

POST 16 Travel Assistance Policy Statement (Education and Training, including Learners Aged 19 and over with SEND)

For the purposes of this policy, references to SEND include learners aged 19 and over with learning difficulties and/or disabilities (LLDD), as defined in statutory guidance.

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 and those learners aged 19 and over with a learning difficulty and/or disability continuing in education and training.

It only applies to residents of the Rotherham Borough area. Further information can be obtained by visiting www.gov.uk.

Department Responsible: Regeneration & Environment, Travel Assistance Services, Business & Projects Team, Sandbeck Building, Hellaby Depot, Rotherham S66 8QL
Email: education.transport@rotherham.gov.uk
Tel: 01709 249951

To make an application for any of the travel solution options explained within this policy, or for further information please visit Rotherham SEND Local Offer page:

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



or scan the QR code:

“If you or someone you know needs help to understand or read this document, please contact us”: education.transport@rotherham.gov.uk

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Please be aware that free internet access is available at all our library sites.

The National Databank is an initiative that provides free mobile data to people who need it to access essential services and have no internet access at home. For more information please visit: [Get free mobile data to access essential services – Rotherham Metropolitan Borough Council](#).

May 2026

Links/Useful Contacts:

To apply for travel assistance for young people aged 16+ with special educational needs and/or disabilities (SEND) - ages 16+ To find more information on what travel solution options may be available	Transport/Getting Around – Rotherham SEND Local Offer 
To request changes required for a travel solution, or cancel existing travel arrangements	R&E-PassengerTransport@rotherham.gov.uk
To report concerns, issues or incidents regarding travel assistance operations	R&E-PassengerTransport@rotherham.gov.uk Telephone: 01709 334322 (24 hour voicemail available)
Find my Local Council	https://www.gov.uk/find-local-council
South Yorkshire Mayoral Combined Authority (SYMCA) Traveline/Enquiries	https://www.travelsouthyorkshire.com/en-gb/contact/traveline Telephone: 01709 515151
Multi Agency Safeguarding Hub	MASH-referral@rotherham.gov.uk Tel. 01709 336080
South Yorkshire Local Authorities Barnsley – School Transport Doncaster – Travel Assistance Service Sheffield – Home to School Transport	schooltransport@barnsley.gov.uk transport@doncaster.gov.uk Indetravel@sheffield.gov.uk

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1.Summary of policy statement and main objectives

The Post-16 Travel Assistance Policy Statement sets out the support available to learners aged 16–19 and those aged 19 and over with a learning difficulty and/or disability to access continuing education and training. The Local Authority has regard to the Department for Education’s statutory guidance ‘Post-16 Transport and Travel Support to Education and Training’ (January 2019), issued under the Education and Inspections Act 2006.

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:

2.1 Zoom 16-18 Travel Pass

This pass is available to all South Yorkshire residents who have reached the age of 16 but haven't reached the age of 18 on 1st September of the current academic year. It entitles the traveller to travel for the concessionary fare of £1.00 per journey on all buses and trams and for half adult fare on trains within South Yorkshire. To apply, please visit <https://www.travelsouthyorkshire.com/en-GB/LandingPage/Zoom-16-18-Pass> (creating a MyTSY account if the children/young people doesn't have one already).

With a Zoom 16-18 additional discounted tickets can be purchased for periods ranging from one day to four weeks.

Individual enquires can be made by contacting Traveledine on 01709 515151.

