

Leicester City Council

Post-16 Transport Policy Statement Academic Year 2019-2020

The Council's 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.

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Introduction

Local authorities (LAs) 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 it 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 19th 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 Leicester City 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

This document describes the support available to young people of Leicester entering or continuing with full-time Post 16 Education. It gives information from the Local Authority, schools, academies and FE colleges and other relevant sources.

The aim is to provide the most up to date details of the support available from various sources to encourage participation and prevent transport being a barrier to young learners.

This statement gives advice on the support available to learners with learning/mobility difficulties and explains the commitment to encourage independent travel to and from the place of learning.

The provision of transport assistance to Post 16 students will support those students wishing to continue in education as part of the Raising Participation Age legislation.

Transport and travel support

Concessionary tickets for young people 16 – 25 from public transport providers

Many local operators have student season tickets available offering discounts compared to normal adult fares and/or at cheaper rates when bought on a termly or academic year basis. It is advised students contact the bus-operators directly as below:

Bus Operators

<http://www.arrivabus.co.uk/>

<http://www.kinchbus.co.uk/>

<http://www.firstgroup.com/>

<http://www.centrebus.info>

Train Services

<http://www.midlandmainline.railsaver.co.uk/>

<http://www.eastmidlandstrains.co.uk/Pages/default.aspx>

Dedicated school buses

Similarly, some of Leicester and Leicestershire's mainstream schools have commercial school special services operating to them. More information can be found directly from your school and the main operators of such services are:

Confidence buses: www.confidencebus.co.uk/school-bus-routes

Beaver Buses: www.beaver-bus.co.uk/school-buses/

Roberts Coaches: www.buspass.robertstravelgroup.co.uk/

G.H. Watts Coaches: www.ghwatts.co.uk/school_buses/

Travel support from schools and colleges

Some of Leicester's secondary schools, academies and 6th Form/FE colleges have additional bus contract arrangements on which learners or their parents can purchase places. Some FE colleges also offer direct support to students. Arrangements vary between schools and colleges, so it is always best to check directly with the individual schools/colleges for details.

You can find details of all Leicester schools on the Council's website here (this will also give you a link to the school's individual website):

<https://schoolinfo.leicester.gov.uk/DirectorySearch.html>

Contact details and websites for all the Leicester and Leicestershire FE Colleges are shown below:

Brooksby Melton College (Leicestershire):

Contact the Transport Department on 01664 855211

Email: transport@brooksbymelton.ac.uk

Information available at interview and in 16-18 Travel Guide by visiting

www.brooksbymelton.ac.uk

Gateway Sixth Form College (Leicester): 0116 2744500

Student Services - email: studentservices@gateway.ac.uk

Website: www.gateway.ac.uk

Leicester College (Leicester): 0116 2242240 or 2244048 to discuss any travel queries with a member of the Student Advice and Guidance Team.

For information regarding transport provision for students with learning difficulties contact the Transport Coordinator on 0116 2242240 extension 2098.

For information regarding LA transport provision contact Leicestershire County Council.

For any other transport queries email: info@leicestercollege.ac.uk

Loughborough College (Leicestershire):

Website: www.loucoll.ac.uk

Student Finance Officer, Learner Services, Student Support, Loughborough College,
Radmoor Road, Loughborough, Leicestershire LE11 3BT

Telephone: 01509 618375

E-Mail: StudentFinance@loucoll.ac.uk

North Warwickshire & Hinckley College (Leicestershire):

Customer Service Team 024 7624 3000 or email the.College@nwhc.ac.uk

Website: www.nwhc.ac.uk

Regent College (Leicester):

Divisional administrators 'The Hub'.

Tel: (0116) 255 4629

Email: via website

Website: www.regent-college.ac.uk

South Leicestershire College (Leicestershire):

Transport assistance is discussed and forms distributed at interview.

Further details and application forms are available from:

Customer Service Team

Tel: 0116 2643535

Email: info@slcollege.ac.uk

College website: www.slcollege.ac.uk

Stephenson College (Leicestershire):

Telephone: 01530 836136

Email: services@stephensoncoll.ac.uk

Website: www.stephensoncoll.ac.uk

Wyggeston and Queen Elizabeth 1 College (Leicester):

Student Services: Tel: (0116) 247 2963

Email: studentservices@wqeic.ac.uk

Website: www.wqeic.ac.uk

Travel support from government

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
- 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.

More information can be found at: <https://www.gov.uk/1619-bursary-fund>

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 (EEA) 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 <https://www.gov.uk/care-to-learn/how-to-claim>

LA travel support

LA support for young people without special educational needs or disabilities

Please note that there are no free bus passes available for learners aged 16-19 through the City Council. However, a joint operator bus pass is available to purchase for Leicester resident pupils over statutory school age if the student is aged 16, 17 or 18 at the start of the college year.

