

# **Post-16 Transport Policy Statement**

## **Academic Year 2026/2027**

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 SEND.

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2.1	Review – April 2026	G Chester

## Distribution

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# 1 Introduction

This policy document specifies the support that Redcar & Cleveland Borough 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 further education, an establishment funded directly by the Education Skills Funding Agency and 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.

Every local authority in England has a statutory duty to prepare and publish an annual post-16 transport policy statement, setting out the transport services available within the area for young people who are:

- **Sixth form age** - 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 (academic years 12, 13 or 14).
- **Young People up to the age of 25 who have a Special Educational Need or Disability (SEND) or an Education, Health and Care Plan (EHCP)**

It should be noted that whilst there is a requirement to publish a policy statement, there is no statutory requirement on local authorities to provide free or subsidised post-16 travel support. Responsibility for making, and covering the cost of, appropriate transport arrangements for people aged over 16 rests primarily with the student and/or their parent/carer. This includes sixth form age young people with SEND with an Education Health and Care Plan.

Young people are now required to stay in education or training until their 18th birthday. As such, The Council may offer discretionary subsidised travel assistance to young people with an EHCP in exceptional circumstances where there is no other means of accessing education, this applies to young people meeting the eligibility criteria as set out at [5.6](#).

Local authorities have a separate 'Adult Transport Duty' to arrange transport free of charge to eligible young people who start a new course at age 19 or older who are unable to use public transport independently due to their Special Educational Needs, disability or mobility difficulties, this applies until their 25<sup>th</sup> birthday. The intention of this duty is to help young people with the most severe disabilities and with no other means of transportation to access education and move towards independent living. Further information on transport assistance for these young people is set out at [5.7](#).

## 2 Policy Purpose and Mission

This policy statement brings together information about the transport support and assistance available to post-16 learners within Redcar & Cleveland, including through local education settings, transport providers and government support. It also explains the

support available from the Council and the relevant eligibility criteria. The purpose of this statement is to enable young people (and their parents/carers) to take account of the transport arrangements available when making choices about their education.

This Post-16 Transport Policy Statement has been informed by national home to school transport research and the Council's financial and demand forecasts.

There is a wide range of travel assistance available to post-16 learners, including subsidised transport from education providers, subsidised transport from local transport operators and government bursaries allocated by local colleges and schools – students will need to explore these options first before approaching the local authority for post-16 travel assistance.

### 3 Relevant Legal Framework

Section 509AA of the Education Act 1996 **requires local authorities to prepare an annual transport policy statement** specifying the arrangements for the provision of transport, or otherwise, that the local authority considers necessary to make for facilitating the attendance of sixth form age students at schools, including academies, and colleges providing further education and any establishment which the local authority secures the provision of education or training.

### 4 Aims of the Policy

Redcar & Cleveland Borough Council is guided by the following aims in the delivery of this policy, in line with our statutory duties.

- To make available to all young people aged 13-19, and to those between 20 and 25 with Special Educational Needs and/or Disabilities (SEND), the support or advice it considers appropriate to encourage, enable or assist them to effectively participate in education or training. (Section 68 Education and Skills Act 2008).
- To support children and young people with Special Educational Needs and disabilities in preparing for adult life (as set out in the SEND Code of Practice) by encouraging the development of independent travel skills.
- To promote the use of sustainable travel and transport to and from institutions where education or training is provided, sustainable modes of transport are defined as those which either improve the physical wellbeing of those that use them, the environmental wellbeing of all or part of the local authority's area or both (Section 508A of the Education Act).
- To encourage the take up of educational provision within the borough, allowing young people to develop friendships and networks close to their home.

- To prioritise the Council’s resources for the young people who, due to a combination of their health needs or disability, would have no other means of accessing education in line with the exceptional circumstances criteria.
- To make best use of the Council’s limited resources (the Council funds post-16 transport through national grants and generated income such as Council Tax, there is no ringfenced funding to support this service. Any support offered is provided at the discretion of the Council).
- Where a young person is eligible under this policy, the Council will have full discretion over the method of travel assistance provided which will be limited to the most economical option. This may require the young person or their family to make a contribution toward the overall cost of transport.

