

**East Sussex County Council**

**Post-16 Transport Policy Statement**  
**2019 – 2020**

**Post-16 Transport Policy Statement - Academic Year 2019 – 2020**

**Transport policy statement for young people aged 16-18 in further education, continuing learners aged 19 and those young people aged 19 – 24 (inclusive) with learning difficulties and/or disabilities**

**Department Responsible:** Children's Services

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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 reapply 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 19<sup>th</sup> 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'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.

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.

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.

The eligibility criteria is set out in section entitled **LA support for Learners with special educational needs or a disability** (see pages 8-11)

## 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 different discounted fares 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 the various travel schemes at [www.c360.org.uk/travel](http://www.c360.org.uk/travel) or visit [eastsussex.gov.uk/roadsandtransport/public](http://eastsussex.gov.uk/roadsandtransport/public) for information on public transport services.

- Bus travel concessions

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

Under 19's can apply for a 3i-D card which gives proof of ID to buy the Freedom ticket. The Freedom Ticket gives 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 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](http://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](#)

#### Stagecoach

With suitable ID, like the 3i-D card, students can get unlimited travel in their local travel zone for just £3 a day with a local dayrider U19 (under 19) ticket, or pay £2.90 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 a day or £4.80 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? A studentrider ticket might be 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 £450 for a specific area or the South East studentrider £750 which is valid on all Stagecoach in East Sussex and Kent. [Find out more from Stagecoach.](#)

- Train travel concessions

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 [www.c360.org.uk/travel](http://www.c360.org.uk/travel)) before they can apply for a season ticket at <https://ticket.southernrailway.com/promotion/further-education-season> This scheme is provided at the Council's discretion.

**A national scheme for 16-18 year olds could replace the Sussex Student Card by September 2019. Further details are expected to be released by the Department for Transport by summer 2019.**

- Coaches serving 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 2019 is £155 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 [http://www.heathfieldcc.co.uk/?page\\_id=1523924](http://www.heathfieldcc.co.uk/?page_id=1523924)
- Beacon Academy & Gildredge House – do not currently make any exclusive transport arrangements for Post 16 learners.

If your school/college is not listed 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 2019 or
- be aged 19 or over at 31 August 2019 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2019 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](http://www.gov.uk) search for post 16 bursaries.

### **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](http://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. 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 fulfilled:

1. The student must be attending an appropriate funded, full time course at the nearest or most accessible school or college to their home (regardless of county boundaries). If an alternative equivalent course is offered by an FE provider nearer to their home, the student will not be eligible for support. The student must also live within the administrative boundaries of East Sussex County Council for the period of any entitlement.
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 a passenger assistant, or as a 'high needs' case.
5. Other circumstances relevant to each case.

### 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 19<sup>th</sup> birthday. The charge in 2019/2020 is £665\* 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 £332.50 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 fixed to 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.

In the case of adult learners (neither sixth form age nor continuing learners) if transport assistance is agreed by the Council, this 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 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.

### 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 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.

### **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 contact [SEN.Transport@eastsussex.gov.uk](mailto: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](#)

### **Apprenticeships**

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

### **Applying for LA transport support**

Applications for 2019/20 can be made from March 2019 onwards but must be received by 30 June 2019 for transport (if agreed) to be in place from September 2019. 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)

### **Appeals**

In the event the council turns down an application, the student 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.

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

## Contact information

<u>Institution</u> <u>(click name to visit website)</u>	<u>Telephone number and email address</u>
<a href="#">Bexhill 6<sup>th</sup> Form College</a>	01424 214545 <a href="mailto:enquiries@bexhillcollege.ac.uk">enquiries@bexhillcollege.ac.uk</a>
<a href="#">East Sussex College</a> (Eastbourne and Lewes)	Eastbourne: 030 300 39300 Lewes: 030 300 39200 <a href="mailto:info@sussexdowns.ac.uk">info@sussexdowns.ac.uk</a>
<a href="#">East Sussex College</a> (Hastings)	01424 442222 <a href="mailto:studentadvisers@sussexcoast.ac.uk">studentadvisers@sussexcoast.ac.uk</a>
<a href="#">Plumpton College</a>	01273 890454 <a href="mailto:enquiries@plumpton.ac.uk">enquiries@plumpton.ac.uk</a>
<a href="#">DV8 Sussex</a> (Bexhill campus)	01424 213 890 <a href="mailto:apply@dv8sussex.com">apply@dv8sussex.com</a>
<a href="#">Ark 6<sup>th</sup> Form East Sussex</a>	<a href="tel:01424448225">01424 448225</a> <a href="mailto:d.howell@arkwilliamparker.org">d.howell@arkwilliamparker.org</a>
<a href="#">Beacon Academy sixth form</a>	01892 603018 <a href="mailto:enquiries@beacon-academy.org">enquiries@beacon-academy.org</a>
<a href="#">Gildredge House sixth form</a>	01323 400650 <a href="mailto:admissions@gildredgehouse.org.uk">admissions@gildredgehouse.org.uk</a>
<a href="#">Hailsham CC sixth form</a>	01323 841468 <a href="mailto:hcc@hccat.net">hcc@hccat.net</a>
<a href="#">Heathfield CC sixth form</a>	01435 866066 <a href="mailto:office@heathfieldcc.co.uk">office@heathfieldcc.co.uk</a>
<a href="#">Seaford Head School sixth form</a>	01323 872723 <a href="mailto:reception@seafordhead.org">reception@seafordhead.org</a>
<a href="#">Uckfield College sixth form</a>	01825 764844 <a href="mailto:office@uckfield.college">office@uckfield.college</a>
<a href="#">Uplands CC sixth form</a>	01892 782135 <a href="mailto:office@uplandsc.com">office@uplandsc.com</a>

## 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.

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.