



LEAD MEMBER FOR EDUCATION AND INCLUSION, SPECIAL EDUCATIONAL NEEDS AND DISABILITY

DECISIONS to be made by the Lead Member for Education and Inclusion, Special Educational Needs and Disability, Councillor Bob Standley

MONDAY, 22 MAY 2023 AT 9.00 AM

REMOTE MEETING VIA MICROSOFT TEAMS

AGENDA

1. Decisions made by the Lead Cabinet Member on 28 March 2023 (*Pages 3 - 6*)
2. Disclosures of interests
Disclosure by all Members present of personal interests in matters on the Agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct
3. Urgent items
Notification of items which the Lead Member considers to be urgent and propose to take at the end of the appropriate part of the Agenda
4. Holy Cross CE Primary School (*Pages 7 - 12*)
Report by the Director of Children's Services.
5. Post-16 Transport Policy Statement 2023-2024 (*Pages 13 - 50*)
Report by the Director of Children's Services.
6. Published Admission Number (PAN) for Iford & Kingston CE School 2024-25 (*Pages 51 - 52*)
Report by the Director of Children's Services.
7. Any urgent items previously notified under agenda item 3

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12 May 2023

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LEAD MEMBER FOR EDUCATION AND INCLUSION, SPECIAL EDUCATIONAL NEEDS AND DISABILITY

DECISIONS made by the Lead Member for Education and Inclusion, Special Educational Needs and Disability, Councillor Bob Standley, on 28 March 2023 at Remote Meeting via Microsoft Teams

30. DECISIONS MADE BY THE LEAD CABINET MEMBER ON 27 FEBRUARY 2023

30.1 The Lead Member approved as a correct record the minutes of the meeting held on 27 February 2023.

31. DISCLOSURES OF INTERESTS

31.1 There were none.

32. URGENT ITEMS

32.1 There were none.

33. REPORTS

33.1 A copy of the reports referred to below is included in the minute book.

34. APPROVAL TO PUBLISH STATUTORY NOTICE FOR LOWERING SCHOOL AGE RANGE AT PUNNETS TOWN COMMUNITY PRIMARY SCHOOL

34.1 The Lead Member considered a report by the Director of Children's Services regarding the publication of a statutory notice in respect of lowering the age range at Punnetts Town Community Primary School.

DECISIONS

34.2 The Lead Member RESOLVED to:

- 1) authorise the publication of a statutory notice in respect of a proposal to lower the age range at Punnetts Town Community Primary School from 4-11 to 2-11. The proposal to take effect from 1 September 2023; and
- 2) delegate authority to the Director of Children's Services to amend the proposal prior to its publication if required.

REASONS

34.3 The proposal to lower the age range at Punnetts Town Community Primary school will meet the need to provide sufficient early years provision to support the local area and offer high quality early education across the Early Years Foundation Stage.

35. PROPOSED SPECIALIST FACILITY AT DENTON COMMUNITY PRIMARY SCHOOL

35.1 The Lead Member considered a report by the Director of Children's Services regarding the publication of a statutory notice in respect of a proposal to establish a new specialist facility at Denton Community Primary School.

DECISIONS

35.2 The Lead Member RESOLVED to:

- 1) approve publication of a statutory notice in respect of a proposal to establish a new specialist facility for up to eight pupils at Denton Community Primary School; and
- 2) delegate authority to the Director of Children's Services to amend the proposal prior to its publication if required.

REASONS

35.3 The Local Authority has identified a gap in specialist provision in mainstream primary schools for pupils with Autistic Spectrum Disorder (ASD) in the Newhaven and Peacehaven area. The Local Authority would like to establish a specialist facility for up to eight pupils at Denton Community Primary School, Newhaven from 1 September 2023 to address this need.

36. PROPOSED SPECIALIST FACILITY AT MERIDIAN COMMUNITY PRIMARY SCHOOL

36.1 The Lead Member considered a report by the Director of Children's Services regarding the publication of a statutory notice in respect of a proposal to establish a new specialist facility at Meridian Community Primary School.

DECISIONS

36.2 The Lead Member RESOLVED to:

- 1) approve publication of a statutory notice in respect of a proposal to establish a new specialist facility for up to eight pupils at Meridian Community Primary School: and
- 2) delegate authority to the Director of Children's Services to amend the proposal prior to its publication if required.

REASONS

36.3 The Local Authority has identified a gap in specialist provision in mainstream primary schools for pupils with Autistic Spectrum Disorder (ASD) in the Newhaven and Peacehaven area. The Local Authority would like to establish a specialist facility for up to eight pupils at Meridian Community Primary School, Peacehaven from 1 September 2023 to address this need.

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Agenda Item 4

Report to: Lead Member for Education and Inclusion, Special Educational Needs and Disability

Date of meeting: 22 May 2023

By: Director of Children’s Services

Title: Holy Cross CE Primary School

Purpose: To consider the future of Holy Cross CE Primary School.

RECOMMENDATION:

The Lead Member is recommended to approve the Local Authority taking forward a statutory process to consult on the closure of Holy Cross CE Primary School by 31 December 2023.

1. Background

1.1 Holy Cross CE Primary School (the school) is a Voluntary Aided (VA) school located in Uckfield. It has a Published Admission Number (PAN) of 30 and capacity for 210 pupils.

1.2 In recent years, the school has faced many challenges relating to leadership, retention of staff, quality of provision and low pupil numbers which, despite significant support from both East Sussex County Council (ESCC) as the Local Authority and the Diocese of Chichester (the Diocese), it has not been able to overcome. As a result, the school is considered extremely vulnerable. The challenges are set out below.

2. Supporting information

Pupil numbers

2.1 The school has suffered from a lack of popularity in the local community for some years. This is illustrated by Table 1 which shows the number of first preferences received by the school in the last seven years against its PAN of 30.

Table 1

Holy Cross CE Primary School	Year R first preferences						
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Yr R first preferences	6	9	11	8	10	11	7

Source: Admissions data

2.2 This lack of popularity has led to falling pupil numbers going back over a decade. Table 2 illustrates the level of decline in the last ten years, a fall of 62 pupils, or 50%.

Table 2

Holy Cross CE Primary School	Primary capacity and primary total number on roll									
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Primary capacity	210	210	210	210	210	210	210	210	210	210
Primary total NOR	124	126	117	106	110	105	84	77	76	62
Surplus places	86	84	93	104	100	105	126	133	134	148
Surplus places %	41%	40%	44%	50%	48%	50%	60%	63%	64%	70%

Source: January school censuses

2.3 In recent months the school has lost further pupils, linked to the leadership challenges the school has faced and the high turnover of teaching staff (paragraphs 2.9 and 2.10). At the time of writing, pupil numbers had fallen to 27, meaning there is currently 87% surplus capacity in the school. Only seven first preference applications were received by the school for a place in Reception in September 2023. This reduced to two following withdrawals from five families. Two places were allocated on National Offer Day; given the uncertain future faced by the school, the families were also offered places at alternative schools should they wish to accept them instead.

Demand for places in Uckfield

2.4 Births in Uckfield have fallen significantly in recent years, from 189 in-area births in 2011/12 to 137 in 2020/21. This has resulted in low pupil numbers in the town, with historically popular schools carrying surplus places.

2.5 At the January 2023 school census, there were 1,053 children on roll across the five primary schools in Uckfield, with surplus capacity standing at 16%. Table 3 illustrates this.

