

## Appendix 3

### Transport policy statement for learners of sixth form age and continuing learners aged 19+ (Academic Year 2018/19)

1	<b>Summary of policy statement</b>
	<p>This document details the support available from the County Council and the eligibility criteria. The County Council's policy offers help with transport costs to young people with special educational needs and disabilities (SEND). 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.</p> <p>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.</p> <p>Students from families with genuine money difficulties, who do not meet the eligibility criteria, or those who are "looked after", should contact the school or college to apply for help with travel and other costs from the 16-19 Bursary Fund. This fund is administered by the schools and colleges.</p>
2	<b>Details of concessionary fares, discounts, subsidies, passes or travel cards available for students aged 16–19</b>
	<p><b>Seats on coaches serving schools with sixth forms</b> Students attending schools with sixth forms, where hired vehicles are available, can purchase a travel permit. The cost from September 2018 is £135 per term (based on a six term year). Full details of the scheme are online at <a href="http://eastsussex.gov.uk/roadsandtransport/public">eastsussex.gov.uk/roadsandtransport/public</a></p> <p><b>College and school's own transport</b> Some colleges and schools provide their own transport for students. Details can be obtained direct from the college/school. Contact details are in section 5.</p> <p><b>Concessionary rail and bus tickets</b> <u>Rail</u> - Further Education students aged 16-19 are able to obtain season tickets offering one third off fares subject to a minimum cost of £8 per week and travel for a minimum of one month. Students will need to obtain a Sussex Student Card (application forms obtainable from <a href="http://www.c360.org.uk/travel">www.c360.org.uk/travel</a> or Admissions and Transport Team) before they can apply for a season ticket at <a href="https://ticket.southernrailway.com/promotion/further-education-season">https://ticket.southernrailway.com/promotion/further-education-season</a> This scheme is provided at the Council's discretion.</p> <p><u>Bus</u> – Under 19's can buy the East Sussex Freedom bus Ticket for £17 per week. This gives 7 days unlimited travel on most bus routes in East Sussex.</p> <p>Some bus companies operate their own discount scheme so we advise students to check which deal is best before committing to the Freedom Ticket. Find out more on travel concessions at <a href="http://www.c360.org.uk/travel">www.c360.org.uk/travel</a> or visit <a href="http://eastsussex.gov.uk/roadsandtransport/public">eastsussex.gov.uk/roadsandtransport/public</a> for information on public transport services.</p> <p><u>3i-D Card</u> – the 3i-D enables 16-19 year olds to prove their age, which ensures they pay the correct bus fare for their age and can be used in shops and leisure providers to obtain discounts and special offers. To find out more visit <a href="http://www.3i-d.co.uk">www.3i-d.co.uk</a></p>

### 3 Help for young people with special educational needs and disabilities (SEND).

The 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. The council expects that where possible in these circumstances parents or carers should be responsible for making travel arrangements. This could include support from their broader family networks.

#### Criteria for help

In **exceptional** cases, students with learning difficulties or disabilities, or their parents or carers may apply for travel assistance. Each case will be considered by the council's SEND Travel Panel, and support will usually only be considered further if all the following criteria are satisfied:

1. The student must be attending an appropriate funded, full time course at the nearest or most accessible school or college to their home. If an alternative equivalent course is offered by an FE provider nearer to their home, the student will not be eligible for support.
2. The Council may fund transport to a college placement up to the academic year in which a young person reaches a maximum of 25 years of age.
3. The student must be travelling over three miles to their nearest appropriate provider, unless their learning difficulties or disability means they are unable to travel this distance either walking or on public transport (specific and up-to-date evidence from relevant health and/or educational appropriate professionals supporting the student will be required to assist the decision) and there is not a parent/carer who could make themselves available to take them.

