **The Spare Seat Policy**

The Spare Seat Policy is run by SCC where there are dedicated routes running to schools and once children entitled to funded travel have been allocated their seats there are spare places available to purchase.

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

A discretionary spare seat is available upon request, to purchase on a first come first served basis. The termly charge for a spare seat is £250.

Each year the cost of a spare seat will rise by £90 until it reaches the average cost of a spare seat (which in May 2018 was £966) when the yearly increase will then revert to £10 per term (£30 per year).

For those with special educational needs and disabilities (where they are not eligible for transport funded by SCC) wishing to purchase a **spare seat** the charge will be £690 per annum for school year 2019-2020. The termly charge will be £230 per child per seat. Each year the cost of a spare seat will rise by £30 per year (£10 per term).

For more information, <https://www.suffolkonboard.com/school-travel/policies-guidance-faqs/>

### **Connecting Communities**

When you need to make a journey and there is no public transport available to you locally, the Connecting Communities service may be able to connect you to an appropriate bus route or train link for onward travel so you can reach your destination quickly and easily. 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 you can use an Endeavour card. Contact your local area operator up to a week before you would like to travel and they will be able to answer any questions you may have.

You can find the details for your local operator online within 'My area' section at [www.communities.suffolkonboard.com/my-area/](http://www.communities.suffolkonboard.com/my-area/). Enquiries can be emailed to [connecting.communities@suffolk.gov.uk](mailto:connecting.communities@suffolk.gov.uk).

There may be some regular services available advertised on RIDE <https://bookyourride.co.uk/>, a new mobile website being tested by SCC that gives greater visibility to some of the services available from Community transport operators.

### **Getting Ready for September 2019**

Use the link to see a list of arrangements which individual schools and colleges will be operating from September 2019, together with contact information at

<https://www.suffolkonboard.com/content/downloadstream/5818/22946/Getting+Ready+for+September+2019+-+School+and+College+Provision.pdf>

### **Transport Operators**

#### **Bus Companies**

Various discount and pre-payment schemes are available from most bus companies, and these vary depending on the company. Please use the following link to see examples: <https://www.suffolkonboard.com/buses/contacts/>

#### **Rail Operator**

For those aged between 16-25 for just £30 per year students can save **1/3 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 you may wish to make, and that some 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.

<https://www.16-25railcard.co.uk/> also use <https://public.greenrailtravel.co.uk/>

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

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

#### **Scooter Hire**

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

<https://www.scoots-hire.com/>

<https://www.kickstartmopeds.org.uk/>

It is parental responsibility to consider the suitability of these companies and their young person's abilities/capabilities/needs

**The Suffolk Brokerage Service** will provide assistance to children who do not otherwise qualify for SCC funded travel through:



- All Schools, 6<sup>th</sup> form centres and Colleges of Further Education would be 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 assistance is available to families and young people as they plan their Post-16 pathway. This service would be available from September 2018 onwards, and includes the promotion of a variety of journey planners and apps to help families.
- Signposting and assisting with their personal travel plan,
- For those students with special educational needs and/or disabilities who have a travel solution organised by SCC, the financial contribution collected from each family would in line with the decision reached by Cabinet in June 2014, to increase financial contributions by £30 per year. The financial contribution collected from each student with SEND, where travel is organised would be £690.
- Selling any **spare seats** on journeys the County Council has arranged specifically for children entitled to SCC funded travel. In these circumstances, the County Council will sell these on a first come first served basis (as set out in the <https://www.suffolkonboard.com/school-travel/policies-guidance-faqs/>).
- The charging arrangement for the sale of spare seats can be found on page 6.

Where the offer of a seat can be made, travel is conditional on the parents/carers accepting the terms and conditions of the offer and making a fixed termly contribution toward the cost of the transport. The availability of a seat is reviewed termly.

However, the spare seats scheme does not extend to the offer of seats on public transport journeys or to other vehicles that have not been hired as a whole to carry out school transport journeys solely for SCC.

Parents whose children do not otherwise qualify for SCC funded school travel assistance, and who would like them to travel on the transport can apply for a spare seat by applying online at [www.suffolkonboard.com](http://www.suffolkonboard.com).

