

General Appeals Sub Committee

Agenda

Date:	Tuesday, 9th December, 2025
Time:	10.30 am
Venue:	The Capesthorne Room - Town Hall, Macclesfield, SK10 1EA

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 - MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Appointment of Chair**

To appoint a Chair for the meeting.

2. **Apologies for Absence**

3. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary interests, other registerable interests, and non-registerable interests in any item on the agenda.

4. **Public Speaking Time/Open Session**

In accordance with paragraph 2.24 of the Committee Procedural Rules and Appendix on Public Speaking, a total period of 15 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the body in question. Individual members of the public may speak for up to 2 minutes but the Chair will have the discretion to vary this where they consider it appropriate.

Members of the public wishing to speak are required to provide notice of this at least three clear working days in advance of the meeting and should include the question with that notice.

For requests for further information

Contact: Frances Handley

E-Mail: CheshireEastDemocraticServices@cheshireeast.gov.uk

5. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 as amended on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

PART 2 - MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT

6. **School Transport Appeals**

The Sub-Committee is asked to determine the following appeals against the decision of the Council not to offer assisted school transport.

The cases will be heard at the following times:

7. **Case 1 - 10.35am** (Pages 83 - 104)

Membership: Councillors , T Dean, E Gilman and B Puddicombe

Post-16 Education Travel Policy Statement September 2025

Cheshire East Council



www.cheshireeast.gov.uk

Open

Fair

Green

Document summary

This document provides travel information for young people in post-16 education, continuing learners aged 19 and those young people aged 19 – 25 (inclusive) with an Education Health Care Plan (EHCP).

Department Responsible: Education Travel Policies

Contact details: 01270 686521

Document first release: 25 March 2025

Published version: Version 4.0 25 March 2025

Contents

Introduction	3
1 . Aims and objectives.....	4
2 . Travel assistance and transport	5
3 . Travel support from schools and colleges	6
4. Support for students who turn 19 whilst continuing on a course	10
5. Mobility/independence training for students who face difficulty with transport	10
6 . Travel assistance provided by the local authority	11
7. Applying for local authority travel assistance	20
8. Appeals and complaints	25
9. Behaviour on transport provided by the local authority.....	25
Appendix A	26

Other related education travel policies:

[Compulsory School Age Education Travel Policy](#)

[Education Travel Payments Policy](#)

[Education Travel Behaviour Code](#)

[Education Travel Appeals and Complaints Policy](#)

[Sustainable Modes of Travel Strategy](#)

Introduction

The local authority does not have to provide free or subsidised post-16 travel support but has a duty to prepare and publish an annual transport policy statement setting out the arrangements for the provision of transport, or other support, that it considers necessary 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 Cheshire East Council considers it 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 local authority 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 local authority, for example, colleges, charities and private learning providers.

1 . Aims and objectives

1.1 The post-16 Travel Policy Statement reflects the Department for Education guidance.

1.2 This statement aims to share information from the local authority, schools, colleges and other relevant sources and describes the support available to young people entering or continuing with full-time post-16 education.

1.3 The statement also gives advice on the support available to learners with special educational needs or a disability and reinforces our commitment to encouraging independent travel options.

1.4 The overall intention of the 16-18 transport duty is to ensure that:

- learners of sixth form age are able to access the education and training of their choice
- if support for access is required, this will be assessed and provided where necessary.

1.5 The policy statement takes the following into account:

- young people are now required to stay in education or training until their 18th birthday. Local authorities are responsible for promoting the effective participation in education and training of young people who are subject to the duty to participate.
- under the September Guarantee, every young person aged 16 or 17 should be offered a suitable place in education or training - further details are available at www.gov.uk/government/publications/september-guarantee-offers-of-education-or-training-for-16-to-17-year-olds

1.6 Local authorities have a statutory duty to provide free transport for children of compulsory school age¹, subject to eligibility. However, travel assistance for 16–19-year-old students is discretionary. Local authorities have a duty to consider what assisted travel and support is necessary in their administrative area to facilitate a young person's participation in education and training.

¹ Compulsory school age begins at the beginning of the term following a child's 5th birthday and ceases on the last Friday in June in the school year when the child reaches the age of 16.

1.7 The policy statement applies to the academic year 2025-26.

2 . Travel assistance and transport

2.1 Travel Cheshire

Travel Cheshire is a website that provides information about local journeys – from cycling to driving and walking to public transport and includes a travel planner for working out the best way to make a journey in and around Cheshire.

www.travelcheshire.co.uk/

2.2 Public Transport

Some commercial transport operators offer discounts for regular travellers on their services. Further details about fares and concessions on commercial services can be obtained by contacting the operator direct or visiting Cheshire East Council's public transport website at www.cheshireeast.gov.uk/travel. This site is regularly updated and provides a wealth of information which will support students/families in seeking assistance to travel.

2.3 Traveline

This is a partnership of transport companies, local authorities and passenger groups that have come together to bring routes and times for different travel requirements <https://www.traveline.info/about-traveline/traveline-services/> or by telephone on 0871 200 2233. Calls are charged at 12 pence per minute from landlines and cost more from mobile phones as mobile phone companies may add their own access charge.

2.4 Rail Services

2.4.1 Young people aged 16 or 17 can enjoy 50% off standard anytime, off-peak, advance and season tickets with a 16-17 Saver, which is £30 and is valid for one year or until the young person's 18th birthday, whichever comes first. For more information see the 16-17 saver website at: <http://www.16-17saver.co.uk>

2.4.2 The Student Railcard offers considerable discounts over standard fares, but other cheaper fares are also available. For the best offers students should check with operators what choices are available for their journey at the time they wish to travel.

2.4.3 Information on student rail cards can be obtained via the Railcard website at: <http://www.16-25railcard.co.uk> . Additional information on rail fares and services can be obtained by ringing: 0870 608 2608.

2.5 Spare Seats

Where there is spare capacity on the local authority's school contracts, it may be possible for students to apply for a spare seat. The charge for a spare seat in 2025/26 is £900 per annum. Spare seat applications can be made online at https://www.cheshireeast.gov.uk/schools/school_transport/paid-for-seat-scheme.aspx

or by calling Cheshire East Council on 0300 123 5012. Spare seats can be paid for on a termly or annual basis.

2.6 Bus passes for disabled persons

Cheshire East Council offers bus pass concessions to permanent residents of the borough. Eligible Cheshire East residents can apply for a disabled person's bus pass via an online portal. You can also use the portal to replace lost or damaged cards (£10 fee applies). Cheshire East Council does not provide companion or plus 1 passes. You can find further details at:

https://www.cheshireeast.gov.uk/public_transport/concessionary_travel/bus-passes.aspx

3 . Travel support from schools and colleges

3.1 The 16-19 Bursary Fund

3.1.1 The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education. In order to be eligible for a bursary, you must:

- be at least 16 and under 19 on 31 August 2025
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check this

3.1.2 There are two types of 16 to 19 bursaries:

3.1.3 Type 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

3.1.4 Type 2: Discretionary bursaries, which schools and colleges award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

3.1.5 To be eligible for the discretionary bursary, each school or college will have their own criteria, but usually young people must:

- 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, **AND** one of the following:
- be aged 16 or over but under 19 at 31 August 2025 **OR**
- be aged 19 or over at 31 August 2025 and have an Education, Health and Care Plan (EHCP) **OR**
- be aged 19 or over at 31 August 2025 and continuing on a study programme they began aged 16 to 18 ('19+ continuers').

3.1.6 Schools and colleges are responsible for managing both types of bursaries. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

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

3.2 Young parents / Care to Learn

3.2.1 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.

3.2.2 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

3.2.3 Types of childcare

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

3.2.4 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

3.2.5 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.

3.2.6 Payments for travel costs go to your school or college – they will either pay you or arrange travel for you.

3.2.7 Attendance. Payments will stop if:

- you stop attending your course
- you finish your course

- your child stops attending childcare

3.2.8 Eligibility. You can qualify for the Care to Learn funding 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 have a legal right to live and study in England
- your course qualifies
- your childcare provider qualifies

3.2.9 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/family hubs

3.2.10 Young parents are also entitled to apply for an Under-19 Bus Only Ticket or those aged 19 and over can apply for the 19 – 25 card.

3.2.11 For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

3.3 The Student Bursary Support Service

The Student Bursary Support Service (SBSS) is an online service used to administer student support for the Care to Learn scheme and the 16 to 19 Bursary Fund for vulnerable students. The online system at www.gov.uk/guidance/student-bursary-support-service is for use by education institutions, childcare providers and for students. The system is easy to use, accessible and responsive. Alternatively, telephone 0800 121 8989 (NB students with queries about the 16 to 19 Bursary fund for vulnerable students should contact their education institution).

3.4 Help students can apply for if they need to travel to a course that is outside of Cheshire East

As each sixth form or college is responsible for setting their own eligibility criteria, students should contact the establishment they wish to attend to enquire about what support is available for students travelling from outside the area.

See **Appendix A** for further information.

4. Support for students who turn 19 whilst continuing on a course

4.1 It is the responsibility of sixth forms and further education colleges to decide how best to support their students who reach their 19th birthday whilst undertaking an education course and initial enquiries should be directed to individual providers.

4.2 For students aged 19-25 with an Education and Health Care Plan (EHCP) attending sixth form, college or other training providers, the local authority will consider arrangements for the provision of assisted travel, as necessary, and in accordance with the policy for students with SEND, as set out in this statement.

4.3. How 19-25 students will be assessed for support

It will be a matter for individual sixth forms and further education colleges to determine the level of support they make available, along with any associated eligibility criteria and to communicate this to students. Eligibility criteria may differ between establishments and will depend on the level of funds made available by each provider and how they believe they can best support students travel needs.

5. Mobility/independence training for students who face difficulty with transport

5.1 Personal independence is a vital part of preparing for adulthood. All students, particularly those aged between 16 and 20 years, are encouraged to consider strategies to develop independence during their time at college. One way in which this is most effectively demonstrated is through independent travel to and from the college. Indeed, many of the skills needed to achieve this goal are transferable and of utmost importance in everyday life.

5.2 Courses on life skills may be offered at colleges in Cheshire and a limited amount of independent travel training can be included in the syllabus. Potential students should enquire at their local college to see what is offered.

5.3 Sustainable transport: Sustrans (<https://www.sustrans.org.uk/>) is the leading sustainable transport charity that provides practical advice for parents and young people to increase confidence in walking and cycling.

5.4 Students should contact the post-16 provider to discuss options such as the provision and availability of peripatetic teachers, mobile provision and e-learning options.

6 . Travel assistance provided by the local authority

6.1 Local authority support for young people without special educational needs or disabilities

6.1.1 The provision of free or subsidised travel assistance for all post-16 learners is not a statutory duty. In Cheshire East this will not normally be provided for mainstream students or students who were not eligible for free home to school travel when they were of compulsory school age (5-16 years).

