



Department for Children, Adults and Health

**Travel Policy Statement for Post 16 Students  
Resident in South Gloucestershire  
Academic Year 2014-2015**

**Summary of Main Objectives**

All Local Authorities in England have a duty to prepare and publish an annual Transport Policy Statement which complies with the requirements of section 509 of the Education Act 1996 as amended by Section 83 of the Education and Inspections Act 2006 regarding adequate provision of transport to facilitate the attendance of learners of sixth form age.

The Transport Policy Statement describes the transport support available to young people aged 16-19 years old, and young persons up to 24 years old who have a learning difficulty and /or a disability, who are entering or continuing in further education and learning.

**Entitlement to Assistance with travel**

There is no general legal obligation to provide free home to school or college travel to students over the age of 16 since the legal requirements apply only to those of statutory school age. However, South Gloucestershire Council offers some students support with travel on a discretionary basis. There are also a number of concessionary fares and tickets available through local colleges and the First Bus Group.

This policy statement comprises 4 sections as follows.

- 1.) the travel support available to all students aged 16-19 including details of all concessionary fares, costs, discounts and subsidies, passes or travel cards available for students aged 16-19;
- 2.) the travel support available for students with learning difficulties and or disabilities;
- 3.) *Guiding Principles and Requirements for Support with Travel.* In addition to eligibility criteria, all students are advised to read the section before applying;
- 4.) details of the Appeals Process and arrangements for consultation with interested parties.

Contact details of individual colleges are also provided at the end of this Policy Statement along with an application form.

## 1.) Travel support available to all students aged 16- 19

Set out below are details of the travel arrangements in place for post-16 learners. These options are available to support young people to stay in education or training i.e. apprenticeships or traineeships until they are 17 and from 2015 until they are 18. Education and learning may include one of the following:

- full-time education, such as school or college;
- work-based learning, such as an apprenticeship;
- part-time education or training if they are employed, self-employed or volunteering for more than 20 hours a week.

The travel support options available to all students aged 16-19 in learning or training are as follows:

- (i) South Gloucestershire Council's Concessionary Travel Scheme. This is available for students attending South Gloucestershire schools. Details of how to apply are provided below.
- (ii) Students may purchase discounted travel tickets from the First Bus Group or from various colleges as detailed below.
- (iii) Students may apply for a 16-25 Student Railcard. Further information is available at [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk).

Students are advised to note that availability may be limited and to read the guiding principles set out in **Section 3** before applying.

### (i) Concessionary Travel Scheme

Sixth form students attending South Gloucestershire schools may be able to purchase a concessionary place at a subsidised rate of £126 (price as at September 2014) for two terms (based on the 6 term year), £378 per year, on existing contracted transport to South Gloucestershire schools providing spare seats are available. Concessionary seats are available only at the beginning and end of the school day. The application form and scheme conditions are available on the South Gloucestershire Council website at [www.southglos.gov.uk](http://www.southglos.gov.uk). Applications should be submitted before 31 July. In the event that there are more applications than seats available, places are allocated by drawing lots. Young people entitled to free school meals will be eligible for a concessionary seat free of charge, provided that a seat is available.

### (ii) Discounted Tickets: First Bus Student Tickets

**First Bus Student Tickets:** A number of student saver tickets are available from First Bristol Bus Company as follows:

Young People (16-21) and students (full-time) can now get a 30% discount on all tickets in the Inner Zone (including singles) and on all season tickets (including day tickets) in the Outer Zone. To get the discount a First photo ID pass will be needed as proof of age/student status.

