



Peterborough City Council Post 16 Transport Assistance Policy

Effective from September 2022

People and Communities

Peterborough City Council
Ground Floor
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

Peterborough City Council

Post -16 Transport Assistance Policy

1 Introduction

1.1 Who is the policy for:

This policy sets out the assistance available to help facilitate the attendance of students resident in Peterborough, aged 16-19 (or 25 where the student has Special Education Needs, learning difficulties and/or disabilities (SEND) and has an Education Health and Care Plan (EHCP)) who wish to undertake, or are already undertaking, a course of full-time study.

Students who qualify for post-16 travel assistance who do not meet the low income criteria or do not have an EHCP are required to make a financial contribution towards the full cost of travel provided by the Council. These charges are reviewed and published annually within the Post 16 Transport Assistance Policy statement.

2.1 1.2 Background Legislation

The Education Act 1996 (as amended) sections 509AA, 509AB, and 509AC, 508F and 508G, deals with the provision of transport for persons of sixth form age. They place a requirement on local authorities to prepare a travel policy statement for the academic year on or before the 31st May. The annual statement will be published on Peterborough City Councils website: <https://www.peterborough.gov.uk/residents/schools-and-education/school-transport>

Changes to legislation in the Education Act 2002 (schedule 19 section 509AA, 509AB and 509AC) turn this into a duty. Local Authorities (LA's) in partnership with other organisations e.g. Further Education Institutions (FEI's), schools with sixth forms, and transport providers must make transport provision, in the form of financial support or transport services, for post -16 students who are under 19, and for continuing students, who might otherwise be prevented from accessing or taking part in FE.

The Education and Skills Act (2008) requires all young people to continue in learning or training until the end of the academic year in which they turn 18. This does not mean that young people must stay on at school once they reach 16; this is still the statutory school leaving age. Instead, they are able to choose from the following:

- Full-time education, such as school, college or home education
- Following a full-time work-based learning route (e.g. Apprenticeship); or
- Undertaking part-time education or training equal to one day a week if they work, are self-employed or volunteer for at least 20 hours per week.

This policy is based on the following documents and guidance:

- Post-16 transport and travel support to education and training – statutory guidance for local authorities January 2019
- Sustainable School Transport Policy (August 2009)
- Cambridgeshire and Peterborough Combined Authority Transport Plan 2021
- Peterborough Long Term Transport Strategy (LTTS) (2011-2026)
- www.gov.uk/1619-bursary-fund/further-information
- <https://www.gov.uk/care-to-learn/how-to-claim>

1.3. Vision

Our vision is to promote and facilitate the use of travel by sustainable modes by young people, families, and school staff, and provide information so they are able to make informed transport decisions.

1.4 Goal

Our goal is to engage with all Peterborough schools and further education colleges supporting individual travel needs to increase sustainable travel on journeys.

PCC will:

- Use and work with the campaigns, promotional and marketing events to raise awareness of travel planning, travel choices, sustainable transport and the Travelchoice website for schools/ colleges, students and local community.
- Proactively work with transport operators to encourage positive relationships

1.5 Summary:

PCC will:

- wherever possible, encourage students to walk, cycle or travel by bus to school/college for their health, education and social development, and
- aim to reduce the number of school/college journeys by car, which otherwise add to traffic congestion, pollution and danger for students walking to school/college

2. Application

Wherever possible, transport assistance is provided through the issuing of bus passes on public transport or other contracted routes, such as the provision made by local education colleges, Peterborough College and Stamford College. Many students who were previously receiving transport assistance in Year 11 may not be eligible for post 16 transport. Other forms of assisted transport are available at the discretion of the local authority.

It is the responsibility of students and/or their parent/carers to make transport enquiries ahead of the relevant academic year.

By email: educationtransport@peterborough.gov.uk

By post:

Passenger Transport Operations Team
Peterborough City Council
Ground Floor
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

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Students/parents/carers can apply for transport by visiting our website and applying on-line <http://www.peterborough.gov.uk/schooltransport>.

Applications must be received by 31st July to ensure transport will be in place for September. Renewals during term time must be received at least 15 working days in advance to guarantee receipt of passes by the start of the school/college term.

Applications are required for all Post 16 students including those with an Education Health and Care Plan (EHCP).

If a student has an EHCP or disability the decision regarding transport may be referred to the Transport Panel to determine whether the student is eligible for transport, type of transport provision required including frequency of transport (if a student is not attending a day placement) and any review periods of entitlement/ provision.

