



Derby City Council

Home to School Travel Assistance Post-16 Policy Statement 2024 – 25.

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Author	Tom Hay Commissioning Manager
Approver	Diane Whitehead Head of School Organisation & Provision.
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Home to School Travel Assistance Post-16 Policy Statement 2024 – 25.

Local authorities (LAs) do not have to provide free or subsidised Post 16 travel support, but they 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.

This policy statement supersedes all previous Derby City Council (The Council) travel assistance arrangements and entitlements.

When a young person begins post-16 education or training, the level of school travel support changes. It is for the Council to decide the level of support they offer, and these arrangements do not have to include free or subsidised travel. Funding of travel assistance for sixth form learners and adult learners is subject to annual budgets and financial affordability.

Derby City Council's priority objectives

Promotion of active and sustainable travel options, using Derby's extensive public travel network and frequent bus services, which operate to all sixth form schools and further education colleges, and with train services to colleges outside of Derby.

The vision is that young people travel independently to school or college, where there is the potential for this, using sustainable forms of travel and equipping them with essential skills for life.

Every young person in the city to achieve their full potential by raising expectations, achievement, and supporting them on their journey to independence.

Encourage independence in young people to develop their confidence and social skills, and increase their opportunities for continuing education, training and entering the world of work.

To manage public money responsibly and provide value for money services.

Contents	Page
Overview	1
Derby City Council Objectives	1
1. Support available for sixth form learners and adult learners	4
2. Travel Support from schools and colleges	5
3. Cycle schemes	5
4. The 16-19 Bursary Fund Support	6
5. Young parents/Care to Learn	6
6. Students with SEND	6
7. Eligibility criteria	7
8. Council funded travel assistance	8
9. How to Apply	8
10. Definitions	9
11. Independent Travel Training (ITT)	10
12. Personal Travel Budget (PTB)	11
13. Bus Pass	11
14. Mileage allowances	12
15. Council organised transport	13
16. Behaviour expectations	13
17. Appeals process	14
18. Fraudulent applications	15
19. Safeguarding	15

This policy statement provides information for: -

1. Learners of sixth form age: students aged 16 to 18, and 19+ if their full-time course started before their 19th birthday.
2. Adult learners: students aged 19-25, with an Education Health and Care Plan (EHCP) who commenced their full-time course on or after their 19th birthday.
3. Parents and carers of sixth form learners and adult learners – referred throughout this policy statement as 'parent'.

It is recommended that all applicants read this policy statement carefully to ensure that they are aware of the eligibility criteria and what discretionary travel assistance may be provided.

Applicants are advised to investigate all sources of alternative help, as well as local travel options, before applying to the Council for travel assistance. In all cases where assistance is sought from the Council, students and parents will need to demonstrate that they have exhausted all other options before applying.

1. Support available for sixth form learners and adult learners

- 1.1 This section of the post 16 policy statement is intended to inform sixth form and adult learners who live in Derby city about the range of travel assistance options available to support their attendance at a post-16 education setting. (*Section 509AA, 509AB and Section 508F Education Act 1996*).
- 1.2 The paragraphs below set out the support available from public transport providers, bursary funds, and college bus services that all sixth form and adult learners can access.

Concessionary tickets for young people aged 16-25 for public transport.

- **B-Line 2 card (16-19years only)**

All young people aged 16 years, up until their 19th birthday, who live in Derby City and are in full time education (min.16hrs per week), are entitled to a free B-line 2 card. A B-line 2 card reduces the cost of local bus and rail travel by up to 25%. This can be used on any day of the week and at any time of the day.

Apply through your school/college or visit:

[b_line discount travel card - Derbyshire County Council](#)

Note: The B-line 2 card is valid for journeys to/from some destinations outside Derby/Derbyshire, providing the journey starts or finishes in Derby/Derbyshire.

- **Arriva Midlands Student Saver Pass**

Arriva Student Saver tickets offer great savings for students aged 16+ at college, sixth form or university and they are valid for travel in the evenings and weekends too. Tickets are available termly, paid up front, or for the full academic year, paid monthly by Direct Debit. Arriva Student Saver Passes can be provided as a physical bus pass or as a mobile ticket on a smartphone with the free Arriva Bus App. Ticket prices are published during the summer term for the following academic year.

