

Transport Policy Statement for young people aged 16-18 in further education (known as sixth form age) and young adult learners aged 19 and over with an EHCP (Education Health and Care Plan).

Name of Local Authority: West Sussex County Council

Department Responsible: Education and Skills

## 1. Summary of Policy Statement and Main Objectives

1.1 This Policy Statement gives contact details and links to transport information, travel concessions or products and the assistance available for:

1. Young people of sixth form age
2. Young people of sixth form age with an EHCP
3. Young adult learners aged 19+ with an EHCP

1.2 For the purposes of this document, a person is of sixth form age if they are aged 16-18 (or have started their course before they turned 19 and continue to attend that course) and are referred to as Post-16 students. Young adult learners are those who are aged 19+ and have an EHCP.

1.3 Most young people make their own arrangements to get to their school or college. For information on transport options, travel concessions and products on public transport please see section 2 below.

1.4 The County Council offers help with transport costs to Post-16 students with Special Educational Needs and Disabilities (SEND) who have an EHCP. These students may not be able to use public transport and/or may have long and expensive journeys to access the nearest suitable course to their home. The 2017/18 Post-16 Transport Policy is available at the link [here](#). The on-line application form is available via the link [here](#). From September 2018 these Post-16 students pay a £600 contribution if they are eligible for transport assistance. For families on a low income no contribution is required (see paragraph 5.2).

1.5 The County Council also offers limited help with transport to young adult learners (aged 19 and above) with an EHCP. They must meet the eligibility criteria for assistance with transport to support college attendance. Applications for help with transport will involve a transport assessment. If you have an existing social worker, please contact them. Those without a social worker should contact the Adults Services Carepoint on 01243 642121 to discuss what help may be available.

1.6 Students from families in financial hardship, who do not meet the eligibility criteria, or those who are 'looked after' (under 18) or a 'care leaver' (over 18), should contact the school or college offering the chosen course to apply for help with travel and other costs from the 16-19 Bursary Fund. This fund is administered by the schools and colleges.

2. Details of all concessionary fares, discounts, subsidies, passes or travel cards available and who provides them.

2.1 Appendix 2 shows details of public transport operators and the travel concessions/products offered.

2.2 The County Council also offers the following scheme, for students of sixth form age who live in West Sussex:

- The Sussex Student Card - Full-time students, who attend maintained schools and colleges (those funded through local or central government) travelling by rail are able to obtain up to 34% discount when purchasing season tickets on-line from Southern Railway. Details are available in Appendix 2 and on the [school transport](#) website.

2.3 Schools and colleges may offer financial assistance for students, who do not qualify for help under the County Council policy, through the 16-19 Bursary Fund. Some schools and colleges also offer limited services or have made arrangements for special services to be provided through local bus companies or community transport organisations. Students should enquire direct to the establishments for further details of help that may be available. Contact details are given in Appendix 3.

2.4 Some students of all ages may be eligible for the Disabled Person's Bus Pass which offers free travel on buses at any time of day. More information and the application are available by visiting [www.westsussex.gov.uk/buses](http://www.westsussex.gov.uk/buses) .

3. What times during the day can students use their travel pass or obtain concessionary fares?

3.1 Students who live in rural areas and who attend schools with sixth forms are offered access to school contract buses. There is a charge for those who do not qualify for free travel. The service is available at the beginning and end of the school day. In some cases a limited "late bus" service also operates. The service is subject to availability of places where alternative public transport exists.

3.2 There is no time restriction when using the Sussex Student Card

scheme.

3.3 There is no restriction for West Sussex residents using the Disabled Person's Bus Pass as long as the journey starts or finishes in West Sussex.

3.4 See Appendix 2 for details of restrictions on public transport operators' services.

4. Will support continue to be made available to students who reach 19 whilst continuing on a course?

The County Council offers the following help:

4.1 Where a student reaches 19 whilst on a course and is receiving support with transport costs, the help will continue until the end of the course, if they meet the usual eligibility criteria during this time.

4.2 Where a student is not eligible for help at the start of the course and family circumstances change, e.g. because you have moved home and may qualify on grounds of distance etc., an application for support may be made as long as the student was under 19 on 1<sup>st</sup> September before the beginning of the course.

4.3 Help and advice with transport may be given to care leavers on an agreed course, at least to the age of 21, subject to assessment by the Leaving Care Service.

4.4 Some schools and colleges offer additional help and students should contact the establishment direct for further details.

5. How will students be assessed to see if they are eligible for support? e.g. means testing or must they be on benefits?

5.1 Post-16 students with an EHCP must meet the eligibility criteria (distance, nearest establishment etc. as set out in the Policy.) There is a £600 contribution towards the cost of transport which must be agreed before transport is organised.

5.2 The County Council offers free transport to Post-16 students with SEND who have an EHCP and who meet the eligibility criteria where families are in receipt of:

- Income Support or
- Job Seekers' Allowance (Income Based) or
- Employment and Support Allowance (Income Related) or
- Child Tax Credit, but not Working Tax Credit, with an annual Inland Revenue assessed income below £16,190 (subject to

review) or

- Guarantee element of State Pension Credit or
- Universal Credit or
- Working Tax credit run on or
- Support from the National Asylum Support Service under Part 6 of the Immigration and Asylum Act 1999

N.B. The definition of a family on a low income may be changed following the government's review of the benefit system or future guidance.

