

## **EDUCATION AND SKILLS SERVICE**

### **Policy and Arrangements for the Provision of Transport for 16-25 Year Olds to Access Appropriate Education and Training for 2019/20**

***August 2019***

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## **1 INTRODUCTION**

In accordance with sections 508 and 509 of the Education Act 1996, as amended by sections 54-57 of the Apprenticeships, Skills, Children and Learning Act 2009, this policy sets out Barnet Council's policy and arrangements for the provision of transport for 16-25 year olds to enable them to access appropriate education and training.

Any available funds held within Barnet Council will be used to support learners with Special Educational Needs and Disabilities (SEND).

Funds to support other learners can be accessed via application to the relevant school or college.

The policy is available on the Barnet Council website at <https://www.barnet.gov.uk/citizen-home/children-young-people-and-families/the-local-offer-and-special-educational-needs/transport-in-the-local-offer.html>

## **2 SCOPE**

### **2.1 Academic year**

This policy covers the period 1 August 2019 to 31 July 2020.

### **2.2 Residential eligibility**

This policy applies to anyone who is resident in the London Borough of Barnet. Learners not resident in Barnet or who are looked after by another Council, but live in Barnet, should refer to the travel assistance/transport policy issued by their home local authority.

### **2.3 Age**

This policy applies to young people over 16 but under 25 years of age as at 31st August 2016, and those students who started their programme of learning before their 19<sup>th</sup> birthday.

### **2.4 Place of Study**

This policy provides for learners who are engaged in education or training at:

- a school (including academies);
- a further education institution;
- a sixth form college;
- a local authority maintained or assisted institution providing higher or further education;
- an establishment funded directly by the Education Funding Agency (EFA) e.g.
- independent specialist providers for learners with learning difficulties and/or disabilities;
- a learning provider that is funded by the local authority to deliver accredited

programmes of learning which lead to a positive outcome (this could include colleges, charities and private learning providers).

If the student has an Education, Health and Care Plan (EHCP), then the place of learning will be the place named in Part I of the EHCP.

It is generally expected that learners study at the nearest reasonable and appropriate centre, utilising fare concessions and the most cost effective mode of transport. Learners should therefore carefully consider transport cost implications when selecting their place of study.

The Local Authority is unlikely to meet the transport costs of a course in a specific study area at one college, if a suitable course at the right level is available more locally.

### **3 TRANSPORT FOR LONDON AND OTHER PROVIDER'S CONCESSIONARY FARES, DISCOUNTS, SUBSIDIES BUS PASSES OR TRAVEL CARDS & CYCLE:**

Residents of London Borough aged 16-19 year-olds in qualifying full-time education or training can apply for an Oyster photo card which entitles them to travel free on buses and trams. 19 year-olds must have been aged 18 on 31 August before the start of the current academic year. If you're under 18, a parent or guardian must apply on your behalf.

You will need to pay an administration fee to Transport for London. You can apply on-line at <http://www.tfl.gov.uk/fares-and-payments/travel-for-under-18s> or alternatively apply at the Post Office.

You can also get half adult-rate pay as you travel on the Tube, DLR, London Overground and some National Rail services and can buy half adult-rate Travelcard season tickets.

Full details of current fares can be found on the Transport for London website <http://www.tfl.gov.uk/fares-and-payments/>

#### **3.1 Bus passes:**

Bus Passes are valid for travel on the London bus network. They are available for periods of one week or more and are available to holders of 16+ or 18+ student photo cards.

#### **3.2 Travel Cards:**

Travel cards on your Oyster Cards are valid for travel on the tube, Tram link, the Docklands Light Railway (DLR) and the London bus network. They are available for periods of one week or more and are available to holders of 16+ oyster photo cards at half the adult price for the tube, DLR and London Overground. Holders of a student oyster photo card qualify for 1/3 off the adult fares. The cost of a Travel Card depends upon the number of zones and the period it covers.

### **3.3 Local and National Rail Services:**

The train operating companies provide discounts of up to 1/3 for young people aged between 16 and 25 years old. Oyster cards can be used on many services in the area. For more details see the map at <http://www.tfl.gov.uk/fares-and-payments/fares/national-rail> for more details and for fare combinations please visit <http://www.tfl.gov.uk/fares-and-payments/>

### **3.4 Season tickets:**

Season tickets are available for periods of 7 days or more. The cost depends upon the destination and train operating company.

For further information about local and national rail services, please telephone 08457 48 49 50 or visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

### **3.5 Oyster card:**

Holders can use their cards at any time of the day or night.