6.1.2 The policy statement, however, provides information for certain students on the process of applying for transport assistance from the local authority.

6.1.3 The policy statement also provides all Cheshire East post-16 students and their parents with information about where to access the most up to date transport and travel information, as provided by the local authority, schools, and colleges of further education, transport providers and other relevant sources.

6.1.4 Cheshire East Council will, wherever possible, promote the use of concessions when agreeing to assisted travel. In addition, some sixth forms and further education colleges may operate or contract their own transport services where concessions apply. Appendix A contains a list of post-16 education providers in the area who regularly admit Cheshire East students.

6.1.5 Travel with any discounted passes or concessions will be subject to the terms of carriage by the operator. Students should contact the operator directly to enquire about any day/time restrictions.

6.1.6 Details of routes may be available on the individual sixth form or further education college website or by contacting the establishment directly. Students may wish to make enquiries with their chosen sixth form or further education college about what support is available to them.

6.2 Local authority support for learners with special educational needs or a disability (SEND)

6.2.1 This section provides details of support available from the local authority for young people with SEND including age ranges considered, criteria for eligibility, review information and types of travel support available.

6.2.2 This policy statement provides information for Cheshire East students and their parents² about the travel assistance available to them when continuing in education or training beyond compulsory school age³. It relates to post-16 learners who are:

- aged 16-18 years of age including those with special educational needs and disabilities
- aged 19 years of age including those with special educational needs and disabilities who started a course before their 19th birthday and who continue to attend that course

² Includes natural parent, person with parental responsibility and a carer, as defined in Section 576 of the Education Act 1996. Further Information is published on the <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility#whoisaparent>

³ A person begins to be of compulsory school age—

(a) when he attains the age of five, if he attains that age on a prescribed day, and

(b) otherwise at the beginning of the prescribed day next following his attaining that age.]

(3) A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year—

(a) if he attains the age of 16 after that day but before the beginning of the school year next following,

(b) if he attains that age on that day, or

(c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age

- Adults under 25 years of age, including those with special educational needs and disabilities, with or without an Education and Health Care Plan (EHCP) who wish to attend an educational course.

6.2.3 The policy statement provides information for certain students on the process of accessing a financial contribution from the local authority towards travel needs.

6.2.4 When a young person starts post-16 education, local authorities no longer have to provide free travel support to their educational placement – any such provision is discretionary and will not normally be provided for mainstream students or students who were not eligible for free home to school travel when they were of compulsory school age (5-16 years).

6.2.5 As part of a young person's transition to adulthood, Cheshire East Council encourages as many young people with Special Educational Needs and/or Disability (SEND) as possible to have started to travel independently by the time they reach college age. Independent Travel Training may be available for those who may benefit, to support transition, including local schools and colleges.

6.2.6 Parents and their children are advised to consider the journey to their preferred placement when making decisions about post-16 education and training. The nearest suitable school or college is defined in section 6.12.5 of this policy statement.

6.2.7 Cheshire East Council understands that there will be post-16 students with SEND who will not be able to travel independently to their place of learning and, in such cases, the local authority may provide travel assistance primarily in the form of a personal travel budget (PTB). In cases where a PTB is not suitable, parents and carers can appeal, as detailed in section 8.1.

6.2.8 The local authority may arrange travel assistance from a suitable pick-up point rather than the home address. The responsibility for a young person's safety in getting to and from the pick-up point is the parents'.

6.3 Personal travel budget (PTB)

6.3.1 The local authority will provide assistance primarily in the form of a personal travel budget (PTB) to all eligible post-16 students where this is deemed to be the lowest cost option. The local authority may arrange the transport rather than offer a PTB where one or more young people are attending the same educational establishment. This is at the discretion of the local authority.

6.3.2 Exceptions to this will be considered as part of the Appeals and Complaints process and may include circumstances such as the nearest suitable school/college being a substantial distance from home, the need for a specialist vehicle, or financial hardship. It is expected that applicants on the grounds of financial hardship will have already applied for bursary assistance from their school/college before requesting additional support from the local authority.

6.3.3 A PTB is a payment made directly to a parent/carer in order to facilitate the transportation of a student to school or college.

6.3.4 The payment will be based on a mileage rate of 45 pence per mile. The total payment will be based on 2 return journeys per day of attendance with a maximum 190 days for an academic year. Please note: some schools and colleges operate a shorter academic year than 190 days, and some students do not attend 5 days per week. For example, if the distance from your home to school/college is 10 miles then the daily payment would be 2 return journeys i.e 40 miles x 45 pence per mile = £18 per day.

6.3.5 The value of a PTB can be set at a higher level in exceptional circumstances. The value of the PTB can be flexible to allow for the fact that more specialised vehicles or personal assistance may be required. The rate of payment will be determined by taking into account the personal circumstances of the family and any additional costs that may be incurred.

6.3.6 Payments will be made as per the [Education Travel Payments Policy](https://www.cheshireeast.gov.uk/pdf/schools/school-travel-policies/education-travel-payment-policy-2023-v2.pdf). (<https://www.cheshireeast.gov.uk/pdf/schools/school-travel-policies/education-travel-payment-policy-2023-v2.pdf>)

6.3.7 Benefits of a PTB:

6.3.8 A PTB provides families with the flexibility to make travel arrangements to suit their needs, for example:

- pay for the costs of driving your child to school / college
- give to a family member or friend so they can take your child to school/college
- arrange shared travel arrangements with other parents
- provide childcare facilities, such as breakfast/after school clubs for siblings to enable parents/carers to take their child to school/college
- pay for anything else that works for your family

6.3.9 The process of claiming a PTB has been simplified and parents / carers will receive regular payments over 11 months. The amount was also increased in September 2023 from 25p per mile to 45p per mile. Further details can be found below in section 7.6.

6.4 Financial contribution required

6.4.1 If the lowest cost option (as deemed by the local authority) is for the local authority to provide transport, then for students aged 16-18 year old and those aged 19 who are continuing learners, a financial contribution of £900 per annum is payable. Payment may be made termly, half-termly, for the full-year or **by Direct Debit (10 monthly instalments)**.

6.4.2 For the academic year 2023-24, the average cost of transporting post-16 students (16 to 25 years) was £9,840 per person.

6.5 Low income

Local authorities are expected to target any support on those young people, and their families, who need it most, particularly those with a low income. Learners, and their families, may apply for assistance via the 16-19 bursary fund, the details of which are provided in **Section 3**.

Families with low income are encouraged to contact the school/college directly and request assistance from them in relation to the 16-19 bursary fund.

6.6 Refunds

6.6.1 Where a financial contribution has been made for the full year by parents and circumstances change resulting in travel assistance no longer being required, a request for a pro-rata refund will be considered.

6.6.2 A partial refund may be made when a student leaves their educational course and no longer requires transport. The partial refund will reflect the notice period given to the local authority and the notice period required to be given to the transport operator.

6.6.3 Refunds will **not** be given in the following circumstances:

- Student does not access the transport provided by the local authority either due to sickness or non-attendance
- Where the cost of cancelling the travel assistance provided by the local authority exceeds the pro-rata refund being requested

6.7 Independent Travel training

Where the local authority deems it to be appropriate, students who have not previously accessed public transport for home-to-school travel may be offered independent travel training (ITT). The local authority will consider the learner's individual needs in making its assessment. If a student is identified as ready to undertake ITT, refusal to participate may affect any future applications for travel assistance.

6.8 Apprenticeships

The local authority does not provide travel assistance for young people participating in apprenticeships. Information on arrangements available to support learners undertaking apprenticeships and traineeships is published online at

<https://www.gov.uk/become-apprentice>

6.9 Not in education, employment or training (NEET)

For those young people aged 16-24 who are not in education, employment or training (NEET) or at risk of becoming so, it is recognised that travel should not be a

barrier to accessing education and applications will be considered on a case-by-case basis.

6.10 Supported Internships

For those young people who have secured a supported internship through the local authority, it is recognised that travel should not be a barrier to accessing the provision, and applications will be considered on a case-by-case basis. Travel support will only be considered to the educational element of the internship and will not be available to the workplace. Other support is available to access the workplace for supported internships. You can find further information at the following link:

https://www.cheshireeast.gov.uk/jobs_and_careers/supported_employment/supporte_d_employment.aspx

6.11 Cared-for children

6.11.1 For cared-for children, where Cheshire East Council is the corporate parent, eligibility for support may depend upon the type of foster care placement that the young person is residing in and the framework agreements that support those placements.

6.11.2 Cheshire East Foster Carers of eligible Post-16 learners will be exempt from making the financial contribution. Independent Foster Carers will be required to pay the financial contribution.

6.11.3 For young people who are care-leavers, the responsibility for the payment of the financial contribution will be considered on a case-by-case basis.

6.12 Eligibility for travel assistance

6.12.1 Cheshire East Council understands that there will be post-16 students with SEND who will not be able to travel independently to their place of learning and, in such cases, will consider assistance.

6.12.2 Students aged 16-18 with an EHCP who may be entitled to subsidised travel assistance from the local authority are those:

- that cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety concerns related to their SEN or disability
- and where no other suitable transport arrangement is already in place, such as a transport service provided by the school or college.

6.12.3 Students aged 19 with an EHCP who may be entitled to subsidised travel assistance from the local authority are those:

- that cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety concerns related to their SEN or disability
- and where no other suitable transport arrangement is already in place
- and who started a course before their 19th birthday and who continue to attend that course.

6.12.4 Adult learners aged between 19 and 25 years of age who may be entitled to travel assistance from the local authority are those:

- where the local authority considers it necessary to make travel arrangements to enable them to attend maintained or further education colleges; or
- the young person has an EHCP and is attending an institution outside the further or higher education sector and the local authority has secured the provision of that education or training and the provision of boarding accommodation in connection with that education or training.
- Where the local authority considers it necessary to make those arrangements, any transport provided will be free of charge. For all other successful applications, a financial contribution will be offered.

6.12.5 In addition, the education or learning establishment must be:

- the nearest suitable publicly funded school sixth form⁴ offering the same course or similar; or

⁴ A local authority maintained school or an academy (including a free school, studio school or University Technical College).

- the nearest suitable publicly funded college of further education offering the same course or similar; or
- an establishment where the young person is receiving education outside the further and higher education sector and the course/programme of study has been secured by the local authority and includes boarding accommodation.

6.12.6 If an eligible student or their parents choose/secure a place at an education or training establishment that does not fall within these arrangements, transport assistance may not be agreed.

6.12.7 For an application to be accepted, the student must be enrolled onto a full-time course/programme of study, scheduled to provide at least 540 directed learning hours over 30 or more weeks. In exceptional circumstances, for example where a break in learning is required for medical needs, an application will be accepted for a shorter attendance period. Details must be included in the application.