## **Section 2: Information about the criteria for assistance and how to make an application**

### **Criteria**

1. The Council does not provide funded travel to those learners in Years 12 and 13 who are not attending their nearest school sixth form or Post-16 centre but will provide transport assistance to those learners who are attending their nearest sixth form or Post-16 centre and:
  - 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. 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 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 4).

### **Note:**

- The offer of assistance with travel arrangements is for a "main road" (see glossary) 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 4.
2. Travel Arrangements for learners with special educational needs and/or disabilities (see glossary) are specifically covered in Section 3 and may be provided irrespective of the minimum distance and other criteria set out in this policy, but 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 assistance. Learners 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).
  4. Young people attending traineeships or apprenticeships are not entitled to receive discretionary travel assistance, however, young people aged 16-19 participating in these schemes are able to make use of the Endeavour Card (see Section 1).

## **How to make an application and timeline**

It is important to plan your journey to find the best travel options available to you. If the best option is to apply for subsidised transport, you will need to make an application before 31 May 2019. You do not need to wait for a formal acceptance on a course before applying.

All applications for travel assistance under this policy need to be submitted by **31 May 2019** for the following academic year which starts 1 September 2019.

Applications can be made online. Any application received after the 31 May 2019 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.

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.

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

### **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 below.

Each ticket is issued for a specific route; these are not transferrable to any other route. These can be used on a single journey in the morning, and another in the afternoon. Full details are available in the terms and conditions provided.

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](http://www.gov.uk/1619-bursary-fund) (see Page 11 below for more information).

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

## **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 £750 for the school year 2019/2020, starting in September 2019. 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 £750 or pay the charge in three termly instalments of £250 or half termly payments of £125. 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 £750 represents an average charge of around £1.97 per journey or £3.95 per day for a return fare.

For those students with special educational needs and/or disabilities who have a travel solution organised by SCC, the financial contribution collected from each family would in line with the decision reached by Cabinet in June 2014, to increase financial contributions by £30 per year. The financial contribution collected from each student with SEND, where travel is organised would be £690 for 2019-2020.

The charge will be raised by up to £30 per term (£90 per year) in subsequent years until they reach the average cost of a spare seat where the increase will revert to £10 per term (£30 per year).

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 April 2018, was £979 per child or young person.

For those learners with SEND the average actual annual cost to the local authority as at April 2018 was £6261 per child or young person.

This means for 2019/20 the Council on average is subsidising each seat by £210, and the average level of subsidy per individual learner with SEND is £5571 per annum.

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

The Government has committed to fully fund education and training places for all 16-19 year old's. There is financial help available for young people 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 learners 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](http://www.gov.uk/1619-bursary-fund).

To be eligible the young person needs to be:

- at least 16 and under 19 on 31 August 2019
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check this

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

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

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

In assessing if the vulnerable learner meets the criteria for a vulnerable learner bursary, the school or Post-16 centre will want to seek appropriate evidence from the young person, for example:

- a letter setting out the benefit or benefits 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.

We would advise young people or 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.

### **Section 3: How we work with young people and their families, to assess the travel needs of those with special educational needs and/or disabilities (SEND)**

All students of sixth form age with special educational needs and/or disabilities will be charged £690 per year for travel to and from their sixth form or Post-16 Centre. This charge will rise by £30 per year.

#### **Learners with SEND of sixth form age (see glossary) without an Education, Health and Care (EHC) Plan**

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), but without an Education Health and Care Plan, including those unable to travel independently, will be provided with subsidised transport assistance to their nearest school sixth form or Post-16 Centre if they satisfy the following four criteria:

- 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. 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 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 4).

Travel Arrangements for learners with special educational needs and/or disabilities (see glossary) 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 and the Council will have regard to the assessment list included in Section 4 on page 15.

#### **Learners with an EHC Plan**

For learners with an EHC Plan (see glossary) assistance will only normally be considered where the local authority assess transport arrangements are necessary to allow them to attend their nearest suitable education provider. Again, free transport is not generally provided but a subsidised transport will be provided.

