



Home to School Travel Assistance Post-16 Policy Statement, Academic Year 2023-24

This policy statement supersedes all Derby City Council (The Council) previous travel assistance arrangements and entitlements. Funding for post-16 travel assistance is subject to annual budgets and financial affordability. As per the Council's duty, the Post 16-19 Travel Policy Statement will be reviewed annually. This version covers the academic year from 01 September 2023 to 31 August 2024.

This policy statement provides information for learners of **sixth form age** and their parents or carers. It is vital that all applicants read this policy statement carefully to ensure that they are aware of the eligibility criteria, what discretionary travel assistance may be provided, and what alternative and more cost-effective support may be available directly from schools and colleges and/or transport operators.

The Council will assess any application for travel assistance for a person of sixth form age against this policy statement. In doing so, the Council will consider, under the relevant government guidance, whether it is necessary for the Council to provide travel assistance.

1. Introduction

This policy statement is intended to inform learners of sixth form age who reside in Derby City about the range of travel assistance options available in the area, to support their attendance at a post-16 education setting. (*Section 509AA Education Act 1996*).

Most learners of sixth form age will not require support from the Council. Most learners will be able to access schemes from public transport providers, bursary funds, and individual college bus services set out in section A below.

Only in certain circumstances will the Council exercise a discretionary legal power to make transport arrangements or provide financial assistance, where it considers it necessary, for facilitating the attendance of persons of sixth form age at their post-16 education setting

This policy statement also sets out the Council's legal obligations to sixth form learners with SEND. (*Section 509AB (1) Education Act 1996*).





2. Scope of the policy

2.1 This policy statement offers advice to all learners of sixth form age and explains the Council's commitment to encourage independent travel to and from a place of learning. It explains the support packages in place to encourage participation and prevent travel being a barrier to sixth form learners.

2.2 Sixth form learners and parents are advised to investigate all sources of alternative help as well as local travel options before applying to the Council for travel assistance. In all cases where assistance is sought from the Council, students and parents will need to demonstrate that they have exhausted all other options before applying.

3. Definitions

3.1 For the purposes of this policy statement, eligible learners of sixth form age are defined as:

- 16-18 learners (Years 12 and 13) with an EHCP.
- 19-25 learners with an EHCP, who started the course/training before their 19 birthday.

3.2 For the purposes of this policy statement relevant institutions include:

- Academy or Local Authority maintained schools.
- Academy or Local Authority 6th form colleges.
- Further education institutions.
- A Council maintained or assisted institution providing further education.
- An institution funded by the EFSA.
- Learning providers delivering accredited programmes.
- The name of the institution must be named in part I of a sixth form learner's EHCP which has been deemed by the Council as being the nearest suitable placement for the learners SEND needs.

In some circumstances, two institutions may be named in section I of the EHCP, e.g., where the Council identifies the nearest suitable school/college that can meet need and has places (establishment A), but also names the parents' preferred school/college, which is further away from the learners' home (establishment B). In this situation, the Council's legal obligations for travel assistance only apply to establishment A. Parents are responsible for travel to establishment B.

3.3 For the purposes of this policy statement, the relevant education establishment is the nearest school or college to the learner's home address with available places on a suitable course for the learner. Most learners will be able to access a suitable course within Derby City or the surrounding areas. However, there may be occasions where a learner has to travel further and, in these circumstances, the Council will consider exercising its discretionary power to provide travel assistance.

3.4 Education and Training is defined as a full-time course (min.16 hrs per week).





- 3.5 Education and training does not include apprenticeships, work experience or internships, open/induction days, work placements, trips, attendance at any out of hours clubs, extra-curricular activities outside the normal school / college day.
- 3.6 This policy applies to sixth form learners with an EHCP who reside full time in Derby City even where they attend an institution outside the area. Where joint residency arrangements apply, the home address will be the address where child benefit is paid to. If child benefit is not applicable, the Council will determine the home address for the purposes of home to school travel, using the information provided in the application.