2.2 18-22 Discount Card

This card gives a 15% discount on TravelMaster daily, weekly and four-weekly tickets bought online. An account will firstly need to be made with TravelMaster. Once an account has been set up, an application can be made online at: <https://www.sytravelmaster.com/18-22discountcard>

2.3 Zoom Beyond 18-21 Travel Pass

This pass is available to all South Yorkshire residents who are attending who are aged between 18 and 21. Further details can be found here:

<https://www.travelsouthyorkshire.com/en-gb/ticketsandpasses/18-21-pass>

Zoom Zero Travel Pass – Private Purchase

The Zoom Zero Travel Pass provides free travel between home and college within the South Yorkshire boundary. The family of the young person would have to make a private purchase for a pass so although it doesn't represent a saving compared to paying on the bus every day, it can be a more convenient to buy the pass rather than having to find change every day. details can be found here:

www.travelsouthyorkshire.com/en-GB/LandingPage/Zoom-Zero-Fare-private-purchase

Further details on all of the above passes and tickets, including operators' tickets, are available on the Travel South Yorkshire website. Other saver ticket options are also available so please visit www.travelsouthyorkshire.com.

3.Support for post 16 learners with Education, Health & Care Plans (EHCP)s or Special Educational Needs and/or Disabilities (SEND)

3.1 There is no automatic entitlement for a travel solution for young people over 16 years of age who are beyond statutory school age (i.e. after Year 11) who have an EHCP. The Local Authority (LA) does not have a duty to provide travel assistance, and responsibility for making suitable travel arrangements rests with the learner and/or their parent/carer.

3.2 A travel solution will only be considered where the learner has an Education, Health and Care Plan (EHCP) with a placement named in Section I, and where their needs indicate that support is necessary to access that provision.

In all cases, a new application for travel assistance is required to enable the Local Authority to assess eligibility. This applies to all learners, including those continuing in education and those who remain at the **same educational establishment and home address**.

This is in accordance with the Department for Education's *Post-16 transport and travel support to education and training statutory guidance for local authorities – January 2019*.

3.3 A disabled person's pass may be available to some Rotherham residents (who are over the age of 16) which allows free travel on buses, trams and trains within South Yorkshire and some cross boundary services. Severely disabled children who cannot travel alone may qualify for a disability pass and a care giver may also qualify for one so they can travel with them free of charge. More details are available on the LA's [Apply for a travel pass – Rotherham Metropolitan Borough Council](#) and on the Travel South Yorkshire website [Disabled Pass - Travel South Yorkshire](#)

Those unable to take advantage of a disabled person's pass should contact student services at their chosen college or school sixth form.

3.4 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 19th birthday.

3.5 Post 16 learners are expected to take advantage of the concessionary fare schemes, so that they can access public transport for their daily travel to and from school/college.

3.6 The distance between home and school or college, offering a suitable course, must exceed 3 miles by the shortest available walking route. This may be disregarded where learners require assisted travel as a result of their learning difficulty and/or disability.

3.7. Young people must be engaged in a minimum of 12 hours of guided learning per week in order to be considered for a travel solution. Eligible provision includes:

- Schools (including academies)
- Further education institutions
- Authority-maintained or assisted institutions providing further education
- Establishments funded directly by the Education Funding Agency (EFA), including independent specialist providers for learners with learning difficulties and/or disabilities
- Learning providers funded by the local authority to deliver accredited programmes (including colleges, charities and private providers)

3.8 Travel solutions are not provided for apprenticeships or employment-based training.

3.9 Learners are encouraged to attend courses within the Rotherham Borough. 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.

3.10 The LA supports the principle of young people having a reasonable opportunity to choose between the courses available to learners at post 16 and be supported to access their choices.

A reasonable choice includes enabling young people to access courses outside the Rotherham boundary, or attend an establishment that is not the nearest, where justified by factors such as course suitability, availability, travel time and distance, and individual circumstances. The Local Authority will be mindful of neighbouring authorities' transport and travel policies and will consider how this Travel Assistance Policy Statement can support cross-boundary movement (e.g. within South Yorkshire).

3.11 Provision of assisted travel will only be given for learners with special educational needs and disabilities 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, compared to their peer group. This may include:

- *Communication and Interaction Difficulties*
- *Cognition and Learning Difficulties*
- *Specific Learning Difficulties*
- *Social, Emotional and Mental Health Difficulties*
- *Sensory and/or Physical Needs which severely restricts mobility*

3.12 In order for the LA to assess for entitlement of eligibility, they will need to undertake an individual assessment for the young person and will require completion of an application for a travel solution; this will usually be completed by the parent/carer of the young person.