For full details visit: [Bus Passes for Students | Student Travel | Arriva Bus](#)

- **Mango Card**

Available on Trent Barton buses for travel throughout the Derby City area. Learners aged 16-19yrs get 25% off the single cash fare with a valid student ID card. Learners aged 19+ get 15% off the single cash fare with a valid student ID card. There are no time restrictions. Trent Barton offers comprehensive coverage of the Derby and Nottingham city areas, as well as routes in Nottinghamshire and Derbyshire.

For full details visit: <https://www.trentbarton.co.uk/fares-and-tickets/whatismango>.

2. Travel support to and from colleges

- 2.1 Derby College has a number of free shuttle buses running to and from campuses throughout the day. For further information contact Derby College directly.

Visit: [Transport-Getting to College - DCG \(derby-college.ac.uk\)](#)

Please note: Information is correct as at March 2024 and may be subject to change.

3. Cycle Schemes

- 3.1 **Cycle Derby** offers cycling opportunities for Derby City residents of any age and ability. Contact: Mark Smith, Sustainable Cycle Derby Education, Derby City Council mark.smith@derby.gov.uk or call 01332 641748.

visit: www.cyclederby.co.uk/friends

- 3.2 **Wheels 2 Work/Wheels to Learn** is a low-cost scooter and bicycle hire scheme that can provide access to work, education and training where public travel is not available.

Visit: www.wheelstowork.org

4. The 16 – 19 Bursary Fund Support

- 4.1 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:

Bursary for students in vulnerable groups: a bursary of up to £1,200 a year for young people in one or more of the defined vulnerable groups below:

- In care of the Local Authority / Looked After Child.
 - Care leaver.
 - In receipt of Income Support, or Universal Credit (UC) in their name.
 - In receipt of Disability Living Allowance (DLA), in their name, and either Employment and Support Allowance (ESA) or Universal Credit (UC).
 - In receipt of or Personal Independence payments (PIP) in their name.
- 4.2 **Discretionary bursaries:** sixth form schools and further education colleges will have their own criteria for discretionary bursaries for help with the cost of transport, meals, books, and equipment. They will look at individual needs and this usually includes the family household income.

To apply for a discretionary bursary young people must:

- Be aged 16-18
 - Be aged 19+ and continuing on a course they started aged 16 to 18 (known as being a '19+ continuer').
 - Have an Education, Health, and Care Plan (EHCP).
 - Be studying a full time programme (minimum 16 hours a week) that is funded by a government funding agency or the local authority, and subject to inspection to assure quality (for example, Ofsted).
- 4.3 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. Student services will advise about their criteria and evidence that will be required.
- 4.4 Further information can be found at www.gov.uk . Search for Post 16 Bursaries.

5. Young parents/ Care to Learn

- 5.1 If you are a young parent under 20yrs, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you are in learning. For more information visit: <https://www.gov.uk/care-to-learn/how-to-claim>.

6. Students with SEND may also be able to access the following:

6.1 Personal Independence Payment (PIP)

Post 16 students with a disability may be entitled to help with some of the extra costs caused by long-term ill health or a disability. The rate depends on how the condition affects the students, not the condition itself. PIP has replaced Disability Living Allowance (DLA). For more information visit: www.gov.uk/pip .

6.2 Access to Work

This scheme provides support to young people who have a physical or mental health condition or a disability to stay in paid employment (including apprenticeships). This can include travel costs. For more information visit: www.gov.uk/access-to-work

6.3 Gold Card

The English National Concessionary Travel Pass, known locally as 'Gold Card', is available for post-16 students with a disability. The Gold Card provides free travel throughout England on local buses after 9.30 am and up to 11.00 pm on weekdays, and any time at weekends and on bank holidays. All travel before 9.30am on weekdays will be charged at the normal fare.

For more information visit: [Gold Card bus pass for disabled people - Derby City Council](#)

Or call: 01332 640000

7. Eligibility Criteria

7.1 Local authority discretionary support may be offered to the following applicants. All applications are assessed on a case-by-case basis: -

- Sixth form learners with an EHCP on a full-time education course (minimum 16 hours per week).
- Learners aged 19+ and continuing on a course (minimum 16 hours per week).they started aged 16 to 18 (known as '19+ continuers').
- Adult learners with an EHCP, who started a full-time course after their 19th birthday (minimum 16 hours per week).
- Learners on a full-time education course (minimum 16 hours per week) who cannot reasonably be expected to walk or use public transport independently, due to a temporary or permanent disability, learning needs or medical condition. Note: Evidence must be provided to support the application.