4. Aims and Objectives

The Council has the following aims and objectives when assessing transport support:

- 4.1 Promotion of active and sustainable travel options, reducing carbon footprint by minimising the number of individual journeys in single occupancy vehicles. Derby is well-served by an extensive public travel network and frequent bus services, which operate to all sixth form schools and further education colleges, and with train services to colleges outside of Derby.
- 4.2 To ensure the public purse is protected. The Council has a duty to manage public money responsibly and provide value for money services.
- 4.3 Providing lifelong skills for learners to travel independently. The Council's ambition is that every child and young person in the city achieves their full potential by raising expectations, achievement, and supporting them on their journey to independence. Part of that journey is a vision for as many young people to travel independently to school or college, where there is the potential for this, using sustainable forms of travel and equipping them with skills for life.
- 4.4 The Council recognises that encouraging the independence of young people will develop their confidence and social skills, and will increase their opportunities for continuing education, training and entering the world of work.



5 Section A- Travel and Transport Support

5.1 Concessionary tickets for young people 16-25 from public transport

- **B-Line 2 card**

All young people aged 16 years, up until their 19th birthday, who live in Derby City and are in full time education (min.16hrs per week), are entitled to a free B-line 2 card which reduces the cost of local bus or rail travel by up to 25%. This can be used on any day of the week and at any time of the day.

Apply through your school/college or visit [b_line discount travel card - Derbyshire County Council](#).

The B-line 2 card is valid for journeys to/from some destinations outside Derby/Derbyshire, providing the journey starts or finishes in Derby/Derbyshire.

- **Arriva Midlands Student Saver Bus Pass**

Arriva Student Saver tickets offer great savings for students aged 16+ at college, sixth form or university and are also valid for travel in the evenings and weekends too. Tickets are available termly, paid up front, or for the full academic year, paid monthly by Direct Debit, and can be provided either as a physical bus pass or as a mobile ticket on a smartphone with the free Arriva Bus App. Ticket prices are published during the summer term for the following academic year.

- **Mango Card**

Available on Trent Barton buses for travel throughout the Derby City area. Students aged 16-19yrs get 25% off the single cash fare with a valid student ID card; adults get 15% off the single cash fare. There are no time restrictions. Trent Barton offers comprehensive coverage of the Derby and Nottingham city areas, as well as routes in Nottinghamshire and Derbyshire.

For full details visit: <https://www.trentbarton.co.uk/fares-and-tickets/whatismango>.

5.2 Travel Support from schools and colleges

Some colleges/sixth form establishments provide their own bus services for students, either free of charge or through subsidised termly or annual passes. Some college bus passes are restricted to specified college services; other passes allow travel on public travel. For example, Derby College have a number of free shuttle buses running to and from campuses throughout the day. For further information contact the relevant learning provider directly.

Visit: [Transport-Getting to College - DCG \(derby-college.ac.uk\)](https://www.derby-college.ac.uk/transport-getting-to-college-dcg)

Please note: Information is correct at April 2023 and may be subject to change.



5.3 Cycle schemes

- **Cycle Derby** offers cycling opportunities for Derby City residents of any age and ability. Contact: Mark Smith, Sustainable Cycle Derby Education, Derby City Council mark.smith@derby.gov.uk. or call 01332 641748 or visit: www.cyclederby.co.uk/friends.
- **Wheels 2 Work/Wheels to Learn** is a low-cost scooter and bicycle hire scheme that can provide access to work, education and training where public travel is not available. Visit: www.wheelstowork.org

5.4 The 16-19 Bursary Fund Support

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 of the Local Authority / Looked After Child.
 - Care leavers.
 - In receipt of Income Support, or Universal Credit (UC) in their own right.
 - In receipt of Employment and Support Allowance (ESA), UC in their own right
 - In receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right.
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 2024 or
 - Be aged 19 or over at 31 August 2024 and have an Education, Health, and Care Plan.
 - Be aged 19 or over at 31 August 2024 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 www.gov.uk search for post 16 bursaries.



5.5 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. For more information, please visit <https://www.gov.uk/care-to-learn/how-to-claim>.