5.3 When young adults with an EHCP meet the qualifying criteria are eligible for assistance no direct charge is made. The qualifying criteria are the same as the Post-16 criteria and will include a transport assessment before assistance is given.

5.4 For both Post-16 students and young adult learners every application is considered on an individual basis.

5.5 Schools and colleges may also offer discretionary help from other sources, such as the 16-19 Bursary Fund, local trusts, diocesan funds, school or college budgets etc. Assessment would be made on a discretionary basis at local level. Students should enquire about the possibility of help and apply direct to the school or college offering the chosen course.

5.6 Care leavers are also assessed through their individual Pathway Plans.

6. What help is provided for students with learning difficulties and/or disabilities, (including those over 19), or students facing other difficulties in following their courses?

6.1 For Post-16 students the Transport Policy outlines the support available for Post-16 students with SEND who are eligible for travel assistance. Parents will be required to pay a charge unless they are a family on a low income, when transport assistance is free.

Young adults aged 19 and over who have an EHCP and where it is deemed necessary for the individual, have transport provided to the nearest school or college irrespective of the length of the journey. These young adults must also meet the eligibility criteria of attending a course or comparable course appropriate to their needs. These are the same eligibility criteria as detailed in the Post-16 Transport Policy. For these students there is currently no charge.

6.2 Some students at all ages may be eligible for the Disabled Person's

Bus Pass which offers free travel on buses at any time of day. More information and the application form are available by visiting [www.westsussex.gov.uk/buses](http://www.westsussex.gov.uk/buses). If a student is eligible for a Disabled Person's Bus Pass, the County Council would expect the student to apply for the pass and to use it to get to and from school or college if able and if there is an available bus service.

6.3 Students facing other difficulties may be given assistance by learning establishments where assessed as necessary. This would include additional support in tutor groups, financial help for, or provision of, specialist equipment, access to counselling, modified examination arrangements etc.

6.4 Where not eligible under the County Council's Policy, help with transport will be considered for students who are care leavers to enable attendance on an agreed course. In all cases each application for assistance will be considered individually. The Leaving Care Service will assess and advise.

7. Do you provide mobility/independence training for students who face difficulty with transport?

7.1 Many schools and colleges include independent travel training for students with SEND. Where appropriate, training is provided by schools for students prior to reaching the end of Year 11 in preparation for attending college. Colleges and special schools work with parents and students, encouraging them to take responsibility and to help with independent travel training. In addition some voluntary groups e.g. parent carer support groups, also offer travel training for young people.

7.2 To support this, the County Council can arrange training for staff and volunteers in schools, colleges and voluntary groups to enable them to deliver effective independent travel training to young people. Special schools and colleges continue to work with young people, where appropriate, using PITT (Programme for Independent Travel Training) or their own programme.

8. When should students start to apply for transport support?

8.1 Post-16 students should apply online for support from the end of May or as soon as they know which course they intend to take.

8.2 Young adult learners with a social worker should contact them from the end of May onwards. Those without a social worker who cannot travel independently should contact the Adults Services Carepoint on 01243 642121

9. What help can students apply for if they need to travel to a course that is outside West Sussex?

9.1 The County Council's usual Policy and criteria apply to both Post-16 students and young adult learners. Help is given to the nearest suitable maintained school or college, whether in-county or beyond the county boundary.

9.2 Post-16 students and young adult learners with SEND who attend out-county schools or colleges, where it is deemed to be the nearest suitable establishment, receive transport where necessary, subject to the annual charge for Post-16 students.

9.3 Support will be given to care leavers, where a course is agreed in their Pathway Plan, as long as the journey is reasonable.

10. What help is available for students who attend a further education institution which is beyond daily travelling distance and they need to stay away?

10.1 Individual colleges help students on a discretionary basis. Assistance may also be available where colleges maintain a "host family" accommodation database or other record system.

10.2 Post-16 students and young adult learners with SEND who are supported by the County Council in a residential setting should discuss the transport details with their case workers.

10.3 Care leavers are supported by their Social Worker and/or the Leaving Care service in finding accommodation when attending an agreed course. Options should be discussed with the appropriate contact.

10.4 The national Residential Support Scheme may provide additional assistance to eligible students who need to study away from home for a Level 2 or Level 3 qualification (equivalent to GCSEs and A levels). Further information and an application pack can be obtained by visiting [www.gov.uk/residential-support-scheme](http://www.gov.uk/residential-support-scheme)

11. What information is there about points of contact for students seeking transport support, e.g., Local Authority/college, bus company contacts?

Please see:

Appendix 2 for details of transport operators and concessions offered;  
Appendix 3 for school and college contact details and  
Appendix 4 for contact details of County Council services offering support.

Students will also find the [TravelineSouthEast](#) website helpful for planning any public transport journeys to and from school and college, or [National Rail Enquiries](#) for those travelling only by train.

## 12. Complaints and appeals

For Post-16 students complaints should be addressed in the first instance to the Pupil Support Office (contact details in Appendix 2). If still not satisfied a stage one appeal may be made to the Director of Education and Skills, County Hall, Chichester, West Sussex. Every effort will be made to resolve complaints but in some cases it may be necessary to refer the matter to a panel of elected members (stage two appeal).

## 13. Consultation

This statement will be revised during 2018-19 to produce a statement for the academic year 2019-2020. As part of this process, the County Council will consult relevant and interested parties including young people and parents. Consultation will be carried out through schools and other representative groups e.g., West Sussex Parent Carer Forum, but not exclusively.