## Single Fares 16-21 year olds & students

Ticket Type	Cost
3 Stop Hop (travel up to three bus stops)	70p
Travel up to three miles within the Inner Zone	£1.05
Travel between three and six miles within the Inner Zone	£1.75
Travel over six miles but within the Inner Zone	£2.45

## Day & Season Ticket Prices – 16-21 year olds & students

Ticket Type	Cost
FirstDay Inner Zone Unlimited travel for one day	£2.80
FirstNight Buy after 7pm and use until 4.30am allowing unlimited travel in the Inner Zone	£2.10
FirstWeek Inner Zone Unlimited travel for seven days	£11.90
FirstMonth Inner Zone Unlimited travel for 31 days	£46.20
FirstYear Inner Zone Unlimited travel for a whole year	£455.00

## Outer Zone Prices – 16-21 year olds & students

Ticket Type	Cost
FirstDay Outer Zone Unlimited travel in the Outer & Inner Zones for one day	£4.20
FirstWeek Outer Zone Unlimited travel in the Outer & Inner Zones for seven days	£15.40
FirstMonth Outer Zone Unlimited travel in the Outer & Inner Zones for 31 days	£56.00
FirstYear Outer Zone Unlimited travel in the Outer & Inner Zones for a whole year	£588.00

Notes: These offers/prices are as at the time of publication. Check current details with First Bus [www.firstgroup.com/ukbus/bristol\\_bath/tickets/bristol/young\\_students](http://www.firstgroup.com/ukbus/bristol_bath/tickets/bristol/young_students)

Discounted tickets require a student photocard (cost £10) available from First Bus and Bristol Bus Station and some schools and colleges. A passport sized photo is required.

## Discounted Tickets: Various Colleges

College	Travel Details
<b>South Gloucestershire and Stroud College (formerly Filton College)</b>	<p>The College sells discounted bus tickets for local bus lines (excluding South Gloucestershire Bus &amp; Coach Co). Tickets are available from the Finance Office at the main Filton Avenue Campus. A student Photocard will be required at a cost of £10.00.</p>
	<p>Severnside Community Rail Partnership in association with First Great Western has a season ticket for use in term time. For an application form contact Learner Services (CG11) on the main site or Learner Services at WISE G32.</p>
<b>City of Bristol College</b>	<p>Information concerning travel and transport options is available from <a href="http://www.cityofbristol.ac.uk">www.cityofbristol.ac.uk</a>. Alternatively contact the Student Support Team on telephone 0117 312 5000 or email <a href="mailto:csot@cityofbristol.ac.uk">csot@cityofbristol.ac.uk</a>.</p>
<b>Saint Brendan's Sixth Form College</b>	<p>The College sells FirstDay, FirstWeek, FirstMonth and FirstYear tickets at a reduced rate to students. For further information, please contact Mrs Jenny Blake, College Ticket Office, Saint Brendan's Sixth Form College, telephone 0117 977 7766. The College also operates a number of its own routes. The cost of these is determined each year and is paid by 9 standing order payments. In the case of financial hardship, further assistance may be available from the Learner Support Fund. Further details of the fund are available from Mrs Julie Shephard, the College Transport Officer, telephone 0117 977 7766.</p>

### (iii) Student Railcard

A 16-25 Railcard costs £30 (or £70 for 3 years) and saves 1/3 on rail fares throughout Great Britain for a year. Minimum fares apply for travel before 10.00 a.m. Monday to Friday (except during July and August). Further details at [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk).

### Travel Assistance: Young learners from families on low income–Bursary Fund

Young learners aged 16-19 attending further education or training may be eligible to receive financial support under a government scheme called the 16-19 Bursary Fund.

The Bursary Fund can help pay for essential education-related costs including travel costs. Schools and colleges are responsible for awarding bursaries and verifying eligibility of students. Institutions are free to determine the assessment criteria for eligibility for bursaries awarded on a discretionary basis. Vulnerable students, such as those in care, care leavers, young people in receipt of Income Support or

Universal Credit and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance, or Personal Independence Payments are eligible for a bursary of £1,200 for a full academic year.

Students are advised to contact their school, college or training provider's *Student Support Services* to see if they are eligible to receive a 16-19 Bursary Fund/financial help. Contact details for education providers are set out at the end of this document. Details of the scheme are also available at <https://www.gov.uk/1619-bursary-fund>. Please note that the Council does not administer the Bursary Fund.

### **Travel Assistance: Young Parents**

Young parents may be eligible for support with childcare and travel costs and learning providers are encouraged to support young people to apply for Care to Learn (C2L). Details are available at [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).