Table 3

Uckfield primary schools	Primary capacity and primary total number on roll							
	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Year group capacity	180	180	180	180	180	180	180	1260
Year group NOR	138	146	159	157	160	134	159	1053
Surplus places	42	34	21	23	20	46	21	207
Surplus places %	23%	19%	12%	13%	11%	26%	12%	16%

Source: January 2023 school census

Uckfield schools: Harlands Primary School, Holy Cross CE Primary School, Manor Primary School, Rocks Park Primary School, St Philip's Catholic Primary School

2.6 At the same time, there was 14% surplus capacity in the rural primary schools surrounding Uckfield, as can be seen in Table 4.

Table 4

Rural primary schools near Uckfield	Primary capacity and primary total number on roll							
	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Year group capacity	90	90	90	90	90	90	90	630
Year group NOR	59	72	82	83	94	76	80	546
Surplus places	31	18	8	7	0	14	10	88
Surplus places %	34%	20%	9%	8%	0%	16%	11%	14%

Source: January 2023 school census

Surrounding rural schools: Bonners CE Primary School, Buxted CE Primary School, Fletching CE Primary School, Framfield CE Primary School, Little Horsted CE Primary School

2.7 Pupil forecasts in the Local Authority's [School Organisation Plan 2022 to 2026](#) indicate that intakes to Reception in Uckfield schools will remain low in the forthcoming years, with surplus capacity in the town expected to reach 21% by 2025/26.

Quality of education

2.8 The school has struggled to secure good outcomes for pupils over time, this is reflected in the grades received in Ofsted Inspections over the last eight years.

- 2006 - Full Inspection – Satisfactory
- 2009 - Full Inspection – Satisfactory
- 2013 - Full Inspection – Requires Improvement
- 2015 - Full Inspection - Requires Improvement

- 2017 - Full Inspection – Good
- 2022 – Ofsted completed a ‘Section 8’ or ungraded inspection having previously judged the school to be Good during the graded or full inspection in 2017. The Section 8 inspection found that *‘There has been no change to this school’s overall judgement of good as a result of this initial (section 8) inspection. However, the evidence gathered suggests that the inspection grade might not be as high if a full inspection were carried out now. The next inspection will therefore be a full (section 5) inspection’*.

2.9 As a result of the falling pupil numbers, the school has had to reorganise its class structure since the beginning of the 2022/23 academic year. Having started the year with three classes, there are now only two classes, for Reception to Year 2 and Years 3 to 6. This, together with the significant turnover of teaching staff has impacted on the quality and consistency of education. This is a major concern to both the Diocese and the Local Authority which has provided significant resources to support the school in terms of additional financial resources and officer capacity, particularly around leadership, additional support for teaching, safeguarding and support for pupils with special educational needs and disabilities (SEND).

School leadership

2.10 In recent years the school has experienced several changes of leadership and, therefore, a lack of stability in this area. The last substantive headteacher left on 31 December 2021. At that point, the then governing board approached the Local Authority for support with interim leadership. An interim leader was deployed to the school, full time, from January 2022. A number of different and temporary leadership arrangements were subsequently put in place at the school between November 2022 and February 2023. Additional leadership capacity is currently being provided to ensure sufficient capacity is in place to support the school and the vulnerable families throughout this turbulent time. Due to the falling roll at the school and the increasing pressure on the budget, the school cannot now afford a substantive full-time headteacher.

2.11 The Local Authority issued a warning notice to the governing board in February 2023 pursuant to s. 60 (2) b) of the Education and Inspections Act 2006 (as amended) because ‘there has been a long term, serious breakdown in the way the school is managed or governed which is prejudicing, or likely to prejudice, such standards of performance’. In responding to the warning notice, the governing board concluded that the right course of action was for the Local Authority to apply to the Department for Education (DfE) to appoint an Interim Executive Board (IEB) to replace the governing board. Governors took this decision having explored all the options available to secure the sustainability of the school and to ensure that appropriate support was in place to oversee the next steps for the school. The Local Authority applied to the DfE in February 2023 for an IEB, which was approved by the DfE Regional Director.

Interim Executive Board

2.12 In March 2023, the IEB met to review the due diligence undertaken by the previous governing board and consider the current situation of the school. Taking into account these findings, the subsequent further drop in pupil numbers, the challenges around recruitment and the quality of provision, the IEB agreed that the school is no longer viable and cannot meet the needs of its children and should therefore close.

2.13 On 21 March 2023, the IEB wrote to the Secretary of State asking that the Local Authority be directed to close the school on 31 August 2023. The DfE Regional Director responded to the IEB on 30 March 2023 stating:

‘The evidence you have presented clearly indicates the belief of the Interim Executive Board, East Sussex County Council and The Diocese of Chichester that closure of the school is in the best interests of the children who attend the school and the wider community. Your report highlights concerns about leadership and the quality of education which have been exacerbated by rapidly falling pupil numbers. The low number of pupils in the school is unlikely to recover and as a result there is little likelihood that a Multi Academy Trust would be willing to support the school’.

2.14 However, the Regional Director did not agree to the IEB’s request to issue a direction to close the school as the DfE stated it was for the Local Authority to take forward a statutory closure process if it considers the school to be unviable. On 26 April 2023 the IEB considered the DfE Regional Director’s

response and wrote to both the Local Authority and the diocese requesting that the Local Authority should follow the statutory process to close the school.

Alternative options to closure

2.15 The Local Authority and the Diocese have supported the school to try to identify a long term solution for the school without success. The low pupil numbers and the resulting significant impact this has on its budget means that the school is not an attractive proposition for school partners. This can be evidenced by some of the options we have explored:

- Brokering a school improvement partnership with the Diocese of Chichester Academy Trust (DCAT) with a view to the school joining the multi academy trust. This proved unsuccessful as DCAT concluded that the school was not viable.
- Supporting the school to explore partnership with a local church school. This again proved unsuccessful as the proposed partner school decided that there were too many challenges, including financial viability, to partner with the school.
- Supporting the school to explore joining another local federation. This again proved unsuccessful as the proposed federation similarly decided that there were too many challenges, including financial viability to partner with the school.
- The Diocese has supported the governing board to explore academy trust options with all existing Diocese of Chichester academy trusts, however, all the trusts expressed concern about the school's financial viability and subsequent impact on their own trusts. The falling numbers on roll and the impact this has on the school's budget has meant that the school is simply not attractive to academy trusts or other school partners.

2.16 All alternative options to closure have therefore been considered. Unfortunately, the Local Authority and the Diocese believe there are no other viable options available to the school.

3. Conclusion and reasons for recommendations

3.1 The Local Authority is committed to ensuring all children in East Sussex are able to receive an excellent standard of education. Regrettably, the Local Authority and the Diocese no longer believe that the education on offer at the school meets this standard. Given the urgency of the situation in terms of the rapidly decreasing number of children, the challenge of securing appropriate leadership and teaching staff for the school and the concerns over the quality of education that children are receiving, the Local Authority and the diocese believe that closure of the school at the earliest opportunity is in the best interests of the children and the school community. The Local Authority believes there would be sufficient places available in the local area for children at the school were it to close.

3.2 In conclusion, the Lead Member is recommended to approve the Local Authority taking forward a statutory process to consult on the closure of Holy Cross CE Primary School by 31 December 2023.

3.3 If approved, the Local Authority would consult with the school community in Term 6 of the current academic year. It is intended that the Local Authority would report the outcome of the consultation to the Lead Member at a decision making meeting on 11 September 2023.

ALISON JEFFERY
Director of Children's Services

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LOCAL MEMBERS

Councillor Claire Dowling

Councillor Chris Dowling

BACKGROUND DOCUMENTS

None

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Report to:	Lead Member for Education and Inclusion, Special Educational Needs and Disability
Date of meeting:	22 May 2023
Title:	Post-16 Transport Policy Statement 2023-2024
By:	Director of Children's Services
Purpose:	To approve the proposed Post-16 Transport Policy Statement for the 2023-2024 academic year

RECOMMENDATION:

The Lead Member is recommended to approve the Post-16 Transport Policy Statement for the 2023-24 academic year as set out in Appendix 3.

