



# Post 16 Transport to Education Application 2025/26

## Assessment of Travel Needs for Students with Disabilities

The transport team require a minimum of 20 working days' notice to arrange transport – however if a passenger assistant is needed it can take up to three months to recruit, check and train new passenger assistants

### Section 1 – Information for Applicants

The Council's Post 16 Transport Policy Statement is available on the Council's website and sets out the eligibility criteria for Post 16 Transport Support. Please review this information before completing this application form <https://www.redcar-cleveland.gov.uk/post-16-travel>

Redcar & Cleveland Borough Council may use its discretion to provide travel assistance to young people with an Education Health and Care Plan. This will only be offered in exceptional circumstances and where there is no other means of accessing education.

Before seeking post-16 travel assistance from the Council, there is an expectation that applicants have first applied for and made use of all other sources of assistance, including requesting support from the student's educational establishment, applying for Personal Independence Payment and any available bursaries. Travel assistance may be offered in the form of independent travel training, it is expected that students undertake travel training if it is deemed appropriate.

The list below provides some examples of what would not be considered exceptional circumstances.

- A parent/carer's work commitments.
- Other caring responsibilities including children attending other schools.
- Where transport requirements or changes to transport are as a result of a house move (except in exceptional circumstances, for example where a student has moved home following the death of a parent/carer, a household is fleeing domestic abuse, where a child in care has moved placement or due to statutory homelessness).
- Where the local authority's SEN Team considers the student to be suitable for travel training, which would enable them to use mainstream transport services to travel to education, and this is refused by the student and/or their carer.

The Policy Statement directs students and their parents/ carers to a wide range of support and subsidised transport services which are available at a national level and local, including subsidised travel via local schools and colleges. Parents and Carers are expected to explore these options first before applying for transport assistance from the Local Authority.

### To be eligible for transport assistance a student must:

- Live in the borough of Redcar & Cleveland
- have an Education Health and Care Plan
- be aged 16, 17 or 18 when starting their course or be aged 19 – 24 and have unmet eligibility needs under the Care Act 2014 or be attending training outside the further education sector where the Council has secured the provision and boarding accommodation in connection with that education or training.
- be enrolled on a full-time learning programme funded by the Education & Skills Funding Agency or the local authority (Up to and including Level 3, that require a least 12 hours

guided study per week at college or school or a course of at least 16 hours per week that leads to an apprenticeship).

- Be accessing the nearest education establishment offering a course that the Council considers suitable to meet a student's needs and career choice, or that is a pre-requisite for entry into higher education where applicable.
- have no other means of travelling to education
- Live more than 3 miles away from their educational establishment.

**Travel Assistance out of borough** - Please note that travel assistance will not normally be provided to learners who enrol in an out-of-borough educational establishment. In such cases, students will be expected to seek travel assistance from their educational establishment. Travel assistance to out of borough provision may be considered when a young person has a range of learning and disability needs which require a complex and bespoke package of support and the identified education establishment is the closest provision that can provide for their needs

## Section 2 Student Details

Student's First Name	
Student's Surname	
Address	
Post Code	
Date of Birth	
School/ College Name	
Does the student have an EHCP?	

**Please note that students must have an EHCP to be considered for Post 16 Transport Assistance, this will be verified with the Council's SEN Team.**

## Section 3 Parent/Carer Details and Professional Involvements

Name	Relationship to Student	Email Address	Telephone Number	Address (if different from student's home address)

**Students with a Social Worker and Care Leavers (please make bold or delete as appropriate)**

Is the student a Redcar & Cleveland Child in our Care?	Yes/No
Is the student a Redcar & Cleveland Care Leaver?	Yes/No
Is the student open to the Children with Disabilities Team?	Yes/No
Is the student open to an Adults Social Work Team	Yes/No

**If the student has a Social Worker or is open to the Leaving Care Team please provide contact details for their worker.**

Name	Team

#### Section 4 Education and Course Details

Course Name and Level (if A Levels please specify all subjects)*	Start Date	End Date	Hours per week

- If you do know these details yet please provide general start/end dates e.g. Sep 25/Jun 26 and leave hours per week blank*

**Days that transport is required** (please mark with x to indicate)

Mon	Tues	Wed	Thurs	Fri	Timetable not known

Please note if a student is offered transport which is directly provided, such as a school bus, minibus or taxi. This will be arranged to fit with the start and end of the school/college day, individual timetables cannot be accommodated, students will be expected to use independent study time when they are not in lessons.

#### Section 5 Transport Request Details

**What type of request is this?** (please double click to check box or make bold)

New application	<input type="checkbox"/>	Continuation of travel	<input type="checkbox"/>	Change of circumstances	<input type="checkbox"/>
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**Please explain why you are requesting transport assistance from the Local Authority?**

**Have you contacted the student's post 16 education provider to find out what travel assistance is available and apply for this help where eligible?**

**Yes** ☐ **No** ☐

Many colleges operate buses for their students or offer reduced cost bus passes. All post-16 education providers receive an allocation from the government to provide a bursary to low income students and operate their own discretionary bursary to help with the cost of accessing education this includes financial assistance towards transport costs. The expectation is that parents/ carers apply for any available support before seeking assistance from the local authority. Before completing this application please contact your education provider for advice.