6.12.8 Travel assistance is not normally provided for part-time courses, higher education, or privately funded education.

6.12.9 For eligible young people, the local authority will provide travel assistance for the start and end of the school/college day only. Travel assistance during the day between schools or to other specialist provision is the schools' responsibility. Travel outside the usual school/college start and finish times will be the parent or young person's responsibility.

6.12.10 The student's permanent home address must be in the Cheshire East administrative boundary. The student's place of residence may be the address of the parent with whom the student is permanently resident. Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which may include verifying addresses against council tax records.

Where a student lives between two addresses, the permanent home address will be taken to be where the student wakes up for the majority of the week (Monday to Friday) and it is this address that will be used for transport purposes. If it is not possible to determine which is the permanent address by this test, then residence will be determined based on where the student is registered for purposes of child benefit (if applicable) or where the student is registered for GP purposes.

6.12.11 If you are not eligible or disagree with the type of travel assistance being offered, please refer to the Appeals and Complaints Policy (<https://www.cheshireeast.gov.uk/pdf/schools/school-travel-policies/education-travel-appeals-and-complaints-policy.pdf>)

7. Applying for local authority travel assistance

7.1 Applications are welcomed from 1 April 2025. Applications received between 1 April 2025 and 30 June 2025 will be assessed regularly, and applicants will be notified of their eligibility for travel assistance within 4 weeks of the application being received. Successful applicants will be notified in July 2025 regarding the type of travel assistance being offered.

7.2 Applications received after 30 June 2025 will be assessed as soon as possible; however, applicants may not be notified of the decision until after the young person's educational placement for 2025/26 has started. In these circumstances, the parent/carer will be responsible for all travel arrangements and costs until the local authority has had the opportunity to review the application. Therefore, the local authority encourages applications as soon as the educational placement has been confirmed.

7.3 Online applications can be made using the following link : [Post-16 Travel Assistance Application Form](#)

7.4 If you are unable to complete the application online, please contact the Education Travel Policies team on 01270 686521 or email EducationTravelPolicies@cheshireeast.gov.uk with your name and contact number and we will call you to complete the application over the telephone.

7.5 When students should start to apply for transport support

It would be advisable to contact the preferred sixth form or further education college as soon as possible to enquire about what transport support may be available. The individual sixth form or college will be able to advise students of how and when to make an application for transport support.

7.6 Students applying to the local authority on the grounds of SEND will need to make their applications to the local authority as described in section 7.

7.7 Help available for students who attend a further education institution which is beyond reasonable daily travelling distance and they need to stay away

Where a student with disabilities and/or special educational needs is placed at an establishment providing further education which is beyond reasonable daily travelling distance, the local authority will consider applications for travel assistance to and from their residential education setting for the student, depending upon level of need. This could mean travel assistance at the beginning and end of each week, half-term or term. Any arrangements would then be regularly monitored.

7.8 Applying for Travel Assistance

7.8.1 Applications for travel assistance must be made every year using the forms available on Cheshire East Council's website at

https://form.cheshireeast.gov.uk/service/Post_16_transport_application

or by request to 0300 123 5012.

7.8.2 Year 11 students moving into a post-16 placement must complete an application form to request continuing support in Year 12 and 13, even if they are remaining in the same educational establishment. Students continuing on a post-16 course already in receipt of travel assistance will be required to submit a fresh application every year.

7.8.3 Where circumstances change mid-year, a fresh application will be required. A change in circumstances may be a change in course, residential address or educational establishment.

7.8.4 In every case, travel assistance will be reviewed following a house move, change in placement or course, or a change in the student's needs (condition, medication or equipment) or any other change in circumstances which may be relevant. Until the new application has been assessed, parent/carers will be responsible for all travel arrangements.

7.8.5 Parents are obliged to inform the local authority of any such changes as soon as possible. The local authority may undertake checks to ensure circumstances have not changed.

7.8.6 Where the change in circumstances removes eligibility for travel assistance the removal of that assistance will normally be subject to a 12 weeks' notice period. The exceptions to this notice period allowing that assistance to be withdrawn with immediate effect include:

- Change of school;
- Where the normal place of residence has changed
- Where incorrect, misleading or potentially fraudulent information has been used to determine eligibility
- Where, for any reason, travel assistance has been approved/provided in error, the local authority reserves the right to withdraw that provision.

7.8.7 All applications for travel assistance must be supported by appropriate evidence, such as medical documentation, Personal Independence Payments (PIP) or need for specialised vehicle. Each application will be considered by the local authority's Travel Assistance Panel. Applications will be assessed on an individual basis, using any evidence provided to identify particular travel requirements.

7.8.8 In all cases, specific and up to date evidence from relevant health and/or educational appropriate professionals supporting the student will be required. Other supporting evidence may be requested to assist the panel in its decision making.

7.8.9 Information about receipt of a Personal Independence Payment (PIP) must also be provided for consideration by the Travel Assistance Panel.

7.8.10 The provision of transport, rather than a PTB, will only be considered if this is the most cost-effective method of travel support or in exceptional circumstances.

When reviewing exceptions, the following may be taken into consideration:

- The student's ability to use public transport, either accompanied or unaccompanied by a responsible adult;
- Need for a specialist vehicle;
- The family's access to a suitable vehicle
- The length or complexity of the journey. Best practice suggests that a young person of sixth form age may reasonably be expected to travel up to 75 minutes each way to access learning. If parents or other family members are unable to take the student to their education/learning establishment, this must be fully explained in the application;
- The student's need for a passenger assistant to administer emergency medicine;
- Those that live in particularly rural areas where the transport infrastructure is more limited
- Financial circumstances of the family;
- Other circumstances relevant to each case including why the PTB may not be appropriate.

7.8.11 Where the decision is made to provide transport rather than PTB, the local authority will arrange suitable travel to the nearest suitable establishment, subject to a financial contribution being paid. The level of financial contribution required from parents/carers of learners aged 16-19 will be comparable to the cost incurred by other parents who purchase a spare seat on transport arranged for home to school travel. The level of financial contribution is £900 per annum. Failure to make the financial contribution or maintain the flexible payment terms may result in travel assistance being withdrawn.

7.8.12 Parents/carers have the choice to pay online for school transport, in advance, either annually, termly or half-termly. There may be the possibility of paying the financial contribution by monthly direct debit.

7.8.13 Cheshire East foster carers of eligible post-16 learners will be exempt from making this financial contribution when travel assistance is arranged by Cheshire East Council and the young person is residing within Cheshire East. Independent Foster Carers will be required to pay the financial contribution

7.9 Personal Travel Budget (PTB)

7.9.1 Parents will be asked to sign and return a BACs form (Bankers Automated Clearing System) to allow the local authority to set up payment arrangements. On receipt of all relevant documentation, the local authority will set up payment arrangements in readiness of parent/carers submitting a PTB claim. This may delay the payment of the first claim. Payments will be paid by bank transfer. Payments will not be back dated.

7.9.2 Parents can submit PTB claims as soon after the end of the month to which the claim refers. PTB claims older than 3 months may not be paid. Payments will be paid by bank transfer as soon as is reasonably practical to do so. Payments will not be back dated._

7.9.3 By submitting a PTB claim, parents are confirming that their child has been attending school. The local authority may check claims against student attendance data.

7.9.4 The PTB can be withdrawn by the Local Authority if the pupil has not been attending school or if previous claims have resulted in an over payment. PTB claims forms may need to be checked by other teams prior to payment being authorised for payment.

7.9.5 Each month the parent/carer will confirm that their child has been attending school, by completing a claim form and advising the dates on which the child has

attended school. The parent/carers will submit a copy of this form via email to schooltransport@cheshireeast.gov.uk

7.9.6 There should not be any tax or benefit implications for parents in receipt of a payment. However, it is a parent/carers' responsibility to check that this is the case in their personal circumstances.

8. Appeals and complaints

8.1 Parents/carers and students may request a review or appeal against the decision of the local authority in relation to travel assistance, or type of travel assistance, offered to post-16 students. Details of the process can be found in the **Education Travel Appeals and Complaints Policy**

(<https://www.cheshireeast.gov.uk/pdf/schools/school-travel-policies/education-travel-appeals-and-complaints-policy.pdf>) . You can also find the appeals request forms on our web page at

https://www.cheshireeast.gov.uk/schools/school_transport/appeals.aspx

8.2 Any complaints in relation to the level of support available for mainstream post-16 students should be directed to the individual school or college.

9. Behaviour on transport provided by the local authority

Incidents on school or college transport will be managed in accordance with the local authority's **Education Travel Behaviour Code**

(https://www.cheshireeast.gov.uk/schools/school_transport/school-transport-policies.aspx)

Appendix A

A list of both mainstream and specialist schools and colleges with post-16 provision, both within Cheshire East and outside of the Cheshire East boundary.

Appendix A

Special Schools within Cheshire East

Adelaide School

Adelaide Street, Crewe CW1 3DT

For further information call 01270 260680 or visit

<http://www.adelaideschool.net/>

Adelaide Heath Academy

Longridge, Knutsford WA16 8PA

For further information call 01565 746946 or visit

<https://www.adelaideheathacademy.net/>

Church Lawton School

Cherry Tree Avenue, Church Lawton, Cheshire ST7 3EL

For further information call 01270 877601 or visit

<https://www.churchlawtonschool.org.uk/>

David Lewis College

Mill Lane, Alderley Edge, Cheshire SK9 7UD

For further information call 01565 640000 or visit

<https://www.davidlewis.org.uk/>

Lavender Field School

Samuel Street, Crewe CW1 3AE

For further information call 01270 439005 or visit

<https://www.lavenderfieldschool.co.uk/>

Park Lane School

Park Lane, Macclesfield SK11 8JR

For further information call 01625 801964 or visit

www.parklaneschool.co.uk

Springfield School

Crewe Green Road, Crewe CW1 5HS

For further information call 01270 691900 or visit

[Springfield School - Home](#)

Mainstream Schools and Colleges within Cheshire East

Mainstream schools and colleges providing post-16 education and training have supplied the following information about the travel assistance they intend to provide during the 2025-26 academic year. Additional information may be available at open evenings held at the school/college.

All Hallows Catholic College

Brooklands Avenue, Macclesfield. SK11 8LB

Sixth form students travelling to All Hallows Catholic College are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available.

For more information, access the college website or call 01625 426138.

[Welcome | AHCC-2024](#)

Alsager School

Hassall Road, Alsager. ST7 2HR

Sixth form students travelling to Alsager Sixth Form College are able to access a mixture of privately arranged, local authority or service routes depending on the location.