1. Background

1.1 Once young people reach school leaving age, the assistance local authorities are required to provide with transport to school or college changes. There is no obligation to provide free school transport that some younger children are entitled to (as a result of, for example, age and distance to the nearest school or because of the nature of the walking route). There is a duty, however, on the local authority to provide travel assistance to learners of sixth form age and adult learners if it is considered necessary.

1.2 The County Council exercises its discretion to determine what transport or financial support is necessary to facilitate young people's attendance. To inform young people and their parents what arrangements are available locally, we must publish the Post-16 Transport Policy Statement each year. The Statement aims to be a single point of reference that outlines the help that might be available through the County Council, schools, colleges and transport operators to help all young people of sixth form age and young adult learners aged 19+ (up to 25) who have an Education, Health and Care Plan (EHCP) to get to school and college. It includes information about:

- fares and concessions;
- the Council's home to school/college transport policy for learners with Special Educational Needs and Disabilities (SEND); and
- contact details for mainstream colleges and schools with sixth forms.

1.3 The County Council is required to consult on the Post-16 Transport Policy Statement each year before it is published on or before 31 May.

2. Supporting information

2.1 The consultation asked for comments from secondary schools, colleges and special schools on the proposals. Additionally, they were asked to bring it to the attention of current Year 11 students as well as current sixth formers (and their parents or carers).

2.2 Consultation took place between 3 March 2023 and 7 April 2023 and sought views on the draft transport policy statement (**Appendix 1**).

2.3 Changes in the proposed Transport Policy Statement related to dates and anticipated changes to travel costs.

2.4 There were no substantial changes to the policy around the help from the Council that is available to young people. There were, however, potential cost changes for students but, at the time of consulting, it was too early to be definite about these especially as we awaited updates on the Bus Service Improvement Plan (BSIP). The consultation advised that there might also be a change to the

charge to buy a vacant seat on a contracted coach. The charge is representative of the average cost of a seat across all school coaches.

Consultation responses

2.5 There were 12 responses, and these are set out in **Appendix 2**.

2.6 The comments included calls for fares to be reduced, for ticketing arrangements to be simplified, described operational issues experienced by some users and made suggestions for improved services. These comments have been forwarded to colleagues in Public Transport.

2.7 Some respondents felt that Post-16 transport should be free. Students facing financial hardship can apply to their course provider for a discretionary bursary. The Post 16 Transport Policy Statement signposts young people and their parents to sources of available financial help.

Updates to bus fares and charges

2.8 In October 2021, the County Council submitted its BSIP to the Department of Transport and was awarded £41.4m to deliver the council's objectives for bus growth targets in relation to passenger volumes, mileage operated, vehicle requirements, targeted fare reductions, accessibility to both high frequency services and rural transport provision and multi-modal ticketing.

2.9 From 1 April 2023, as a result of the government funding, lower fares operate on all bus services. For under 19's, the Freedom Weekly Ticket now has a new discounted price of £15 (instead of £17.50). That equates to £3 per day if used 5 days a week and £2.14 per day if used every day of the week. The Freedom Ticket allows unlimited travel on any bus with any operator for seven days in a row, at all times and days of the year.

2.10 Alternatively, under 19s can purchase a discounted £3.20 multi-operator day ticket if travelling on Stagecoach, Brighton & Hove Buses, Metrobus, Compass, Cuckmere services in East Sussex.

2.11 All BSIP fare reductions will run until 31 March 2025.

2.12 Where assistance is agreed for a learner aged 16-19 with SEND, a contribution towards to the cost of travel is required. As the contribution is linked to the cost of a Freedom Ticket, the charge in 2023/24 will be £570 (a reduction of £114 pa). Low-income families will be asked to contribute £285 per academic year i.e. a 50% discount.

2.13 The charge for a vacant seat on a school coach will rise from £170 per term to £188.70. Unfortunately, this scheme cannot benefit from the award of BSIP funds and the amount reflects the true cost of seat on a coach under contract to the council.

3. Conclusion and reason for recommendation

3.1 The County Council has carried out its legal duty to consult on the annual Post-16 Transport Policy Statement.

3.2 Following consultation, the proposed statement has been updated from the draft statement to reflect all the bus fare changes, the reduction to the Post 16 contribution and to the Vacant Seat rate. The Lead Member is recommended to agree the Post-16 Transport Policy Statement as outlined in **Appendix 3** to fulfil its statutory duty.

3.3 After publication, the County Council may revise a Transport Policy Statement to change the arrangements specified should it be considered necessary.

ALISON JEFFERY
Director of Children's Services

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BACKGROUND DOCUMENTS

None

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East Sussex County Council

Post-16 Transport Policy Statement

2023 - 2024

DRAFT

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Introduction

Local authorities do not have to provide free or subsidised post 16 travel support but do have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

All young people carrying on their education post 16 must apply for travel support.

‘Sixth form age’ refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12,13,14).

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25.

This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

This policy document specifies the support that East Sussex County Council (the council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

Aims and objectives

East Sussex County Council aims to have a clear policy that families understand, to enable learners to make informed choices about where to study post 16, and to signpost them to other available support as appropriate.

East Sussex County Council has published separate policies outlining the transport assistance the council provides to young people with special educational needs and disabilities (SEND). The policies can be found at:-
<https://www.eastsussex.gov.uk/educationandlearning/schools/transport/strategy/download/>

These students may not be able to use public transport and/or may have long and expensive journeys to access a suitable course nearest to their home.

The County Council encourages young people to become more independent and offers training to students to help them to travel independently. This training will also help young people to access leisure facilities and provide opportunities for employment.

In addition to the published policies, for ease of reference, the eligibility criteria are set out in section called **LA support for Learners with special educational needs or a disability** (see pages 9-13). Please note that learners of sixth form age have different eligibility criteria to Adult Learners.

Transport and travel support

Concessionary tickets for young people 16 - 25 from public transport providers (including council run vehicles)

Public transport providers in East Sussex each run their own discounted fare schemes for young people. The best choice for you will depend on your age, where you are going and which services you need to use.

Find out about money saving travel schemes and information on public transport services at [eastsussex.gov.uk/roadsandtransport/public](https://www.eastsussex.gov.uk/roadsandtransport/public)

All information correct as at March 2023, but subject to change

- Bus travel concessions

The Freedom Ticket and the 3i-D for under 19 year olds

Under 19s can apply for a 3i-D card which gives proof of ID to buy the Freedom ticket. The Freedom Ticket offers unlimited travel on nearly every bus* in East Sussex for seven days in a row, including weekends. The Freedom ticket is £17.50 per week but is expected to change by August 2023 and is issued on the bus as a paper ticket only.

*Please contact the bus operator before travelling to ensure they issue and accept the Freedom Ticket.

To find out more about other discounts and applying for the ID card visit www.3i-d.co.uk

Brighton & Hove Buses

Students travelling on a Brighton & Hove bus who do not have a 3i-D card can get discounts on one-way and journeys and Saver tickets with a free busID card until the age of 18.

To find out more and to apply for a busID card, go to [Brighton & Hove buses - busID](#)

If you are 18+ and you are a student or apprentice, visit [Brighton & Hove Buses - Student Travel](#) for details.