The pass allows travel on both First and Arriva buses to get to school/college. The cost of this pass will be published on the Leicester City Council website once the commercial negotiations with bus companies have been concluded.

There are alternatives to the Leicester City Council Bus Pass. If you only need to use a bus from one operator, you could get better value in terms of price and flexibility by purchasing a season ticket directly from a commercial bus operator. Before you apply for a Leicester City Council bus pass, we strongly urge you to consider all the commercially available alternatives.

Most commercially available season tickets allow you to travel at any time and on any day including weekends. In comparison the City Council bus pass can be only used for one return journey per day to and from school/college and cannot be used during holidays or at weekends.

Please visit the websites listed below for more information on commercial services in your area and the range of student season tickets and multi-trip tickets that are currently available. Please check these websites regularly for any special offers.

www.arrivabus.co.uk/midlands/bus-tickets/student-tickets/

[First Leicester Student Tickets](#)

Once you have considered all the options available to you, if you do wish to purchase a joint operator bus pass through Leicester City Council, visit www.leicester.gov.uk/schooltransport

LA support for young people with special educational needs or a disability

The government requires young people to continue in education or training until at least the end of the academic year in which they turn 18 years old. The government has been clear that raising the participation age is not about increasing the statutory school leaving age as young people will be able to participate through a range of options.

For those young people with special educational needs, who have an EHCP, which indicates a transport need, they will continue to receive assistance with transport between the ages of 16 and 25. The local authority has a discretionary power to provide transport assistance to those over compulsory school age.

Students with special educational needs/disabilities/mobility needs will be provided with free transport in the following circumstances:

- Where the proposed further education course, or comparable course, or course appropriate to the level of needs, is at the nearest maintained school/college to the student's home address and
- the course is full-time and
- the shortest available walking route from home to school/college is 3 miles or more, or the transport needs are specifically detailed in a statement of special educational needs or an EHCP.

Transport must be an essential requirement to fulfil the learning outcomes identified in the EHCP

Where the distance to be travelled is less than 3 miles and/or when a student has no EHCP, travel assistance will be considered taking into account the individual circumstances and the travel needs of children with significant sensory, physical, medical or behavioural difficulties that prevent them from getting to school even when accompanied by a parent/carer.

Travel assistance sought under the above bullet point, will be considered using supporting written evidence, within the preceding 12 months, from a range of sources, for example, an educational psychologist, medical or clinical practitioner, that describes the student as having:

- **long-term severely restricted independent mobility** due to a physical disability, for example, severe cerebral palsy requiring the daily use of significant physical aids such as a wheelchair.

(Passenger assistance would not normally be necessary but may be needed where there are additional factors for example oxygen dependency.)

- **Long-term severely restricted independent mobility** due to medical conditions resulting in severe persistent pain and/or extreme fatigue. An example of this might be juvenile arthritis.

(Passenger assistance would not normally be necessary, but this would depend on additional factors.)

- **Impairment resulting in severely restricted oral communication skills.** Examples might be profound hearing impairment or severe autism or severe language disorder.

(Passenger assistance may be a requirement where a child has no effective verbal communication at all. It may not be necessary in the later stages of education when independence skills are established.)

- **A sensory impairment resulting in severely restricted mobility.** An example might be a severe visual impairment.

(Passenger assistance is a usual requirement where a child is effectively without functional sight. It may not be necessary in the later stages of education when independence skills are established.)

- **Cognitive abilities within the range associated with severe learning difficulties.**

(Passenger assistance may be necessary if the pupil is known to demonstrate constantly challenging behaviours resulting in an identified risk to their own and others' safety during travel. However, depending on individual circumstances, access to an escort is not normally necessary for secondary aged pupils or older primary aged pupils with severe learning difficulties unless the pupil also has additional physical or medical difficulties.)

Severe behavioural, emotional and or social difficulties in comparison with other children of the rage. This may be linked with cognitive ability or be as a result of a specific developmental disorder. Some children with moderate to severe learning difficulties are extremely vulnerable in social settings due to the lack of independence and social skills. An example might be a pupil with cognitive abilities at the bottom of the range associated with moderate learning difficulties who shows extreme vulnerability. Another example might be a secondary aged pupil with autism spectrum disorder who was known to have very little awareness of personal danger

Apprenticeships

For students on traineeships or apprenticeships, the learning provider is responsible for ensuring that reasonable expenses are met in full where they are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement. Please contact your learning provider for more information. Students may also be eligible for a bursary (see Bursary Fund section above).

Those not in education, employment or training (NEET)

Connexions Leicester is a careers service for young people who live in Leicester City and are aged 16 to 19, or up to 25 for young people with special educational needs or disabilities (SEND).

Connexions also have specialist personal advisers who are trained to work with young people with SEND to help them make decisions about their future.