### **3.6 Young Persons Railcard: (16-25 railcard)**

16-25 Railcards are available to 16-25 year olds at a charge, and provide 1/3 off most standard class train fares.

For journeys before 10:00 Mondays to Fridays (except bank holidays and during July and August) there is a minimum fare that applies to all purchases with a Young Person's Railcard. If a young person travels regularly before 10 a.m. a season ticket may be better value. A 3-year railcard is also available (online purchases only) at a charge. You must be aged under 24 when you purchase it.

Further details can be obtained by visiting the following website:

<http://www.16-25railcard.co.uk>

### ***How to apply***

Application forms are available from Post Office® branches in Greater London and areas that are served by the London bus, tube and overground networks. You can also apply online.

For further details visit [www.tfl.gov.uk/zip](http://www.tfl.gov.uk/zip) or telephone the helpline on 0845 331 9872.

### **3.7 Cycling**

Cycling is an efficient, cheap, quiet, healthy and non-polluting sustainable form of transport. We seek to provide safe, convenient and clearly identified cycle facilities to make cycling easier and more fun, and as part of our traffic management measures. Free cycle route maps are available from TfL online.

Most schools and colleges have secure cycle storage areas. Students should contact their school, college or training provider for information.

#### **4 TRAVEL ASSISTANCE FOR STUDENTS WITH SEN AND DISABILITIES, INCLUDING THOSE WITH EHC PLANS**

The local authority does not have a duty to provide free transport for young people that are of sixth form age for education or training. This means students aged 16 to 18. It also includes 19 year olds if they are continuing a course which they started before the age of 19.

The Local Authority expects and encourages most learners of this age to use public transport and travel independently because of the beneficial effects this will have on the young person's development and pathway to adulthood. However, we recognise that in some circumstances additional assistance with travel may be required.

Applications will be considered from 16-25 year old learners against the following criteria:

- The learner is subject to a SEN statement, an Education Health and Care Plan or a learning difficulty assessment (LDA) conducted under section 139A of the Learning and Skills Act 2000.
- The learner is aged between 16 and 25 and is on a course of further education at a school, college or training provider.
- The course is deemed to be suitable and will provide an educational benefit to the learner, and has been agreed by the LA as appropriate.
- The learner lives more than 3 miles from the nearest reasonable and appropriate centre and is unable to undertake the journey by free public transport.
- The learner has a disability or learning difficulty that would make it impracticable or dangerous for them to try to undertake a journey to school or college of less than 3 miles. Applications will be assessed on their own merits.
- If a learner has been provided with a Motability allowance or vehicle, then this will be taken into account and a decision may be made that additional travel assistance will not be provided.
- If a learner is in receipt of a 16-19 Bursary, this will be taken into account in any decision about the amount of travel assistance that may be provided.

#### ***How to apply***

Barnet Council's website- [www.barnet.gov.uk](http://www.barnet.gov.uk) sets out the process for application, including the application form and address for its return.

If deemed eligible a learner will be considered for a range of travel assistance solutions such as independent travel training or a personal transport budget as well as vehicle transport.

Young people with difficulties and disabilities who are 19 years old or older will be referred to the Council's Adult Social Services Department for consideration for transport.

All applications will be considered individually and provision will be agreed on an annual basis.

## **5 SUPPORT AVAILABLE FOR 16-25 YEAR OLDS**

### **5.1 16-19 Bursary Fund**

The 16-19 Bursary Fund helps 16 to 19 year olds continue in education, where they might otherwise struggle for financial reasons. This may include transport costs to and from your school or college.

The fund comprises two parts:

1. Bursaries of £1200 a year are payable to young people who are:  
in care;

- care leavers;
- in receipt of income support or universal credit; or
- disabled and in receipt of Employment Support Allowance (ESA) and also Disability Living Allowance (DLA) or Personal Independence Payments.

2. A discretionary fund for schools, colleges, academies and training providers to distribute to support any learner aged 16-19 who faces genuine financial barriers to participation such as costs of transport, meals, books or equipment.

#### ***How to apply***

The 16-19 Bursary Fund is administered by education institutions, in accordance with their own Bursary Scheme Policy. Young people need to apply directly to their academy, school, college or other training provider for support from the scheme. If a learner wishes to challenge any decision regarding their request for a bursary, they should follow the school's/college's/provider's standard complaints procedure.

### **5.2 Care to Learn**

Care to Learn provides financial support for young parents (aged under 20) who want to continue their education and need help with the cost of childcare and any associated travel.