For more information, access the school website or call 01270 871100

<https://www.alsagerschool.org/parents/transport/>

Brine Leas School & Sixth Form College

Audlem Road, Nantwich CW5 7DY

Sixth form students travelling to Brine Leas School are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available. For more information, access the school website <http://brineleas.co.uk> or call 01270 625663

Or for information on how to access transport for the main school, please contact Cheshire East Transport Services on 0300 123 5012

[School bus services](#)

Cheshire College, South and West

Dane Bank Avenue, Crewe CW2 8AB

All 16–19-year-old students enrolled on a full-time course will be eligible to access free transport to and from College from a range of areas within Cheshire East and beyond including Shropshire and Staffordshire.

For more information, access the college website or call 01270 654654

<https://www.ccsw.ac.uk/life-at-ccsw/support/financial-support/>

Congleton High School

Box Lane, Congleton CW12 4NS

Sixth form students travelling to Congleton High School are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat. Free travel home may be available when students attend or assist with after school activities and clubs. Applications are invited for the Transport Bursary Fund.

For more information, access the school website or call 01260 730123

<https://congletonhigh.com/sixth-form/student-support>

Crewe Engineering & Design UTC

West Street, Crewe, Cheshire CW1 2PZ

Sixth form students travelling to Crewe Engineering and Design UTC are able to access a range of public transport including buses and trains as used by younger students, either by paying a daily fare or purchasing a seat, if available.

The University Technical College does not provide any direct transport to and from the college site. Travel maybe subsidised if you are eligible for a bursary and applications for travel bursaries are invited.

For more information, access the college website or call 01270 218150

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

Eaton Bank Academy

Jackson Road, Congleton CW12 1NT

Sixth form students travelling to Eaton Bank Academy are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available. Transport home may be available when students attend or assist with after school activities and clubs.

For more information, access the academy website or call 01260 273000

<https://www.eatonbankacademy.org/about-us/school-transport/>

Holmes Chapel Comprehensive School and 6th Form College

Selkirk Drive, Holmes Chapel CW4 7DX

Sixth form students travelling to Holmes Chapel Comprehensive School and Sixth Form College are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available.

The school also arranges transport to and from Wincham.

For more information, access the school website or call 01477 689500

<https://www.hc6f.co.uk/information>

Knutsford Academy College and Studio School

Bexton Road, Knutsford WA16 0AE

Sixth form students travelling to Knutsford Academy and Studio School are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available.

For more information, access the school website or call 01565 633294

<https://www.knutsfordacademy.org.uk/>

Macclesfield College of Further and Higher Education

Park Lane, Macclesfield SK11 8LF

Macclesfield College provides a subsidised bus service for full-time 16-18 year old students who live outside a three mile radius of the College.

For more information, access the college website or call 01625 410000

<https://macclesfield.ac.uk>

Malbank School & Sixth Form College

Welsh Row, Nantwich CW5 5HD

Sixth form students travelling to Malbank School & Sixth Form College are able to access transport to and from a number of local areas including Crewe, Wrenbury, Shavington, Wistaston and Willaston. The college does offer financial support for travel to college, subject to means testing.

For more information, access the school website or call 01270 611009

<https://www.malbank.com/page/?title=School+Transport+Information&pid=122>

Poynton High School & Performing Arts College

Yew Tree Lane, Poynton SK12 1PU

Sixth form students travelling to Poynton High School and Performing Arts College are able to access the transport used by younger students through the guaranteed seat system, by purchasing a travel ticket via

<https://www.phs.cheshire.sch.uk/parents/transport-information> Transport is available from Disley, Bollington, Marple, Macclesfield and Cheadle Hulme.

For more information, access the school website or call 01625 871811

<https://www.phs.cheshire.sch.uk/page/?title=Transport+Information&pid=41>

Reaseheath College

Nantwich CW5 6DF

Students travelling to Reaseheath College are able to access dedicated college buses to and from locations within Cheshire East and other areas including Stoke, Staffordshire, Chester, Warrington and Ellesmere Port.

For more information, access the college website or call 01270 625131

[Getting to Reaseheath - Reaseheath College](#)

Sandbach School (Boys)

Crewe Road, Sandbach CW11 3NS

Sixth form students travelling to Sandbach School are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available.

For more information, access the school website or call 01270 758870

<https://sandbachschool.org/parents-students/transport/>

Sandbach High School & Sixth Form College

Middlewich Road, Sandbach CW11 3NT

Sixth form students travelling to Sandbach High School and Sixth Form College are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available

For more information, access the school website or call 01270 765031

<http://sandbachhigh.co.uk/transport/>

The Fallibroome Academy

Priory Lane, Macclesfield SK10 4AF

Sixth form students travelling to Fallibroome Academy and Sixth Form College are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available.

The school also has very limited availability on private transport to and from Wilmslow. Priority will be given to those students on bursaries.

For more information, please call 01625 827898 For more information, access the college website or call 01625 827898 <https://fallibroome.academy/transport/>

Tytherington High School

Manchester Road, Macclesfield SK10 2EE

Sixth form students travelling to Tytherington High School are able to access the transport used by younger students, either by paying a daily fare where available or purchasing a spare seat, if available.

For more information, access the college website or call 01625 610220

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

Wilmslow High School

Holly Road, Wilmslow SK9 1LZ

6th form students travelling to Wilmslow High School are able to use public transport, paying a daily fare at a discounted student rate. Wilmslow Train Station is a short walk from the school and there are a number of bus routes that serve the local area.

For more information, access the school website or call 01625 526191

<http://www.wilmslowhigh.com/about-us>

Schools and Colleges Outside of Cheshire East

The following public information has been compiled to enable ease of access for learners and their parents.

Aquinas College

Nangreave Road, Stockport SK2 6TH

For further information call 0161 483 3237 or visit

<http://www.aquinas.ac.uk/>

Aurora School - Hanley (Part of the Aurora Group)

Cambrian Way, off Eaves Lane, Bucknall, Stoke-on-Trent ST2 8PQ

For further information call 01782 973 737 or visit

<https://www.theauroragroup.co.uk/services/schools/hanley-school>

Bishop Heber High School

Chester Road, Malpas SY14 8JD

For further information call 01948 860571 or visit

<https://www.bishopheber.cheshire.sch.uk/>

Buxton & Leek College

Buxton Campus: Devonshire Road, Buxton, Derbyshire SK17 6RY

Leek Campus: Stockwell Street, Leek, Staffordshire ST13 6DP

For further information call 0800 074 0099

<https://www.blc.ac.uk/>

Cheadle College (part of the Trafford College Group)

Cheadle Road, Cheadle Hulme, Stockport SK8 5HA

For further information call 0161 486 4600

<https://cheadle.tscg.ac.uk>

City of Stoke-on-Trent Sixth Form College

Leek Road, Stoke-on-Trent ST4 2RU

For further information call 01782 848736 or visit

<http://www.stokesfc.ac.uk/contact/getting-here/>

Greenbank School

Greenbank Lane, Hartford, Northwich, Cheshire CW8 1LD

For further information call 01606 663820

<http://www.greenbankschool.org/>

Hebden Green Community School

Woodford Lane West, Winsford CW7 4EJ

For further information call 01606 594221

<http://www.hebdengreen.cheshire.sch.uk/>

Inscape House School (part of Together Trust)

Trust Centre, Schools Hill, Cheadle, Cheshire SK8 1JE

For further information call 0161 283 4750 or visit

<https://www.togethertrust.org.uk/inscape-house-school>

The Meadows School

Springfield Road, Leek, Staffordshire ST13 6EU

For further information call 01538 225060, or visit

<https://themeadows.manorhall.academy/>

Newfriars College (Formerly Blackfriars FE Department)

Castle Grove off Newhouse Road, Bucknall, Stoke-on-Trent ST2 8BH

For further information, call 01782 987 180 or visit

<https://www.newfriarscollege.org.uk/>

Oaklands School

Montgomery Way, Winsford, Cheshire CW7 1NU

For further information call 01606 551 048 or visit

<https://www.oaklandsschool.org.uk/>

Petty Pool College

Pool Lane, Sandiway, Cheshire CW8 2DR

For further information call 01606 889097 or visit

<https://www.pettypool.org.uk/>

Pinc College (formerly known as Project Inc.)

The Heritage Centre, Rose Street, Macclesfield SK11 6UT

For further information call 0161 667 0910 or visit

[Home - Pinc College](#)

Seashell Trust

Stanley Road, Cheadle Hulme, Cheshire SK8 6RQ

For further information call 0161 610 0100 or visit

<https://www.seashelltrust.org.uk/>

Sir John Deane's College

Monarch Drive, Kingsmead, Northwich CW9 8AF

For further information call 01606 810020 or visit

<http://www.sjd.ac.uk/search/transport>

St Nicholas Catholic High School & Sixth Form College

Greenbank Lane, Northwich CW8 1JW

For further information call 01606 706000 or visit

<https://st-nicholas.cheshire.sch.uk>

Stockport College

Wellington Road South, Stockport SK1 3UQ

For further information call 0161 296 5000 or visit

<https://stockport.tscg.ac.uk>

Stoke-on-Trent College

Cauldon Campus - Stoke Road, Stoke-on-Trent ST4 2DG

Burslem Campus - Moorland Road, Stoke-on-Trent ST6 1JJ

For further information call 01782 208 208 or visit

<https://www.stokecollege.ac.uk/>

Tarporley High School & Sixth Form College

Eaton Road, Tarporley CW6 0BL

For further information call 01829 732558 or visit

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

Trafford College

Manchester Road, West Timperley, Altrincham WA14 5PQ

For further information call 0161 886 7070 or visit

[Trafford College - Futureproof Your Career - View Our Adult Offers For January 2024](#)

Warrington & Vale Royal College

Warrington Campus - Winwick Road, Warrington, Cheshire WA2 8QA

Winsford Campus - Weaver Street, Winsford, Cheshire CW7 4AA

For further information call 01925 494 494 or visit

<https://www.wvr.ac.uk>



Department
for Education

Post-16 transport and travel support to education and training

Statutory guidance for local authorities

January 2019

Contents

Summary	4
About this guidance	4
Expiry or review date	4
What legislation does this guidance refer to?	4
Who is this guidance for?	4
Main changes from 2017 guidance	5
Key points	5
Local authority responsibility	6
Sustainable transport	7
Extent and coverage of the duties	7
Transport policy statement audience and content	8
Funding	10
Assessment of what arrangements are needed	10
Specific consideration of learners with special educational needs and disabilities	13
Local complaints process	14
Consulting key partners on the transport policy statement	16
Publication of the transport policy statement	17
In-year changes	17
Glossary	18
Appendix A –statutory provisions	19
508F Local authorities in England: provision of transport etc. for adult learners	19
508G Local authorities in England: transport policy statements etc. for young adults subject to learning difficulty assessment	20
508H Guidance: sections 508F and 508G	21
508I Complaints about transport arrangements etc. for young adult for whom EHC plan is maintained	22
509AA Local authorities in England: provision of transport etc. for persons of sixth form age	22

509AB Local authorities in England: further provision about transport policy statements for persons of sixth form age	24
509AC Interpretation of sections 509AA and 509AB	26
509AD Local authorities in England: duty to have regard to religion or belief in exercise of travel functions	27
509AE Complaints about transport arrangements etc. for persons of sixth form age in England	28
Appendix B – Model policy template	29
Appendix C – DfE annual compliance checks	38
Appendix D – Frequently Asked Questions	39
Appendix E - Further sources of information	41
Associated resources (external links)	41
Other departmental advice and guidance you may be interested in	41

Summary

About this guidance

This is statutory guidance from the Department for Education¹. This means that local authorities must have regard to it when carrying out their duties in developing their transport policy and publishing their transport policy statements for young people of sixth form age² and adults aged 19 and over (including those with an Education, Health and Care (EHC) plan) in education and training³.