3.13 To make an application for a travel solution, please visit RMBC website and find the appropriate application form under the Rotherham SEND Local Offer:

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

In addition to the application, the LA will require:

- ❖ Information from the young person's school/college (including copy of confirmed timetable if attending college)
- ❖ Name of course being undertaken
- ❖ Any relevant information in the young person's EHCP plan, which is relevant for travel assistance considerations /or
- ❖ Information from professionals involved in the young person's care, e.g., educational psychologist or hospital consultant/or
- ❖ Any relevant information in the young person's individual healthcare plan
- ❖ Relevant proof of low income (if the contributory charge towards travel assistance needs consideration to not be applied).

Additional information

- I. Failure to provide all the evidence may result in a delay in an application being processed or the application being refused.

- II. Sensitive information submitted for assessments and reviews will be treated in a confidential manner and may be shared with the travel operator/provider.
- III. Submission of a travel assistance application form does not indicate that a learner is eligible for travel support. The form should be considered a request for assessment and enables the LA to determine entitlement to an appropriate travel solution.
- IV. The LA will consider the request and determine whether the learner meets the criteria for travel support, and if so, identify the most appropriate travel provision required. Each case will be assessed on an individual basis, considering the learner's specific needs and circumstances (see Section 3.9 for qualifying categories).
- V. Those learners with an EHCP who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17, or who have already become NEET; should be offered a suitable course of education or training and **may** be provided with travel assistance that may be necessary to enable them to participate.

4.Travel solutions

Where a travel solution has been recommended, this may be provided as any of the following:

4.1 A Zoom Zero Travel Pass which entitles the learner to free bus travel between the nearest bus stop to their home address and their registered school/college base.

4.2 Independent Travel Training (ITT)

Independent Travel Training supports learners to develop the skills and confidence required to travel safely and independently using public transport.

Participation in ITT will be considered as part of the assessment process, particularly where it may support preparation for adulthood and reduce reliance on specialist travel assistance.

Training programmes are personalised and may include journey planning, road safety awareness and supported practice journeys.

Parents/carers will be kept informed and supported throughout each stage of the process to help the learner develop independent travel skills.

Appropriate safeguarding measures, including risk assessments and supervision, will be in place throughout the programme.

4.3 Travel Assistance Claims (TAC)

Travel Assistance Claims may be offered where a parent/carer provides travel assistance for a learner, either as a short-term or longer-term arrangement.

Payments are based on actual attendance and calculated using the same distance-based principles as other travel solutions or based on receipted public transport, or taxi costs where applicable.

Claims must be submitted and verified by the learner's education provider before payment is made.

4.4 Personal Travel Grants (PTG)

Personal Travel Grants may be offered to families where it is agreed that they can make appropriate travel arrangements for the learner. This can provide a flexible alternative to contracted travel assistance where suitable.

Payments are calculated based on the shortest driving distance between the learner's home and their place of education, using the LA's agreed mileage rate and expected attendance, and are usually paid in advance of each term.

Continued eligibility is dependent on the learner meeting expected attendance levels. Where attendance falls below agreed levels, or circumstances change, the Local Authority will review the arrangement and may consider alternative travel solutions.

4.5 Travel on a coach, minibus, taxi or specially adapted vehicle

If the learner is unable to travel by public transport due to their mobility, or effect of their complex special educational needs. A learner will normally be expected to share a vehicle with other or students, subject to any social distancing measures which may be in place. Parents/carers will be required to make a financial contribution towards the cost of the travel assistance provided (see section 6).

Further detail on each travel solution is available within the LA's main Travel Assistance Policy for each academic year.