3 Mainstream Post 16 Students

3.1 Transport Assistance

Assistance with the cost of transport to approved courses is provided by PCC for post -16 students who meet all the requirements set out below:

- The student must be living in Peterborough (their parent/carer paying Council Tax to PCC) and attending the school or college in or outside Peterborough.
- The student must be attending their nearest appropriate centre (see section 5.1)
- The student must be enrolled on a full-time course i.e. a minimum of 15 taught hours per week at sixth form centres either in school or college; or 12 hours if the course is in school or college full time prospectus.
- The student must be under the age of 19 at the beginning of the educational year, i.e. 31st August of the relevant year, or continuing a course (progression levels are regarded as a new course) started whilst aged under 19;

A student who has already attained or will reach the age of 19 on or before 31st August in the calendar year of their first application for assistance with Post 16 transport will not be eligible for support from the scheme. Any student aged 19 or over on 31st August in the calendar year of their application, will only be eligible to apply for support if they can demonstrate explicitly that their course is a continuation of one on which they have already successfully completed the first year of study, having started the course prior to attaining the age of 19. The onus will be on the student to prove continuous study.

- The distance between the family home and the 'nearest appropriate centre' (see 5.1 below) must be 5 miles or over (for students paying the subsidy, see section 6.1 below) or 3 miles or over (for students in receipt of accepted benefits, see section 6.2. below) measured by the shortest unimpeded walking route, and must not exceed 30 miles, measured by road route.

4 POST 16 STUDENTS WITH SENSORY, PHYSICAL OR MEDICAL NEEDS INCLUDING THOSE WITH AN EDUCATION, HEALTH AND CARE PLANS

4.1 The following groups of students may be considered eligible for transport assistance to approved courses from the city council:

- Students with an Education, Health and Care Plan (EHCP)
- Students placed in a specialist provision for the duration of a statutory EHC (education, health and care) needs assessment
- Students with exceptional physical, sensory or medical needs that have significant impact upon their ability to travel

4.2 Students eligible for transport assistance should be transported to school in a manner which assists their readiness to engage in learning on their arrival at school/college and ensures both their comfort and safety.

Wherever possible, students in these groups should be treated in the same way as those students without any additional needs, i.e. in general they should walk/cycle to school, travel on public transport, or be taken by parents. They should be encouraged to develop independent travel skills. All students will be encouraged to use public transport as soon as possible as part of their development of independence skills.

The 16-18 transport duty relates to young people of sixth form age with learning difficulties and/or disabilities aged up to 19 (and beyond the age of 19 if they are continuing on a particular course started before the age of 19). Local authorities also have a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with special educational needs and/or disabilities up to the age of 25 in education and training.

- 4.3 If a school/college on the EHCP is parental choice and a nearer provision can meet the needs of the student, rather than a parents more distant choice, transport will not be provided.
- 4.4 The LA has a duty to transport eligible students to and from their recognised home to their appropriate educational placement to allow attendance during normal school/college hours. Assistance with transport will only be given to and from the nearest pick-up point for public or other transport. It is not to be assumed that 'home to school' necessarily means door to door (unless the student is not capable of getting to the nearest pick-up point or the arrangements put in place include a planned pick up from home)
- 4.5 Transport by a contracted service e.g. taxi, minibus will only be granted when it can be clearly demonstrated that the student cannot walk to school or travel by public transport. To ensure all students who receive transport still meet the criteria for transport, and that the most appropriate mode of transport is arranged for each student, parents are expected to complete an application for transport when a student starts a new school/college

4.6 Transport will **not** be provided for:

- parents or students to attend extra school/college activities, e.g. school plays, sports days, parents evenings
- students to attend doctor or dental appointments as these should be arranged for out of school hours, and
- for students to attend breakfast clubs, after school/college clubs, or out of school/college activities

4.8 **Eligibility for transport assistance for young people in these categories will be considered on an individual basis following application. The decision with regard to eligibility will be made following consideration of the factors listed below (where relevant):**

- Verification by an appropriate medical officer (where appropriate) of the Health Authority. that the young person has significant physical, medical or sensory needs that impact on ability to travel. This should be the consultant looking after the student – a letter from a General Practitioner (GP) is not sufficient.
- the needs of those young people who, without travel support, would be unable to attend an education or training establishment;
- supporting evidence from professionals involved with the young person and their family;
- if there is a nearer centre which is suitable able to provide the same course/ qualifications or same career outcome;
- the best use of the Council's resources;
- the nature of the young person's special educational needs, disability and/or learning difficulty. This includes the physical ability of the young person to walk or cycle, to the learning provision or a pick up point;
- whether the young person has received travel training, is able to travel independently and his/her ability to access public transport or transport operated by others;

5. ALL STUDENTS

5.1 Nearest appropriate centre

The nearest appropriate centre is the nearest school or college (regardless of city boundaries) to the student's family home; and/or, where appropriate, is the designated post-16 centre for that family home, able to offer the main essentials of the course required for higher education and/or career outcomes.