8. Council funded travel assistance

- 8.1 Where the Council decides a sixth form learner or adult learner is eligible for council funded travel assistance, this will be provided in accordance with the Council's travel assistance offer set out below: -

Council funded travel assistance:

The standard offer of travel assistance for eligible sixth form and adult learners is a Personal Travel Budget (PTB). This is a direct payment to a parent or an adult learner. It replaces council organised transport (COT). A PTB is a council funded contribution towards the cost of making home to school/college travel arrangements independently of the council. Full details of how a PTB is calculated can be found in section 12.3.

Alternatively, an eligible sixth form learner or adult learner may be offered a mileage allowance, if the household has access to a vehicle, and the cost of a mileage allowance is less than a PTB.

Alternatively, an offer of a council funded bus pass may be made if an eligible sixth form learner or adult learner can travel on public transport independently, or accompanied, and the cost of a bus pass is less than a PTB.

Based on information and evidence provided in the online application form, the Council will use its discretion to determine the most suitable offer and the best use of council resources.

- 8.2 Any request for COT will be considered in exceptional cases. The Council will consider all exceptional circumstances on a case-by-case basis and based on evidence provided in support of the application.
- 8.3 When considering whether or not a case is exceptional, the Council will take into account all individual needs, on a case-by-case basis, to determine whether it is necessary to provide COT.

Usually, the Council do not consider the following as being exceptional circumstances, in their own right:

- single parent families.
- having other children to look after and/or at other schools.
- a parent's work commitments
- a parent's financial or benefits status
- a parent's social or other family commitments
- parent/learner unable to drive or with no access to a vehicle.

However, a family with a number of the circumstances listed above be could classed as an exceptional case.

- 8.5 Currently, the Council does not charge or seek a financial contribution towards the PTB or the cost of COT.

9. How to apply

- 9.1 Applications for post-16 travel assistance (sixth form learners and adult learners) must be made annually, using the online application – follow this link:
[Home to School Travel Assistance - Derby City Council](#)
- 9.2 The window for annual applications is between 01 April and 31 May. Applications received during this period will be assessed and a decision confirmed by 01 September.
- 9.3 Applications made outside of the application window will still be processed, however, decisions and travel assistance arrangements may not be confirmed and in place by 01 September.
- 9.4 Please note: If a learner's timetable is not available at the time of application, this will not delay the decision, but may delay the travel assistance offer being set up.
- 9.5 Travel assistance will only be considered from the home address named in the application.
- 9.6 Where joint residency arrangements apply, the home address will be the address used for the learner's GP registration.
- 9.7 The education setting must be named in section I of a learner's EHCP, which the Council has identified as the nearest suitable post-16 placement for the learner.
- 9.8 If two settings are named in section I of the EHCP, e.g., where the Council identifies the nearest suitable setting that meets need (setting A), but also names the parents' preferred setting, which is further away from the learners' home (setting B), the Council's obligation is to only consider applications for travel assistance to setting A.
- 9.9 Applicants who do not have access to the Internet, should use the free computer and Internet access, which is available at the Council House and at all Derby City Council library sites, to submit an online application.
- 9.10 The following situations will require a new application to be submitted:
- A change of home address
 - A change of education setting
 - A change in circumstances

10. Definitions

- 10.1 **Sixth form learner:** a young person aged 16-18 on a full-time education course (minimum 16 hours per week), or a young person aged 19+, with a current EHCP and continuing a full-time education course started before their 19th birthday.
- 10.2 **Adult learner:** a young person aged 19-25, started their current course after their 19th birthday and for whom an EHCP is maintained.
- 10.3 **Applicant:** parent, carer or adult learner aged 19 and above.

- 10.4 **Travel Assistance:** Council funded support through provision of a personal travel budget (PTB), a bus pass or a mileage allowance.
- 10.5 **Council Organised Transport:** provision of a specialised vehicle or a seat in a taxi or a minibus
- 10.6 **Full-time course:** minimum of 16 hours per week, funded by a government funding agency or the local authority, and subject to inspection to assure quality (e.g., Ofsted).
- 10.7 **Relevant education settings:**
- Academy or local authority sixth form colleges.
 - Further education settings.
 - An institution funded by the ESFA.
 - Learning providers delivering accredited programmes.
 - Other setting named in section I of an EHCP.
- 10.8 **Education and training does not include:**
- apprenticeships
 - work experience or work placements
 - open/induction days
 - extra-curricular or off-site courses or activities
 - taster days
 - trips and other enrichment activities
 - exams
 - journeys to or from medical or therapeutic appointments.

