

# **Post 16 Transport Policy Statement**

**2020 - 2021**



# Post 16 Transport Policy Statement – Academic Year 2020 – 2021

Transport policy statement for young people aged 16 – 18 in further education, continuing learners aged 19 and those young people aged 19 – 24 (inclusive) with learning difficulties and/or disabilities.

Department Responsible: Places, Environment

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## **Introduction**

Local authorities have a duty to prepare and publish an annual transport statement specifying the arrangements for the provision of transport or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education and training and learners aged 19 to 25 who have an Education, Health and Care Plans to facilitate attendance at schools and institutions of further education.

All young people carrying on their education post 16 must reapply for travel support.

‘Sixth form age’ refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19<sup>th</sup> birthday (Years 12, 13 & 14).

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties/disabilities to participate in education and training, up to the age of 25.

This policy uses the term ‘Post 16’ to include both learners of sixth form age and those with learning difficulties up to the age of 25.

This policy document specifies the support that Wigan Council (the Council) considers necessary to facilitate the attendance of Post 16 learners receiving education and training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the Council, for example, colleges, charities and private learning providers.

## **Aims and Objectives**

In line with the Councils’ Deal 2030, we have the following principles when assessing transport/travel support –

- Promoting healthy, sustainable and safe travel solutions;
- Actively engaging and promoting good outcomes for all young people;
- Supporting young people to fulfil their potential through ensuring transport/travel is not a barrier to this;

- Promoting independent travelling for young people wherever possible, taking account of their needs and aspirations;
- A commitment to equality of opportunity and the celebration of diversity and an opposition to all forms of discrimination.

## Transport and Travel Support

### Concessionary tickets for young people 16 – 25 from Public Transport Providers

Transport for Greater Manchester – Scholars Permit - Child fares for 16-19 year old's travelling to school or college.

If you're aged between 16 to 19, you can pay for child fares on buses, trams and trains in Greater Manchester for your travel to school or college. From 1 September 2019, 16-18 year old's may also qualify for the new Our Pass. [Find out about Our Pass, for free local bus travel and discounts on the tram, and check if you're eligible.](#)

Do you qualify? To get a Scholar's Pass you must:

- be a permanent resident of Greater Manchester;
- be in full-time education at school or further education college;
- be aged 16 to 18, or 19 until the end of the academic year that your 19th birthday is in;
- live in Greater Manchester (if your school or college is outside Greater Manchester the pass will take you to the border);
- not have any other free or concessionary travel permit from TfGM or your local council; and,
- Not be attending school/college on a day release, block release or as part of their employment.

The permit runs from the start of September to the end of the academic year (31st July). From the 1st of May 2018, you can use your permit to purchase:

- a child single bus ticket for journeys to and from school or college
- a child single tram ticket or 1-day travelcard for journeys to and from school or college
- a child off-peak single train ticket or Day Return (Anytime or Off-Peak) for journeys to and from school or college

You can only use the pass in term-time, and only from Monday to Friday up to 9pm. You cannot use the pass at weekends or bank holiday, or for any other journeys except those which are to/from a school or college.

Before you get a permit - Other discounted tickets and passes for young people may suit you better – for example if you're a frequent traveler, buying a 7-day or 28-day bus ticket may save you more money.

Apply for a Scholar's Permit – [please visit TfGM website for further information.](#)

## **System One 7 Day AnyBus Young Person**

Any student between ages 16 and 21 can purchase a System One Young Person Bus Saver 7 ticket which allows seven consecutive days travel on the majority of buses for journeys anywhere within Greater Manchester. The ticket costs £14 per week as at 31 May 2020.

## **System One 7 Day AnyBus Student**

On sale to students in full-time education aged up to 26 years with proof of study. Students from any UK college or University are accepted. The ticket costs £14 per week as at 31 May 2020.

Monthly and annual System One tickets are also available.

[Find further information, including where you can purchase System One Tickets.](#)

In addition, there are a variety of operator tickets available for students in Greater Manchester. Please check local bus provider websites for details as prices vary.

## **Travel Support from Schools and Colleges**

### **Winstanley College**

Winstanley College subsidises a number of private coach services travelling throughout the borough. [Find further information about Winstanley College.](#)

### **St John Rigby College**

St John Rigby College offers a number of private bus services across the borough. [Find further information about St John Rigby College.](#)

### **Wigan and Leigh College**

[Find further information on free travel to Wigan and Leigh college.](#)

## **16 to 19 Bursary Fund**

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education. who face the greatest barriers to continuing in education or training post-16. If you're aged between 16 and 19 years and think you might struggle with the costs for full-time education or training, you may be eligible for a bursary.

Students aged over 19 can apply for the discretionary bursary if they have an Education, Health and Care Plan (EHCP) or are continuing a course they started aged between 16 and 18 (a '19+ continuer').