If a student is able to be considered for travel assistance, factors the Council will take into account when determining whether a student is eligible for assistance may include, but are not limited to, the following:

1. The student is unable to travel to their placement by public transport, either unaccompanied or accompanied by a responsible adult (specific and up-to-date evidence from relevant health and/or educational appropriate professionals supporting the student will be required).
2. The family does not have a suitable vehicle, which may include a Motability vehicle, for their transportation to school or college.
3. The length or complexity of the journey and whether parents or carers could reasonably be expected to provide transport or act as a chaperone themselves. If parents/carers or other family members are not available this should be fully explained in the application. It is unlikely that broader family caring responsibilities will be considered as exceptional circumstances.
4. The student has been assessed by the Authority as requiring an escort, or as a 'high needs' case.
5. Other circumstances relevant to each case.

#### Annual contribution once help has been agreed

In all cases where assistance is agreed, a contribution towards to the cost of travel is required. The charge in 2018/2019 is £646 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 will be asked to contribute £323 per academic year. As at 1 April 2018, 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 you get)
- 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 fixed to the same cost of an annual Freedom Ticket (see section 2) and is reviewed each year.

#### Type of help given

Each applicant who is 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. At the same time, each 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, at which point they will be given free bus or train travel for a limited fixed period. 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 place on a contracted vehicle
- A Personal Travel Budget (PTB)

Please note that taxis will usually only be provided in the most **exceptional** cases, and for students with severe disabilities and/or the most complex health needs. This may not be a door-to-door service.

#### Limitations for travel assistance

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.

Reimbursements for travel costs incurred before application cannot be made.

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 applicant for whom travel assistance has been agreed by the SEND travel panel must apply each academic year. It should not be assumed that the same form of travel assistance will be agreed for a further period.
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.

How to apply

Applications for 2018/19 can be made from March 2018 onwards but must be received by **30 June 2018** for transport (if agreed) to be in place from September 2018. Applications after this date will be considered but there are no guarantees that transport support will be in place for the start of the academic year (if agreed).

Applicants must use our online form found at [www.eastsussex.gov.uk/sendtravel](http://www.eastsussex.gov.uk/sendtravel)

**4 What help is available if my college is beyond daily travelling?**

East Sussex students should be able to attend a college which is within daily travel distance. Plumpton College offers limited boarding facilities for students and priority is given to those students living furthest away. Account is also taken of access to the college by public transport.

**5 Education provider information**

Organisation	phone number	email address	web address (www)
Bexhill College	01424 215245	studentservices@bexhillcollege.ac.uk	bexhillcollege.ac.uk
Plumpton College	01273 890454	enquiries@plumpton.ac.uk	plumpton.ac.uk
Sussex Coast College, Hastings	01424 442222	studentadvisers@sussexcoast.ac.uk	sussexcoast.ac.uk
Sussex Downs College – (Park & Eastbourne)	030 300 39300	info@sussexdowns.ac.uk	sussexdowns.ac.uk
Sussex Downs College (Lewes)	030 300 39200	info@sussexdowns.ac.uk	sussexdowns.ac.uk
Beacon Community College	01825 603000	admin@beacon-academy.org	beacon-academy.org
Hailsham Community College	01323 841468	office@hailshamcc.e-sussex.sch.uk	hailshamcc.e-sussex.sch.uk
Heathfield Community College	01424 866066	office@heathfieldcc.e-sussex.sch.uk	heathfieldcc.e-sussex.sch.uk
Seaford Head School	01323 891623	reception@seafordhead.org	seafordhead.org
Uckfield Community Technology College	01825 764844	uctcadmin@uctc.org.uk	uctc.org.uk
UTC@Harbourside	01273 916170	info@utc-harbourside.org	utc-harbourside.org
Uplands Community College	01892 782135	office@uplandsc.com	uplandsc.com

<b>6</b>	<b>Appeals procedure</b>			
	<p>SEND students or their parents can ask for their case to be considered by the Discretionary Transport Appeal Panel. This Panel comprises three elected County Councillors. There is no further right of appeal once the Appeal Panel has made its decision.</p>			
<b>7</b>	<b>Consultation</b>			
	<p>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.</p> <p><i>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.</i></p>			