### **Sustainable Travel**

Within the Partnership Strategy for Children and Young People, South Gloucestershire Council recognises a priority to improve access to sustainable travel for children and young people in South Gloucestershire. This is further developed in the Council's Sustainable School Travel and Transport Strategy which promotes the use of sustainable travel to improve the health and well being of all children and young people.

In an effort to reduce reliance on private car use and help develop the necessary skills for adult life, young people are actively encouraged to travel independently to school/college or their place of work. A survey of the sustainable travel and transport infrastructure is provided as part of the Strategy to enable children and young people to view the cycle paths and bus routes available to facilitate travel to and from or between schools, colleges or other education placements. The survey can be accessed at [www.southglos.gov.uk](http://www.southglos.gov.uk) (enter transport audit in the 'search this site' box).

#### **How and When to Apply?**

Sixth form students attending a South Gloucestershire School may apply for travel assistance under the South Gloucestershire Council concessionary travel scheme. Application forms are available from the Admissions & Transport Team, Department for Children, Adults and Health or the South Gloucestershire Council website [www.southglos.gov.uk](http://www.southglos.gov.uk) from **May 2014**.

Post-16 students attending further education colleges are advised to contact the individual college concerned at the earliest opportunity to find out full details/terms and conditions of transport concessions on offer.

## **2.) Assistance for Students with Learning Difficulties and/or Disabilities**

Students with special educational needs and/or learning difficulties and disabilities may request assistance with travel arrangements from South Gloucestershire Council. It should be noted that assistance with post-16 travel is not, generally, a statutory entitlement and students are advised to read both eligibility criteria and the guiding principles set out in **Section 3** before applying.

South Gloucestershire Council's policy for providing assistance with travel arrangements for post-16 students with special educational needs (SEN) or learning difficulties and disabilities (LDD) is set out below.

This policy takes account of relevant legislation and guidance on assistance with travel to enable post 16 students with SEN and LDD to access educational provision. Most recent are the reforms due to be implemented in September 2015 arising from the Children and Families Act which helps to clarify the arrangements for transport provision for young people up to the age of 25.

A major change brought about by these reforms replaces SEN statements and learning difficulty assessments with single 0 to 25 Education, Health and Care plans (EHC). Young people with an EHC Plan can request a personal budget so they can control elements of their support. It is anticipated that guidance on Education Health & Care Plans and the new Code of Practice will contain important detail affecting the development of local policies on post 16 education for children and young people with SEN, including those who are disabled. In respect of travel to and from a place of study, personal budgets can include funding for transport where this has been specified in the EHC Plan. This policy statement will be used to determine eligibility for assistance with travel to school, college and Independent/Residential Colleges including independent travel training.

Note: The Children and Families Bill received Royal Assent in March 2014. The government will issue the final SEN code of practice ahead of reforms coming into force in September 2014 and this includes changes to the special educational needs (SEN) framework.

### **Assistance with Travel to School**

Some post 16 students with SEN/LDD continue to attend school. South Gloucestershire Council will consider assistance with transport for those students who meet all the following conditions:

- the student is subject to a Statement of Special Educational Needs/ Education, Health and Care plan and the Statement/Plan specifies the need for transport to enable the student to access provision; and
- the student is attending the nearest appropriate school for a relevant full-time course and lives more than 3 miles (as measured by the Council's computerised mapping system) from the school; and
- the course immediately progresses from statutory school age education.
- the student is resident in South Gloucestershire.

## **Assistance with Travel to an FE College**

South Gloucestershire Council will consider assistance with transport for students at FE colleges who meet all the following conditions:

- the student is attending the nearest college/base to the home address for a relevant full-time course. Assistance with transport will be considered to a college or base/course closest to home which is relevant, and not necessarily the college or base/course which is the student's highest preference;
- the student lives more than 3 miles (as measured by the Council's computerised mapping system) from the college; and
- the student was previously subject to a Statement of Special Educational Needs which specified the need for transport, or is now assessed as having SEN/LDD and requiring support with travel due to those needs.
- the student is resident in South Gloucestershire.