## **Who can apply for a 16 to 19 Bursary Fund?**

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation, so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year;
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

## **Eligibility**

You must:

- be at least 16 and under 19 on 31 August 2020
- 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

## **Bursary for students in vulnerable groups**

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

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

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

You'll usually get less than the full amount, or no bursary, if one of the following apply:

- your course is shorter than 30 weeks
- you study part time
- you have few expenses

You'll be told what evidence you need, for example benefit letters.

## **Discretionary bursary**

Your school or college will have their own criteria for discretionary bursaries. They'll look at your individual circumstances - this usually includes your family income.

Ask student services about their criteria and any evidence you'll need.

You can apply to a discretionary bursary if you're over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an [Education, Health and Care Plan \(EHCP\)](#)

### **How can I apply for this type of assistance?**

You have to apply directly to your school, college or training provider for a bursary. They will decide when bursaries are paid, and will set conditions that students should meet to receive a bursary. For further information/advice please speak to Student Support Services at your college or your tutor or [see further information about the bursary fund on GOV.UK](#).

### **Learner Support**

The Learner Support is available in colleges and school sixth forms to help with learning costs if you are aged 19 or over. The funds are prioritised for those who face financial hardship. They can be used to help with:

- Financial hardship and emergencies;
- Childcare costs (for Ofsted-registered childcare); (must be 20 or over or 19 to apply for care to learn).
- Accommodation costs, for those who wish to access specialist courses or who are unable to access courses locally;
- Essential course-related equipment, materials and field trips; and,
- Travel costs.

Colleges and sixth forms will take into account whether there are alternative sources to help available.

### **Who is eligible?**

To be eligible to apply, you must:

- be 19 or over; and,
- have been accepted onto and be studying a programme of learning funded by the Education and Skills Funding Agency.

Colleges determine priority groups and maximum amounts they award. The focus of funds are for financially disadvantaged people aged 19 or over, who need support in areas such as childcare, transport, books and equipment. You have to apply directly to your college or learning provider. Each college or learning provider has its own application process.

You should speak to your tutor, student support or welfare officer at your college or training provider on how to apply – they each have their own application process.

### **Young parents / Care to Learn**

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

Care to Learn can help with the cost of:

- childcare, including deposit and registration fees;
- a childcare 'taster' session (up to 5 days);
- keeping your childcare place over the summer holidays; and,
- taking your child to the childcare provider.

Types of child care - The childcare provider must be Ofsted registered and can be a:

- childminder;
- pre-school playgroup;
- day nursery; and,
- out of school club.

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

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

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

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

- your childcare provider needs to confirm your child's attendance
- your school or college needs to confirm that you're attending your course

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Attendance - Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare

Eligibility - You can get Care to Learn if:

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

Type of Course - Care to Learn is only available for courses in England that have some public funding. This includes courses that take place in:

- Schools;
- School sixth forms;
- Sixth form colleges;
- Other colleges and learning providers, including Foundation Learning; and,
- Your community at Children's Centre.

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



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

## **Local Authority Support**

### **LA support for young people without special educational needs or disabilities**

The Local Authority (LA) provides post-16 transport assistance for students under 19 years of age in the form of a £50 per year refund towards the cost of travel expenses to college if:

- A young person attends a school or college more than 3 miles from their home address by the nearest walking route; and,
- attending a full-time school or college course; and,
- Parents/guardians are or have been in receipt of a means tested benefit at some time during the academic year of the claim. The qualifying benefits are:
  - o Income Support;
  - o Full amount of Working Tax Credit;
  - o Housing Benefit;
  - o Disability Living Allowance;
  - o Income-based Job Seekers Allowance;
  - o Income-related Employment and Support Allowance
  - o Universal Credit

Claims should be made at the end of the academic year by contacting the Transport Team at - [itu@wigan.gov.uk](mailto:itu@wigan.gov.uk)

### **Local Authority support for young people Post 16 with SEND**

Section 509AB(1) of the Education Act 1996 imposes a requirement that the Council should set out the extent to which the arrangements specified in the statement of SEN/EHC plan can facilitate the attendance at schools and colleges of young people with learning difficulties and/or disabilities. The 16-18 transport duty relates to young people of sixth form age with learning difficulties and/or disabilities aged up to 19.

The transport needs of young people with special educational needs and disabilities must be reassessed when a young person moves from compulsory schooling to post -16 education, even if the young person is remaining at the same educational setting.

This policy promotes, supports and encourages the growing independence and social inclusion of all young people, as appropriate to their age and ability. Any support assistance will be the most efficient and effective in terms of both sustainability and cost. It will also ensure we are supporting young people to prepare for adulthood and so will promote independent travel as a first option in all instances.