We use the term ‘must’ when the local authority is required to do something in law. When setting out the department’s expectations we have highlighted areas where the local authority should also take reasonable account of the circumstances of learners.

Local authorities should take their own legal advice when preparing the policy statement and devising a local response to transport needs, to ensure that they are exercising their duties and powers in a manner which complies with the legislation and public law.

Expiry or review date

This guidance will be kept under review and updated versions will be published if necessary.

What legislation does this guidance refer to?

The guidance refers to legislation⁴ regarding the provision of transport to post-16 education and training for young people of sixth form age and legislation regarding the provision of transport to post-19 education and training for those aged 19 to 25 and for whom an EHC plan is maintained. Relevant legislation is set out in [‘Appendix A – statutory provisions’](#).

Who is this guidance for?

This guidance is for local authorities in England. It may also be of interest to:

- schools;
- parents;
- organisations involved in advising parents; and
- transport providers.

¹ Section 508H and Section 509AB(5).

² Section 509AC(1) of the Education Act 1996 defines persons of sixth form age for the purposes of the sixth form transport duty.

³ Sections 508F and 508G of the Education Act 1996.

⁴ Education Act 1996.

Main changes from 2017 guidance

There have been no changes to existing policy in this guidance update but changes have been made to:

- Further clarify the sixth form age and adult duties, including clearer explanation of when each applies;
- Include good practice suggestions;
- provide additional annexes containing an example Local Authority Transport policy template, information on compliance checks conducted by the department and Frequently Asked Questions (FAQs).

Key points

1. We are striving for world class education, training and care for everyone – whatever their background. This will create a more productive economy, fit for the future and ensure that everyone has a chance to reach their potential to live a more fulfilled life. Local authority transport policies play an important role in supporting young people's participation in education and training. By publishing their transport policies each year, local authorities enable young people (and their parents) to take reasonable account of the arrangements available when choosing between different options.
2. Local authorities must act reasonably, taking into account all relevant matters, such as the needs of their population, the local transport infrastructure and the resources available.
3. The planning of transport provision at a local level should take the following into account:
 - young people are now required to stay in education or training until their 18th birthday⁵. Local authorities are responsible for promoting the effective participation in education and training of young people who are subject to the duty to participate⁶; and
 - under the September Guarantee, every young person aged 16 or 17 should be offered a suitable place in education or training - further details are available at www.gov.uk/government/publications/september-guarantee-offers-of-education-or-training-for-16-to-17-year-olds.

⁵ Education and Skills Act 2008.

⁶ Participation of young people: education, employment and training - <https://www.gov.uk/government/publications/participation-of-young-people-education-employment-and-training>

Local authority responsibility

4. The statutory responsibility for transport for 16-19 year olds (who have started a course before their 19th birthday) rests with local authorities. Local authorities have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport, or otherwise that the authority considers necessary, to make to facilitate the attendance of all persons of sixth form age receiving education or training⁷.
5. The sixth form age duty applies to young people of sixth form age and young people with EHC plans up to age 25 where they are continuing on a course started **before** their 19th birthday.
6. The overall intention of the sixth form age transport duty is to ensure that:
 - learners of sixth form age are able to access the education and training of their choice; and
 - if support for access is requested, this will be assessed and provided where necessary.
7. Additionally local authorities have a duty under sections 508F and 508G of the Education Act 1996, as inserted by section 57 of the Apprenticeships, Skills, Children and Learning Act 2009. Under section 508F, the local authority is required to make such arrangements for the provision of transport as they consider necessary in respect of:
 - (a) adults (i.e. those who are aged 19 or over) for the purpose of facilitating their attendance at local authority maintained or assisted further or higher education institutions or institutions within the further education sector; and
 - (b) relevant young adults with an EHC plan (which can only be maintained up until the age of 25) for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. For those young adults, the local authority's duty only applies where the local authority has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training.
8. The adult duty applies only to young people who are attending a course which they started **after** their 19th birthday, including those with EHC plans.
9. Where the local authority makes such arrangements, any transport provided must be free of charge. Where the local authority decides not to provide transport arrangements in a particular case, they still have discretion to pay all or part of the reasonable travelling expenses for the student.

⁷ Section 509AA of the Education Act 1996.

10. The local authority also has a duty under section 508G to prepare a transport policy statement setting out any transport or other arrangements that it proposes to make for that academic year in respect of adults aged under 25 with EHC plans.

11. The overall intention of the adult transport duty is to ensure that:

- Those with the most severe disabilities with no other means of transportation are able to undertake further education and training after their 19th birthday to help them move towards more independent living.

Sustainable transport

12. Section 508A of the Education Act places a general duty on local authorities to promote the use of sustainable travel and transport. The duty applies to young people of sixth form age who travel to receive education or training in a local authority's area. The duty relates to journeys to and from institutions where education or training is received.

13. There are five main elements to the duty which local authorities must undertake:

- an assessment of the travel and transport needs of children, and young people within the authority's area;
- an audit of the sustainable travel and transport infrastructure within the authority's area that may be used when travelling to and from, or between schools/institutions;
- a strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of young people are best catered for;
- the promotion of sustainable travel and transport modes on the journey to, from, and between schools and other institutions; and
- the publication of Sustainable Modes of Travel Strategy.

14. The Education Act 1996 defines sustainable modes of travel as those that the local authority considers may either improve the physical well-being of those who use them, the environmental well-being of all or part of the local authority's area, or both.

Extent and coverage of the duties

15. The Education Act 1996 section 509AA duty applies to all local authorities in England in respect of arrangements for young people (over compulsory school age) aged 16-18 and those continuing learners up to age 25 with EHC plans who started their programme of learning **before** their 19th birthday.

16. The legislation recognises that a local response to transport arrangements is important in enabling young people's participation in education and training and as such the flexibility of the extent of an individual policy lies with individual local authorities. A local approach allows local circumstances to be taken into account. The legislation therefore gives local authorities the discretion to determine what transport and financial support

are necessary to facilitate young people's attendance. The local authority must exercise its power to provide transport or financial support reasonably, taking into account all relevant matters.

17. The local authority must publish a transport policy statement on or before 31 May each year. The statement must include the details of the transport arrangements and the details of the financial support in respect of reasonable travelling expenses that the local authority considers it necessary to make to facilitate access to education or training for learners of sixth form age⁸ for the following academic year. These arrangements could include but are not limited to:

- The availability of a concessionary fares scheme
- A bus pass or cash equivalent of a bus pass
- A bus pass or cash equivalent plus a companion pass or cash equivalent
- Independent travel training
- A fixed mileage allowance
- Provision of actual transport

18. The section 509F and 508G duties apply to all local authorities in England in respect of arrangements for adults aged 19 and over, who started their programme of learning **after** their 19th birthday.

19. The legislation recognises that it is important that decisions on whether local authority arranged transport for this age group is necessary, sits at a local level and, as with the previous duty, the flexibility of the extent of an individual policy lies with individual local authorities. Where local authorities do decide that it is necessary for them to provide transport, this must be provided free of charge, however, the legislation also gives local authorities the flexibility to contribute to, fund or charge for other transport solutions where it wishes.

20. Local authorities must prepare a transport policy statement by the end of May each year setting out any transport or other arrangements that it proposes to make for that academic year in respect of adults aged under 25 with EHC plans under the 508F duty.

Transport policy statement audience and content

21. The transport policy statement is intended to inform young people, in years 11, 12 and 13, and their parents about what transport arrangements and support are available locally. The statement should be a single point of reference providing information about transport arrangements to all types of provision, including arrangements made by bodies other than the local authority, including local transport providers. The statement must set out what the local authority's overall transport policy is in regard to young people and should include the rationale behind the policy. It is important that the local authority does not differentiate between providers or institutions in its arrangements.

⁸ See section 509AA(2), (3) and (7)(a) of the Education Act 1996.

The arrangements must be set out for learners of sixth form age who are receiving education or training at:

- a school;
- a further education institution;
- a local authority maintained or assisted institution providing higher or further education;
- a 16 to 19 Academy; or
- at any establishment (not falling within the above categories) at which the authority secures the provision of education or training under section 15ZA of the Education Act 1996.

22. Arrangements to support learners undertaking apprenticeships and traineeships should also be set out in the transport policy statement. These may include the costs of travelling to or from the place of learning or work placement. Employers and learning providers will want to take account of young people's likely transport arrangements when planning off-the-job training, particularly outside normal working hours.

23. The transport policy statement must also specify the arrangements proposed to be made by the governing bodies of schools maintained by the local authority and further education institutions in the local authority's area which may include support with transport costs or transport provision⁹. The local authority should only include arrangements that are actually going to be made and not make assumptions about what arrangements it thinks schools and colleges should make. Governing bodies are under a duty to co-operate in giving the local authority any information and other support that is reasonably required by the authority to enable them to prepare their statement¹⁰.

24. The transport policy statement should be clear and provide sufficient detail about the transport arrangements and support provided to inform young people in making their post-16 choices. Young people should be provided with information through the transport policy statement about who is eligible for transport support and how and when they should apply for support. Details of any concessionary fares, discounts, subsidies or travel cards should be included alongside the eligibility criteria for this support and how eligibility will be assessed¹¹. Clear signposting from the statement should point young people to sources of further information, for example local authority, college or transport provider websites or contact details.

25. Additionally the policy statement must include full details of how a young person or parent can appeal if they disagree with a local authority's decision and further avenues of complaint open to them if they remain dissatisfied following completion of the local procedure. Further details about complaints and appeals can be found at para 38 onwards.

⁹ Section 509AA(4) of the Education Act 1996.

¹⁰ Section 509AA(5) of the Education Act 1996.

¹¹ Section 509AA(2) of the Education Act 1996.

26. A template of a post 16 transport policy is included at Appendix B.
27. The DfE will undertake annual compliance checks on local authority statements in June each year, further details of these can be found at Appendix C.

Funding

28. Local authorities fund their responsibilities through the grants they receive from national government, which are not ring-fenced, and through generated income, such as council tax.