4.6 Approval of a travel solution will usually be for the academic year only. Each case should be reviewed annually in time for the start of the next academic year to ensure the arrangements are still appropriate. If there are any changes to individual circumstances prior to this, such as change of address, change in needs or if the learner is able to walk, cycle or drive to school/college, it is the responsibility of the learner and/or parents/carers to inform the LA to ensure the necessary review is undertaken.

4.7 Travel assistance is usually only provided at the beginning and end of the school/college day. The LA will not provide/fund any additional travel required during the day, travel to alternative sites, work placement travel, induction visits, enrolment days.

4.8 Amendments to travel arrangements to attend exams may not be provided. Usual travel operations will remain in place for the learner during exam periods. It is an expectation that educational establishments will work with the learner and their families to support attendance for exams and use existing travel arrangements.

4.9 The Local Authority will not provide a travel solution for learners who are required to attend induction visits at college during the first week of the new academic year. It is expected that families will make their own travel arrangements until the learner has received a confirmed timetable from college and a copy has been provided to the Travel Assistance Services Team.

4.10 Where travel assistance is provided, no variation can be made to the journey without the prior consent of the LA.

4.11 Learners who are in receipt of a travel solution and subsequently fail to attend school or college, without a valid reason, may have their travel solution suspended or withdrawn.

5.Safeguarding

Safeguarding is everyone's responsibility. Rotherham Metropolitan Borough Council is committed to ensuring the safety and wellbeing of all learners accessing travel assistance. Further information can be found in the LA's Corporate Safeguarding Policy:

<https://moderngov.rotherham.gov.uk/documents/s106259/Appendix%20-%20Corporate%20Safeguarding%20Policy.pdf>

5.1 Reporting a safeguarding concern or incident

Any safeguarding concerns or incidents involving travel assistance must be reported immediately to the Travel Assistance Planning Team:

- Email: R&E-PassengerTransport@rotherham.gov.uk
- Telephone: 01709 334322 (24-hour voicemail available)
- Forms: Available via the Rotherham SEND Local Offer

Concerns may also be reported to the Multi-Agency Safeguarding Hub (**MASH**):

- Email: MASH-referral@rotherham.gov.uk
- Telephone: 01709 336080

5.2 Safeguarding standards for travel providers

All travel providers must meet LA's safeguarding and safety requirements, including:

- Enhanced 'Regulated' Activity DBS checks (including barred list checks) for all drivers and passenger assistants.
- Compliance with licensing standards, with additional 'regulated' activity enhanced DBS checks for taxi and private hire drivers.
- Vehicles will be equipped and fitted with appropriate safety equipment, including seatbelts and operational CCTV (audio and visual).
- Drivers and passenger assistants trained in safeguarding, managing behaviour and emergency response.
- Appropriate qualifications, including DVSA driving standards and relevant training.
- Adherence to the LA's policies and Code of Conduct when working with children and young people.

The LA monitors compliance with these standards and will take appropriate action where concerns arise.

Further information is available in the LA's Taxi and Private Hire Licensing Policy: [Taxi and private hire licensing – Rotherham Metropolitan Borough Council](#)

5.3 Operational safeguarding arrangements

The Local Authority ensures appropriate processes are in place to maintain safe travel arrangements and will work with relevant services and agencies where required.

Parents/carers are responsible for ensuring that a suitable adult is available at collection and drop-off points. If this is not possible, the Travel Assistance Planning Team must be informed immediately.

Where a learner cannot be safely handed over, procedures will be followed to ensure their safety, which may include referral to the Multi-Agency Safeguarding Hub.

6.Apprenticeships/traineeships

Travel 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 for advice.

7.Contributory charges for discretionary travel assistance

The LA does not have a statutory duty to provide free travel assistance for young people who are no longer of compulsory school age. Where travel assistance arrangements are agreed, a contribution towards the cost will normally be required from the parent/carer. Charges are set in line with the current concessionary bus fare for young people aged 16–18 in South Yorkshire.