5.6 Students with SEND may also be able to access the following:

- **Disability Living Allowance (DLA) / Personal Independence Payment (PIP)**

Post 16 students with a disability may be entitled to help with some of the extra costs caused by long-term ill health or a disability. The rate depends on how the condition affects the students, not the condition itself. PIP has replaced Disability Living Allowance (DLA). Visit: www.gov.uk/pip.

- **Access to Work**

Provides support to young people who are disabled or have a physical or mental health condition that it hard to do their job and are in paid employment (including apprenticeships). This can include travel costs. Visit: www.gov.uk/access-to-work

- **Gold Card**

The English National Concessionary Travel Pass, known locally as Gold Card, is available for post-16 students with certain disabilities. This provides free travel throughout England on local buses after 9.30 am and up to 11.00 pm on weekdays, and any time at weekends and on bank holidays. Any travel before 9.30am on weekdays will be charged at the normal fare. Please visit [Gold Card - Derbyshire County Council](#). Or call: 01332 293111.

Section B- Local Authority support

It is expected that most sixth form learners, including those with SEND, will be able to walk or use public transport to access their place of learning. Only in exceptional circumstances will the Council consider exercising its discretionary power to offer travel assistance to the nearest relevant institution in line with the Council's travel offer in section C below.

6.1 Eligibility criteria

The criteria to decide eligibility for discretionary support is determined on a case-by-case basis. Where it would be unreasonable to expect a learner to walk or use public transport to access the nearest suitable education setting the following reasons will be considered but are not limited to:



- 16-18 learners (Years 12 and 13) with an EHCP on a full-time education course (minimum 16 hours per week).
- 19-25 learners with an EHCP, who started the full-time course/training before their 19 birthday (minimum 16 hours per week).
- Learner cannot walk/use public transport due to a temporary or permanent medical condition. Written medical evidence from the treating clinician will be required to support the application.
- The learner's individual physical, mobility, or learning needs which prevents them from independently walking/using public transport safely to the nearest relevant education institution. The Council will consider all relevant information in a learner's EHCP and may request further medical evidence or other information to support the application.
- The nature of the route. If the walking route to school is deemed unsafe or hazardous. In these circumstances learners will be expected to use public transport unless it is also deemed unreasonable to do so.
- Where the Council decides a learner is eligible for support this will be provided in accordance with the Council's Travel Assistance Offer set out in section C below.

7 Section C- Derby City Council's Travel Assistance Offer

Where the Council has assessed that a learner of sixth form age cannot reasonably be expected to independently walk to school or use public transport then travel assistance may be offered in the form of a mileage allowance, if the family have access to a vehicle, or a Personal Travel Budget (PTB), whichever is deemed to be the most cost-effective option for the Council.

The Council's discretionary travel assistance offer for eligible sixth form learners no longer includes the direct provision of taxis and minibuses. Parents/carers/learners will be expected to use PTBs to make their own arrangements. The bands and calculations for the PTBs are set out at paragraph 7.4.

Only in exceptional circumstances, e.g., where a learner has complex medical needs that require specialised travel assistance, and there are medical or health reasons why a parent/carer cannot manage a PTB, will the Council consider making the direct provision of taxi or minibus transport.

Each application will be considered on a case-by-case basis.

7.1 Independent Travel Training to support learners to independently walk or use public transport

- The Council encourages students aged 16+ to travel independently on public transport, to enable them to develop the skills for a successful transition into adulthood. In many cases, young people will already have developed these skills during their secondary education.
- Independent Travel Training (ITT) is a bespoke, free and practical service that offers children and young people with SEND a set of essential skills enabling



them to travel independently by public transport, on foot or by bike. It aims to help children and young people travel independently and without fear so they can get to school or college or work, and for social and leisure activities.

