



## **Post 16 Transport to Education and Training - Policy Statement**

**Academic Year 2023/24**

### **1. INTRODUCTION**

This statement sets out arrangements for travel assistance for all young people who are resident in the borough and in full-time approved education or training. The raising of the participation age meant that, from summer 2015, all young people should continue in education or training until at least their 18th birthday. It is recognised that young people will continue their learning in a variety of settings. This will include school, college and work-based learning.

Under the September Guarantee, every young person aged 16 or 17 must be offered a suitable place in education or training. The September Guarantee helps local authorities fulfil their duty to provide education and training to young people and find them a suitable place. It also helps them to work with their partners - particularly schools and colleges - and to agree how the process will work in their area.

### **2. PRINCIPLES**

Students of sixth form age, in full time education, whose ability to attend or to complete a programme of learning or training may be affected by the availability of transport may apply to the local authority for support to access the education or training of their choice and this will be assessed and provided where necessary.

All young people up to the age of 18 who are in full time education have access to free travel on buses anywhere in London. In addition, there are concessionary fares and reductions available on London Underground Trains, the DLR and some national rail services. Therefore, the London Borough of Hillingdon considers that most students of this age will be able to meet their transport needs through the use of public transport.

Young people aged 16 - 24 with learning difficulties and/or disabilities whose ability to attend or to complete a programme of learning or training may be affected by the availability of transport may apply to the local authority for additional travel assistance.

As with students of secondary school age, there is an expectation that students of sixth form age will be able to travel independently (making use of free and concessionary schemes) or on foot to their post 16 education or training provision unless their SEND,

medical needs or disability prevents them from doing so.

The Council actively promotes the development of independent travel skills and whenever appropriate young learners will be supported through independent travel training to access local transport.

Best practice suggests that a child of secondary school age may be reasonably expected to travel up to 75 minutes each way to access learning and the London Borough of Hillingdon applies the same expectation to young people of sixth form age. In determining the mode of transport for eligible students the Council will consider which mode will best meet the need to ensure a reasonable journey time.

### **3. ELIGIBILITY**

It is expected that most students will be able to meet their needs for transport by making use of the schemes set out at paragraph 6 below. However, it is recognised that in exceptional circumstances this will not always be possible. The local authority will consider the provision of further assistance where the student is either unable to travel on public transport independently or cannot reasonably be expected to walk to the education or training facility. The student must also be:

- enrolled on a programme of learning to attend the most appropriate school (mainstream or special), further education institution, local authority maintained or assisted institution providing higher or further education, a 16 to 19 Academy, an establishment funded directly by the Education and Skills Funding Agency or a learning provider that is funded by the local authority to deliver accredited programmes of learning; or
- enrolled on an apprenticeship or traineeship with a further education college or training provider (there are eligibility requirements for approved provision) for a minimum of 12 months.

If these criteria are met the student may be eligible for subsidised travel assistance up to the age of 19 (aged 25 for learners with SEN). Applications for travel assistance can be made by completing the online application form. If eligible, a range of options will be considered that will take into account the availability of suitable public transport and the level of assistance the student may require. When necessary, the Council will work with other local authorities to support students educated in areas other than Hillingdon.

The Council recognises that needs and personal/local circumstances can change, therefore applications for post 16 school/college travel assistance may be required on an annual basis.

The provision of travel assistance over and above the use of public transport (please

see section 6 for more details) may include:

- Independent travel training
- Personal transport budgets

In certain circumstances, transport provided by the Council in determining eligibility for additional assistance, individual factors including (but not limited to) the following will be considered:

- An assessment of the applicant's individual needs and ability to use the various methods of public transport that are available
- Parental circumstances and general legal responsibilities
- Distance from home to learning establishment
- Availability of alternative, more local, resources
- The suitability of the place of learning and course in relation to the student's needs
- Preferences based on the student's religion or belief
- Family income
- The Council's responsibility to ensure efficient use of resources

## **4. APPLICATION, APPEALS AND COMPLAINTS PROCESS**

### **Applications**

Applications will be considered on a case by case basis and eligible students may need to re-apply on an annual basis for subsidised travel assistance. Applications should be made as soon as learning options have been confirmed and no later than the 31st July. Young learners must reapply for travel assistance if their personal circumstances change eg move house, change college or change course.

An online application form can be found on the following link:

[https:// School transport for children and young people with SEND - Hillingdon Council](https://www.hillingdon.gov.uk/school-transport-for-children-and-young-people-with-send)

### **Appeals**

If you wish to appeal against a decision regarding transport, you should contact the Passenger Services team at the address below, who will arrange for your appeal to be considered. Alternatively, please contact: [travelassistance@hillington.gov.uk](mailto:travelassistance@hillington.gov.uk) via email.

Passenger Services. Harlington Road Depot, 128 Harlington Road, Uxbridge, UB8 3EU. 01895 250008.