**Please explain why the travel assistance/ financial support available through the post 16 education provider does not meet the student's transport needs?**

**Please explain why the student cannot access their place of education using public transport?**

Where a young person cannot travel independently on public transport or has specific transport requirements as a result of their health condition or disability, applicants must provide clear supporting and up to date medical / professional advice, where necessary, e.g. from a medical consultant. This must contain a medical professional's opinion explaining why the young person would not be able to walk, use public transport to attend school/college or why they have specific travel needs.

**Please explain why the parent/ carer cannot provide transport/ accompany the student on their journey?**

Where a parent/carers cannot transport their child to education, or accompany them on their journey, due to their own health condition or disability, evidence from a relevant medical professional is required. This must contain a medical professional's opinion explaining why the parent/carers is unable to provide/ support transport due to their health or disability. Proof of a parent/ carers Personal Independence Payment may support the application.

**Has the student accessed independent travel training previously?** (please double click to check box or make bold)

Yes – One to  
One Support

☐

Yes – Group  
Training

☐

No

☐

Redcar & Cleveland Borough Council have an Independent Travel Training Team. They work with young people to gradually build their skills to use public transport and can focus this work on a specific journey such as home to college.

**Does the student receive the mobility component of Personal Independence Payment (PIP)?** (please double click to check box or make bold)

Yes - Lower Rate	<input type="checkbox"/>	<input type="checkbox"/>
Yes – Higher Rate	<input type="checkbox"/>	<input type="checkbox"/>
No – In process of applying/ awaiting outcome.	<input type="checkbox"/>	<input type="checkbox"/>
No – Student has been assessed but is not Eligible	<input type="checkbox"/>	<input type="checkbox"/>
No – Student has not applied for PIP	<input type="checkbox"/>	<input type="checkbox"/>

If the student is in the process of moving from Disability Living Allowance (DLA) to PIP please provide details of their current DLA award

If the student receives the mobility element of Personal Independence Payment please explain why this support is not sufficient for the student's travel to education?

**Does the household have a Motability vehicle named for the student?** (please double click to check box or make bold)

Yes

☐

No

☐

If yes, please explain why it is not reasonable for this vehicle to be used to transport the student to education.

## Section 6 Students needs and risk assessment

Please describe what support is currently received with travel?

Please describe how the student travels outside of school/ college?

Please double click to check box or make bold to answer the following questions:

<b>Is the student able bodied?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
<b>Can they step onto a bus or car?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
<b>Do they use a wheelchair</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
<i>If yes please specify make and model (not all wheelchairs are suitable for vehicles)</i>								
<b>Does the student use any mobility aids?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
<i>If yes please specify</i>								
<b>If the student takes any prescribed medication or follows any medical procedures which transport staff should be aware of please provide details here.</b>								
<b>Please indicate the level of communication the student has.</b>	None	<input type="checkbox"/>	Very Little	<input type="checkbox"/>	Adequate	<input type="checkbox"/>		
<i>Please provide any further information</i>								
<b>Are there any behavioural concerns?</b>	None	<input type="checkbox"/>	Mild	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Severe	<input type="checkbox"/>
<i>Please provide any further Information</i>								
<b>Is a passenger assistant required?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
<i>If yes, you must tell us why a passenger assistant is required?</i>								
<i>Does the passenger assistant require any specialist training?</i>								

## Section 7 Supporting Evidence

Please provide any supporting evidence as attachments and provide details of this documentation below:

Name of document	Who is it from?	What does this evidence?

## Section 8 Declaration

**Please read the following declaration. We will not process your application for support if you do not sign and date the declaration.**

The information provided on this form is true and accurate. I will inform the Transport Team immediately of any change of circumstance which might affect any entitlement to support. I understand that if it is found that transport has been awarded by the Council based on incorrect or inaccurate information, or if I fail to provide information about a change of circumstance, that the Council reserves the right to reclaim the full cost of any transport assistance provided and that where appropriate, the information provided may be shared with the DWP or other Agency in line with Redcar & Cleveland Borough Council's Education Privacy Notice (<https://www.redcar-cleveland.gov.uk/about-the-council/privacy-notices>).

Name	
Signature	
Date	

Please email the completed form to [Transportrequests@redcar-cleveland.gov.uk](mailto:Transportrequests@redcar-cleveland.gov.uk).

Or post to Redcar & Cleveland Transport Team, Central Depot, Limerick Road, Dormanstown,  
TS10 5JU

**Applicants will be advised if they are eligible within 20 working days of making an application, details about the type of transport assistance offered will be communicated by the end of August.**