- The Council's ITT service is led by Transition 2 (T2) who are experts in supporting young people with SEND.
- To determine suitability for ITT the young person and their parents will be jointly involved with Transition 2 travel trainers and the student's school/college to assess suitability to join the ITT programme.
For more information visit [Home to School Travel - Derby City Council](#). Or contact: Email schooltravel@derby.gov.uk. or Telephone 01332 642716 Minicom 01332 640666.
- Where an offer of ITT is refused by a sixth form learner, parent, or carer, without reasonable grounds, the Council are under no obligation to offer an alternative method of travel assistance.
- Alternative travel assistance provided by the Council will not be available for students deemed to be suitable for ITT but who choose not to participate.
- The Council recognises that independent travel, including the use of public transport, is not always a possibility for students with severe and complex learning difficulties and disabilities, and that additional assistance with travel may be required.

7.2 Bus Pass

- Where an eligible sixth form learner has been assessed as being able to use public transport it is expected, in the first instance, that learners will access the concessionary bus pass schemes (including the Gold Card) outlined in section A above.
- The Council will offer an Arriva or Trent Barton pass to an eligible sixth form learner where the concessionary bus passes are not sufficient for the Learner to access the relevant education institution.
- Where appropriate, the Council may provide a top-up to the Gold Card (or a PTB for the learner could be used to purchase the top-up).

7.3 Mileage allowance

The Council may offer the parent/learner a mileage allowance based on the rates below. The mileage allowance is based on two return journeys (max) for each school/college day that a student attends, multiplied by the distance that we measure by the shortest driving route (using Google Maps).

Distance in miles	Per mile
Up to 50 per round journey	45p
51-100	35p
101-200	25p
201 upwards	15p

- A mileage allowance is paid in arrears, after the end of each term and only after the school/college has confirmed the learner's attendance.



- Payments for mileage allowances cannot be backdated. Where pupils qualify, the allowance will be paid from the date the application is approved.
- Where there are two or more learners from the same family attending the same school/college, or the same site, a mileage allowance will only be paid to one eligible learner in the family at any one time as it is expected they will travel together.
- Where another learner from the same family, who also qualifies for travel assistance is attending a different school/college on a different site and, attends a college that is further than the statutory walking distance, the 'round trip' mileage will be calculated, and a mileage allowance paid on this basis.

7.4 Personal Travel Budget (PTB)

- A PTB is a payment designed to help parents and carers to get their young person to school or college. It is available to eligible sixth form learners who have been assessed as being unable to walk or use public transport.

An application for a PTB can be made by:

- The parent, guardian, or carer on behalf of the child.
- The young person themselves if they are over 18 years old.
- A nominated person acting on behalf of the young person, if agreed by the applicant and if nominated person has capacity.
- The amount of PTB payment that will be received will be determined by the number of days travelling per week and the distance between the young person's home address and their education setting. For fairness and consistency, all PTB distance calculations will be measured to the shortest available walking route using Google Maps. The table below indicates how much could be received with a PTB.

Single journeys miles travelled	Attending 5 days	Attending less than 5 days
0 – 1.9	£1,060	£860
2 – 4.9	£1,590	£1,272
5 – 10.9	£3,180	£2,544
11 – 15.9	£4,240	£3,392
16+	£5,300	£4,240

7.5 Direct transport (seat in a taxi or minibus)

- Only in exceptional circumstances, where an eligible sixth form learner has complex medical needs that require specialised travel assistance (for example, medical intervention, such as oxygen or suction, which require trained staff to accompany them to school), will the Council consider making discretionary direct provision of a seat in a taxi or minibus.



- Where the Council makes discretionary direct provision of transport for an eligible sixth form learner, (for example, a seat in a taxi or minibus), learners may be required to share transport with other learners who attend different sites or who have different timetables. This could result in longer travelling times and waiting times at college for the learner.
- Where discretionary transport is provided, no changes can be made to the journey without the prior consent of the Council's Home to School Travel Service. A minimum of five working days is required for notification of any changes.
- Where discretionary transport is provided, the Home to School Travel Service will request that the transport provider uses regular drivers and passenger assistants (if applicable) to provide familiarity and continuity for service users.