## 5 Transport and Travel Support

There is a range of support available to enable young people to access further and higher education, as detailed below:

### 5.1 Concessionary public transport tickets for young people 16 – 25

#### 5.1.1 Age 21 and under bus fares offer

From 16<sup>th</sup> June 2024, young people aged 21 or under can travel on buses in Tees Valley for £1 single and £3 all day. More information is available on the Tees Valley Combined Authority (TVCA) website:

[21 & Under Bus Fares Offer Terms & Conditions - Travel - Tees Valley](#)

#### 5.1.2 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:

[Bus Passes for Students | Student Travel | Arriva Bus](#)

#### 5.1.3 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:

[16-17 Saver | Half Price Travel | National Rail](#)

[16-25 Railcard | National Rail](#)

#### 5.1.4 Free bus pass for reasons of disability

Students who feel they are eligible for free travel for reasons of disability can apply for a bus pass. The Local authority will require evidence to support the application. For more information, please click on the following link:

<https://www.redcar-cleveland.gov.uk/roads-and-parking/bus-passes>

### 5.1.5 Disabled Persons Railcard

The Disabled Persons Railcard provides a third off fares for adults with a disability and one adult companion.

<https://www.disabledpersons-railcard.co.uk/>

### 5.1.6 Tees Flex

Tees flex is a demand responsive bus service operated by Stagecoach in partnership with the Tees Valley Combined Authority, operating 9 minibuses across the Tees Valley. Bookings can be made via an app through which passengers are advised of pick points and times. Primary locations within Redcar & Cleveland are within rural areas.

<https://www.stagecoachbus.com/promos-and-offers/north-east/tees-flex>

## 5.2 Travel support from schools, colleges and other sources

### 5.2.1 Support from Local Colleges

Several local colleges in Redcar & Cleveland and the surrounding areas offer travel assistance to students. Please click on the below web links for further information.

College	Information	Web Link
Redcar & Cleveland College	Free travel pass offered in partnership with Arriva	<a href="http://www.cleveland.ac.uk">www.cleveland.ac.uk</a>
Prior Pursglove	Bus service at 50p per journey. Transport Bursary available to students who live outside of Guisborough subject to eligibility criteria	<a href="http://www.priorpursglove.ac.uk">www.priorpursglove.ac.uk</a>
Nunthorpe Sixth Form	Subject to attendance, £100 towards driving lessons or £100 towards the cost of travel.	<a href="http://www.nunthorpe.co.uk">www.nunthorpe.co.uk</a>
Middlesbrough College	Offer free weekday bus and train travel.	<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>
Askham Bryan	Offer subsidised transport services from designated pick up points.	<a href="http://www.askham-bryan.ac.uk/transport">www.askham-bryan.ac.uk/transport</a>
Northern School of Art	Free travel to study for all students coming from Tees Valley on public bus routes.	<a href="http://www.northernart.ac.uk">www.northernart.ac.uk</a>

Learners accessing education or training from other providers are advised to speak directly with their provider to establish what support is available.

### 5.2.2 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. The bursary can be applied for via a student's school or college.

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

**2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment**

Students could get a discretionary bursary if you need financial help but do not qualify for a bursary for students in vulnerable groups. Your education or training provider decides how much you get and what it's used for. To be eligible for the discretionary bursary young people must be:

- aged 16 or over but under 19 on 31 August 2025.
- aged 19 or over on 31 August 2025 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over on 31 August 2025 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- 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 [16 to 19 Bursary Fund: Overview - GOV.UK](https://www.gov.uk/1619-bursary-fund)  
([www.gov.uk/1619-bursary-fund](https://www.gov.uk/1619-bursary-fund))

## 5.3 Other Support

**5.3.1 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](http://www.gov.uk/care-to-learn).

### 5.3.2 Personal Independence Payment

Personal Independence Payment (PIP) is a benefit for people from age 16 plus who have a long term physical or mental health condition.