11. Independent Travel Training (ITT)

- 11.1 Independent Travel Training (ITT) is a bespoke and practical service that offers eligible learners a set of essential skills enabling them to travel independently by public transport, on foot or by bicycle. ITT aims to prepare learners to travel independently and without fear so they can get to their education setting, to work, and to social and leisure activities.
- 11.2 The Council's ITT service is delivered by Transition 2 who are experts in supporting learners with SEND.
- 11.3 Suitability for the programme will be jointly assessed by the Council, Transition 2, the education setting, the learner and their parent.
For more information visit: [Independent travel training - Derby City Council](#)
or email: schooltravel@derby.gov.uk or telephone: 01332 642716
Minicom 01332 640666
- 11.4 Please follow this link to make a referral for ITT
[Independent Travel Training Referral - myAccount \(derby.gov.uk\)](#) .

12. Personal Travel Budget (PTB)

- 12.1 A PTB is available to eligible sixth form and adult learners assessed under the sixth form age duty or the adult duty.
- 12.2 A PTB is a contribution to support families to make their own suitable travel arrangements between home and the education setting.
- 12.3 The PTB contribution is calculated using the distance between the young person's home address and their education setting, multiplied by the number of days they are required to attend each week. All PTB distance calculations are measured using the shortest available walking route according to Google Maps. See table below.

Derby City Council Annual PTB Contribution		
Single journeys miles travelled	Attending 5 days	Attending less than 5 days
0 – 1.9	£1,060	£860
2 – 4.9	£1,590	£1,272
5 – 10.9	£3,180	£2,544
11 – 15.9	£4,240	£3,392
16+	£5,300	£4,240

- 12.4 The annual payment amounts listed above are made in three instalments, at the beginning of each school term.
- 12.5 If the learner's application for a PTB is approved, parent must complete and submit the acceptance and BACS forms. The Council cannot make any payments until both forms have been returned. In year applications will be considered and, if eligible, payment will be backdated to the date the application was received.

13. Bus Pass

- 13.1 An eligible sixth form learner or adult learner will be offered an Arriva and/or Trent Barton bus pass where concessionary bus passes do not enable the learner to access the relevant education setting.

14. Mileage Allowance

- 14.1 Where a parent or learner has access to a vehicle and the Council decides that reimbursement of fuel costs is the most efficient use of its resources, the travel assistance offer will be a mileage allowance, based on the rates detailed below.

Derby City Council mileage allowance rates	
Total distance per day (max. 2 return journeys)	Amount payable per mile (£)
Up to 50 miles	£0.45
51-100 miles	£0.35
101-200 miles	£0.25
200 miles +	£0.15

- 14.2 The mileage allowance is based on a maximum of two return journeys for each school/college day that the young person attends, multiplied by the distance that the Council measures as being the shortest driving route (using Google Maps).
- 14.3 If a mileage allowance is approved, parent must complete and submit the acceptance and BACS forms. The Council cannot make any payments until both forms have been returned. In year applications will be considered and, if eligible, payment will be backdated to the date the application was received.
- 14.4 Advance payments are made at the beginning of each school term. The autumn term payment will be paid in full. Subsequent spring and summer term payments will be paid once attendance data has been received from the post 16 education setting. For non-attendance days from the previous term, this daily rate amount will be deducted from the next term's payment. Non-attendance days during the summer term will be deducted from the following autumn term payment where a learner is continuing a course at the same education setting.
- 14.5 If over payments are made on a mileage allowance, due to a learner's low or non-attendance, and this cannot be recovered through future mileage allowance deductions, the council's debt recovery team will seek reimbursement of any overpayment and reserve the right to take legal action where required.
- 14.6 Where two or more eligible learners from the same family attend the same post 16 education setting, a mileage allowance will be approved for one learner, because the eligible learners are expected to travel together.
- 14.7 Where two or more eligible learners from the same family qualify for travel assistance and they attend different post 16 education settings, the 'round trip' mileage will be calculated, and the mileage allowance will be paid on this basis. Spring and summer term advance payments are made after confirming both learners' attendance for the previous term.