In determining eligibility for home to college travel support the local authority will consider the following factors along side the information contained within the application form:

- The age of the student, students must be over the age of 16 years, have an EHC plan and be attending a full-time college course;

- An assessment of the young person's ability to travel independently undertaken by the local authority travel trainers;
- Whether education/training provision is available at a nearer location to the young person's home address that offers a similar course;
- Whether attending a specialist college as a day pupil in a placement funded by the local authority High Needs Student Budget;
- Whether all alternatives to local authority transport have been considered as set out below;

In line with the preparing for adulthood agenda of encouraging independence and building self-esteem support for travel to college/setting will take the following form:

- Mainstream Public Transport;
- Independent Travel Training;
- Contracted transport from pick up and drop off points;
- In exceptional circumstances, contracted transport will be from home. Where transport is provided from home this may be shared with other students.

Any transport provision will be at the start and the end of the school/college day. Transport provision cannot be made for bespoke timetabling for individual pupils. Where transport support is agreed through the local authority this will remain in place until the completion of that chosen course (up to a maximum of 3 years) or until the student successfully completes a course of travel training.

To apply for Post 16 Transport provision, please [complete the on-line application form](#).

### **Local Authority support for young people 19-25 with SEND**

The Council also has a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with learning difficulties and/or disabilities up to the age of 25 in education and training.

Additionally, local authorities have a duty under sections 508F and 508G of the Education Act 1996, as inserted by section 57 of the Apprenticeships, Skills, Children and Learning Act 2009. Under section 508F, the local authority is required to make such arrangements for the provision of transport as they consider necessary in respect of:

- Adults (i.e. those who are aged 19 or over) for the purpose of facilitating their attendance at local authority maintained or assisted further or higher education institutions or institutions within the further education sector; and,
- Relevant young adults with an EHC plan (which can only be maintained up until the age of 25) for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. For these young adults, the local authority's duty only applies where the local authority has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training.

Where there is an eligible need and the local authority makes such arrangements the transport provision will be free of charge.

The adult duty applies only to young people who are attending a course which they started after their 19<sup>th</sup> birthday, including those with EHC plans. The overall intention of the adult transport duty is to ensure that those with the most severe disabilities with no other means of transportation are able to undertake further education and training after their 19<sup>th</sup> birthday to help them move towards more independent living.

This policy sets the criteria that will be used to assess whether the service user's need to access education can be best met through independent travel arrangements, privately funded transport or whether council arranged travel support is necessary. There is a general assumption and expectation, within this policy that, wherever possible, adult learners with care and support needs will meet their own needs for travelling to their educational establishment, or access support to facilitate them. The decision to provide transport will be based on a person's individual circumstances.

The provision of transport will only be considered in relation to meeting the needs of adults aged 19 years and over who have been assessed as eligible, taking into account the information contained within the application form and the following criteria:

- The availability of existing transport and travel arrangements;
- The ability of a person to travel independently with regard to their physical mobility and other factors;
- The ability of a person to travel independently if provided with appropriate training in this regard;
- The person is attending the nearest educational establishment to their home address;

The council will consider all travel support options reasonably available to the service user when deciding what it will offer. Where travel support has been agreed it will be provided in a safe and cost-effective manner taking account of the individual's specific needs. Directly provided transport services will be provided only once other alternatives have been considered and ruled out.

To apply for 19–25 Transport provision please [complete the on-line application form](#).

## **Appeals procedure**

In the case of a dispute over the eligibility for free transport or transport assistance, a parent may appeal against this decision to the Local Authority. An appeal must be made in writing to the Transport Manager no later than 20 working days after you have been refused transport assistance. In your appeal submission you must set out the grounds for why you believe the decision should be reviewed and/or family circumstances you believe should be considered when the decision is reviewed.

### **Stage one: review by a senior officer**

Within 20 working days of receipt of the written appeal a senior officer will review the original decision and send a detailed written notification of the outcome of their review. The response letter will contain information about how you can escalate your case to stage two, should you wish to.

### **Stage two: review by an independent appeal panel**

Parents/carers have 20 working days from receipt of the local authority's stage one written decision notification to make a written request to escalate the matter to stage two.

Within 40 working days of receipt of this written request, an independent appeal panel will consider written and verbal representations from both the parent and officers involved in the case. Parents will receive a detailed written notification of the outcome (within 5 working days), setting out the nature of the decision reached and information about your right to put the matter to the Local Government Ombudsman.

The independent appeal panel members will be independent of the original decision making process, but are not required to be independent of the Local Authority.