There are two parts to PIP:

- a daily living part - if you need help with everyday tasks
- a mobility part - if you need help with getting around

The mobility part of PIP can support with additional travel costs as a result of a disability or health condition. You do not have to have a physical disability to get the mobility part. You might also be eligible if you have difficulty getting around because of a cognitive or mental health condition, like anxiety.

You can find more information about Personal Independence Payment, who is eligible and how to apply at [www.gov.uk/pip](http://www.gov.uk/pip)

## 5.4 Local Authority support for learners without a SEND

There is a wide range of public transport assistance available to support post-16 learners who are able to travel independently. As such Redcar & Cleveland Borough Council do not directly provide any travel assistance to post-16 students without an Education, Health and Care Plan. Please refer to sections [5.1](#), [5.2](#) and [5.3](#) for more information.

## 5.5 Independent Travel Training for young people with SEND

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 schools to identify young people who will be suitable for independent travel and offer group work in schools. 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.

Students completing supported internships can apply to Access to Work for support with travelling to work placements where their disability prevents them from being able to travel independently (see section [5.8](#)).

## **5.6 Local Authority support for learners with an Education Health and Care Plan (Sixth Form Age)**

'Sixth form age' refers to young people attending further education aged up to 19 (and beyond the age of 19 if they are continuing on a particular course started prior to their 19<sup>th</sup> birthday).

Once a student is over compulsory school age, there is no automatic entitlement to free transport for young people with an EHCP. Compulsory school age ceases on the last Friday in June in the school year in which a child reaches the age of 16. This is usually at the end of Year 11.

Responsibility for making appropriate transport arrangements for sixth form age young people rests with a student and/or their parents/carers.

Young people with an Education, Health and Care Plan (EHCP) will have an institution named in their plan at section 'I'. There is no entitlement to transport to and from this named provider.

In exceptional circumstances Redcar & Cleveland Borough Council may use its discretion to provide transport assistance for sixth form age students with an EHCP. Information about the criteria for exceptional circumstance is set out at 5.6.1.

### **5.6.1 Exceptional Circumstances**

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 transport 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.

**When assessing exceptional circumstances, the following will be taken into consideration.**

- **Living within the borough** – Applicants must live within the Borough of Redcar & Cleveland to be considered for travel assistance. For young people who divide their time between parents who are separated and have two addresses, the Council will assess eligibility for transport based on the parent living nearest the education establishment attended.
- **Study Arrangements** - To be considered for any form of transport 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.
- **Distance** - Any requests for the provision of transport which are under 3 miles walking distance will not be approved. This is in line with the statutory eligibility criteria for Home to School Travel. The measurement of the walking distance is measured by the shortest route along which a young person, accompanied as necessary, may walk safely. As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads. This will be measured using a recognised system – currently Google Maps.<sup>1</sup>
- **Nearest Suitable Educational Establishment** - the nearest 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.
- **Travel outside of borough** - Assistance will not normally be provided to learners who enrol in an out-of-borough educational establishment. In those 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

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<sup>1</sup> In assessing whether a walking route is safe the Council is guided by 'Assessment of Walked Routes to Schools Guidelines', published by Road Safety GB.

bespoke package of support and the identified education establishment is the closest provision that can provide for their needs.

- **Evidence of any health conditions or disabilities** – The Council will only offer discretionary travel assistance to young people who are unable to use mainstream 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.
- **Parent's ability to provide or arrange transport** – The responsibility for making and covering the cost of appropriate transport arrangements to education for people aged over 16 rests primarily with the student and/or their parent/carer. The Council will take into account a parent/carer's ability to provide or arrange transport when establishing if there are exceptional circumstances. Working commitments and caring responsibilities for other children will not constitute exceptional circumstances. Many parents balance work commitments with child care responsibilities and this is not considered to be exceptional. Similarly, parents who do not have access to a vehicle will not automatically be entitled to transport assistance.
- **Evidence of a parent/carer's health condition or disability** – Where a parent/carer 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/carer is unable to provide/support transport due to their health or disability.
- **Personal Independence Payment (PIP)** – PIP is a non means tested, statutory benefit intended to support eligible people aged 16 plus with their daily living and mobility. The mobility element of PIP is intended to help with any additional travel costs incurred as a result of long term health needs or disabilities, this includes cognitive and mental health conditions. There is an expectation that any young person requesting Post-16 transport under exceptional circumstances apply for PIP. It is unlikely that young people who do not meet the threshold for PIP will be considered as having exceptional circumstances as this would indicate they can travel independently.

