



Directorate of
Children & Families

Post-16 Transport Policy Statement

**September 2024
to July 2025**

Document Control

Ownership & Review

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1. Background

This document is the Redcar & Cleveland Local Authority Post-16 Transport Policy Statement covering September 2024 to July 2025 academic year. The duty of the local authority to provide free assistance with transport to education establishments ends at the age of 16. Responsibility for making, and covering the cost of, appropriate transport arrangements for people aged over 16 rests primarily with the student and/or parent/carer.

All local authorities are required by law to publish a Statement each year and this document replaces all previous versions. The policy outlines what travel assistance is available to support young people of sixth-form age to access further education/training. It covers:

- people who are over 16 years of age, but under 19 years of age
- people who become 19 partway through a course of education (continuing learners), and
- young people aged 19 to 25 for whom an Education Health and Care Plan is maintained, where the course commenced before they turned 19.

Young people are now required to stay in education or training until their 18th birthday. As such, Redcar & Cleveland Local Authority offers discretionary subsidised travel assistance to young people meeting the eligibility criteria, with the aim of promoting effective participation in full-time education. The service is particularly focussed on ensuring young people with special educational needs and/or disabilities (SEND) and those with an Education Health and Care Plan (EHCP) can lead lives that are as independent as possible

2. What assistance is available?

In the first instance speak to your Post 16 provider and see what support they can offer.

Further details can be found below or by accessing the web links:

2.1 Schools with Sixth Forms:

Nunthorpe Academy - [Sixth Form - Nunthorpe Academy](#)

2.2 Colleges

Askham Bryan College - [Transport - \(askham-bryan.ac.uk\)](#)

Prior Pursglove College - <http://pursglove.ac.uk/16-19-students/student-support/>

Redcar & Cleveland College - <https://www.cleveland.ac.uk/student-services/free-travel/>

Middlesbrough College - <https://www.mbro.ac.uk/student-services/travelling-to-college>

2.3 Free bus pass for reasons of disability

You may be eligible for a free bus pass for reasons of disability. If you think that this may apply to you, you can apply for a bus pass. The Local authority will require evidence to support your application.

For more information, please click on the following link:

<https://www.redcar-cleveland.gov.uk/resident/roads-and-travel/Pages/Bus-Passes.aspx>

2.4 Residential bursary fund

Colleges may offer a bursary at their discretion to help young people pay daily transport costs.

2.5 Arriva student saver tickets

Students studying full time at universities, colleges or sixth form schools in the North East can buy money-saving tickets lasting for a term or full academic year.

For more information and prices please click on the following link:

[Student & University Bus Travel | Arriva Bus](#)

2.6 National Rail 16-17 Saver Scheme and the 16-25 Railcard

Information regarding National Rail schemes for students of all ages can be found at:

[Are you eligible? - 16-17 Saver](#)

2.7 Other Useful Links

Stagecoach on Teesside, 01642 602112, www.stagecoachbus.com

Arriva North East, 0191 2811313, www.arriva.co.uk

Northern Rail [Train Tickets | Buy Cheap Train Tickets Online | Northern \(northernrailway.co.uk\)](#)

Traveline [Traveline North East – impartial information about all public transport services](#)

Google Maps <https://www.google.co.uk/maps?hl=en&tab=w>

2.8 Sources of support with benefit entitlement

Welfare Benefits [Benefits calculators - GOV.UK \(www.gov.uk\)](#)

Citizens Advice Bureau <https://www.citizensadvice.org.uk/>

2.9 Young Parents

Care to Learn (C2L) is a national scheme that can help pay for childcare and travel costs for students aged 19 and under at the start of their course. Further details are available at www.gov.uk/care-to-learn.

2.10 16-19 Bursary

You could get a bursary to help with education-related costs if you're aged 16 to 19 and:

- studying at a publicly funded school or college in England - not a university
- on a training course, including unpaid work experience.

A publicly funded school is one that does not charge you for attending it.

For more information <https://www.gov.uk/1619-bursary-fund>

2.11 Independent Travel Training

The local authority employs an Independent Travel Training team who can offer Individual training to young people to support them to learn to travel to school or college safely.

The team will work on a 1:1 basis with a young person to teach a particular route by travelling with the student until they feel confident to travel independently. They will also cover personal safety, stranger danger and 'what if' scenarios as part of the training.

The team work closely with special school to identify young people who will be suitable for independent travel and offer group work in school.

Special schools may also provide their own independent travel training to students to assist them in being less reliant on specialist transport after year 11 and to prepare them for independence after leaving school.

Some colleges and training providers deliver some aspects of travel training to their students. Please speak to them for further information.

How to apply

This is currently a free service and is accessed via a referral from school, college or another professional working closely with a young person, e.g., SEN Link Officer, Careers Adviser or Social Worker.

3. Discretionary Subsidised Travel Assistance

3.1 Who is eligible for assistance?

In order to be considered for discretionary subsidised travel assistance, learners must be attending an eligible learning centre such as a school sixth form, further education college or work-based learning provider. Eligible learners are defined in Section 509AC of the Education Act 1996; learners must also be enrolled on a valid full-time programme of

learning. This may include:

- full-time further education courses up to and including Level 3, that require at least 12 hours guided study per week at a college or school;
- a course of at least 16 hours guided study per week that leads to an apprenticeship;
- a Foundation Learning Programme funded by the Education & Skills Funding Agency.

3.2 What assistance is available?

Discretionary subsidised travel assistance may be available if the student has no other means of accessing education. Those eligible for discretionary subsidised travel assistance will be asked to contribute £745 per academic year. The local authority will decide on the most appropriate form of assistance.