8 Section D- How to make an application

- 8.1 Applications for discretionary post-16 travel assistance should be made using the **online application form**, which is located on the Home to School Travel Service pages of the Council's website [Home to School Travel - Derby City Council](#)
- 8.2 Parents who do not have access to the Internet, via a Smartphone, PC, or tablet device, should use the free computer and Internet access, which is available at the Council House and at all Derby City Council library sites, to submit an online application.
- 8.3 Parents who do not have access to the Internet and cannot physically access the Council House or their local Council library site, can contact the Home to School Travel Service and request a paper copy of the application to be posted to their address. Tel:01332 642716 or Email: schooltravel@derby.gov.uk
- 8.4 Any of the following circumstances will require a new application for home to school travel assistance:
- A change of home address
 - A change of school or college

9 Section E - Important notes

- 9.1 Once a student is over 16 years and beyond compulsory school age, there is no statutory duty for local authorities to provide free home to school or college travel assistance. Responsibility for making appropriate travel arrangements rests with the student and/or their parents or carers. Parents/carers and students should ensure that they are aware of the availability and cost of travel and take this into account when making choices for post-16 education.
- 9.2 All decisions made with regards to eligibility and what discretionary travel



assistance may be provided in helping a young person get to school or college will be based on the needs of the young person.

9.3 When assessing eligibility for discretionary travel assistance (outlined in section B) the Council does not consider the following:

- A family's financial circumstances.
- Parents' social or other family or work commitments.
- Single parent families.
- Temporarily fragmentation of the family.
- Families in receipt of state benefit, or rehoused families.
- Families moving to a new house, who wish for their child to remain at their existing school or college.

9.4 Parents have the legal responsibility for ensuring their child's attendance at school or college. If parents are working during the time the child travels to and from school or college, it is their responsibility to arrange for a suitable adult to provide this support.

9.5 Travel assistance (a seat in taxi or minibus) is one return journey to and from school/college and is only provided at standard times for arriving at and leaving school/college, at the start and end of the school/college day. Transport is not provided for students to access extra-curricular or off-site courses or activities, for example, taster days, induction days, enrichment activities, work placements, work experience etc.

9.6 Travel assistance will not be provided for the following:

- To and from temporary addresses including family and friends where these arrangements are made by the family.
- At times to suit the convenience of family arrangements.
- At times when other siblings in the family have to be taken to other schools/colleges.
- To attend medical appointments.
- To and from any kind of appointments, following detention.
- To access breakfast or after-school clubs including out of school/college activities.
- To off site provision organised by the school/college.
- To provision off the school/college site as part of a transition programme to a new education setting.
- For transfers between educational establishments during the school/college day.
- For shorter than normal days for example, during the exam season.

9.7 For those in a residential setting, named in the EHC plan, a maximum of 12 journeys to and from residential placements may be offered. Journeys to non residential college provision will also be considered as part of the needs assessment. If a parent/ carer wishes to accompany their child to their residential educational facility this will be done at their own expense.



10 Section F - Behaviour standards on home to school travel assistance services and misuse of travel passes/season tickets

- 10.1 The Council's offer for discretionary support is subject to good behaviour standards.
- 10.2 The Education Act 2006 empowers headteachers and principals to act to address unacceptable behaviour even when this takes place outside the premises and when the student is not under the legal control of the learning/training establishments when it is reasonable to do so. This includes behaviour on transport.
- 10.3 Post-16 students who are eligible for a seat in a minibus or taxi are expected to be ready and waiting for their transport to arrive at the agreed time. Drivers will only wait 5 minutes before leaving the property. If transport departs after 5 minutes wait, it becomes the responsibility of the parent to make arrangements to get their child to school/college on that day.
- 10.4 All students and their parents are expected to behave in a respectful manner to all drivers, passenger assistants, and other passengers, whether this be on public travel, or in a minibus/taxi. Poor or disrespectful behaviour will be reported by the travel operator to the Council, who will investigate.
- 10.5 Continued poor or disrespectful behaviour may result in the young person being removed from travel and lose their entitlement to free travel assistance. This will be determined in consultation with the school or college; however, the final decision rests with the Home to School Travel Service. If the decision is to withdraw travel assistance, temporarily or permanently, parents will need to make alternative arrangements to get their child to and from college.
- 10.6 The withdrawal of travel assistance for a particular child shall not imply that travel arrangements were not necessary and should not be provided. Rather, the withdrawal would be saying travel arrangements were necessary and had been made, but that the child's behaviour was such that they could not take advantage of it.
- 10.7 For a learner with an EHCP, discretion will naturally be given were unacceptable behaviour occurs as a result of the student's individual needs. However, where it is determined such behaviours are unresolvable and/or compromise the Council's duty of care to other passengers, the driver and passenger assistant (where applicable), the Council reserves the right to temporarily or permanently withdraw travel assistance. In such circumstances, the Council may only be able to offer a mileage allowance or a PTB to the parent/carer. Such decisions will be determined in consultation with the learner's education setting, the SEND Team and the Home to School Travel Service.
- 10.8 Parents/carers will be informed in writing of any such incident outlining any action to be taken. If a child causes damage on a vehicle this could result