If the student is in receipt of the mobility component of the Personal Independence Payment or Disability Living Allowance, we would expect this benefit to be fully utilised to meet their transport needs, this includes transport to their educational or

training placement. If there are any factors limiting its use, this should be explained within the initial request for transport.

- **Households with 'Motability' Vehicles** If there is a 'Motability' vehicle available to the student and the vehicle is not being utilised to transport the young person to education, we require details as to why this is not possible/ reasonable.
- **Children in the Care of Redcar & Cleveland Borough Council** – Consideration will be given to any exceptional circumstances arising as a result of a young person being in the care of the Council or a Redcar & Cleveland Care Leaver.
- **Travel Training** - where the Council believe the student is a suitable candidate for travel training, this may be offered as a form of travel assistance. Where a suitable offer of independent travel training is declined without clear evidence that it would be inappropriate, this will significantly affect the Council's ability to identify exceptional circumstances requiring alternative transport support.
- **Consideration of the broader costs to the Council** – The Council will consider offering travel assistance to mitigate any further costs to the Council (through the provision of other services) that would exceed the cost of providing transport.
- **Other Considerations** – The Council, in rare circumstances, may use its discretion to consider other factors not listed above, always having regard to the available budget, resources and overall efficiency.

The examples above are not exhaustive. The Council will consider all relevant individual circumstances presented, in line with its public sector equality duty and available resources

## 5.6.2 The Type of Travel Assistance

All transport assistance to sixth form age students<sup>2</sup> is offered at the discretion of the Council as there is no statutory duty to provide this service. As such, the Council will decide the type of travel assistance, if any, that will be offered and whether to fund travel in full or in part.

In deciding the type of travel assistance to offer, the Council will offer the most cost-effective option for the Council, having regard to the available budget and the Council's limited resources. In the first instance, the Council will look to offer Independent Travel Training, space on a Redcar & Cleveland Borough Council Home to School Transport Bus Service, a Personal Travel Budget or a Walking Passenger Assistant (whichever is most cost effective). Commissioned transport services such as a minibus or taxi will rarely be

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<sup>2</sup> Sixth form aged students – are those accessing further education or training aged 16,17 or 18 and those aged 19 or over who started their course before their 19<sup>th</sup> birthday.

offered and will only be considered when all other, more cost effective, options are not feasible.

Where appropriate, travel assistance may be limited to a short-term period whilst a young person undertakes independent travel training to develop the skills to use mainstream public transport.

Passenger Assistants will rarely be provided and, if a passenger assistant is required, the expectation is that parents/carers will take on this role where appropriate.

### **5.6.3 Purchasing of Spare Seats**

The Council operates buses to Kirkleatham and KTS special schools to transport eligible children of compulsory school age. A limited number of spare seats are available, post-16 students who are not eligible for post-16 transport under this policy may be offered a spare seat at the Council's discretion and availability, this will be charged at a weekly rate of £14 (subject to an annual increase).

Spare seats are subject to availability and may be withdrawn at five days' notice if the seat is required for a student of compulsory school age who is eligible under the Home to School Travel Policy, or a post-16 student who is eligible due to exceptional circumstances.

Spare seat allocation will be prioritised by the Council's Transport Panel accordingly, considering the post-16 student's needs, the parent/carer's ability to provide transport, availability, accessibility of public transport and distance travelled. Spare seats will not normally be offered to students who are able to use mainstream public transport.

