

# TRANSPORT POLICY STATEMENT

## Learners aged 16-19 years in further education and training and continuing learners with a learning difficulty and/or disability (LLDD) aged 19 and over

### April 2016

“If you or someone you know needs help to understand or read this document, please contact us”:

☎: 01709 822649 📧: [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk)

#### Slovak

Ak vy alebo niekto koho poznáte potrebuje pomoc pri pochopení alebo čítaní tohto dokumentu, prosím kontaktujte nás na vyššie uvedenom čísle alebo nám pošlite e-mail.

#### Slovensky

#### Kurdish Sorani

کوردی سۆرانی  
نەگەر تۆ یان کەسێک کە تۆ دەیناسی پێویستی بەیارمەتی هەبێت بۆ ئەوەی لەم بەنگەنامە یە تێبگات یان بێخوینیتەو،  
تکایە پەيوەندیمان پێوہ بکە لەسەر ئەو ژمارەییە سەرەوہدا یان بەو ئیمەیلە.

#### Arabic

عربي  
إذا كنت أنت أو أي شخص تعرفه بحاجة إلى مساعدة لفهم أو قراءة هذه الوثيقة، الرجاء الاتصال على الرقم اعلاه، أو مراسلتنا عبر البريد الإلكتروني

#### Urdu

أردو  
اگر آپ یا آپ کے جاننے والے کسی شخص کو اس دستاویز کو سمجھنے یا پڑھنے کیلئے مدد کی ضرورت ہے تو  
برائے مہربانی مندرجہ بالا نمبر پر ہم سے رابطہ کریں یا ہمیں ای میل کریں۔

#### Farsi

فارسی  
اگر جناب عالی یا شخص دیگری که شما اورا می شناسید برای خواندن یا فهمیدن این مدارک نیاز به کمک دارد لطفاً با  
ما بوسیله شماره بالا یا ایمیل تماس حاصل فرمایید۔

March 2016

**Name of Local Authority:** Rotherham Metropolitan Borough Council

**Department Responsible:** Environment & Development Services

Corporate Transport Unit, Passenger Services, Sandbeck Building, Hellaby Depot, Rotherham S66 8QL [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk)

## **1. Summary of policy statements and main objectives**

- 1.1 There is no automatic entitlement to free home to school or college transport once a student is over 16 years and beyond statutory school age. Responsibility for making appropriate transport arrangements rests with a student and/or parents/carers.
- 1.2 Providing assisted transport (e.g. taxis, specially adapted vehicles) will only be given for students with special educational needs who have had their needs assessed against set criteria including distance, age, mobility and the effect of their complex needs on their ability to travel. This may include:
- Complex communication difficulties
  - Severe and complex learning difficulties
  - Complex learning and behavioural difficulties
  - Physical and medical difficulties
  - Dual sensory impairment
- 1.3 Learners with special educational needs who have received transport assistance and are moving from statutory education (Y11) to Further Education will need to have their transport needs reassessed when they apply for transport provision. This is to ensure that any assistance so offered is suitable to meet those needs. Continuing post 16 learners will also have their transport needs reviewed on an annual basis.
- 1.4 Learners must be permanently resident within the Rotherham District.
- 1.5 This policy outlines what transport support is available when starting a full time (over 12 guided learning hours per week) further education course up to the age of 19.
- 1.6 This policy covers the statutory duties of the Local Authority of Section 509AA of the Education Act 1996 and subsequent amendments. It only applies to residents of the Rotherham Metropolitan area. Further information can be obtained by visiting the Direct.gov website. [www.direct.gov.uk/en/index.htm](http://www.direct.gov.uk/en/index.htm).

## **2. Concessionary fares, discounts, subsidies, passes or travel cards available for post 16 learners in colleges, sixth forms and at some training providers**

The following passes and tickets are the most appropriate for those using public transport to access education and training:

- **16-18 student pass**

This pass is available to all South Yorkshire residents, attending full time courses at all Colleges and Sixth Forms, within Rotherham, aged between 16 and under 18 (on 1<sup>st</sup> September). It entitles the learner to travel, from the first day of the academic year, for the concessionary fare of 70p per journey on all buses and trams, and for half adult fare on

trains within South Yorkshire. Application forms and the verification code (UVC) are available from your learning provider or they may also be downloaded from [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com). A MyTSY account should be created in advance at <https://mytsy.travelsouthyorkshire.com/signup/>

Individual enquires can be made to **Transport Executive Traveline on 01709 515151**.