7.1 Charges apply to 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. Assisted travel may be provided free of charge where the criteria explained in Section 7 means testing have been met.

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 travel 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 travel assistance in a taxi/minibus within the Rotherham Borough, 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 of £1.00 per journey, and school term dates. The approximate costs per each school terms are as follows:

Autumn term (Sep – Dec) 15 weeks @ £10* per week = £150

Spring term (Jan-Mar) 12 weeks @ £10* per week = £120

Summer term (Apr-July) 12 weeks @ £10* per week = £120

Charges are based on one return bus journey per day at £2.00.

**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 current cost of available concessionary fares.*

7.4 Where it has been agreed to provide travel assistance in a taxi/minibus to provision outside the Rotherham Borough, learners and/or 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 of £1.00 per journey, and school term dates. The approximate costs per each school terms are as follows:

Autumn term (Sep-Dec) 15 weeks @ £20.00* per week = £300

Spring term (Jan-Mar) 12 weeks @ £20.00* per week = £240

Summer term (Apr-July) 12 weeks @ £20.00* per week = £1240

Charges are based on four bus journeys (2 return journeys) per day at £4.00**

**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 current cost of available concessionary fares.*

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

7.5 Refunds of the contributory charge cannot be made for occasional day's absence. If, however, the learner 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 The learner may have their travel assistance withdrawn if:

- *their parent/carer fails to make payment or make a reasonable contribution towards their travel assistance.*
- *their parent/carer has not engaged with the LA's Sundry Accounts Team to secure a manageable payment plan.*

Travel solutions will only be withdrawn as a last resort after all other options have been explored.

8. Eligibility for financial support

8.1 - 16 to 19 Student Bursary Fund

The 16-19 Student Bursary Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post 16. If the learner is aged between 16 and 19 years and think that they may struggle with the costs for full-time education or training, they may be eligible for a bursary. This can be used to assist with transport and travel costs.

Students in the following groups may receive the maximum bursary of £1,200 a year:

- young people in care
- care leavers
- young people claiming income support in their own name
- disabled young people who receive both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment in their own name.

To receive the maximum bursary, the course must last for 30 weeks or more. If the course is shorter than 30 weeks, the student may receive less funds.

Other students facing genuine financial difficulties may be awarded a bursary at the discretion of their school, college or training provider.

Further information can be obtained directly from the learner's school or college on how to apply for a bursary.

Full details of the bursary scheme are available on the Directgov website at:

[16 to 19 Bursary Fund: Overview - GOV.UK](#)

Learners from low-income households may apply to have travel charges waived. In considering such requests, the LA will take into account whether the learner has applied for, or is in receipt of, financial support through the 16–19 Bursary Fund from their learning provider.

8.2 Means Testing

Eligibility for help with a travel solution 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 (section 6) should be waived for low-income families. The Travel 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.

The Local Authority (LA) will request documented evidence to confirm eligibility for these benefits. Where such evidence is not provided, or where it does not relate to the period during which travel assistance is being provided, **charges will be applied**. However, consideration will be given to whether the learner is in receipt of support through the 16–19 Bursary Fund.

Acceptable evidence may include:

- HMRC Tax Credit Award Notice (showing household income)
- Universal Credit statements detailing income
- Recent payslips for all working adults within the household
- P60 forms or other annual income statements
- Evidence of additional income (e.g. self-employment accounts or benefit statements)

9. Raising the participation age

9.1 From 2015, all young people up until the end of the academic year in which they turn 18 are required to participate in education or training. There is no change to the statutory school age which remains at 5 to 16 years.

9.2 This change did not extend the entitlement for the provision of travel assistance beyond Y11, as it does not mean that the learner must 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 a travel solution will only be allocated to learners who qualify under the criteria as set out in Section 3.11.