## Complaints

If you have a complaint regarding the application process, please follow the Council's Complaints Procedure. Details can be found on the Council website as follows:

[www.hillingdon.gov.uk/complaints](http://www.hillingdon.gov.uk/complaints)

If you are not happy with the final response from the Council, you can then ask the Local Government Ombudsman (LGO) to further investigate the complaint. The LGO is responsible for conducting investigations of complaints about service failure and maladministration that cannot be resolved by the Council. Any complaint must be in writing and addressed to the LGO at P O Box 4771, Coventry, CV4 0EH. They can also be contacted by telephone on 0300 061 0614.

## 5. AGE GROUPS COVERED BY THE POLICY

The statement applies to young people engaged in full time learning or training:

- aged 16-18. This includes continuing learners who started their programme of learning before their 19th birthday
- aged 16-25 with learning difficulties, special educational needs and/or disabilities. This includes learners aged 25, who started their programme of learning before their 25th birthday

## 6. CONCESSIONARY FARES, DISCOUNTS, SUBSIDIES, PASSES OR TRAVEL CARDS

### Transport for London (TfL) concessions

The following is a summary of travel concessions for young people aged 16+. Full information on TfL concessions, eligibility and how to apply can be found on the TfL website, [www.tfl.gov.uk](http://www.tfl.gov.uk). You can apply online or via a paper application.

1. 16+ Oyster Photocard. This costs £10 and gives you free bus and tram travel in the London area and half adult rate on other TfL services (e.g. underground). To be eligible, you must:
2. Section 509AC Education Act 1996 defines persons of VI Form age for the purposes of the VI form duty
  - Live in a London borough
  - Be in full-time education (must be confirmed by your learning provider)
  - Be aged 18 or under on 31 August before the start of your studies 'Full-time' means enrolled for a minimum of 12 hours of guided learning per week between 09:00 and 17:00 Monday-Friday for a minimum of ten weeks, on further education courses at Level 3 or below in a school sixth form, sixth form college, academy, further education college or other training provider.
3. 18+ Student Oyster Photocard. This costs £10 and can be used to obtain 30% off adult rate Travelcards and bus and tram passes. To be eligible, you need to be:

- Enrolled at a participating education establishment registered on the TfL scheme, or on mandatory work placement in London Borough of Hillingdon
  - Enrolled on an eligible full or part-time course
  - Living at a London address during term-time
4. Disabled Persons Freedom Pass. In order to be eligible for a disabled person Freedom Pass you must:
- Have your sole or principle residence in London and;
  - Have any of the statutory disabilities listed in the Transport act 2000.

The statutory disabilities which make someone eligible for a disabled person Freedom Pass are:

- a. People who are blind or partially sighted
- b. People who are profoundly or severely deaf
- c. People without speech
- d. People who have a disability, or have suffered an injury, which has left them with a substantial and long-term adverse effect on their ability to walk
- e. People who do not have arms or have a long-term loss of the use of both arms
- f. People who have a learning disability that is defined as 'a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning'
- g. People who, if they applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, would have their application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol For more information on this scheme and to apply please visit: <http://www.freedompass.org/disabled-persons-freedom-pass/eligibility>

5. London Taxi Card. Taxicard is a scheme that provides subsidised transport for people who have serious mobility impairment and difficulty in using public transport. Taxicard holders make journeys in licensed London taxis and private hire vehicles, and the subsidy applies directly to each trip.

The London Taxicard Scheme is funded by the participating London boroughs and the Mayor of London. London Councils Transport and Environment Committee manage the London Taxicard Scheme on their behalf.

**Your Taxicard can be used anytime, 24 hours a day, 365 days of the year, subject to taxi and private hire vehicle availability.**

For more information on the London Taxicard scheme, please follow this link:

[www.londoncouncils.gov.uk/services/taxicard](http://www.londoncouncils.gov.uk/services/taxicard)

6. Apprentice Oyster Photocard. This costs £10 and can be used to obtain 30% off adult rate Travelcards and bus and tram passes. To be eligible, you need to be:
  - Aged 18 or over
  - Living in a London borough
  - Enrolled on an Apprenticeship with a further education college or training (there are eligibility requirements for approved provision) for a minimum of 12 months
  - In the first 12 months of your Apprenticeship
7. Young Person's Railcard. This costs £30 and full-time students aged 16-25 can apply. It gives discounts of 1/3 on a range of tickets. For more information, please visit [16-25 Railcard | Only £30 | National Rail](#)

## **7. SUPPORT WITH TRANSPORT COSTS OR TRANSPORT PROVISION MADE BY LOCAL EDUCATION PROVIDERS**

Information about financial assistance that may be available from Uxbridge College can be found here: [www.uxbridge.ac.uk/financial-support-general.html](http://www.uxbridge.ac.uk/financial-support-general.html)

For information about financial assistance that may be available from school sixth forms please contact the school directly.

## **8. CONSULTATION**

In February 2022 the London Borough of Hillingdon consulted with the following stakeholders when developing the Post-16 transport to education and training policy 2022/23.