Assessment of what arrangements are needed

29. In assessing what transport arrangements or financial support may be required, the local authority has flexibility over the decisions it makes but must have regard to the following:

- a. **The needs of those for whom it would not be reasonably practicable to access education or training provision if no arrangements were made**¹²

Local authorities should satisfy themselves that they have made the transport arrangements or arrangements for financial support necessary to facilitate young people's participation in education or training. In doing so, they should consider the needs of the most vulnerable or socially excluded. The needs of young people with special educational needs and disabilities should be specifically considered and the arrangements in place for each group must be documented in the transport policy statement (see section '[Specific consideration of learners with special educational needs and disabilities.](#)'

Local authorities should also consider the needs of:

- those who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17 or who have already become NEET. These young people should be offered a suitable course of education or training and provided with any transport support that is necessary to enable them to participate¹³;
- young parents – Care to Learn (C2L) can help pay for childcare and travel costs for learners aged 19 and under at the start of their course¹⁴. Learning providers should be encouraged to support young people to apply for C2L – further details are available at www.gov.uk/care-to-learn; and

¹² Section 509AB(3)(a) of the Education Act 1996.

¹³ Local authorities are reminded that all 16 and 17 year olds (i.e. those completing compulsory education in the current year, or who completed in the previous year) are entitled to an offer of a place in post-16 learning under the September Guarantee.

¹⁴ The additional costs of taking a child to and from childcare may be claimed, within a set weekly limit. C2L does not support the costs of travel to the learning provider.

- those who live in particularly rural areas where the transport infrastructure can be more limited.

b. The need to ensure that young people have reasonable opportunities to choose between different establishments at which education and training is provided¹⁵

Young people should have a reasonable opportunity to choose between the courses available to them at 16 and be supported to access their choices. Local authority transport policies must be supportive of reasonable choice. In defining what is 'reasonable', local authorities will want to take into account any complaints received in previous years in respect of local transport policy statements.

We would expect reasonable choice to include enabling young people to choose courses outside their home local authority boundaries if it makes sense for them to do so. Local authorities will want to be mindful of neighbouring transport policies and consider how their own transport policy can support movement across boundaries. The transport policy statement should set out the local authority's policy for travel to neighbouring local authority areas.

Reasonable choice should also include enabling young people to choose an establishment of education or training that is not the closest to where they live if it makes sense to do so.

When developing their transport policy, local authorities are required to consider their responsibilities to secure suitable education and training to meet the reasonable needs of young people of sixth form age and those aged 19 or over [and for whom an EHC plan is maintained].¹⁶ Transport arrangements will need to support commissioning arrangements to ensure that young people have access to the education and training provision that has been commissioned.

c. The distance from the learner's home to establishments of education and training¹⁷

Local authorities must consider distance in determining eligibility for support with transport. Young people in rural areas should not be worse off financially because they may need to travel further to access education and training provision than their peers in urban areas.

The statutory walking distance of 3 miles to school (along the nearest available route) for those of compulsory school aged 8 and over is set out under section 444(5) of the Education Act 1996. This can be taken into account by local authorities in defining the distance a young person might reasonably be expected to walk to access education or training.

¹⁵ Section 509AB(3)(b) of the Education Act 1996.

¹⁶ Section 15ZA(1) of the Education Act 1996.

¹⁷ Section 509AB(3)(c) of the Education Act 1996.

In determining whether transport arrangements are necessary, local authorities should take into account other factors, such as the impact a learning difficulty or disability may have on a young person's ability to walk this distance, and the nature (including safety) of the route, or alternative routes, which a young person could be expected to take.

d. The journey time to access different establishments¹⁸

Journey time also needs to be taken into account. Young people should be able to reach their education or training without incurring such stress, strain, or difficulty that they would be prevented from benefiting from the education provided.

For example, a young person should not have to make several changes of public service bus to get to their education or training, if that would result in an unreasonably long journey time. In this context, local authorities should consider which mode of transport will best meet the need to ensure a reasonable journey time.

Good practice suggests that a child of secondary school age may reasonably be expected to travel up to 75 minutes each way to access learning. Local authorities should apply similar expectations to young people of sixth form age.

e. The cost of transport to the establishments in question¹⁹

Local authorities are expected to target any support on those young people – and their families – who need it most, particularly those with a low income. The transport policy statement should set out clearly the criteria used to establish a learner's eligibility to receive transport/financial support.

Local authorities may ask learners and their parents for a contribution to transport costs and in exercising their discretion they should:

- ensure that any contribution is affordable for learners and their parents;
- ensure that there are arrangements in place to support those families on low income; and
- take into account the likely duration of learning and ensure that transport policies do not adversely impact particular groups. For example, as young people with special educational needs and disabilities are more likely to remain in education or training longer than their peers, any contribution sought from these families would need to allow for the fact they may have to contribute for longer.

Local authorities can take receipt of 16-19 bursary funding into account in assessing an individual's need for financial help with transport.

To aid transparency, it is good practice for local authorities to set out the average cost per young person of post-16 transport in their area before any subsidies are

¹⁸ Section 509AB(3)(c) as amended by the Education and Skills Act, section 83.

¹⁹ Section 509AB(3)(d) of the Education Act 1996.

deducted. Clearly setting out average costs will enable learners and parents to understand the extent of the local authority subsidy.

f. **Alternative means of facilitating attendance at establishments**²⁰

Local authorities must consider alternative, safe means of facilitating attendance at establishments of education or training. Suitable and appropriate alternatives may include transport solutions, for example:

- cycle schemes – which can support independence and also offer a sustainable form of transport provision.
- moped schemes – which can support individual learners (over the age of 17) to travel to education and training from rural areas where public transport may not be available.
- independent travel training to enable young people (often with special educational needs and disabilities) to travel on public transport independently. See section '[Specific consideration of learners with special educational needs and disabilities](#)' for further details.

g. **Preferences based on religion**

Local authorities must have regard to any preference the individual may have for a particular institution based on their religion or belief.

For the purposes of section 509AD²¹ “religion” means any religion and “belief” means any religious or belief.²² References to “religion” or “belief” include references to a lack of religion or belief.

h. **Non-transport solutions to facilitate learner access**

Local authorities should consider whether non-transport solutions could facilitate learner access to education or training: for example peripatetic teachers, mobile provision and e-learning options.

Specific consideration of learners with special educational needs and disabilities

30. The 16-19 transport duty applies to young people of sixth form age with special educational needs and disabilities aged up to 19 (and beyond the age of 19 if they are continuing on a particular course started before the age of 19).

²⁰ Section 509AB(3)(d) of the Education Act 1996.

²¹ Section 509AD(3) of the Education Act 1996 (as inserted by section 84 of the Education and Inspections Act 2006).

²² The Department's position is that Belief includes philosophical belief

31. Local authorities also have a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with special educational needs and disabilities up to the age of 25 in education and training. It therefore follows that local authorities should include information on what transport arrangements are available and whether they are adequate to enable these young people to participate.
32. Section 509AB(1) of the Education Act 1996 requires local authorities to set out the extent to which the arrangements they have put in place pursuant to the transport statement prepared under section 509AA facilitate the attendance of young people with special educational needs and disabilities.
33. The transport needs of young people with special educational needs and disabilities must be reassessed when a young person moves from compulsory schooling to post-16 education, even if the young person is remaining at the same educational setting. Arrangements cannot be limited to those young people who had been assessed as having particular transport needs prior to the age of 16. The Children and Families Act 2014 places a duty on local authorities to publish a 'local offer' setting out their services for children and young people with special educational needs and disabilities, and this must include information on the arrangements for travel to and from post-16 institutions.
34. Young people with an EHC plan will have an institution named in their plan at Section I. There is no entitlement to transport to and from this named provider and transport should only be named in an EHC plan in exceptional circumstances. Local authorities should ensure during EHC plan discussions that parents are made aware that transport support will be considered in accordance with the local authority's own post-16 transport policy.
35. A learner with special educational needs and disabilities may take longer to complete a programme of learning or training, and therefore it will be good practice for the local authority to extend the arrangements for the provision of transport until a learner has completed their programme even if that is after they have reached the age of 19.
36. If the local authority and/or providers operate an independent travel training scheme it is good practice to include such initiatives in the transport policy statement.
37. Local authorities should be aware of the adult transport duty in carrying out their responsibilities for this group, and it would be good practice not to charge a contribution for transport for a young person assessed under the sixth form age duty if it likely that they will be eligible for free transport under the adult transport duty.

Local complaints process

38. Local authorities should publish as part of the transport policy statement the process which will be followed should a complaint or an appeal against a local authority decision be made on behalf of, or by, a young person. Complaints and appeals must first be taken up with the local authority²³. Good practice suggests using a similar 2 stage

²³ Section 509AE(4) of the Education Act 1996.

complaints process as that used for pre 16 appeals and once an application has exhausted the complaints process advising that no further applications can be made within the academic year unless there has been a material change in circumstances or further supporting evidence has been obtained. If these do not result in a satisfactory outcome, 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.

Complaints to the Secretary of State for Education

39. 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 LGO where appropriate.
40. Under section 509AA (9), of the Education Act 1996, the Secretary of State may direct a local authority to make transport arrangements to facilitate the attendance of those of sixth form age receiving education or training, or provide reasonable travelling expenses. This only applies where particular transport arrangements or financial support have not been included in, or are not covered by, the local authority's transport policy statement. The Secretary of State can make a direction where he/she considers it expedient to do so, having regard to the particular circumstances of the case.
41. Under section 508I of the Education Act 1996, the Secretary of State may choose to use his/her powers under sections 496 and 497 of the same Act to direct a local authority where they have exercised (or are proposing to exercise) their functions unreasonably or where they have failed to discharge a duty in relation to the adult transport duty. If the Secretary of State is satisfied that an authority has acted (or is proposing to act) unreasonably, he/she may give such directions as to the exercise of the power or performance of the duty as appear to him/her to be appropriate.
42. The Secretary of State may exercise his/her section 496 and 497 powers following a complaint, or if the matter is brought to the department's attention by other means. When a complaint is submitted to the department, officials will consider the evidence received and where appropriate, seek further information. If the department finds that it is not appropriate for the Secretary of State to intervene by making a direction, they will communicate this decision to the correspondent and, where appropriate, the local authority.
43. If the complainant is dissatisfied with the way in which the department has handled the case they can log a [service complaint](#). Further information on the department's complaints process can be found on gov.uk at www.gov.uk/government/organisations/department-for-education/about/complaints-procedure. A service complaint will prompt consideration of how the case has been

managed but there will not be a review of the substance of the decision made. The substance of the decision would only be considered if the complainant provided additional information relevant to the decision not to intervene.

44. If the complainant remains dissatisfied, they can ask their local MP to refer their case to the Parliamentary and Health Service Ombudsman (PHSO). If the PHSO accept a complaint for further consideration they could normally look at the department's handling of the case. The PHSO's role is not to reverse decision-making, but where it upholds a complaint, it can make recommendations to the department to put things right. Information on the PHSO can be found online at: www.ombudsman.org.uk.