in the requirement to pay for any damage caused.

- 10.9 Parents can ask for a review of the decision where such action has been taken. The review will be chaired by a Senior Officer within the same team. In order to request a review of a decision to withdraw travel, please contact: Home to School Travel Service, Derby City Council, Corporation Street, Derby. DE1 2FS. Email: schooltravel@derby.gov.uk. Telephone: 01332 642716.

11 Section G- Appeals process

Stage one: Review by a Senior Officer

- 11.1 A parent or learner, age 18 or above has 20 working days from date of the travel assistance decision letter to complete the Stage 1 Appeal form.
- 11.2 A parent or learner, age 18 or above must provide as much detail and evidence as to why you believe the decision should be reviewed. You will need to provide evidence as needed to support your appeal.
- 11.3 Within 20 working days of receiving the Stage 1 appeal form, a senior officer will review the original decision and send a detailed written notification of the outcome of their review, including information about how to escalate the case to stage two (if appropriate).
- 11.4 Parents or learners, age 18 or above, who need assistance with completing the Stage 1 Appeal form can contact the Derby Special Educational Needs & Disability, Information, Advice and Support Service (SENDIASS) Telephone: 01332 641414; Email: sendiass@derby.gov.uk
- 11.5 Please note that appeals cannot be made purely on the grounds of disagreeing with the policy.

Stage two: Review by an independent appeal panel

- 11.6 A parent or learner aged 18 or above has 20 working days, from the date of Stage 1 Appeal decision letter, to submit a Stage 2 appeal to escalate the matter to stage two.
- 11.7 Within 40 working days of receipt of the request, an independent appeal panel will consider written representations from the parent/carer or learner, and officers involved in the case. The panel will provide a detailed written notification of the outcome, including information about the parent's rights to put in an official complaint to the Council, and if they are still unhappy, how to refer the matter to the Local Government Ombudsman.



- 11.6 The independent appeal panel members are independent of the original decision-making process and suitably experienced, to ensure a balance is achieved between meeting the needs of the young person and the local authority.
- 11.7 Should the two-stage process be completed and be unsuccessful, no further reviews or appeals will be held during that academic year unless there has been a material change of circumstances or further new supporting evidence is being provided.

12 Section H- withdrawal of support

- 12.1 Travel assistance that has been agreed in error, or as a result of incorrect, misleading, or fraudulent information, or as a result of an assessment error, will be withdrawn. The Council will seek reimbursement of any costs that have been obtained fraudulently and reserve the right to take legal action against any person who has made fraudulent application for free home to school transport.

13 Section I-Safeguarding

- 13.1 Safeguarding is everyone's business. Any concerns regarding safeguarding, please contact Home to School Travel Service. 01332 642716.
- 13.2 Safeguarding of all children, young people, drivers, and passenger assistants is paramount.
- 13.3 Dedicated home to school travel services are classed as 'regulated activity' meaning that some people are barred from doing it.
- 13.4 For eligible learners who are offered a seat in a minibus or taxi, the Council insists that all vehicle drivers and passenger assistants must have an 'Enhanced Child and Adult Workforce Disclosure Barring Service (DBS) check and are signed up to the DBS update service. They must also hold an up-to-date Derby City Council safeguarding certificate. Safeguarding training must be updated every three years.