How to apply

An application for assistance should be submitted on behalf of the student by the current school, college or provider using the local authority's current ATN1B form. Supporting evidence may need to be provided, such as the most recent Education, Health and Care Plan. It is recommended that applications are made by 31st July in the academic term prior to the start of the course, in case the application is rejected, and the student has to consider alternative arrangements.

3.3 Additional travel assistance for priority students

Short-term medical conditions

Students suffering from a short-term medical condition or injury that impairs their ability to walk or prevents them from attending their learning programme may apply for travel assistance on medical grounds. Assistance granted on medical grounds will be limited to the duration of the learner's incapacity and will require a supporting letter from an appropriate health professional. Applications for travel on medical grounds must be submitted to the learning centre in the first instance. The school, college or provider should complete local authority's current ATN1B form to apply for assistance for the student. There will be a pro-rata charge for this service which be calculated as a proportion of the £745 annual fee.

4. Additional information

4.1 Travel outside of the Borough

Redcar & Cleveland local authority supports choice so that young people should have a reasonable opportunity to choose between the courses available to them at 16 and be supported to access their choices.

Local authority discretionary subsidised transport assistance will not be provided to learners who choose to enrol in an out-of-borough educational establishment unless it makes sense for an individual student because a similar, suitable course is not available locally.

The local authority may provide discretionary subsidised transport assistance if a similar course is not available locally however students should also enquire about travel assistance available from their learning provider.

Colleges may be able to provide assistance with transport for some pupils from their student access budget.

4.2 Distance considerations

A young person can reasonably be expected to walk three miles to access education or training, assuming a safe walking route is available and taking into account the impact a learning difficulty or disability may have on a young person's ability to walk this distance.

4.3 Journey time considerations

Best practice suggests that a journey of up to 75 minutes each way to access learning is reasonable but that a single journey should not necessitate several changes of transport.

4.4 General Information

Transport provision will be reviewed as appropriate on a regular basis in order where possible to move towards a greater degree of independence for the young person.

Where the Council organises transport, it is only provided at the beginning and end of the college/school day. Additionally, Council organised transport will not be funded during the day e.g. Inter-site transport, work placement transport or induction/enrolment days. Any Council organised transport will be limited to one outward journey and one return journey timed for the start and finish of the college/school day.

In considering need, it is generally the needs of the young person, rather than of their parents or other family members that will be relevant.

Where transport assistance is provided this may be shared with other students who may also attend different sites and courses which have different timetables. This could result in longer travelling times and waiting times at college for the student. It may be necessary in certain circumstances (e.g. where students live within the same location and attend the same college but have different course times) for some students to make use of a degree of "positive study time" at college.

5. Information, Complaints and Appeals

5.1 Publication Strategy

The Council's aim is to develop a clear and unambiguous policy framework which is promoted through accessible information.

5.2 Complaints

The Council's aim is to always provide the best possible services. If a complaint is received, the Council will investigate and take corrective action, if necessary. Any

complaint about the service provided through the home to school travel policy will be investigated in line with the Council's corporate complaints procedure. This is with the exception of complaints which involve the welfare of a Child in Our Care which will be managed under the Council's procedures for Children's Social Care. Council will determine which matters should be handled as complaints and which should be handled as appeals.

5.3 Appeals

There is a two-stage appeal process for parents/carers who wish to challenge a decision about:

- the transport arrangements offered.
- their child's eligibility.
- the distance measurement in relation to statutory walking distances; and
- the safety of the route.

Stage One: Review by a Senior Officer

A parent/carer has 20 working days from receipt of the Council's home to school transport decision to make a written request asking for review of the decision.

The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent/carer believes should be considered when the decision is reviewed.

Within 20 working days of receipt of the parent/carers written request a senior officer reviews the original decision and sends the parent/carer a detailed written notification of the outcome of the review, setting out:

- the nature of the decision reached.
- how the review was conducted.
- information about other departments or agencies consulted.
- what factors were considered and the rationale for the decision.
- how the parent/carer can escalate their case to stage two, if desired.

Stage Two: Review by an Independent Appeal Panel

A parent/carer has 20 working days from receipt of the Council's stage one written decision notification to make a written request to escalate the matter to stage two.

Within 40 working days of receipt of the parent/carers request, an independent appeal panel considers written and verbal representations from the parent/carer and from officers involved in the case. The panel gives a detailed written notification of the outcome (the parent/carer will be informed of their right to put the matter to the Local Government Ombudsman, if appropriate).

The Independent Appeal Panel members should be independent of the process to date and be suitably experienced, to ensure a balance between meeting the needs of the parents and the Council, that road safety requirements are complied with and that no child is placed at unnecessary risk.

Please note: A Transport Appeal will be dealt with through the Transport Appeal procedure. A complaint will be investigated through the relevant Complaints procedure.

Contact Details

For further information and advice or to appeal please contact:

Redcar & Cleveland Borough Council's Transport Section

Phone: 01642 444973

www.redcar-cleveland.gov.uk

Complaints can be sent either via an online form on the local authority's website, emailed via contactus@redcar-cleveland.gov.uk or a letter sent to:

Children & Families Service Complaints Officer

Redcar & Cleveland Borough Council

Seafield House

Kirkleatham Street

Redcar

Yorkshire

TS10 1RT

If you are not satisfied with the outcome of your complaint regarding this transport policy, young people or their families may complain to the Secretary of State for Education.