- Other local authorities as appropriate
- Governing bodies of schools and further education institutions
- Transport for London
- Students of sixth form age and their parents. London Borough of Hillingdon transport staff propose to attend school assemblies and other presentations to engage directly with students; and also to provide copies of the Policy to the parents of students of sixth form age.

## APPENDIX 1

### OTHER SOURCES OF FINANCIAL SUPPORT FOR LEARNERS AGED 16-19

Financial support - The 16-19 Bursary Fund The Department for Education has made funding available to educational institutions to support the most financially disadvantaged 16 to 19 year-olds and those young people who most need help with the costs of staying in education.

The 16 to 19 Bursary Fund is distributed in 2 distinct ways:

1. Central allocation to eligible young people 2. A yearly bursary of up to £1,200 is available to young people in one of the four defined vulnerable groups:

- Young people in care
- Care leavers
- Those on Income Support or Universal Credit
- Disabled young people (in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payment))

Institutions are responsible for verifying that young people meet the criteria for vulnerable student bursaries. Institutions must complete a 16 to 19 Bursary Fund vulnerable students funding claim form in order to request funding to be released to them for vulnerable students.

#### Discretionary awards made by institutions

Educational institutions are also allocated funding from which they can make discretionary awards to young people. Discretionary awards are for any students who are facing genuine financial barriers to participating. Individual institutions determine eligibility criteria and the frequency and conditions of payments. More detailed information on the 16-19 Bursary Fund can be found on the Department for Education website at [www.education.gov.uk](http://www.education.gov.uk)

1. How to Apply Learning providers should provide information on bursaries to post- 16 students and it should be on their websites (please see section 9 for details from Uxbridge College). Learning providers are responsible for identifying young people who are eligible for a Vulnerable Student Bursary. If you think that you qualify but your school, college etc has not told you, you should contact them. If you think that you might qualify for a Discretionary Bursary, you will also need to apply direct to your learning provider.
2. Apprenticeships Most apprentices should receive a wage. Learning providers are responsible for ensuring that non-employed Programme-led Apprentices have reasonable expenses met in full where support is needed – this may

include travelling costs (e.g. to work placements). You may be able to apply for a 16-19 bursary (see above) if you meet the eligibility criteria and if you are an unwaged apprentice or on an access to apprenticeship programme.

3. Residential Support Scheme If you are aged 16-18 and need to study away from home because your course is not available locally, you may get help with the cost of term-time accommodation. There are eligibility criteria and whether you qualify also depends on your household income. Full information is available here: [www.gov.uk/residential-support-scheme/overview](http://www.gov.uk/residential-support-scheme/overview)
4. Care to Learn (C2L) If you are under 20 at the start of your course and are the main carer for your child, you may qualify for help with childcare costs. This can include travelling expenses to get your child to and from the childcare provider. The learning provider may also help with the student's home-to-school/college travelling expenses. For more information on this scheme please visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

### **What you need to know**

You must choose your learning provider and childcare provider before you apply. Your childcare provider is paid from the beginning of your course if you apply either:

- before your course starts
- within 28 days of starting your course

If you apply after that, your childcare provider will only be paid from the beginning of the week that your application was received.

5. Discretionary Learner Support This is support for learners in further education (this must be provision funded by the Skills Funding Agency), who are aged 19 or over and who are facing financial hardship. You apply direct to your learning provider (e.g. your college).



## APPENDIX 2

### USEFUL CONTACT POINTS & WEBSITES

The Transport for London (TfL) website contains full information about travel concessions and how to apply: [Free and discounted travel - Transport for London \(tfl.gov.uk\)](https://www.tfl.gov.uk)

The UK Government website contains information about all of the financial support available to learners as follows: [www.gov.uk/further-education-courses/financial-help](https://www.gov.uk/further-education-courses/financial-help)  
This also contains information about the Learner Support Helpline 0800 121 8989 (information about Care to Learn, Bursaries, Residential Support Scheme & Discretionary Learner Support)

The London Borough of Hillingdon website. This contains links to information about how you can get support if you are finding it difficult to find education and training opportunities. This also includes details of local providers offering training and employment support programmes, including apprenticeships: [www.hillingdon.gov.uk](https://www.hillingdon.gov.uk)

The Uxbridge College website contains information about learning programmes for young people aged 14-19 <https://www.uxbridge.ac.uk/>  
financial support for learners: [www.uxbridge.ac.uk/college-information/16-19/fees-and-costs.html](https://www.uxbridge.ac.uk/college-information/16-19/fees-and-costs.html)

Telephone 01895 853333.

Schools and Academies All schools and academies that offer courses for post-16 students should make available details of their 16-19 bursary policy and of any other financial support available. It is good practice for this information to be provided on their websites. Should you have difficulty locating this information, you will need to contact the school or academy concerned and ask them for a copy of their policy. General information about 16-19 bursaries can be found on the UK Government website - see above. Contact details for all Hillingdon schools are available on the Council website as follows:

[Schools directory - Hillingdon Council](#)

This section of the Hillingdon Council website contains general information about apprenticeships and information about local apprenticeship providers:

[Our all-age apprenticeship programme - Hillingdon Council](#)