Non-availability of particular subject/module combinations at General Certificate of Secondary Education (GCSE) Advanced 'A' level or at Advanced Vocational Certificate of Education (AVCE), General National Vocational Qualification (GNVQ), or Business and Technology Education Council (BTEC) level at the student's nearest/designated school/college will NOT normally be sufficient reason to provide assisted transport to a more distant centre.

Therefore, if the nearest or designated school or college offers the course leading to the required qualification and/or the main essentials of the course with regard to higher education/career outcomes can be offered, and is able to provide a place, assistance with transport will not be provided to a more distant centre.

If a school/college named on the EHCP is parental choice and a nearer provision can meet the needs of the student, rather than a parent's more distant choice, transport will not be provided.

5.2 Apprenticeships/Traineeship and work-based training:

The Council will consider unpaid traineeships in the same way as other full-time courses and students will need to meet the criteria set out in 3.1 and 4.1. The council will not be responsible for transport assistance for students enrolled on paid apprenticeships.

5.3 Distance

There is a limit imposed on the travelling distance of 30 miles from home, measured by road route, for post-16 students. If a student chooses to attend a post 16 centre that exceeds this 30 mile distance then PCC will not be responsible for transport costs.

5.4 Safer Routes

Transport assistance may be considered on routes which are designated by the LA as being unsafe to walk or cycle.

The safety of routes will be assessed in individual cases. Assessments of routes will be made by the Passenger Transport Operations Team, in association with officers in the Network and Traffic Team. In addition, reference will also be made to the availability of public transport and safe cycling routes.

6 Payments

6.1 Parental Contribution

PCC accepts from parents/carers a choice of the following:

- Pay by debit/ credit card for whole academic year (complete payment form on website after submitting application form).
- Pay by debit/ credit card for half of academic year September to February (complete payment form on website after submitting application form).
- Pay in 6 monthly instalments (one initial payment followed by 5 x payments (payments from October to February).

Payment only applies to Mainstream students currently.

6.2 Proof of Benefit – Low Income criteria

Documentation which provides proof of either the student or a member of their household is in receipt of one of the following benefits (documentation must be for the current financial year) and should be provided with the application:

- Income Support
- Income-based Job Seekers Allowance (we do not accept contribution-based Job Seekers Allowance)

- Income Related Employment and Support Allowance
 - Support under Part VI of the Immigration & Asylum Act 1999
 - Guarantee element of State Pension Credit
 - NHS Tax Exemption certificate. We will need to see a photocopy / scanned copy of the entitlement confirmation stating the expiry date
- Universal Credit with a household monthly net income of no more than £935

7. Parental Mileage

Where a family transport their child(ren) to and from school or college rather than by the designated transport they may only claim parental mileage @ £0.40 per mile and only where it is more cost effective than any alternative transport available and a space is not left vacant on the designated transport for that school.

Parental contributions will be deducted from the payment agreed. They will be reimbursed once the claim exceeds this amount.

8. Emergency Situations

For emergency short term situations, temporary emergency funding may be provided, usually in the form of a weekly ticket for public transport, to enable students to continue attending their current school/college. These will be assessed on a case by case basis by the Team Manager, Passenger Transport Operations for consideration and authorisation.

9. Travelling time

No limits are placed on the length of journey times for those students over compulsory school age i.e. those in post-16 education. However, a maximum limit of a distance of 30 miles is in place.

10. Travel Assistance

10.1 Cycling Allowance

Students/Parents can apply for a termly cycle allowance will be paid **for those students who wish to** cycle to to their school or college rather use public transport. Such allowances will only be payable where the cost of transport would exceed the amount of the cycle allowance. Information regarding cycle allowance payments can be found on the annually published statement.

11. Withdrawal of Transport Provision

11.1 Student Behaviour

Students travelling to school or college by public transport or on a contracted service arranged by the city council, who misbehave, cause damage or injury (either to the bus or other passengers) will have their transport entitlement and bus pass (if applicable) withdrawn, or transport provision cancelled either temporarily or permanently. Any permanent withdrawal will be following consultation between the Passenger Transport Operations Team, the head teacher or principal of the school or college.

11.2 Applications Approved in Error

Where an application for home to school/college transport provision is approved in error, the city council will withdraw the provision at the end of the **half-term** in which the error is found.

11.3 Change of Family Circumstance

Where a change in family circumstances requires a review of eligibility:

- Where a student moves address – the city council will withdraw the transport provision with immediate effect. Parents may then re-apply from their new address.