Stagecoach

With suitable ID, like the 3i-D card, students can get unlimited travel in their local travel zone for just £3.20 a day with a local dayrider U19 (under 19) ticket, or pay £3.10 when purchased using the Stagecoach Bus App. Students can also travel on all Stagecoach buses in East Sussex and Kent with a South East dayrider U19 for just £5.20 a day or £5 with the App - that's up to 33% cheaper than the adult versions. [Find out more about the app](#)

Travelling for the whole school year on Stagecoach buses? A Stagecoach studentrider ticket might be a better option. The studentrider ticket is now available to all 3i-D card holders. It is also available to students in school, college or university, regardless of age with valid ID. It gives unlimited travel on all Stagecoach buses from September through to July the following year. There is a choice of the local studentrider £478 for a specific area or the South East studentrider £797 which is valid on all Stagecoach in East Sussex and Kent. [Find out more from Stagecoach.](#)

- Train travel concessions

Discounts for 16 and 17 year olds

16 and 17 year olds with the 16-17 Saver will be eligible for 50% off standard Anytime, Off-Peak, Advance and Season tickets.

The 16-17 Saver is available to buy for £30 online at www.16-17saver.co.uk

The 16-17 Saver is valid for one year or up until the holder's 18th birthday, whichever comes first. However, season tickets bought with a 16-17 Saver discount before it expires, can be used for up to 4 months after the expiry date.

16 to 25 railcard

The [16 to 25 railcard](#) offers 33% off a wide range of tickets for those not travelling each day (subject to a minimum fare).

Unizone rail ticket (college and university students)

The Unizone ticket gives unlimited discounted travel for a fixed price those who study in or around Brighton or Worthing. To qualify for a Unizone ticket, a student will need a 16-25 Railcard and valid ID confirming attendance in further or higher education.

Find out more at [Southern Railway](#).

- Coaches serving school sixth forms

Students attending schools with sixth forms, where hired vehicles are available, can purchase a travel permit for a vacant seat. The cost from September 2023 is yet to be finalised. The current cost is £170 per term based on a six-term year. Full details of [buying a seat on school transport](#) can be found online.

Travel support from schools and colleges

Some schools and colleges provide their own transport for students. Details can be found below and is correct at the time of publication. However it may be subject to change by the provider themselves without prior notification to East Sussex County Council. Students are advised to contact their school/college directly regarding any possible changes.

- Heathfield Community College - runs two services in conjunction with local bus companies. Payments for these services are made termly across the academic year. Students in receipt of the 16-19 Bursary can have help with transport costs. The services are partially subsidised by the College for all students.

Find out more at [Heathfield Community College](#) or by contacting the College directly.

- Beacon Academy & Gildredge House - do not currently make any exclusive transport arrangements for Post 16 learners.

If your school/college is not listed above, please contact them directly for up-to-date information regarding any transport and/or support they may be able to offer, particularly if the school or college is outside of East Sussex.

The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment. To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 2023 or
- be aged 19 or over at 31 August 2023 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2023 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.

Hardship Fund

The following colleges have been allocated extra council funds to assist the most disadvantaged learners to access their course. These funds can be issued **in addition to** Bursary Funds. Learners should make enquiries to Student Services at their college.

- East Sussex College Group - Eastbourne, Hastings and Lewes
- Plumpton College
- Bexhill 6th Form College
- DV8 Bexhill

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.

Care to Learn can help with the cost of:

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

Types of child care

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

- childminder
- pre-school playgroup
- day nursery
- out of school club

If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

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

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

Payments

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

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

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

Attendance

Payments will stop if:

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

Eligibility

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a European Economic Area country
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

Type of course

Care to Learn is only available for courses in England that have some public funding.

This includes courses that take place in:

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

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 - 25 card. For more information, please visit www.gov.uk/care-to-learn/how-to-claim

LA support

LA support for young people without special educational needs or disabilities

The Council regards where a student decides to study as an individual choice but considers it essential that students (and their parents) weigh up the home to college journey when deciding which school/college to attend as the Council does not have a duty to provide transport assistance to post 16 students other than the arrangements contained in this policy.

The Council has considered the needs of those for whom it would not be reasonably practicable to access education or training provision if no arrangements were made and considers that the various concessionary schemes available to students, coupled with financial support for those with genuine money difficulties results in there being sufficient access for all students to attend the school/college of their reasonable choice, irrespective of its location and their home.

Public transport services cannot be tailored to meet individual timetables and students are expected to make suitable adjustments to their travel arrangements to facilitate attendance.

Journey length, rurality and the nature of the route are factors for families to consider and take into account and these issues do not, in themselves, confer an entitlement to transport assistance.

LA support for Learners with special educational needs or a disability

East Sussex County Council recognises that some students with learning difficulties or disabilities may not be able to travel to school or college independently or may not yet be ready to do so.

Criteria for help (16-19 students)

Students with learning difficulties or disabilities, or their parents or carers may apply for travel assistance. Each case will be considered by the council and support will usually only be considered further if all the following criteria are fulfilled. We call this the Gateway criteria.

- The student lives in East Sussex;
- The student has a current Education, Health and Care Plan (EHCP);
- The student will be attending the equivalent of a full-time educational course which allows for appropriate progression;
- The placement is the nearest suitable college to their home address and named in the student's EHCP;

- The student is unable to travel to the placement independently.

If these gateway criteria are met, ESCC will then consider the circumstances of the student and the family and their broader network, to assess whether it is necessary to provide transport for the student. ESCC thinks that it is reasonable for parents/carers to prioritise transporting the student over other commitments. The following factors will be taken into account when determining whether a student is eligible for assistance. Other relevant case specific factors will also be considered.

1. Nature of the journey for the student/family for example, the distance, likely journey time, and complexity of the journey by road, public transport or on foot; whether the journey on foot or public transport could be reasonably made if the student is accompanied.
2. Parent/carer/broader network available to accompany for example, the current commitments of the parent(s)/carer(s) and broader network; whether the student's family or broader network is reasonably able to transport or accompany them, given all other factors. Parents/carers will be expected to prioritise transporting the student over other commitments such as (but not exclusively):
 - taking pre-school aged children to nursery;
 - voluntary work;
 - undertaking work commitments that can reasonably be carried out at times other than at college start and end times;unless doing so is unreasonable in all the circumstances.
3. Available suitable vehicle and/or disability benefits for example, whether the family has a suitable vehicle, which may include a Motability vehicle; whether the student is receiving PIP with a component intended to support travel; any current social care support.
4. The student's needs relating to travel for example, whether the student has complex needs, and/or requires a second person on transport; if independent travel is a realistic goal, and whether this has been appropriately encouraged by the family.
5. Other relevant factors, for example, the health of the parent/carer and the potential impact of providing transport or accompanying the student, given all other factors.

The following evidence may be required in addition to an application for travel assistance:

1. Recent evidence from a relevant health and/or educational professional regarding the SEND of the student and how this impacts on the need for travel assistance, their ability to walk or travel on public transport, accompanied or otherwise.
2. Recent evidence from a relevant health professional regarding a parent/carer's health, if this means that they are not able to accompany or transport the student themselves.

3. Evidence from the parent/carer's employer regarding their work commitments, to include working hours, days, times, location of work and distance in miles from home to work and from the placement to work.
4. Written evidence to demonstrate other commitments, although broader caring responsibilities would not normally be considered as a reason why a parent/carer would not be able to transport the student, as the family would be expected to find alternative solutions in most cases.

Annual contribution once help has been agreed

Where assistance is agreed, a contribution towards to the cost of travel is required for students of sixth form age - those over 16 years but under 19 years - or continuing learners who started their programme before their 19th birthday. The charge in 2023/2024 is £684 and payment can be made in 10 instalments. Transport will not be arranged until payment in advance is made. If subsequent payments are late, transport will be suspended or even cancelled.