- **Travelmaster18**

This ticket is available to anyone aged 16, 17 or 18, and allows unlimited travel on all buses, trams and trains within South Yorkshire. Your learning provider may be able to assist with funding towards the cost of this ticket. Please contact **Traveline on 01709 515151** to make an enquiry.

- **Travelmaster20**

This ticket is available to anyone aged 19 or 20 and allows unlimited travel on all buses, trams and trains within South Yorkshire. Your learning provider may be able to assist with funding towards the cost of this ticket. Please contact **Traveline on 01709 515151** to make an enquiry.

- **Student term travelmaster**

This ticket is available to any individual undertaking full time study at a college of further education in South Yorkshire, at the discretion of the college. In Rotherham, these are Dearne Valley College, Rotherham College of Arts & Technology and Thomas Rotherham College. This ticket allows unlimited travel on all buses, trams and trains within South Yorkshire. Your learning provider must supply you with authorisation to buy this product. Your learning provider may also be able to assist with funding towards the cost of this ticket.

Further details on all of the above passes and tickets, including operators' tickets, are available on the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com).

- **Zero fare passes**

These may be available to some students attending Dearne Valley College, Rotherham College of Arts & Technology and Thomas Rotherham College, and are allocated at their discretion. Contact student services at the college for details. Further details are available on the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com).

### **3. Support for learners with special educational needs (SEN)**

- **Disabled person's pass**

A disabled person's pass may be available to some Rotherham residents following assessment of qualification and allows free travel on buses, trams and trains within South Yorkshire and some cross boundary services. Severely disabled people, who are unable to travel without assistance, may also qualify for a special disability pass that enables a carer to travel with them free of charge. E-mail: [CSCTeamSupervisors2@rotherham.gov.uk](mailto:CSCTeamSupervisors2@rotherham.gov.uk) or visit your local Customer Service Centre to obtain a letter of authorisation. Further details are available on the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com).

Those unable to take advantage of the above Disabled Person's Pass should contact student services at their chosen college or school sixth form.

All pupils with special educational needs (SEN) should have their transport needs reassessed when they move from compulsory schooling to post 16 education. This is in accordance with the Post 16 transport to education and training statutory guidance for local authorities.

- 3.1 Post 16 learners will be aged between 16 and 18 years at the start of the academic year (i.e. September) and those continuing learners who started their programme of learning before their 19<sup>th</sup> birthday.
- 3.2 Post 16 students are expected to take advantage of the concessionary fare schemes so they can access public transport for their daily travel to and from school/college in and around the Rotherham district. The following learners will, however, be considered for transport assistance under this policy:
- Consideration will be given to students who have complex communication difficulties, severe and complex learning difficulties, complex learning and behavioural difficulties, physical and medical difficulties and dual sensory impairment which affect their ability to travel.
  - The distance between home and school or college, offering a suitable course, must exceed 3 miles by the shortest available route. This may be disregarded where learners require assisted transport as a result of their learning difficulty and/or disability.
- 3.3 Young people will be engaged in learning or training at:
- A school (including academies)
  - A further education institution
  - An Authority maintained or assisted institution providing further education
  - An establishment funded directly by the Education Funding Agency (EFA) e.g. independent specialist providers for learners with learning difficulties and/or disabilities
- 3.4 Learners are encouraged to attend courses within the Rotherham district and only when it is absolutely clear that such provision cannot be met locally will consideration be given for students to receive help with travel to attend colleges out of the district. Specific details of the course and reasons for choice will need to be given in order that an assessment can be made having due regard to the efficient and effective use of resources.
- 3.5 Where a suitable course is available in the Rotherham District but the learner or parents/carer wish to attend a college outside the district, this will be on the clear understanding they will be fully responsible for all travel and related costs. However, where the local college cannot meet the learner's specific needs (e.g. curriculum or care needs) then the college will be expected to provide written evidence to this effect. This may be requested as supporting evidence when applying for transport assistance.
- 3.6 The following information will also be required to support the learner's application for assistance:
- Recent medical evidence from a GP, Consultant, specialist service or qualified person which is no more than 3 months old.
  - Supporting evidence/recommendation from Education, Health and Care Assessment Team
  - Supporting evidence/recommendation from Rotherham Integrated Youth Support Service (formerly Connexions Service) contact 01709 822087 voicemail service available.