15. Council Organised Transport (a specialist vehicle or seat in a taxi or minibus)

- 15.1 Learners may be required to share transport with other learners who attend different sites or who have different timetables. This could result in longer travelling times and waiting times.
- 15.2 Where COT is provided, the Home to School Travel Service expects the transport provider to use named drivers and passenger assistants (if applicable) to provide familiarity and continuity for service users.
- 15.3 COT arrangements (a specialist vehicle or seat in a taxi or minibus) is one return journey to and from the post 16 education setting, and is only provided at standard times, i.e., the start and end of the timetabled school/ college day.
- 15.4 Travel assistance for sixth form learners and adult learners in a residential education setting, named in their EHCP, will be limited to a maximum of six single journeys to and six single journeys from their residential placements. If a parent wishes to accompany the learner to the residential educational facility this will be done at their own expense.

16. Behaviour expectations

- 16.1 Discretionary transport arrangements and free bus passes are subject to good behaviour standards.
- 16.2 Where COT arrangements are in place for a sixth form learner or adult learner, they are expected to be ready and waiting for their transport to arrive at the agreed times. Drivers are contracted to wait for five minutes before leaving the property. After this, it becomes the responsibility of the parent to make travel arrangements for that day.
- 16.3 It is expected that for sixth form and adult learners who require supervision in the home, that a suitable adult will be at present at the home address at pick up and drop off times.
- 16.4 It is expected that all learners behave in a respectful manner to all transport staff and other passengers. All reported poor or disrespectful behaviour will be investigated.
- 16.5 Continued poor behaviour may result in the loss of travel assistance or COT. If this is withdrawn, parents will need to make alternative travel arrangements.
- 16.6 The withdrawal of travel assistance or COT does not imply that travel arrangements were not necessary and should not be provided. Rather, the withdrawal would be saying travel assistance was necessary and had been made, but that the learner's behaviour was such that they could not take advantage of it

17. Appeals Process

Stage One: Review by a Senior Officer

- 17.1 Applicants have 20 working days from the date of the travel assistance decision letter to complete the Stage One Appeal form.
Follow this link: [Appeal our decision - Derby City Council](#)
- 17.2 Applicants must provide as much detail and evidence as to why they believe the decision should be reviewed.
- 17.3 Within 20 working days of receiving the Stage One appeal form, a senior officer will review the original decision and send a detailed written notification, by email, of the review outcome, including information about how to proceed to Stage Two, if appropriate.
- 17.4 Applicants who need assistance with completing the Stage One Appeal form can contact the Derby Special Educational Needs & Disability, Information, Advice and Support Service (SENDIASS)
Telephone: 01332 641414 or Email: sendiass@derby.gov.uk
- 17.5 Please note that appeals cannot be made purely on the grounds of disagreeing with the policy.

Stage Two: Review by an independent appeal panel

- 17.6 Applicants have 20 working days, from the date of the Stage One appeal decision letter, to submit a Stage Two appeal.
Follow this link: [Appeal our decision - Derby City Council](#)
- 17.7 Within 40 working days of receipt of the request, applicants will be invited to a hearing with an independent appeal panel who will consider verbal and written representations from the parent and officers involved in the case.
- 17.8 The appeal panel members are independent of the original decision-making process, but not independent of the Council. They are suitably experienced to ensure a balance is achieved between meeting the needs of the young person and the Council. The independent appeal panel's decision is final and binding on all parties. Within 5 working days of the appeal hearing, applicants will be notified, by email, of the outcome of the appeal.
- 17.9 The appeal panel members are independent of the original decision-making process, but not independent of the Council. They are suitably experienced to ensure

a balance is achieved between meeting the needs of the young person and the Council. The independent appeal panel's decision is final and binding on all parties.

18. Fraudulent applications

- 18.1 Travel assistance or COT that has been agreed because of fraudulent information and evidence, will be withdrawn. The Council reserves the right to seek reimbursement of all costs that have been accrued fraudulently and to take legal action against any person who has made a fraudulent application for COT or travel assistance.

19. Safeguarding

- 19.1 Safeguarding learners is paramount and everyone's business. Please report any safeguarding concerns to the Home to School Travel Service(T) 01332 642716 (E) schooltravel@derby.gov.uk
- 19.2 Where COT arrangements are made, the Council will ensure that all vehicle drivers and passenger assistants have an 'Enhanced Child and Adult Workforce' Disclosure Barring Service (DBS) check and are signed up to the DBS update service. They will also hold an up-to-date Derby City Council safeguarding certificate.