Low income families are required to contribute £342 per academic year. Low income is defined as parents/carers or students in receipt of one of the following:

- Universal Credit - provided your household income is less than £7,400 a year (after tax and not including any benefits received)
- Income Support
- Income-based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support received under part six of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit (but not also Working Tax Credit unless in receipt of the maximum level) based on an income of £16,190 or less

The annual contribution level is the same cost of an annual Freedom Ticket (see the section entitled - **Concessionary tickets for young people 16 - 25 from public transport providers**) and is reviewed each year.

Criteria for help (Adult learners)

The gateway criteria set out for the 16-19 students applies. If an adult learner meets the gateway criteria the Council will take into account the following factors when determining whether transport is necessary.

1. Nature of the journey for the adult learner for example, the distance, likely journey time, and complexity of the journey by road, public transport or on foot; whether the journey on foot or public transport could be reasonably made if the adult learner is accompanied.
2. Parent/carer/broader network ability to provide transport support, e.g. accompanying the learner on some journeys; transporting the learner on certain days.
3. Available suitable vehicle for example, whether the adult learner has a suitable vehicle, which may include a Motability vehicle.

4. The adult learner's needs relating to travel for example, whether the adult learner has complex needs, and/or requires a second person on transport; if independent travel is a realistic goal.
5. Any income available to the young adult that can reasonably be expected to be used to fund transport to and from college. This may include, for example, a college bursary, disability benefits or the mobility component of personal independence payments (PIP).
6. The financial circumstances of the adult learner and potential impact of a declined application. A financial statement will be requested in support of the application to determine reasonable outgoings on essential items.
7. Advice from the college, for example, whether independent travel training is part of the learning programme.
8. Other relevant factors.

The following evidence may be required in addition to an application for travel assistance:

1. Recent evidence from a relevant health and/or educational professional regarding the SEND of the adult learner and how this impacts on the need for travel assistance, their ability to walk or travel on public transport, accompanied or otherwise.
2. A copy of the adult learner's care and support plan (if applicable)
3. Where the parent/carer is stated as being the primary carer/advocate for the adult learner, further evidence may be required regarding the support with transport they are able to provide(if any).

In the case of adult learners, if the council agrees transport is **necessary** it will be provided free of charge.

Type of help given

Young people assessed as requiring assistance will be risk-assessed for their immediate needs and the most cost-effective suitable mode of travel support will be arranged. For students who can access public transport, a journey time of up to 75 minutes each way is considered reasonable according to national guidance for best practice.

Where an applicant is assessed as eligible for SEND travel assistance, the type of travel assistance provided will be the most cost-effective available to the Council at the time, appropriate to the student's needs. This may be one of the following:

- A Personal Travel Budget (PTB)
- Independent Travel Training (ITT)
- Minibus or taxi

Please note that taxis will usually only be provided if necessity is proven and for students with severe disabilities and/or the most complex health needs. This may not be a door-to-door service.

Service limitations

Students will usually only be transported to and from a school or college at their published school start and school finish times. This may therefore require the student to arrive earlier than the start of their first session or wait at the end of their timetabled day until other young people are ready for shared transport.

The Council does not provide travel assistance to work experience placements, medical appointments or other off-site visits; responsibility for this remains with the parents or carers, or school or college as appropriate.

Students wishing to undertake a new course at the same or similar level to a level of qualification already achieved may not necessarily be successful in their application for travel support.

Review of eligibility

1. Any student for whom travel assistance has been agreed will be reviewed annually.
2. In every case, travel assistance will be reviewed following a house move, change in placement or course, or a change in the student's needs (condition, medication or equipment) or any other change in circumstances which may be relevant.
3. Following an incident on school or college transport, it may be necessary to stop provision until a further risk assessment has been carried out to make sure that the student can be transported safely. If this occurs, parents or carers will be responsible for transport and costs until the situation has been resolved.

Refunds

If transport is no longer required, a refund on your contribution may be applicable on a pro-rata basis for each full week of overpayment.

Please email SEN.Transport@eastsussex.gov.uk in the first instance.

Reimbursements for travel costs incurred before application cannot be made.

Travel training

Based on the information given in an application, students will be assessed for suitability for our intensive Independent Travel Training (ITT) programme, which can provide a young person with the skills and confidence for greater independence in their adult life. A young person who is ready for travel training may be offered temporary travel assistance until they have 'graduated' as independent travellers on their journey to school or college.

Find out more online about [independent travel training](#).

Other travel assistance available if application declined

Where it is decided that travel assistance will not be provided by the Council, the adult learner/parent/carer may consider applying for a mileage allowance.

This scheme is available to low income parents/carers who have to travel long distances (over 10 miles) to transport the student/adult learner to the college indicated in their

EHCP. The mileage allowance given will be 25p per mile for one return journey per day for the miles beyond the first 10 mile of the journey from home. For example, where the distance from home to college is 15 miles, the allowance given will be calculated as 2 journeys x 5 miles x 25p. Proof of attendance will be sought from the school/college. The following criteria must apply for claims for mileage allowance to be considered:

- The family qualifies as low income using the same criteria for free schools eligibility.
- The student/adult learner is attending the college named in their EHC Plan
- The journey exceeds 10 miles between home and college.

Apprenticeships

Students doing apprenticeships should apply to their employer or learning provider to have reasonable travel expenses met.

Applying for LA transport support

Applicants must use our online form found at www.eastsussex.gov.uk/sendtravel

Those without internet access should contact 01273 481625 to arrange for a form to be sent.

Appeals

If an application is declined, applicants can follow our two-stage appeal procedure.

Find out more at [transport appeals](#).

Mainstream college and sixth form contact information

Bexhill sixth form College

Website: [Bexhill 6th Form College](#)

Telephone: 01424 214545

Email: enquiries@bexhillcollege.ac.uk

East Sussex College (Eastbourne and Lewes)

Website: [East Sussex College](#)

Telephone (Eastbourne): 030 300 39300

Telephone (Lewes): 030 300 39200

Email: info@sussexdowns.ac.uk

East Sussex College (Hastings)

Website: [East Sussex College \(Hastings\)](#)

Telephone: 01424 442222

Email: studentadvisers@sussexcoast.ac.uk

Plumpton College

Website: [Plumpton College](#)

Telephone: 01273 890454

Email: enquiries@plumpton.ac.uk

DV8 Sussex (Bexhill campus)

Website: [DV8 Sussex](#)

Telephone: 01424 213 890

Email: apply@dv8sussex.com

Ark sixth Form East Sussex

Website: [Ark 6th Form East Sussex](#)

Telephone: 01424 448225

Email: d.howell@arkwilliamparker.org

Beacon Academy sixth form

Website: [Beacon Academy sixth form](#)

Telephone: 01892 603018

Email: enquiries@beacon-academy.org

Gildredge House sixth form

Website: [Gildredge House sixth form](#)

Telephone: 01323 400650

Email: admissions@gildredgehouse.org.uk

Hailsham CC sixth form

Website: [Hailsham CC sixth form](#)

Telephone: 01323 841468

Email: hcc@hccat.net

Heathfield CC sixth form

Website: [Heathfield CC sixth form](#)

Telephone: 01435 866066

Email: office@heathfieldcc.co.uk

Seaford Head School sixth form

Website: [Seaford Head School sixth form](#)

Telephone: 01323 872723

Email: reception@seafordhead.org

Uckfield College sixth form

Website: [Uckfield College sixth form](#)

Telephone: 01825 764844

Email: office@uckfield.college

Uplands Academy sixth form

Website: [Uplands CC sixth form](#)

Telephone: 01892 782135

Email: office@uplandsc.com

Consultation

Each year local authorities are required to consult young people of sixth form age and their parents as well as other stakeholders on the Post 16 Transport Policy statement before it is finalised. Consultation lasts for a minimum of 4 weeks.