Consulting key partners on the transport policy statement

45. The transport policy statement is the responsibility of the local authority. However, the local authority should try to achieve a consensus and work with other partners and stakeholders to develop a collaborative approach to transport solutions and the production of the transport policy statement. It is good practice for the different 41
46. departments within each local authority to take a joined up approach. For example, the transport department might need to speak to the social services department if the social services department also procures transport.
47. The local authority must consult with the following stakeholders in developing the statement to ensure that it provides a full picture of the available transport and support:
- any other local authorities it considers appropriate (including neighbouring local authorities that are in Wales or Scotland)²⁴. There will be occasions where learners will travel across local authority boundaries and this should not be a barrier for the learner. There are also clear benefits for local authorities to collaborate where similar challenges exist or to share good practice;
 - the governing bodies of schools and further education institutions²⁵. It is important to note that the power of schools and colleges to make arrangements is in addition to, and not instead of, the power of the local authority to make arrangements;
 - the appropriate transport administration body for your area²⁶;
 - Transport for London, if the local authority is a London borough council or the Common Council of the City of London²⁷; and
 - persons who will be of sixth form age at the time of the transport policy statement and their parents²⁸. Local authorities should set out in their transport policy statements how and when they propose to consult young people and their parents to inform the development of their transport policy statements in the following year.

²⁴ Section 509 AB(6)(a) of the Education Act 1996.

²⁵ Sections 509AB(6)(b) and 509AA(4).

²⁶ Section 509AB(7)(a).

²⁷ Section 509AB(7)(b).

²⁸ Section 54 of the Apprenticeships, Skills, Children and Learning Act 2009 inserts new subsection (ca) in s509AB(6.) This was commenced in April 2010, to apply for the academic year 2011/12.

48. Other bodies including education and training providers; higher education institutions; transport companies and authorities operating in the locality; public sector bodies; community groups; voluntary organisations and groups/organisations with an interest in disability issues (including independent specialist providers) should also be consulted where appropriate.

Publication of the transport policy statement

49. The transport policy statement must be published by the local authority by 31st May each year and must be clearly dated showing the academic year to which it applies.
50. The transport policy statement should be made available on the local authority's own website each year to inform young people's²⁹ choice of post-16 provision for the following academic year.
51. Local authorities are also responsible for ensuring that a link is made from their transport policy statement to the [GOV.UK](#). To facilitate this process the local authority's web team should complete the following actions:
- load the transport policy statement on to the council website; and
 - ensure a working link is available from GOV.UK page www.gov.uk/subsidised-college-transport-16-19.
52. To update the link or report broken links either raise a request via the Government Digital Service helpdesk which can be found at <https://govuk.zendesk.com> or email: local-direct-admin@digital.cabinet-office.gov.uk.

In-year changes

53. Local authorities should consider their approach to implementing what is set out in its transport policy statement and continue to monitor its progress throughout the year.
54. Local authorities may amend and republish their transport policy statements in-year in response to complaints. Local authorities must revise and republish their transport policy statements as soon as practicable if, as a result of a complaint, the Secretary of State has directed them to do so³⁰.

²⁹ Section 509AA (7)(a) of the Education Act 1996.

³⁰ Section 509AE (2) (3) of the Education Act 1996.

Glossary

In this guidance —

“adult” means a person who is neither a child nor a young person of sixth form age;

“young person of sixth form age” is a young person over compulsory school age but under 19 or a young person aged under 25, who has a current EHC plan and is on a course that started before their 19th birthday; and

“relevant young adult” means an adult who is aged under 25, started their current course after their 19th birthday and for whom an EHC plan is maintained.

Appendix A – statutory provisions

This appendix sets out the relevant statutory provisions in the Education Act 1996 (as amended) in relation to local authorities' responsibilities for the provision of transport for relevant young adults and persons of sixth form age³¹.

508F Local authorities in England: provision of transport etc. for adult learners

(1) A local authority in England must make such arrangements for the provision of transport and otherwise as they consider necessary, or as the Secretary of State may direct, for the purposes mentioned in subsections (2) and (3).

(2) The first purpose is to facilitate the attendance of adults receiving education at institutions—

- (a) maintained or assisted by the authority and providing further or higher education (or both), or
- (b) within the further education sector.

(3) The second purpose is to facilitate the attendance of relevant young adults receiving education or training at institutions outside both the further and higher education sectors, but only in cases where the local authority have secured for the adults in question —

- (a) the provision of education or training at the institution in question, and
- (b) the provision of boarding accommodation under section 514A.

(4) Any transport provided under subsection (1) must be provided free of charge.

(5) In considering what arrangements it is necessary to make under subsection (1) in relation to relevant young adults, a local authority must have regard to what they are required to do under section 15ZA(1)³² in relation to those persons.

(6) In considering whether they are required by subsection (1) to make arrangements in relation to a particular adult, a local authority must have regard (among other things) to the age of the adult and the nature of the route, or alternative routes, which the adult could reasonably be expected to take.

³¹ If a section number is followed by ... this denotes previous text in legislation has been repealed.

³² 15ZA Duty in respect of education and training for persons over compulsory school age: England

(1) A [local authority] in England must secure that enough suitable education and training is provided to meet the reasonable needs of—

- (a) persons in their area who are over compulsory school age but under 19, and
- (b) persons in their area who are aged 19 or over but under 25 and are subject to special educational needs and disabilities learning difficulty assessment.

(7) Arrangements made under subsection (1) by virtue of subsection (3) to facilitate full-time education or training at an institution outside both the further and higher education sectors must be no less favourable than the arrangements made for relevant young adults of the same age for whom the authority secure the provision of education at another institution.

(8) A local authority in England may pay all or part of the reasonable travelling expenses of an adult —

- (a) receiving education or training at an institution mentioned in subsection (2) or (3), and
- (b) for whose transport no arrangements are made under subsection (1)

(9) In this section —

“adult” means a person who is neither a child nor a person of sixth form age,

“sixth form age” is to be construed in accordance with section 509AC(1), and

“relevant young adult” means an adult who is aged [for whom an EHC plan is maintained]

508G Local authorities in England: transport policy statements etc. for young adults subject to learning difficulty assessment

(1) A local authority in England making arrangements, or proposing to pay travelling expenses, under section 508F in relation to relevant young adults must consult —

- (a) any other local authority that they consider it appropriate to consult;
- (b) governing bodies of institutions within the further education sector in the authority's area;
- (ba) proprietors of 16 to 19 Academies in the authority's area;
- (c) persons in the local authority's area who will be relevant young adults when the arrangements or payments have effect, and their parents;
- (d) the Secretary of State; and
- (e) any other person specified by the Secretary of State.

(2) The authority must prepare for each academic year a transport policy statement complying with the following requirements.

(3) The statement must specify any transport or other arrangements, and any payment of travelling expenses, made or to be made in relation to the year under section 508F in relation to relevant young adults.

(4) The statement must also specify any travel concessions (within the meaning of Part 5 of the Transport Act 1985)³³ which are to be provided under any scheme established under section 93 of that Act to relevant young adults receiving education or training at an institution mentioned in subsection (2) or (3) of section 508F.

(5) The authority must publish the statement by the end of May in the year in which the relevant academic year begins.

(6) In preparing and publishing the statement, the authority must have regard (among other things) to the need to —

- (a) include in the statement sufficient information about the matters that the statement must specify; and
- (b) publish the statement in time to enable relevant young adults and their parents to take reasonable account of those matters when choosing between different institutions at which education or training is provided.

(7) The publication of a statement under this section in relation to an academic year does not prevent an authority from —

- (a) making additional arrangements or payments under section 508F in relation to the academic year, or
- (b) providing additional travel concessions in relation to the academic year.

(8) The Secretary of State may amend subsection (5) by order to change the time by which the statement must be published.

(9) In this section —

“academic year” has the meaning given in section 509AC;

“governing body” has the meaning given in section 509AC; and

“relevant young adult” has the meaning given in section 508F.

508H Guidance: sections 508F and 508G

In making arrangements under section 508F(1) and preparing and publishing a statement under section 508G, a local authority must have regard to any guidance issued by the Secretary of State under this section.

³³ [The Transport Act 1985](http://www.legislation.gov.uk) can be viewed on www.legislation.gov.uk.

508I Complaints about transport arrangements etc. for young adult for whom EHC plan is maintained

(1) A local authority may revise a statement prepared under section 508G to change any matter specified under subsection (3) of that section if, as a result of a relevant young adult transport complaint, they have come to consider the change necessary for a purpose mentioned in section 508F(2) or (3).

(2) A local authority must revise a statement prepared under section 508G to change any matter specified in subsection (3) of that section if, as a result of a relevant young adult transport complaint, the Secretary of State has directed them to do so.

(3) An authority that revise a statement under subsection (1) or (2) must publish the revised statement and a description of the revision as soon as practicable.

(4) The Secretary of State need not consider whether to exercise any power under sections 496 to 497A (powers to prevent unreasonable exercise of functions, etc.) or subsection (2) of this section in response to a matter that is, or could have been, the subject of a relevant young adult transport complaint made to him or her unless satisfied that —

(a) the matter has been brought to the notice of the local authority concerned; and

(b) the authority have had a reasonable opportunity to investigate the matter and respond.

(5) In this section “relevant young adult transport complaint” means a complaint that is —

(a) about a local authority's exercise of, or failure to exercise, a function under section 508F or 508G in relation to relevant young adults; and

(b) made by a person who is, or will be, a relevant young adult when the matter complained of has effect, or by a parent of such a person

and “relevant young adult” has the meaning given in section 508F.

(6) For the purposes of sections 508G(7) and 508H, the revision of a statement under this section is to be treated as the preparation of a statement under section 508G.

(7) Where a local authority have published in a single document a statement prepared under section 509AA and a statement prepared under 508G, the requirement to publish a revised statement under subsection (3) is to be treated as a requirement to publish a version of the document that includes the revised statement.

509AA Local authorities in England: provision of transport etc. for persons of sixth form age

(1) A local authority in England shall prepare for each academic year a transport policy statement complying with the requirements of this section.

(2) The statement shall specify the arrangements for the provision of transport or otherwise that the authority consider it necessary to make for facilitating the attendance of persons of sixth form age receiving education or training —

- (a) at schools;
- (b) at any institution maintained or assisted by the authority which provides further education or higher education (or both);
- (c) at any institution within the further education sector;
- (ca) at any 16 to 19 Academy; or
- (d) at any establishment (not falling within paragraph (b), (c) or (ca)) at which the authority secures the provision of education or training under section 15ZA(1).

(3) The statement shall specify the arrangements that the authority consider it necessary to make for the provision of financial support in respect of the reasonable travelling expenses of persons of sixth form age receiving education or training at any establishment such as is mentioned in subsection (2).