## **Assistance with Travel to Independent Specialist/Residential Colleges**

A small number of students with SEN/LDD attend specialist further education colleges, including residential provision. In these cases, the college placement will have been individually agreed by the Council. Support for transport in these cases will normally be provided as part of the approval of the college placement.

## **Support for students who reach the age of 19 while continuing on a course**

Travel support, where approved, will continue for the initial course of study until the end of the academic year in which the student becomes 19 years of age. However, support will be reviewed throughout the course and independent travel encouraged. Applications from students with learning difficulties and/or disabilities aged 19-24 will be considered on an individual basis for a first course of study.

## **Independent Travel Training**

South Gloucestershire Council's policy is intended actively to encourage young people to travel as independently and inclusively as possible and to develop confidence in travel skills. Arrangements are being made to develop Independent Travel Training. Schools and colleges will be expected to support independent travel training where appropriate. Schools, colleges, individual students and their families will be strongly encouraged to take advantage of this training. Access to the training is by referral by schools, colleges, South Gloucestershire SEN Team or the Youth Intervention Support Service (YISS).

## **Assistance for students travelling to a course beyond their Local Authority Area**

Travel support to courses outside the LA area will not normally be considered. However, consideration on a case by case basis will be given to students with special educational needs or learning difficulties and disabilities. All students must fulfil the criteria set out under the heading **Assistance with Travel to an FE College** (above) and it will be for the Council to determine whether the cost represents reasonable public expenditure. The mode of support with travel will be determined by the Council.

## **Assistance for students who attend a Further Education Institution which is beyond the daily travelling distance and they need to stay away**

South Gloucestershire Council will consider support for students who wish to attend a specialist residential college where the placement has been recommended by The Youth Intervention Support Service. The college concerned must confirm to the LA the student's suitability for the course. Support for travel will be provided only at the start and end of each term (i.e. 6 return journeys).

## **Financial Assistance for low income students and young parents**

Details of the government's Bursary Fund and Care2Learn scheme are set out in Section 1 under the following headings, ***Travel Assistance: Young learners from families on low income–Bursary Fund*** and ***Travel Assistance: Young Parents***.

## **Diamond Travel Card for Eligible Disabled**

If are of qualifying age, or eligible disabled and live in England, you can apply for a bus pass providing free off-peak travel on local buses anywhere in England. The new concessionary national travelcard is in the form of a smart card. Further details can be obtained by email or telephone: [ConTravel@southglos.gov.uk](mailto:ConTravel@southglos.gov.uk) or 01454 868004.

### **How and When to Apply for Assistance with Travel**

Application forms for students with special educational needs requesting assistance with transport to school or college are available from the Admissions & Transport Team, Department for Children, Adults and Health or the South Gloucestershire Council website at [www.southglos.gov.uk](http://www.southglos.gov.uk) Forms should be completed and returned as soon as possible in order for requests for support to be assessed. Where agreement is given to support with travel for students with special educational needs, a further form will be sent asking for details of the dates, days and times of the course. If we do not receive details of the course programme/timetable we will be unable to make the necessary transport arrangements for the start of the academic year.

### 3.) Support with Travel: Guiding Principles and Requirements

- Students/parents should note that there is no legal or automatic entitlement to free transport for post-16 students.
- Eligibility for assistance with travel arrangements will depend on the applicant fulfilling a number of general requirements. Individual assessments of eligibility will be carried out as appropriate. Students/Parents are advised carefully to consider the eligibility criteria before applying, paying particular attention to the notes.
- Students attending colleges of further education are treated no less favourably than students attending schools (including academies) for post 16 education. The same applies to students undertaking apprenticeships or traineeships travelling to or from the place of learning or work placement. Employers and learning providers are encouraged to take account of young people's likely transport arrangements when planning off-the-job training.
- Any transport assistance will generally be offered for one course of study only and will be subject to annual review and an application must be made for each academic year.