Please note that the policy could be changed in the future and the current support available does not amount to a legitimate expectation that it will continue to be offered.

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Responses to consultation on East Sussex County Council's proposed Post-16 Transport Policy Statement 2023-2024

Comments were sought on any aspect of the Post 16 Transport Policy Statement 2023/24

Twelve respondents left comments to the consultation. A further seven people registered with the survey but did not leave a comment. The results are as follows:

- 1) The journey to my college will take 3 hours roundtrip - using the Plumpton school bus. I feel if public transport from battle was more accessible this journey could be shortened.
- 2) Please have the trains working as much as possible.
- 3) I think as a parent students are required to stay in education so transportation should be free to encourage students to continue education for as long as possible.
- 4) Our village is not served by a Beacon school bus service. There is no public bus to Crowborough from our village (except one bus, mid-afternoon, three days per week - with no returning service). Therefore, there are no public or school transport services available to Beacon students of any age in our village. Therefore, discussion of passes and discount cards is irrelevant - without a regular and reliable bus service serving our village, using a car is the only option (it's five miles, uphill on narrow lanes, so walking or cycling are not viable options). ESCC and central government need to invest in increasing and improving public transport more broadly.
- 5) No particular comment. A free bus service would be useful.
- 6) All students in full time education should have free travel whilst in education !
- 7) 16-19 year olds should get significantly reduced fares (at least 50%) on all public transport, which should all be at an off-peak rate even if they are travelling at peak times. Or should be able to travel at a minimal flat rate, no matter how many stops they are travelling (similar to an accompanied child £2 fare on the train). They should also be able to apply for a free travel card to prove age.
- 8) Currently use the train which I get no help with financially. The bus would take too long and there is no other available transport.
- 9) The fares should be in line with increases. The cost of living is impacting all families negatively.
- 10) To ensure that travel for students from Uckfield and surrounding villages have sufficient transport and subsidised travel to Lewes for college. Not all students are able to attend UC 6th form and so should be able to travel to Lewes.
- 11) First. I would welcome free transport for any college/school/post16education children. That would make things a lot more affordable and will bring more children into post 16 education. If it is the government's intention to get as many children as possible provided with a good base to succeed in life, they would need to provide easier access.

Second. It would make an amazing difference if it would be straightforward and clear how/when/with which company, etc. you need to get what sort of pass to show you're U18 and/or a post16 student. I find it absolutely ridiculous the way you need to register and wind your way through pages and pages on various

websites of different websites. There should be 1 UK-wide pass, crystal clear, easy to arrange and not on which bus company you travel.

Third it would help if public transport in general would be more frequent. For a household with 2 working parents, it is quite often difficult to get our Sixth form child back as the bus is simply not there. I do not think children (under 18yrs) should have to pay for transport to school. There is a school bus to and from our village which up to 6th form they can take for free. There are lots of spare seats on the school but hence any child should be eligible.



East Sussex County Council

Post-16 Transport Policy Statement

2023 - 2024

PROPOSED

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Introduction

Local authorities do not have to provide free or subsidised post 16 travel support but do have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

All young people carrying on their education post 16 must apply for travel support.

‘Sixth form age’ refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12,13,14).

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25.

This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

This policy document specifies the support that East Sussex County Council (the council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

Aims and objectives

East Sussex County Council aims to have a clear policy that families understand, to enable learners to make informed choices about where to study post 16, and to signpost them to other available support as appropriate.

East Sussex County Council has published separate policies outlining the transport assistance the council provides to young people with special educational needs and disabilities (SEND). The policies can be found at:-

<https://www.eastsussex.gov.uk/education-learning/schools/transport/strategy>

These students may not be able to use public transport and/or may have long and expensive journeys to access a suitable course nearest to their home.

The County Council encourages young people to become more independent and offers training to students to help them to travel independently. This training will also help young people to access leisure facilities and provide opportunities for employment.

In addition to the published policies, for ease of reference, the eligibility criteria are set out in section called **LA support for Learners with special educational needs or a disability** (see pages 9-13). Please note that learners of sixth form age have different eligibility criteria to Adult Learners.

Transport and travel support

Concessionary tickets for young people 16 - 25 from public transport providers including council run vehicles (information correct as at May 2023)

- Bus travel concessions

Under 19s pay £3.20 for a multi-operator day ticket - accepted on other operator's services. Tickets can be purchased from the operator directly. Either through their app (Brighton & Hove Buses, Stagecoach and Metrobus) or as a paper ticket on all participating operators except Brighton & Hove Buses.

Multi-operator day tickets are accepted on: Stagecoach, Brighton & Hove Buses, Metrobus, Compass, Cuckmere services in East Sussex.

19 to 29 pay £3.75 for the multi-operator day ticket - available now on Stagecoach services and **coming soon** to other operators' services.

Freedom Weekly Ticket: a Freedom weekly ticket for under 19s is available for £15. That's £3 per day if you travel 5 days a week and £2.14 per day if you travel every day of the week. This ticket gives the bus pass holder unlimited (travel on as many bus services as you like with as many operators as you like) on every bus in East Sussex for seven days in a row, at all times and days of the year.

UNACCOMPANIED under 19s can buy a single fare for £1 after 6pm on school days and anytime on non-school days.

Proof of age may be required so under 19s can apply for a 3i-D card. To find out more about other discounts and applying for the ID card visit www.3i-d.co.uk

- Train travel concessions

Discounts for 16 and 17 year olds

16 and 17 year olds with the 16-17 Saver will be eligible for 50% off standard Anytime, Off-Peak, Advance and Season tickets.

The 16-17 Saver is available to buy for £30 online at www.16-17saver.co.uk

The 16-17 Saver is valid for one year or up until the holder's 18th birthday, whichever comes first. However, season tickets bought with a 16-17 Saver discount before it expires, can be used for up to 4 months after the expiry date.

16 to 25 railcard

The [16 to 25 railcard](#) offers 33% off a wide range of tickets for those not travelling each day (subject to a minimum fare).

Unizone rail ticket (college and university students)

The Unizone ticket gives unlimited discounted travel for a fixed price those who study in or around Brighton or Worthing. To qualify for a Unizone ticket, a student will need a 16-25 Railcard and valid ID confirming attendance in further or higher education.

Find out more at [Southern Railway](#).

Please visit eastsussex.gov.uk/roadsandtransport/public to find out more information on public transport services.

- Coaches serving school sixth forms

Students attending schools with sixth forms, where hired vehicles are available, can purchase a travel permit for a vacant seat. The cost from September 2023 is £188.70 per term based on a six-term year. Full details of [buying a seat on school transport](#) can be found online.

Travel support from schools and colleges

Some schools and colleges provide their own transport for students. Details can be found below and are correct at the time of publication. However, they may be subject to change by the provider themselves without prior notification to East Sussex County Council. Students are advised to contact their school/college directly regarding any possible changes.

- Heathfield Community College - runs two services in conjunction with local bus companies. Payments for these services are made termly across the academic year. Students in receipt of the 16-19 Bursary can have help with transport costs. The services are partially subsidised by the College for all students.

Find out more at [Heathfield Community College](#) or by contacting the College directly.

If your school/college is not listed above, please contact them directly for up-to-date information regarding any transport and/or support they may be able to offer, particularly if the school or college is outside of East Sussex.

The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment. To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 2023 or
- be aged 19 or over at 31 August 2023 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2023 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.

Hardship Fund

The following colleges have been allocated extra council funds to assist the most disadvantaged learners to access their course. These funds can be issued **in addition to** Bursary Funds. Learners should make enquiries to Student Services at their college.