If the young person or their parents, however, request a different placement to be designated in Section I of their EHC Plan (i.e. a placement that is not at their nearest suitable education provide), then unless there are exceptional circumstances (see Section 4) they and not the Council will need to make the 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 who are adult learners aged 19-25 with an EHC Plan that states that transport is a necessity, their travel will be arranged free of charge. Any individual exceptional needs will be considered on an individual case by case basis, and if approved, will also be free of charge.

However, individual students aged 19-25 who are continuing on a course of study started before the age of 19 are not adult learners, but still of sixth form age and therefore will continue to receive travel arrangements as stated above and would be required to continue to make the stated financial contribution.

**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 4: Exceptional circumstances

The Council has a discretion to provide travel support to facilitate young people's participation in education and training. The Council also has a discretion as to whether to charge for such provision. The Council will consider cases on an individual basis to ascertain whether there are exceptional circumstances which justify departure from the general policy both in relation to who is entitled to travel assistance and also whether to apply the usual charges.

In accordance with the changes to the Suffolk Home to School Travel Policy 2015/2016, 16-19 years old fulfilling the criteria in Section 2 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 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 provision of travel is agreed as an exception, the expectation is that the Council will request the student to make the subsidised financial contribution towards the cost of this.

Applications about the subsidised financial contribution will be considered on an individual basis and 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 transport costs (for example 16-19 Bursary Fund); and the number of years the post-16 provision is expected to last. The Council 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 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. Applicants should clearly state reasons for their chosen course and how that course will aid their intended career progression, and the Council will consider all supporting evidence provided.



## 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

The Council does not provide transport 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 the Council is for those in full-time education.

However, the Council provides the Endeavour Card for all young people, which includes those participating on traineeships, supported internships 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 3 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 to provide transport assistance and the nature of such assistance 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 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;

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

## Section 5: 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)

If the above does not result in a satisfactory outcome, young people or their families can contact the Local Government Ombudsman (LGO) or complain to the Secretary of State for Education. The LGO is an independent organization that looks into complaints against councils. This is a free service and information can be found online at [www.lgo.org.uk](http://www.lgo.org.uk).

To complain to the Secretary of State, young people or their families should use the contact form on gov.uk – [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus).

## Section 6: Contact information and useful links

Information about many aspects of this Policy is available from the Suffolk County Council website [www.suffolkonboard.com/policies](http://www.suffolkonboard.com/policies). 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/policies](http://www.suffolkonboard.com/policies)

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 Sixth Form 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 <http://www.suffolkonboard.com/concessionary-travel/>

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 7: Glossary of terms

### Adult

A person who is aged eighteen 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).

### 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. Distances are measured by the **shortest available walking route** which includes **Public Rights of Way**. Routes are calculated using a network comprised of the Ordnance Survey Integrated Transport Network (ITN), which includes all roads and urban paths, and **Public Rights of Way** as shown on the Definitive Map. Distances are measured from the point of the network that is closest to the address point of the student’s home to the gate or access to the school or college. The type of route we measure is one available for all-the-year-round use.

In future, Ordnance Survey Mastermap Highways Network will replace ITN.

### 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.

### Learner

A learner can be a learner of sixth form age or an adult learner. That is they will be either: 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; or a continuing learner with Education, Health and Care Plans aged 19 to 25.

## **Local Offer**

The policy documents on school transport are published on Suffolk's Local Offer

[www.suffolklocaloffer.org.uk](http://www.suffolklocaloffer.org.uk)

## **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 from that point.

## **Public Rights of Way**

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

## **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.

## **Supported Internship**

A supported internship is one type of study programme specifically aimed at young people aged 16 to 24 who have a statement of special educational needs or 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 maths 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**

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.

Suffolk County Council SMOT plan can be found at [www.suffolkonboard.com/SMOT](http://www.suffolkonboard.com/SMOT)

## **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 SCC 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.

### **Traineeship**

Traineeships are demand led study programmes which can benefit young people if they are within 6 months of being able to get sustainable employment or an Apprenticeship. Traineeships last a minimum of 6 weeks and a maximum of 6 months and have a core component of work experience. They should also include study towards English and maths 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.