Where a student's medical circumstances change or are reviewed – the city council will withdraw the transport provision the end of the half-term in which the review occurs.

11.4 Students failing to travel on transport

When a student fails to utilise transport provision without justification for three consecutive days transport is to be suspended pending investigation as to the cause. Transport will only be reinstated where an undertaking is given and the family makes an agreement with the city council that the student will use the transport provision in place in the future.

If the student then fails to use the transport again a decision may be made to suspend the provision for the remainder of that term at the discretion of the city council.

Where this suspension is invoked it will be the parent's responsibility to transport the student to their educational placement.

12. Appeals

Any parent who has been refused assisted school/college transport may appeal to the Appeals Committee (Service Issues) if they wish to challenge:

- (1) the refusal is not in line with this policy
- (2) the transport arrangements offered
- (3) that there are exceptional reasons to depart from this policy

12.1 Stage One: Review by the Team Manager, Passenger Transport Operations

A parent has 20 working days from receipt of the home to school transport decision to make a written request to the Team Manager, Passenger Transport Operations asking for a review of the decision.

The written request should detail why the parent believes the decision should be reviewed and give details of any personal and /or family circumstances the parent believes should be considered when the decision is reviewed.

Within 20 working days of the parent's written request the Team Manager, Passenger Transport Operation will review the original decision and send the parent detailed written notification of the outcome of their review, setting out:

- The nature of the decision reached;
- How the review was conducted
- Information about other departments and /or agencies that were consulted as part of the process (if applicable);
- What factors were considered;
- The rationale for the decision reached;
- Information about how the parent can escalate their case to stage two (if appropriate)

12.2 Stage Two: Review by an independent appeal panel

A parent has 20 working days from receipt of the Team Managers stage one written decision notification to make a written request to escalate the matter to stage two.

Within 40 working days of receipt of the parents request an independent appeals panel made up of Councillors will consider written and verbal representations from both the parent and officers involved in the case and gives a detailed written notification of the outcome (within 5 working days), setting out:

- The nature of the decision reached;
- How the review was conducted;
- Information about other departments and /or agencies that were consulted as part of the process (if applicable);
- What factors were considered;
- The rationale for the decision reached;
- Information about the parent's right to put the matter to the Local Government Ombudsman (see below)

Local Government ombudsman – parents have a right of complaint to the Local government Ombudsman, but only if there is evidence of a failure by the council to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled. If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for a judicial review.

One of these reasons must be set out in the application for appeal.

The appeals process will be undertaken in accordance with the following principles:

12.3 Procedure

If parents/carers or students wish to appeal against a transport decision made by PCC, they should contact within 20 working days from receipt of the home to school transport decision which the appeal is made.

Passenger Transport Operations Team
People and Communities
Peterborough City Council
Ground Floor
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

Tel: 01733 317455 (call centre)

12.4 Transport appeal hearings

Unless there is an emergency or extenuating circumstances, appeals will normally be held monthly during term time.

13 Contacts

Peterborough City Council		
Passenger Transport Operations	Telephone:	01733 317455
	Email:	educationtransport@peterborough.gov.uk
	Website:	www.peterborough.gov.uk

This policy is available on our website: www.peterborough.gov.uk

Appendix 1

Allowances This information is correct at time of this statement being published, but may be subject to change by central government without prior notification.

A1.1 The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education. There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
 - in care
 - care leavers
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
 - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
 - discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment
2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment To be eligible for the discretionary bursary young people must:
 - be aged 16 or over but under 19 at 31 August 20xx or
 - be aged 19 or over at 31 August 20xx and have an Education, Health and Care Plan (EHCP)
 - be aged 19 or over at 31 August 20xx and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
 - be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority Schools and colleges are responsible for managing both types of bursary.

Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application. Further information can be found at <https://www.gov.uk/1619-bursary-fund>

A1.2 Young parents / Care to Learn

If you are a young parent under 20, Care to Learn can help pay for your childcare and related 34 travel costs, up to £160 per child per week, while you're learning.

Care to Learn can help with the cost of:

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

Types of childcare

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

- childminder
- pre-school playgroup

- day nursery
- out of school club If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

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

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

Payments

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

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

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

Attendance Payments will stop if:

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

Eligibility

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
 - you're the main carer for your child
 - you live in England
 - you're either a British citizen or a national of a European Economic Area (EEA) country
 - your course is publicly funded (check with your school or college)
 - your childcare provider is registered with Ofsted or the Care Quality Commission
- 13 35 Type of course Care to Learn is only available for courses in England that have some public funding.

This includes courses that take place in:

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

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

<https://www.gov.uk/care-to-learn>