- East Sussex College Group - Eastbourne, Hastings and Lewes
- Plumpton College
- Bexhill 6th Form College
- DV8 Bexhill & Brighton

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.

Care to Learn can help with the cost of:

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

Types of child care

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

- childminder
- pre-school playgroup
- day nursery
- out of school club

If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

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

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

Payments

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

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

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Attendance

Payments will stop if:

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

Eligibility

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a European Economic Area country
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

Type of course

Care to Learn is only available for courses in England that have some public funding.

This includes courses that take place in:

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

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 - 25 card. For more information, please visit www.gov.uk/care-to-learn/how-to-claim

LA support

LA support for young people without special educational needs or disabilities

The Council regards where a student decides to study as an individual choice but considers it essential that students (and their parents) weigh up the home to college journey when deciding which school/college to attend as the Council does not have a duty to provide transport assistance to post 16 students other than the arrangements contained in this policy.

The Council has considered the needs of those for whom it would not be reasonably practicable to access education or training provision if no arrangements were made and considers that the various concessionary schemes available to students, coupled with financial support for those with genuine money difficulties results in there being sufficient access for all students to attend the school/college of their reasonable choice, irrespective of its location and their home.

Public transport services cannot be tailored to meet individual timetables and students are expected to make suitable adjustments to their travel arrangements to facilitate attendance.

Journey length, rurality and the nature of the route are factors for families to consider and take into account and these issues do not, in themselves, confer an entitlement to transport assistance.

LA support for Learners with special educational needs or a disability

East Sussex County Council recognises that some students with learning difficulties or disabilities may not be able to travel to school or college independently or may not yet be ready to do so.

Criteria for help (16-19 students)

Students with learning difficulties or disabilities, or their parents or carers may apply for travel assistance. Each case will be considered by the council and support will usually only be considered further if all the following criteria are fulfilled. We call this the Gateway criteria.

- The student lives in East Sussex;
- The student has a current Education, Health and Care Plan (EHCP);
- The student will be attending the equivalent of a full-time educational course which allows for appropriate progression;
- The placement is the nearest suitable college to their home address and named in the student's EHCP;
- The student is unable to travel to the placement independently.

If these gateway criteria are met, ESCC will then consider the circumstances of the student and the family and their broader network, to assess whether it is necessary to provide transport for the student. ESCC thinks that it is reasonable for parents/carers to prioritise transporting the student over other commitments. The following factors will be taken into account when determining whether a student is eligible for assistance. Other relevant case specific factors will also be considered.

1. Nature of the journey for the student/family for example, the distance, likely journey time, and complexity of the journey by road, public transport or on foot; whether the journey on foot or public transport could be reasonably made if the student is accompanied.
2. Parent/carer/broader network available to accompany for example, the current commitments of the parent(s)/carer(s) and broader network; whether the student's family or broader network is reasonably able to transport or accompany them, given all other factors. Parents/carers will be expected to prioritise transporting the student over other commitments such as (but not exclusively):
 - taking pre-school aged children to nursery;
 - voluntary work;
 - undertaking work commitments that can reasonably be carried out at times other than at college start and end times;unless doing so is unreasonable in all the circumstances.

3. Available suitable vehicle and/or disability benefits for example, whether the family has a suitable vehicle, which may include a Motability vehicle; whether the student is receiving PIP with a component intended to support travel; any current social care support.
4. The student's needs relating to travel for example, whether the student has complex needs, and/or requires a second person on transport; if independent travel is a realistic goal, and whether this has been appropriately encouraged by the family.
5. Other relevant factors, for example, the health of the parent/carer and the potential impact of providing transport or accompanying the student, given all other factors.

The following evidence may be required in addition to an application for travel assistance:

1. Recent evidence from a relevant health and/or educational professional regarding the SEND of the student and how this impacts on the need for travel assistance, their ability to walk or travel on public transport, accompanied or otherwise.
2. Recent evidence from a relevant health professional regarding a parent/carer's health, if this means that they are not able to accompany or transport the student themselves.
3. Evidence from the parent/carer's employer regarding their work commitments, to include working hours, days, times, location of work and distance in miles from home to work and from the placement to work.
4. Written evidence to demonstrate other commitments, although broader caring responsibilities would not normally be considered as a reason why a parent/carer would not be able to transport the student, as the family would be expected to find alternative solutions in most cases.

Annual contribution once help has been agreed

Where assistance is agreed, a contribution towards to the cost of travel is required for students of sixth form age - those over 16 years but under 19 years - or continuing learners who started their programme before their 19th birthday. The charge in 2023/2024 is £570 and payment can be made in 10 instalments. Transport will not be arranged until payment in advance is made. If subsequent payments are late, transport will be suspended or even cancelled.

Low income families are required to contribute £285 per academic year. Low income is defined as parents/carers or students in receipt of one of the following:

- Universal Credit - provided your household income is less than £7,400 a year (after tax and not including any benefits received)
- Income Support
- Income-based Job Seekers Allowance
- Income related Employment and Support Allowance

- Support received under part six of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit (but not also Working Tax Credit unless in receipt of the maximum level) based on an income of £16,190 or less

The annual contribution level is the same cost of an annual Freedom Ticket (see the section entitled - **Concessionary tickets for young people 16 - 25 from public transport providers**) and is reviewed each year.

Criteria for help (Adult learners)

The gateway criteria set out for the 16-19 students applies. If an adult learner meets the gateway criteria the Council will take into account the following factors when determining whether transport is necessary.

1. Nature of the journey for the adult learner for example, the distance, likely journey time, and complexity of the journey by road, public transport or on foot; whether the journey on foot or public transport could be reasonably made if the adult learner is accompanied.
2. Parent/carer/broader network ability to provide transport support, e.g. accompanying the learner on some journeys; transporting the learner on certain days.
3. Available suitable vehicle for example, whether the adult learner has a suitable vehicle, which may include a Motability vehicle.
4. The adult learner's needs relating to travel for example, whether the adult learner has complex needs, and/or requires a second person on transport; if independent travel is a realistic goal.
5. Any income available to the young adult that can reasonably be expected to be used to fund transport to and from college. This may include, for example, a college bursary, disability benefits or the mobility component of personal independence payments (PIP).
6. The financial circumstances of the adult learner and potential impact of a declined application. A financial statement will be requested in support of the application to determine reasonable outgoings on essential items.
7. Advice from the college, for example, whether independent travel training is part of the learning programme.
8. Other relevant factors.

The following evidence may be required in addition to an application for travel assistance:

1. Recent evidence from a relevant health and/or educational professional regarding the SEND of the adult learner and how this impacts on the need for travel assistance, their ability to walk or travel on public transport, accompanied or otherwise.
2. A copy of the adult learner's care and support plan (if applicable)
3. Where the parent/carer is stated as being the primary carer/advocate for the adult learner, further evidence may be required regarding the support with transport they are able to provide(if any).

In the case of adult learners, if the council agrees transport is **necessary** it will be provided free of charge.

Type of help given

Young people assessed as requiring assistance will be risk-assessed for their immediate needs and the most cost-effective suitable mode of travel support will be arranged.

Where an applicant is assessed as eligible for SEND travel assistance, the type of travel assistance provided will be the most cost-effective available to the Council at the time, appropriate to the student's needs. This may be one of the following:

- A Personal Travel Budget (PTB)
- Independent Travel Training (ITT)
- Minibus or taxi

Please note that taxis will usually only be provided if necessity is proven and for students with severe disabilities and/or the most complex health needs. This may not be a door-to-door service.