### **5.6.4 Applying for Local Authority Transport Support**

In order to be considered for Post-16 Transport Assistance under the exceptional circumstances criteria, applications should be made by 31st July in the academic year prior to the start of the course. The Council's Transport Panel are aware that some course entries are dependent on exam results and therefore may be subject to change. However, for applications made after that date the Council are not able to guarantee that travel assistance for students who may be deemed eligible can be in place for the September term.

Students and their families will, therefore, need to make their own travel arrangements for the first few weeks of the academic year until the Council have assessed the application and made suitable arrangements.

The application should be made by the student and their parent/ carer, providing evidence of exceptional circumstances as necessary. The application form is available on the Council's website at <https://www.redcar-cleveland.gov.uk/post-16-travel>.

Where students have been eligible for home to school travel assistance and are continuing at the same education establishment for post 16 studies, transport will cease at the end of Year 11. To be considered for post-16 travel assistance under the exceptional

circumstances criteria, a post-16 transport application must be made by the student or their parent.

All post-16 transport requests will be reviewed annually or following any change of circumstances. It is a student or their parent/carer's responsibility to reapply for transport at the end of each academic year, if an application is not made transport will cease at the end of the Summer Term.

Applicants must ensure that information provided to the Council is true and accurate and must promptly report any change of circumstances. If it is found that transport has been awarded by the Council based on incorrect or inaccurate information supplied by the Applicant, then the Council reserves the right to reclaim the full cost of any transport assistance provided. Where appropriate, 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>).

### **5.6.5 General Information**

Where possible, transport provision will be reviewed as appropriate on a regular basis to help young people develop their independent travel skills and support their preparation for adulthood.

Where the Council organises transport, it is only provided at the beginning and end of the college/school day. Times will not be adjusted to meet the needs of individual learners.

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. 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.

Additionally, Council-organised transport will not be funded during the day, e.g. inter-site transport, work placement transport or induction/enrolment days.

## **5.7 Local Authority support for post 19 learners with an EHCP (Adult Duty)**

Under section 508F of the Education Act 1996, the local authority is required to make such arrangements for the provision of transport as they consider necessary in respect of:

- adults (i.e. those who are aged 19 or over) for the purpose of facilitating their attendance at local authority maintained or assisted further or higher education institutions or institutions within the further education sector; and
- relevant young adults with an EHC plan (which can only be maintained up until the age of 25) for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. For those young adults, the local authority's duty only applies where the local

authority has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training.

### **5.7.1 Eligibility for the Travel Assistance under the Adult Duty**

When a student with an education, health and care plan (EHCP), who is above the age of 19 and below the age of 25 years, starts a new course of education, they may be eligible for transport assistance until they turn 25 if:

- they have an EHCP and unmet eligible needs under the Care Act 2014 (an Adult Social Care assessment will be required to determine eligibility) or
- they have an EHCP and are attending education or training outside of the further or higher education sector, where the Council has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training.

Students can apply for transport under the Adult Duty using the Post-16 transport application form. This will be assessed in line with the [Adult Transport Duty Assessment Criteria at Appendix 1](#). A representative from the Council's Adult Social Care service will be involved decisions regarding eligibility and the type of transport assistance

Eligible students with SEND aged 19 plus need to reapply for travel assistance each academic year.

## **5.8 Support for Young People who are in Apprenticeships**

The Council's discretionary post-16 transport offer does not include travel assistance to apprenticeships or work placements. Young people who have a disability or health condition (physical or mental) that makes it hard to get to and from work (including apprenticeships and traineeships) may be eligible for support through Access to Work. Further information can be found via <https://www.gov.uk/access-to-work>

## **5.9 Young People who are Not in Education, Employment or Training (NEET)**

Young People who are NEET can contact the Council's Post-16 Careers Service for more information visit [www.redcar-cleveland.gov.uk/post-16-careers-support](http://www.redcar-cleveland.gov.uk/post-16-careers-support).