#### **4 How will learners be assessed for assistance?**

- 4.1 Learners are expected to take advantage of the concessionary travel arrangements available. However, if a learner can demonstrate they have exceptional circumstances as to why other assistance may be required, then the appropriate transport enquiry form should be completed. The form is available online on the Council Website:

*Free internet access is available at all our library sites.*

- 4.2 You **may** be asked to provide any supporting documentary evidence as detailed in section 3.5. Please be aware that failure to provide all the evidence may result in a delay in your application being processed or your application refused.
- 4.3 Completion of the transport enquiry form does not mean learners are eligible for transport assistance. The form is an expression of interest in order that the Corporate Transport Unit (CTU) can undertake an assessment.
- 4.4 The CTU will consider the enquiry and make a determination of whether the young person qualifies for transport and what this provision should be. Each case will be assessed individually and will depend upon their particular needs and circumstances. Please see section 1.2 for qualifying categories.
- 4.5 Where assisted transport has been recommended this may be on a shared vehicle with other learners. Parents/carers, or learners, will be required to make a financial contribution towards the cost of the transport provided. See section 7 for further details.
- 4.6 Approval for transport assistance will usually be for the academic year (2015/16) only. Each case should be reviewed annually in time for the start of the next academic year (2016/17) to ensure the arrangements are still appropriate. If there is a change in individual circumstances prior to this, such as change of address, change in needs as referred to in section 1.2 of this policy. Or if the student is able to walk, cycle or drive to school/college, it is the responsibility of the learner and/or parents/carers to inform the CTU to ensure the necessary review is undertaken.
- 4.7 Transport is usually only provided at the beginning and end of the school/college day. Rotherham Council will not fund additional transport during the day, inter-site transport, work placement transport or induction/enrolment days.
- 4.8 Where assisted transport is provided, no variation can be made to the journey without the prior consent of the CTU.
- 4.9 Learners who are in receipt of assisted transport and subsequently fail to attend school or college, without a valid reason, may have their transport support withdrawn or temporarily suspended.

## 5 Apprenticeships/traineeships

Transport assistance is not provided to learners undertaking work placements, apprenticeships or traineeships. In these circumstances learners are advised to contact their employer or learning provider.

## 6 Independent travel training

As learners become older and move towards greater independence they may want to develop their skills of independent travel and, for some, this may mean using public transport, walking or cycling to school/college. For others, transport assistance may be required throughout school/college life. Schools/colleges and independent specialist providers are encouraged to provide independent travel training to students for whom it is appropriate.

## 7 Charges for transport assistance.

- 7.1 Charges apply to all post 16 learners where they require help in travelling to school or college regardless of whether they are living in the parental home or sheltered/residential accommodation.
- 7.2 Learners and/or parents/carers will be notified of the charges in advance of the travel arrangements and usually invoiced as soon as possible before the start of each term. These charges **must** be paid immediately so that transport arrangements can be made. Every opportunity will however, be given for learners and/or parents/carers to pay the charges by smaller, more manageable payments suitable to the learner and/or parent/carer if requested.
- 7.3 Where it has been agreed to provide transport assistance to provision within the Rotherham District, learners and/or their parents/carers will be charged on a termly basis (i.e. 3 invoices per year will be sent, usually before the start of each term) based on the current cost of the concessionary student fare 70p per journey and school term dates. Summer term 2016 approximate costs are as follows:

Summer Term 2016 (Apr-July) 14 weeks @ £7.00* per week = £98.00 <b>Charges are based on one return bus journey per day at £1.40 from September 2015</b>
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- 7.4 Where it has been agreed to provide transport assistance to provision outside the Rotherham District\*\*, learners and/or their parents/carers will be charged with 3 invoices per year usually before the start of each term based on the current cost of the concessionary student fare 70p per journey and school term dates. Summer term 2016 approximate costs are as follows:

Summer Term 2016 (Apr-July) 11 weeks @ £14.00* per week = £196.00 <b>Charges are based on four bus journeys (2 return journeys) per day at £2.80 from September 2015</b>
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\* This can be subject to change. Charges will depend on school/college actual term dates, actual number of days per week students attend school/college, and the cost of the concessionary bus fare.

\*\* The journey to some learning providers may require more than one bus journey each way.