Service Details

Location:

2 Wellington Street, Leicester, LE1 6HL

Website:

<http://www.leicester.gov.uk/connexions>

Useful contact details

Leicester City Council

If you want information about the assistance that is provided by Leicester City Council for mainstream pupils, call Education Transport on (0116) 454 1009 (Option 2) or visit www.leicester.gov.uk/schooltransport

If you need individual special needs transport assistance, call the Special Education Service on (0116) 454 2050 or email ses@leicester.gov.uk

If you have any comments on this document that would assist in the policy making, including in-year changes, please contact us as follows:

Head of Transformation, Commissioning and Intervention Management
City Hall
115 Charles Street
Leicester
LE1 1FZ

Department for Education

<https://www.gov.uk/subsidised-college-transport-16-19>

Bus routes and timetable information

www.traveline.info

0871 200 2233 (calls cost 12p per minute plus your phone company's access charge)

Phone: 01455 632719

Learner Support Service

Residential Support Scheme

Website: <https://www.gov.uk/residential-support-scheme>

Applying for LA travel support

If you wish to buy a pass from the City Council, you should apply online as soon as possible after 1st July 2019 using the Leicester City Council's Home to School transport web site:

www.leicester.gov.uk/schooltransport

To be sure of obtaining a pass from the start of the autumn term, students should apply as soon as possible after 1st July. If your application is only received shortly before the start of term, students may not receive their pass in time for the start of their course. If a course depends on GCSE results, students should apply anyway and return the bus pass if the course is not taken up.

For SEND Transport requests, this should be made as part of the Statutory Assessment Process for an Education, Health & Care Plan. Alternatively, the team to contact regarding SEND Transport guidelines please contact:

Leicester City Council

Special Education Service

1st Floor, 10 York Road,

Leicester.

LE1 5TS

Contact Number 0116 454 2050

Email: ses@leicester.gov.uk

Appeals and Complaints

The process to appeal against a decision or to complain may be made on behalf of the learner or by the learner in the first instance to the local authority. If learners or their families are not satisfied with the outcome they may complain to the Local Government Ombudsman.

Appeals

An appeal process is available to learners or their families who wish to challenge a decision about the support available from the local authority.

For mainstream pupils, appeals can be submitted by email to education.transport@leicester.gov.uk or in writing to Mainstream Home to School Transport, Client Services team, City Hall, 115 Charles Street, Leicester LE1 1FZ.

For SEND transport appeals, contact:

Leicester City Council

Special Education Service

1st Floor, 10 York Road,

Leicester.

LE1 5TS

Email: ses@leicester.gov.uk

Stage one: Review by a senior officer

A learner (or their representative) has 20 working days from receipt of the local authority's home to school transport decision to make a written request asking for a review of the decision. This should detail why the learner believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.

Within 20 working days of receipt of the parent's written request, a senior officer will review the original decision and send the parent a detailed written notification of the outcome of their review.

Stage two: Review by an independent appeal panel

A learner (or their representative) has 20 working days from receipt of the local authority'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 stage two request, an independent appeal panel will consider representations from both the learner and officers involved in the case and give a detailed written notification of the outcome within a further 5 working days.

The appeal panel members will be independent of the original decision-making process (but are not required to be independent of the local authority) and suitably experienced (at the discretion of the local authority), to ensure a balance is achieved between meeting the needs of the learner and the local authority, and that road safety requirements are complied with and no child is placed at unnecessary risk.

If the stage two appeal is not upheld, the written notification of the final decision will confirm the right to submit the case to the Local Government Ombudsman and supply the relevant contact information.

Complaints

To lodge a formal complaint, you can write to Comments, Compliments and Complaints, Customer Services, Leicester City Council FREEPOST (LE985/33), City Hall, 115 Charles Street, Leicester, LE1 1FZ or you can call us on 0116 454 1000.

If a complaint or appeal does not result on a satisfactory outcome, learners may wish to consider contacting the Local Government Ombudsman or complaining to the Secretary of State for Education.

Secretary of State for Education complaints

To complain to the Secretary of State, young people or their families should use the contact form on gov.uk - www.education.gov.uk/help/contactus . Any complaint should outline the case, set out the decision taken by the local authority and include any other relevant documentation, for example any advice or decisions from the Local Government Ombudsman where appropriate.

The Local Government Ombudsman

Anyone can take his or her complaint to the Local Government Ombudsman at any stage. However, it is hoped that Leicester City Council's Appeals or Complaints procedure will quickly resolve any problems you may have and that you will use those first.

You can contact the Local Government Ombudsman by using the online form at www.lgo.org.uk or telephone 0300 061 0614

Updated May 2019: This information is correct at time of publication but is subject to change. Please check with individual establishments for the most up to date details.