Appeals should be submitted to the Transport Manager at the address below, who will process your appeal:

Transport Team  
Wigan Council  
P O Box 100  
Wigan  
WN1 3DS  
Email: [itu@wigan.gov.uk](mailto:itu@wigan.gov.uk)

### **Additional travel help available**

In addition, TfGM issue both the National Travel Passes for Disabled People and National Travel Concession Plus Pass for Disabled People to students with disabilities, details of these are given below:

### **National Concessionary Travel Pass**

If you qualify for a national concessionary travel pass you can travel for free on local buses anywhere in England between 9.30am and 11pm Monday to Friday, and all day at weekends and on public holidays. You may be entitled to the national concessionary travel pass if you:

- have severe walking difficulties;
- are registered partially sighted;
- are profoundly or severely deaf; and,
- have been, or would be refused a driving licence on medical grounds.

Students should initially contact TfGM's Travel Concessions Department on 0161 244 1050 who will advise on how to obtain an application form.

### **National Travel Concession Plus Pass**

If you live in Greater Manchester and you are disabled, you may be entitled to a National Travel Concession Plus Pass which allows you to have free travel at all times on buses, local trains and Metrolink trams in Greater Manchester, and on local buses elsewhere in England between 9.30am and 11pm Monday to Friday, and all day at weekends and on public holidays. You may be able to get a Concession Plus pass if you:

- are registered blind;
- are profoundly deaf and cannot speak or have limited speech that is difficult to understand;
- cannot talk;
- are without the use of both arms;
- have learning disabilities;
- are ex-service personnel with serious walking difficulties as a result of losing a leg; and,
- would be refused a driving licence as a result of severe and long-term mental health problems.

Students should initially contact TfGM Travel Concessions Department on 0161 244 1050 who will advise on how to obtain an application form.

### **Independent Travel Training for students**

We provide an independent travel training scheme known as Liberty. It enables students to travel independently to and from school and other social activities. The scheme has incredible benefits for all in terms of confidence and freedom to mix with peers.

Travel Training will be provided for pupils who meet the criteria which will be assessed by someone from the council through a home visit. All young people who require support with transport to access their Education provision post 16 will be required to have this assessment.

The scheme enables pupils to develop travel independence at their own pace and the training covers various topics depending on the needs of the student, including:

- Personal safety
- Road safety
- Recognising and avoiding dangerous situations
- Following directions
- Boarding the correct bus in the right direction
- Buying tickets.

The scheme has incredible benefits for all in terms of confidence and freedom to mix with peers.

## **Transport help to a course beyond the local authority area**

LA Transport provision is available to students with special educational needs and/or disabilities (SEND) students on courses outside Wigan, provided this is the nearest suitable course. TfGM Bus Cards and Permits are available to all students for travel throughout Greater Manchester.

### **What if I attend a further education institution, which is beyond daily travelling distance, and I need to stay away?**

If you need to study away from home because your course isn't available locally, you may get help with the cost of term-time accommodation. You may get help from the Residential Support Scheme if:

- you are 16-18;
- a similar course is not available locally;
- you're not studying at a college offering a residential bursary;
- you are resident in England; and,
- your course is either more than 15 miles or more than a 2-hour return journey from home.

To claim, ask your school or college for a Residential Support Scheme Application Pack. For more information visit [www.gov.uk/residential-support-scheme](http://www.gov.uk/residential-support-scheme)

Students with special educational needs who are educated in Residential Colleges are entitled to claim the cost of 4 single trips to college each term. The amount to be refunded will be based upon public transport rates or a mileage rate of 45p per mile. Students or their carers wishing to apply for this financial support should contact the Wigan's Transport Team at:

Transport Team  
Wigan Council  
P O Box 100  
Wigan  
WN1 3DS  
Email: [itu@wigan.gov.uk](mailto:itu@wigan.gov.uk)  
[Additional Information](#)

- <http://walkit.com/> The urban walking route planner - get a route map between any two points, including your journey time, calorie burn, step count and carbon saving. It's quick, free, healthy and green.
- <https://www.tfgm.com/cycling/> Whether you're new to cycling or simply want some new routes to explore, the TfGM Cycling website is for you. We'll help you get started, choose the right bike, join in local cycling events and even plan your next ride.

## **Contact Information**

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

Speak to your college student services or visit the following web addresses:

[www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

### **Transport for Greater Manchester (TfGM)**

Travel shops are located in Altrincham, Ashton, Bolton, Bury, Eccles, Hyde, Leigh, Middleton, Oldham, Piccadilly, Rochdale, Shudehill, Stockport, Wigan and Wythenshawe.

Transport for Greater Manchester

2 Piccadilly Place

Manchester

M1 3BG

Website [www.tfgm.com](http://www.tfgm.com)

Tel 0161 244 1000

Information about concessionary fares for people with disabilities: 0161 244 1050

**Traveline** 0871 200 22 33 (calls cost 10p a minute for landlines)

### **Wigan Council: Integrated Transport Unit and Independent Travel Training scheme (Liberty)**

Transport Team

Wigan Council

P O Box 100

Wigan

WN1 3DS

Email: [itu@wigan.gov.uk](mailto:itu@wigan.gov.uk)