The Team can provide support to apply for education, employment and training and where appropriate explore any travel assistance available from the education/ training provider. It is expected that NEET young people will access mainstream transport provision unless they have an EHCP and are eligible due to exceptional circumstances, there is no specific transport offered to young people who are NEET.

## **5.10 Other Useful Information**

**Traveline North East** – <https://travelinenortheast.info/plan-a-journey/>

**Google Maps** - <https://www.google.co.uk/>

**Welfare Benefits Calculators** - GOV.UK (<http://www.gov.uk/benefits-calculators>)

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

**Information about welfare benefits and how to apply** - <https://www.redcar-cleveland.gov.uk/benefits-and-support/welfare-benefits>

## 6 Appeals

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

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

### **Stage One: Review by an Independent Officer**

A parent/carer has 10 working days from receipt of the Council's Post-16 Transport decision to make a written request asking for review of the decision. The written request should detail why the student, or their parent/carer, believes the decision should be reviewed and give details of:

- Why the student or their parent/carer believes the Council have not adhered to their policy.
- Any additional information and evidence regarding the personal and/or family circumstances which the student or their parent/carer believes should be considered when the decision is reviewed.

Within 20 working days of receipt of the parent/carers written request an officer of the Council (who is independent of the decision) 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 a Senior Officer**

A parent/carer has 10 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 20 working days of receipt of the parent/carers request, a Senior Officer of the Council will review the decision and inform the student or their parent/carer of the outcome in writing.

If this does not result in a satisfactory outcome, the student or their parent/carer will be provided with information about the Local Government and Social Care Ombudsmen

(LGO). The LGO is an independent organisation that looks into complaints against councils. This is a free service and information can be found online at [www.lgo.org.uk](http://www.lgo.org.uk).

Once an application has exhausted the appeals process, students or their parent/carer will be advised that no further applications can be made within the academic year unless there has been a material change in circumstances or further supporting evidence has been obtained.

## Appendix 1 – Adult Transport Duty Assessment Criteria

When assessing the eligibility and transport requirements of students under the Adult Duty, as set out at [5.7](#) of this policy we will consider the following:

- Whether the institution attended is the nearest appropriate educational establishment offering a suitable course, on a full-time basis.
- what other arrangements the student has considered or tried and why they are not suitable, including applying for any bursaries or support via the educational institution; there is an expectation that the student has actively applied for this funding/ assistance.
- if there is a family member or carer who is able to transport the student and why it would not be a reasonable arrangement to make.
- The student's age, ability, aptitudes and SEND.
- the quality of education or training and locations and times of provision.
- Personal Independence Payment (PIP) – PIP is a non means tested, statutory benefit intended to support eligible people aged 16 plus with their daily living and mobility. The mobility element of PIP is intended to help with any additional travel costs incurred as a result of long term health needs or disabilities, this includes cognitive and mental health conditions. There is an expectation that any young people requesting transport under the Adult Duty applies for PIP. It is unlikely that young people who do not meet the threshold for PIP will be eligible for assistance under the adult transport duty as this would indicate they can travel independently.

If the student is in receipt of the mobility component of the Personal Independence Payment or Disability Living Allowance, we would expect this benefit to be fully utilised to meet their transport needs, this includes transport to their educational or training placement. If there are any factors limiting its use, this should be explained within the initial request for transport.

- Households with 'Motability' Vehicles - if there is a 'Motability' vehicle available to the student and the vehicle is not being utilised to transport the young person to education, we require details as to why this is not possible/reasonable.

- any other exceptional circumstances that you consider need to be taken into account, and any recent supporting evidence that you provide.
- the Council would not generally consider work or childcare commitments as an exceptional reason for travel assistance to be provided.

Where it is considered that travel assistance is necessary it will be arranged in the most cost-effective way and will focus on support that will aim for or enable the student to travel as independently as possible. Transport is not provided to meet a learner's individual timetable, including before and after college clubs, extra-curricular activities, exams or work experience/placements. It is also not provided for supported internships.