- 7.5 Refunds of transport costs cannot be made for occasional day's absence. If, however, the student is absent for a full week (e.g. due to illness/holiday) then refunds will be considered upon receipt of confirmation of attendance details from the school/college.
- 7.6 Where the learner and/or parents/carers during the course of the academic year fail to make payments or make a reasonable contribution towards their assisted transport, engage with the appropriate agencies to secure a manageable payment plan or submit an appeal, then the learner may have their assisted transport withdrawn for the following academic term. This action will only be taken as a last resort after all other options have been explored.

## 8 Financial hardship

### 16 to 19 Bursary Fund.

The 16 to 19 Bursary Fund supports the most financially disadvantaged 16 to 19 year olds and those young people who most need help with the costs of staying in education.

You can find an overview of the 16 to 19 Bursary Fund below. Further information, including details about how to apply is available on [www.gov.uk/1619bursary-fund](http://www.gov.uk/1619bursary-fund).

**Who can apply for a 16 to 19 Bursary Fund?** The 16 to 19 Bursary Fund is distributed in two ways:

1. *Central allocation to eligible young people*

A yearly bursary of up to £1,200 is available to young people in one of the four defined vulnerable groups, which includes:

- young people in care
- care leavers
- those on Income Support or receiving Universal Credit in place of Income Support
- disabled young people (in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment)

2. *Discretionary awards made by institutions*

Institutions are allocated funding from which they can make discretionary awards to young people. Discretionary awards are for any students who are facing genuine financial barriers to participating in education. Institutions can determine the eligibility criteria and the frequency and conditions of payments. Please apply to your school or college direct the learner wishes to be considered for a bursary.

- 8.1 Families in financial hardship (low income families or learners) can apply to have the transport charges waived. Consideration will be given as to whether or not the learner has applied for, or is in receipt of an allocation from 16-19 bursary fund from the learning provider.
- 8.2 Eligibility for help with transport to school/college is not dependent on means testing, but a means test will be used to determine whether the contribution towards the transport costs should be waived for low income families. The Transport Policy Statement for Learners aged 16-19 years in Further Education, uses the low income eligibility criteria as set out in the Education and Inspections Act 2006, e.g: Free School Meals eligibility in Y11 or being in receipt of the maximum level of Working Tax Credit. Written evidence of these benefits will be requested by the Local Authority and where evidence has not been provided (or is not relevant to the period in which transport is being provided) charges will be made.

To make an application for free school meals please contact the Council's Benefits Section via [www.rotherham.gov.uk/info/200008/benefits](http://www.rotherham.gov.uk/info/200008/benefits).

To make an application for Working Tax Credit, please contact the Tax Credit Helpline on Tel. 0845 300 3900.

Please be aware that changes are pending according to the Welfare Reform Act 2012 and the introduction of the Universal Credit System.

## **9 Raising participation age**

From Summer 2013, all young people up until the end of the academic year in which they turn 17 will be required to participate in education or training. From 2015, this requirement now applies until their 18<sup>th</sup> birthday. There is no change to the statutory school age which remains at 5 to 16 years.

This change will not extend the entitlement for the provision of free transport assistance beyond Y11 as it does not mean that the student has to stay at school; they may choose to work full time and study part time, continue full time study at school or college, be involved in part time training whilst volunteering or follow an apprenticeship.

More information about Raising the Participation Age can be obtained from the Department of Education website at:-

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/participation/rpa>

This continues to mean that transport will only be allocated to students who qualify under the criteria as set out in 1.2.

## **10 19- 25 Learners**

Learners who are aged 19-25 and have an Education Health and Care Plan should contact their education provider to discuss the possibility of transport assistance.

## **11 Appeals and complaints process**

- 11.1 Learners and/or parents/carers who wish to appeal against the decision not to award assistance, to withdraw existing support or to appeal to have the post 16 transport charges waived, should do so in writing by completing and returning the appropriate appeal form. Please request a Notice of Appeal Form from [\*\*education.transport@rotherham.gov.uk\*\*](mailto:education.transport@rotherham.gov.uk)
- 11.2 Appeals must be made within one calendar month of the original decision. The completed Notice of Appeal form must also include any relevant medical reports which are no more than 3 months old. This will then be considered by an independent appeals panel within one calendar month from submission.
- 11.3 Where invoices have been submitted for payment of transport costs but parents/carers then wish to appeal against the charges they must do so **within 21 days of the date of the invoice**, otherwise the CTU will not be able to intervene and recovery of the debt may be passed to a debt collection agency.