10. Learners aged 19-25

10.1 Learners who are aged 19-25 and have an Education Health and Care Plan (EHCP), who are unable to travel to and from their educational establishment without assistance, should contact their education provider in the first instance to discuss the possibility of travel assistance.

10.2 If the learner is continuing a course they started aged 16 – 18 they are known as a 19+ learner and may be entitled to an allocation from the discretionary element of the 16-19 Student Bursary fund. The education provider will be able to provide more details on entitlement and how to make an application.

11. Care to learn scheme

The Care to Learn scheme can help young parents with childcare costs to continue in, and return to, education after the birth of a child.

The learner must be aged under 20 at the start of their course. The scheme is available for publicly funded courses in England which includes courses in:

Schools

Sixth forms in schools

Sixth-form colleges

The learner may receive up to £160 per week to help with:

Childcare, including deposit and registration fees

A childcare taster session for up to 5 days

Keeping a childcare place over the summer holidays

Taking the child to their childcare provider

Childcare payments are paid directly to the learner's childcare provider and before they are paid.

The learner's childcare provider needs to confirm the child's attendance. The learner's school or college need to confirm that the learner is attending their course.

Travel payments will be paid directly to the learner's school or college and the learner who should then assist with the learner's travel arrangements.

Further Information on C2L can be found at <https://www.gov.uk/care-to-learn>

Applications for C2L funding can be made online via the Student Bursary Support Service portal. This can be found at:

<https://studentbursary.education.gov.uk/w/webpage/student-bursary>

12. Appeals Process

The decision regarding refusal of a travel solution is based upon information available to officers at the time of the assessment. Parents/carers have the right to appeal against the Local Authority's decision to refuse entitlement if they feel that an error has been made in the assessment of the entitlement, distance measurement, route safety or there are exceptional circumstances that breach this Policy.

Additional information to support the appeal from the parent/carer will be required to be included in the appeal paperwork.

12.1 Appeal Timings

The Home to School Travel and Transport Guidance - July 2014 issued by the Department for Education recommends the timings of the Appeals procedures; these are recommended timings and not compulsory, but every effort will be made to meet these timings.

12.2 Stage 1 Appeal Review

Parents/Carers must, in writing, within 20 working days of the original decision, request a review of the original decision which will be undertaken by a Senior Officer (**Stage 1 Review**). Requests to appeal should be made in writing to [**education.transport@rotherham.gov.uk**](mailto:education.transport@rotherham.gov.uk) Parents/Carers will be provided with a notice of appeal form, which must be completed and returned within 20 working days. This should be accompanied by any other relevant evidence or medical reports that the parent/carer intends to rely upon. All evidence provided, together with a statement of appeal explaining the reasons for the original decision will be submitted to the Senior Officer for consideration.

Following the Stage 1 review the Senior Officer will respond in writing, within 20 working days of receipt of the parental request and receipt of the completed Notice of Appeal, either upholding or overturning the original decision. This will explain the reasons for the review decision and unless the original decision is overturned, offer the parent/carer the opportunity to escalate their appeal to be heard by an independent panel (**Stage 2 Appeal Review**).

12.3 Stage 2 Appeal Review

Parents/Carers must confirm in writing their request for the appeal review to progress to Stage 2 within 20 working days of the letter confirming the outcome of the Stage 1 Appeal Review. Upon receipt, a statement of appeal will be prepared, and all evidence submitted to an independent panel that has had no involvement in either of the previous decisions. The independent panel will review the previous decisions and the parental grounds for appeal within 40 working days. The outcome will be communicated to the parent/carer in writing within 5 working days of the panel hearing by the LA.

A Stage 1 or Stage 2 decision will be effective for the complete academic year following which entitlement will be reviewed for the next academic year. Parent/carer again have the right to appeal this decision if necessary.

If there is a change in individual circumstances during the academic year, such as change of address or needs, it is the responsibility of the parent/carer to inform the Local Authority.

12.4 Flowchart of the Local Authority appeals process