#### Financial Considerations

- Low income – young people from families on low income may be entitled to free travel assistance under the concessionary travel scheme, though receipt of other funding (i.e. 16-19 bursary funding) will be taken into account in assessing an individual's need for financial help with transport.
- Assistance with travel arrangements to schools/colleges which are nearer than 3 miles from home (as measured by the Council's computerised mapping system) will be considered only in exceptional circumstances.
- The Council may exercise its discretion in appropriate cases to ask students, parents and carers for a contribution towards travel costs where the Council agrees some level of assistance. This will include cases where the student is in receipt of DLA/Motability allowance.
- In relation to all applications the Council will need to consider whether the cost of assistance with travel arrangements is reasonable in relation to public expenditure.

#### Mode of Transport

- Where South Gloucestershire Council approves assistance with transport, the Council:
  - reserves the right to determine the mode of transport and the daily start/finish times when transport will be provided;
  - may consider a mileage allowance or reimbursement of student travel costs as an alternative to transport provision;
  - considers the use of public transport in the first instance (with provision of passes, if approved) as a means of encouraging independent travel skills. In the exceptional cases where taxi, minibus or coach transport is approved, sharing of provision may be required. The Council will specify pick up points which will be within a reasonable distance of the home address. It should be noted that pick up directly from home cannot necessarily be provided.

## 4.) Appeals Process

All applications for post 16 travel support are considered in line with South Gloucestershire's written policy criteria. Where an applicant is dissatisfied with the refusal of an application for assistance with home to school travel an appeal against the decision can be submitted.

An appeal can be submitted in respect of eligibility for assistance or any other aspect of home to school/college travel arrangements where appellants contend that exceptional circumstances apply.

An appeal will be considered and determined by an appropriate senior officer not previously involved in consideration of the case.

The consideration of an appeal will take into account:

- the law on home to school travel
- South Gloucestershire policy on home to school travel
- the original application for assistance, its administrative assessment and refusal;
- the exceptional circumstance set out in the appeal and any supporting documentation.

The consideration and determination of an appeal will involve two stages:

- first, if the administrative refusal was in error by reference to law/policy it can be overturned;
- secondly, if the administrative refusal was correct, an appeal can be upheld if the personal circumstances set out in the appeal are such as to warrant an exceptional decision being made to award assistance with transport.

The appeals process will be reviewed in line with statutory guidance. Guidance issued for consultation currently proposes a two-stage appeals process. The consultation closes in June 2014 and Local Authorities will be expected to implement changes soon thereafter.

Further details are available from the Admissions & Transport Team at South Gloucestershire Council, telephone 01454 863288.

## Arrangements for Consultation with Interested Parties

South Gloucestershire Council will consult annually on its Travel Policy Statement for Post-16 Students as part of the annual consultation on school admission arrangements and transport policies. The Council will consider views and comments of all interested parties by the end of February of each year before recommending any amendments to policy in advance of publication on the Council's website by 31 May each year.

## Contacts

### **South Gloucestershire Council**

Admissions & Transport Team  
Department for Children, Adults & Health  
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Civic Centre  
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### **South Gloucestershire & Stroud College**

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South Gloucestershire  
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Tel: 0117 931 2121  
Fax: 0117 931 2233  
Email: [info@sgscol.ac.uk](mailto:info@sgscol.ac.uk)

### **First Bristol Limited**

Head Office  
Enterprise House  
Easton Road  
Bristol  
BS5 0DZ  
Tel: 0117 955 8211  
Fax: 0117 955 1248  
Email: [www.firstgroup.com](http://www.firstgroup.com)

### **City of Bristol College**

College Green Centre  
St Georges Road  
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BS1 5UA  
Tel: 0117 312 5000  
Fax: 0117 312 5053  
Email: [enquiries@cityofbristol.ac.uk](mailto:enquiries@cityofbristol.ac.uk)

### **Saint Brendan's Sixth Form College**

Mrs Julie Shephard  
College Transport Officer  
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Fax: 0117 972 3351  
Email: [jsh@stbrn.ac.uk](mailto:jsh@stbrn.ac.uk)

### **Concessionary Travel Card for Disabled Students**

Concessionary Travel  
PO Box 299  
Civic Centre  
High Street  
Kingswood  
Bristol  
BS15 0DR