Service limitations

Students will usually only be transported to and from a school or college at their published school start and school finish times. This may therefore require the student to arrive earlier than the start of their first session or wait at the end of their timetabled day until other young people are ready for shared transport.

The Council does not provide travel assistance to work experience placements, medical appointments or other off-site visits; responsibility for this remains with the parents or carers, or school or college as appropriate.

Review of eligibility

1. Any student for whom travel assistance has been agreed will be reviewed annually.
2. In every case, travel assistance will be reviewed following a house move, change in placement or course, or a change in the student's needs (condition, medication or equipment) or any other change in circumstances which may be relevant.
3. Following an incident on school or college transport, it may be necessary to stop provision until a further risk assessment has been carried out to make sure that the student can be transported safely. If this occurs, parents or carers will be responsible for transport and costs until the situation has been resolved.

Refunds

Reimbursements for travel costs incurred before an application is made will not be accommodated.

Travel training

Based on the information given in an application, students will be assessed for suitability for our Independent Travel Training (ITT) programme, which can provide a

young person with the skills and confidence for greater independence in their adult life. A young person who is ready for travel training may be offered temporary travel assistance until they have 'graduated' as being independent on their journey to school or college.

What can travel training provide?

The trainer works with the student and family. They tailor the programme to their journey from home to their school or college. The training sessions with the student are one-to-one. The needs of the young person determine the length of the course. The student gains independence gradually over several weeks. Progress is closely monitored and students only move on through the programme when the trainer feels they are ready. On the final journeys the trainer follows the student without any contact unless needed.

Find out more online about <https://www.eastsussex.gov.uk/education-learning/schools/transport/send-transport/independent-travel-training>

Other travel assistance available if application declined

Where it is decided that travel assistance will not be provided by the Council, but the gateway criteria as set out in the policy are met, the parent/carer may be offered a low-income mileage allowance.

This scheme is available to low-income parents/carers who have to travel long distances (over 10 miles) to transport the student to the college named in their EHCP. The mileage allowance given will be 25p per mile for one return journey per day for the miles beyond the first 10 mile of the journey from home. For example, where the distance from home to college is 15 miles, the allowance given will be calculated as 2 journeys x 5 miles x 25p. Proof of attendance will be sought from the school/college.

If you think that you may be eligible for this low income mileage allowance, make an application via the online application form available at:
<https://www.eastsussex.gov.uk/education-learning/schools/transport/send-transport>

Apprenticeships

Students doing apprenticeships should apply to their employer or learning provider to have reasonable travel expenses met.

Applying for LA transport support

Applicants must use on our online form found at www.eastsussex.gov.uk/sendtravel

For support with completing an application please email disc.transport@eastsussex.gov.uk

Those without internet access can contact 01273 481625 to arrange for a form to be sent.

Appeals

If an application is declined, applicants can follow our two-stage appeal procedure. Find out more at [transport appeals](#).

Mainstream college and sixth form contact information

Bexhill sixth form College

Website: [Bexhill 6th Form College](#)

Telephone: 01424 214545

Email: enquiries@bexhillcollege.ac.uk

East Sussex College (Eastbourne and Lewes)

Website: [East Sussex College](#)

Telephone (Eastbourne): 030 300 39300

Telephone (Lewes): 030 300 39200

Email: info@sussexdowns.ac.uk

East Sussex College (Hastings)

Website: [East Sussex College \(Hastings\)](#)

Telephone: 01424 442222

Email: studentadvisers@sussexcoast.ac.uk

Plumpton College

Website: [Plumpton College](#)

Telephone: 01273 890454

Email: enquiries@plumpton.ac.uk

DV8 Sussex (Bexhill campus)

Website: [DV8 Sussex](#)

Telephone: 01424 213890

Email: apply@dv8sussex.com

DV8 Sussex (Brighton campus)

Website: [DV8 Sussex](#)

Telephone: 01273 550432

Email: apply@dv8sussex.com

Ark sixth Form East Sussex

Website: [Ark 6th Form East Sussex](#)

Telephone: 01424 448225

Email: d.howell@arkwilliamparker.org

Beacon Academy sixth form

Website: [Beacon Academy sixth form](#)

Telephone: 01892 603018

Email: enquiries@beacon-academy.org

Gildredge House sixth form

Website: [Gildredge House sixth form](#)

Telephone: 01323 400650

Email: admissions@gildredgehouse.org.uk

Hailsham CC sixth form

Website: [Hailsham CC sixth form](#)

Telephone: 01323 841468

Email: hcc@hccat.net

Heathfield CC sixth form

Website: [Heathfield CC sixth form](#)

Telephone: 01435 866066

Email: office@heathfieldcc.co.uk

Seaford Head School sixth form

Website: [Seaford Head School sixth form](#)

Telephone: 01323 872723

Email: reception@seafordhead.org

Uckfield College sixth form

Website: [Uckfield College sixth form](#)

Telephone: 01825 764844

Email: office@uckfield.college

Uplands Academy sixth form

Website: [Uplands CC sixth form](#)

Telephone: 01892 782135

Email: office@uplandsc.com

Consultation

Each year local authorities are required to consult young people of sixth form age and their parents as well as other stakeholders on the Post 16 Transport Policy statement before it is finalised. Consultation lasts for a minimum of 4 weeks.

Please note that the policy could be changed in the future and the current support available does not amount to a legitimate expectation that it will continue to be offered.

PROPOSED

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Report to:	Lead Member for Education and Inclusion, Special Educational Needs and Disability
Date of meeting:	22 May 2023
By:	Director of Children’s Services
Title:	Published Admission Number (PAN) for Iford & Kingston CE Primary School 2024-25
Purpose:	To increase the PAN for Iford & Kingston CE Primary School.

RECOMMENDATIONS:

The Lead Member is recommended to agree an increase in the PAN for Iford & Kingston CE Primary School from 20 places to 30 places for the 2024-25 academic year.

1 Background

1.1 East Sussex County Council (“the Council”) is the Admission Authority responsible for the admission arrangements for Community Schools and Voluntary Controlled (VC) Schools within the East Sussex area. The School Admissions Code 2021 (“the Code”) states that admission authorities must determine their admission arrangements annually. In accordance with this requirement, the Lead Member for Education and Inclusion, Special Educational Needs and Disability considered a report on 27 February 2023, which included a request from the Governing Body of Iford & Kingston CE Primary School to reduce the PAN for the school from 30 places to 20 places for the September 2024 intake. The Lead Member agreed the request.

2 Supporting information

2.1 The proposal to reduce the PAN for the school was put forward on the basis that a reduced admission number would be sufficient to meet in-area demand. It was however noted at the time the report was considered that the accommodation at the school would remain sufficient to accommodate a PAN of 30. The decision regarding the PAN reduction was then conveyed to the headteacher and governing body of the school.

2.2 However, following the appointment of a new headteacher at the school and a higher than anticipated number of applications for the September 2023 intake being received, the Governing Body requested that the original PAN of 30 be reinstated.

2.3 In accordance with the Code, as the Admission Authority, the Council considers that this increase is necessary due to a major change in circumstances it can propose such variation to admission arrangements.

3. Conclusion and reasons for recommendations

3.1 The Lead Member is recommended to agree the PAN increase for Iford & Kingston CE Primary School from 20 to 30 for the 2024-25 academic year. The request to increase the PAN is proposed following a change in leadership at the school and a higher than anticipated number of applications being received for the September 2023 intake.

ALISON JEFFERY
Director of Children's Services

Contact Officer: Jo Miles
Tel. No. 01273 481911
Email: jo.miles@eastsussex.gov.uk

LOCAL MEMBERS

Cllr Sarah Osborne - Ouse Valley West and Downs

BACKGROUND DOCUMENTS

None