It pays up to £175 for each child to help with the cost of:

- childcare while the parent is learning, on work placements linked to the course or
- programme of study or doing private study;
- any registration fees (up to £80) or deposit (up to £250) charged by the childcare provider;
- fees the student needs to pay during summer holidays to keep the childcare place open; and/or
- additional travel costs the student has to pay so they can take their child from home to the childcare provider.

The childcare provider will receive payments direct from Care to Learn. Funding to help with travel costs will be paid to the student's learning or training provider regularly and the provider will reimburse the student or arrange travel for them. The Care to Learn scheme is available to parents in England who are aged under 20 when they start a course or training programme.

### ***How to apply***

Young parents need to apply for Care to Learn for each academic year. Learners can obtain more information and request a Care to Learn application pack online from [www.gov.uk/care-to-learn/overview](http://www.gov.uk/care-to-learn/overview) Alternatively, you can call the Learner Support Helpline Mon-Fri 9am to 5pm on 0800 121 8989.

### **5.3 16-18 Residential Bursary Fund (RBF)**

The Residential Bursary Fund is intended to provide financial support towards the costs of accommodation for young people attending one of the designated providers delivering specialist provision, where their course requires the young person to be resident in order to participate because it is not available locally and/or because it requires students to be available at unsociable hours on a regular basis.

Institutions may determine their own eligibility criteria and process for considering applications for Residential Bursary Fund support. Priority must be given to young people who are unable to access relevant learning within daily travel from their home or where the costs of such travel are prohibitive.

### ***How to apply***

The Residential Bursary Fund is administered by institutions. Young people should apply directly to their institution for support and/or for further information.

### **5.4 Residential Support Scheme (RSS)**

The Residential Support Scheme provides financial support with accommodation costs for learners aged between 16 and 18, who need to live away from home to study because their course is not available locally.

Learners must meet the eligibility criteria (which includes an income assessment) in order to receive support from the Residential Support Scheme. If they are assessed as eligible, the amount of award they receive will be based on their actual accommodation costs up to a maximum award level.

### ***How to apply***

Learners can request an application pack from their school/college or you can call the Learner Support Helpline Mon-Fri 9am to 5pm on 0800 121 8989.

## 5.5 ACADEMY, SCHOOL & COLLEGE SUPPORT

If you are aged 19 or over, on a further education course and facing financial hardship, you could get DLS. Young people need to apply directly to their academy, school, college or other training provider for support from the scheme.

Further details on the scheme can be obtained by visiting the following website:

<https://www.gov.uk/discretionary-learner-support>

## 6 REVIEW AND APPEALS PROCEDURE

- 6.1 Parents, carers and young adults will have the right of appeal where the decision is made not to offer travel assistance to cease travel assistance or changes are made to the type of assistance provided.
- 6.2 Queries or concerns about the day-to-day operation of the SEN travel assistance arrangements should be raised with the Council's designated officer.
- 6.3 From time to time situations will arise where parents/carers disagree with decisions by officers on the interpretation or application of the travel transport policy. This section sets out the arrangements for parents/carers to appeal against officer decisions.
- 6.4 Appeals will be considered in three stages:

### 6.4.1 Stage 1: *Informal officer review*

The Council would like to settle complaints and appeals as quickly as possible and without recourse to formal procedures. Parents/carers should initially raise concerns with their child's SEN caseworker who will arrange for the SEN Manager to review the decision. Where appropriate the SEN Manager will seek further advice, for example from the child's school, and may invite the parent/carer to a meeting to clarify the situation.

The parent/carer will be notified of the outcome of the review with reasons in writing within two weeks of the initial request. If a response is not possible within two weeks, then the parent/carer will be informed of the reason for the delay and provided with a new deadline. If the decision remains unchanged, then the parent will be informed of their right of appeal to a senior Council officer who is independent of the original decision.

### 6.4.2 Stage 2: *Independent travel panel*

If the parent/carer is dissatisfied with the outcome of the informal review, he or she may appeal to an independent travel panel. The panel comprises a senior Council officer who has had no previous involvement in the case and is not a budget holder for transport provision, a volunteer with an interest and/or expertise in education, and

a representative of the health authority. The panel will seek evidence from both the parent/carer and the SEN Manager before making a decision.

The parent/carer will be notified of the outcome of the appeal with reasons in writing within two weeks of the initial request. If a response is not possible within two weeks, then the parent/carer will be informed of the reason for the delay and provided with a new deadline.

#### *6.4.3 Stage 3: Formal complaint*

If the parent/carer is dissatisfied with the outcome of the independent senior officer review, it may be appropriate for young people or their families to consider contacting the Local Government Ombudsmen (LGO) or complaining to the Secretary of State for Education.

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)