(4) The statement shall specify the arrangements proposed to be made by the governing bodies of —

- (a) schools maintained by the authority at which education suitable to the requirements of persons over compulsory school age is provided; and
- (b) institutions within the further education sector in the authority's area

for the provision of transport for facilitating the attendance of persons of sixth form age receiving education or training at the schools and institutions and for the provision of financial support in respect of the travelling expenses of such persons.

(5) Those governing bodies shall co-operate in giving the local authority any information and other support that is reasonably required by the authority for the performance of their functions under this section and section 509AB.

(6) The statement shall specify any travel concessions (within the meaning of Part 5 of the Transport Act 1985 (c. 67)) which are to be provided under any scheme established under section 93 of that Act to persons of sixth form age receiving education at any establishment such as is mentioned in subsection (2) above in the authority's area.

(7) The authority shall —

- (a) publish the statement, in a manner which they consider appropriate, on or before 31st May in the year in which the academic year in question begins; and

(b) make, and secure that effect is given to, any arrangements specified under subsections (2) and (3).

(8) Nothing in this section prevents a local authority from making, at any time in an academic year, arrangements —

(a) which are not specified in the transport policy statement published by the authority for that year; but

(b) which they have come to consider necessary for the purposes mentioned in subsections (2) and (3).

(9) The Secretary of State may, if he considers it expedient to do so, direct a local authority to make for any academic year —

(a) arrangements for the provision of transport or otherwise for facilitating the attendance of persons of sixth form age receiving education or training at establishments such as are mentioned in subsection (2); or

(b) arrangements for providing financial support in respect of the reasonable travelling expenses of such persons

which have not been specified in the transport policy statement published by the authority for that academic year.

(10) The Secretary of State may by order amend subsection (7)(a) to change the time by which the statement must be published.

(11) Subsection (9) is subject to section 509AE (complaints about transport arrangements etc. for persons of sixth form age in England).

509AB Local authorities in England: further provision about transport policy statements for persons of sixth form age

(1) A statement prepared under section 509AA shall state to what extent arrangements specified in accordance with subsection (2) of that section include arrangements for facilitating the attendance at establishments such as are mentioned in that subsection of disabled persons and persons with learning difficulties.

(2) A statement prepared under that section shall —

(a) specify arrangements for persons receiving full-time education or training at establishments other than schools maintained by the local authority which are no less favourable than the arrangements specified for pupils of the same age attending such schools; and

- (b) specify arrangements for persons with learning difficulties [or disabilities] receiving education or training at establishments other than schools maintained by the authority which are no less favourable than the arrangements specified for pupils of the same age with learning difficulties [or disabilities] attending such schools.

(3) In considering what arrangements it is necessary to make for the purposes mentioned in subsections (2) and (3) of section 509AA the local authority shall have regard (amongst other things) to —

- (a) the needs of those for whom it would not be reasonably practicable to attend a particular establishment to receive education or training if no arrangements were made;
- (b) the need to secure that persons in their area have reasonable opportunities to choose between different establishments at which education or training is provided;
- (ba) what they are required to do under section 15ZA(1) in relation to persons of sixth form age;
- (c) the distances, and journey times, between the homes of persons of sixth form age in their area and establishments such as are mentioned in section 509AA(2) at which education or training suitable to their needs is provided; and
- (d) the cost of transport to the establishments in question and of any alternative means of facilitating the attendance of persons receiving education or training there.

(3A) In considering whether or not it is necessary to make arrangements for those purposes in relation to a particular person, a local authority in England shall have regard (amongst other things) to the nature of the route, or alternative routes, which he could reasonably be expected to take.

(4) ...

(5) In preparing a statement under section 509AA a local authority shall have regard to any guidance issued under this section by the Secretary of State.

(6) In preparing a statement under that section a local authority shall consult—

- (a) any other local authority that they consider it appropriate to consult,
- (b) the governing bodies mentioned in subsection (4) of that section,
- (c) ...
- (ca) persons in the local authority's area who will be of sixth form age when the statement has effect, and their parents, and
- (d) any other person specified for the purposes of this section by the Secretary of State.

(7) In preparing a statement under that section a local authority shall also consult —

- (a) where they are a district council for an area in a metropolitan county, the Integrated Transport Authority for that county; and
- (b) where they are a London borough council or the Common Council of the City of London, Transport for London.

(7A) In preparing and publishing a statement under section 509AA, a local authority must have regard (among other things) to the need to —

- (a) include in the statement sufficient information about the matters that the statement must specify; and
- (b) publish the statement in time

to enable persons who will be of sixth form age when the statement has effect and their parents to take reasonable account of those matters when choosing between different establishments at which education or training is provided.

(8)...

509AC Interpretation of sections 509AA and 509AB

(1) For the purposes of sections 509AA and 509AB a person receiving education or training at an establishment is of sixth form age if he is over compulsory school age but —

- (a) is under the age of 19; or
- (b) has begun a particular course of education or training at the establishment before attaining the age of 19 and continues to attend that course.

(2) ...

(3) ...

(4) References in section 509AB to persons with learning difficulties [or disabilities] are to be construed in accordance with section 15ZA(6) and (7).

(5) In sections 509AA and 509AB and this section —

“academic year” means any period commencing with 1st August and ending with the next 31st July;

“disabled person” has the same meaning as in the Equality Act 2010;

“establishment” means an establishment of any kind, including a school or institution; and

“governing body”, in relation to an institution within the further education sector, has the same meaning as in the Further and Higher Education Act 1992.

(6) The Secretary of State may by order amend the definition of “academic year” in subsection (5).

509AD Local authorities in England: duty to have regard to religion or belief in exercise of travel functions

(1) A local authority in England must have regard, amongst other things, in exercising any of their travel functions in relation to or in connection with the travel of a person or persons to or from a school, institution or other place —

- (a) to any wish of a parent of such a person for him to be provided with education or training at a particular school, institution or other place where that wish is based on the parent's religion or belief; and
- (b) in a case where the person in question (or any of the persons in question) is of sixth form age (within the meaning given in section 509AC(1)), to any wish of that person to be provided with education or training at a particular school, institution or other place where that wish is based on the person's religion or belief.

(2) The “travel functions” of a local authority in England are their functions under any of the following provisions—

- section 508A (duty to promote sustainable modes of travel etc.);
- section 508B (travel arrangements for eligible children);
- section 508C (travel arrangements etc. for other children);
- section 508E and Schedule 35C (school travel schemes);
- section 508F (local authorities in England: provision of transport etc. for adult learners); and
- section 509AA (transport etc. for persons of sixth form age).

(3) For the purposes of this section—

- (a) “religion” means any religion;
- (b) “belief” means any religious or philosophical belief;
- (c) a reference to religion includes a reference to lack of religion; and
- (d) a reference to belief includes a reference to lack of belief.

509AE Complaints about transport arrangements etc. for persons of sixth form age in England

(1) A local authority may revise a statement prepared under section 509AA to change the arrangements specified under subsection (2) or (3) of that section if, as a result of a sixth form transport complaint, they have come to consider the change necessary for the purpose of the arrangements specified under the subsection in question.

(2) A local authority must revise a statement prepared under section 509AA to change the arrangements specified under subsection (2) or (3) of that section if, as a result of a sixth form transport complaint, the Secretary of State has directed them to do so.

(3) An authority that revise a statement under subsection (1) or (2) must publish the revised statement and a description of the revision as soon as practicable.

(4) The Secretary of State need not consider whether to exercise any power under sections 496 to 497A (powers to prevent unreasonable exercise of functions, etc.), section 509AA(9) (power to require local authority to make additional transport arrangements), or subsection (2) of this section in response to a matter that is, or could have been, the subject of a sixth form transport complaint made to him or her unless satisfied that —

(a) the matter has been brought to the notice of the local authority concerned; and

(b) the authority have had a reasonable opportunity to investigate the matter and respond.

(5) In this section “sixth form transport complaint” means a complaint that is—

(a) about a local authority's exercise of, or failure to exercise, a function under sections 509AA to 509AD in relation to persons of sixth form age; and

(b) made by a person who is, or will be, a person of sixth form age when the matter complained of has effect, or by a parent of such a person;

and “sixth form age” is to be construed in accordance with section 509AC(1).

(6) For the purposes of sections 509AA(8) and (9), 509AB(1) to (5), 509AC and 509AD, the revision of a statement under this section is to be treated as the preparation of a statement under section 509AA.

(7) Where a local authority have published in a single document a statement prepared under section 508G and a statement prepared under 509AA, the requirement to publish a revised statement under subsection (3) is to be treated as a requirement to publish a version of the document that includes the revised statement.

Appendix B – Model policy template

XXXX Council

Post-16 Transport Policy Statement 20xx – 20xx

Post-16 Transport Policy Statement - Academic Year 20xx – 20xx

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

Department Responsible: xxxxx

Contact details: xxxxx

Document first release: xxxxx

Contents

Introduction	32
Aims and Objectives	32
Transport and travel support	32
Concessionary tickets for young people 16 – 25 from public transport providers	32
Travel support from schools and colleges	33
The 16-19 Bursary Fund	33
Young parents / Care to Learn	33
LA support	35
LA support for young people without special educational needs or a disability	35
LA support for Learners with special educational needs or a disability	35
Refunds	36
Travel training	36
Apprenticeships	36
Those not in education, employment or training (NEET)	36
LA support in other circumstances	36
Additional eligibility criteria	36
Applying for LA transport support	36
Appeals	36

Introduction

Local authorities 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 **xxxxx** Council (the 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

The council has the following aims and objectives when assessing transport / travel support:

To include the council's high level objectives

Transport and travel support

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

Overview of Concessionary schemes available from Public transport providers

- Page 12 onwards provides examples of other concessionary schemes that are available from bus companies and those provided by schools and colleges.

Travel support from schools and colleges

Details of any transport or support available from specific institutions

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 20xx or
- be aged 19 or over at 31 August 20xx and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 20xx 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.

Further information can be found at www.gov.uk/ search for post 16 bursaries.

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 support

LA support for young people without special educational needs or disabilities

Details of support available from the council for young people on their area including any criteria used to decide eligibility.

Contribution required **(delete if N/A)**

Details of any charging policy for young people without special educational needs or disabilities including details of any concessions for low income families. (It may also be useful to detail how much the transport costs the council)

LA support for Learners with special educational needs or a disability

Details of support available from the council for young people with SEND including age ranges considered, criteria for eligibility, review information, types of transport available etc.

Contribution required **(delete if N/A)**

Details of any charging policy for SEND young people including details of any concessions for low income families. (It may also be useful to detail how much the transport costs the council)

Refunds

Details of the council's refund policy

Travel training

Details of the council's travel training policy.

Apprenticeships

Details of any specific provision in place for apprentices

Those not in education, employment or training (NEET)

Details of any specific provision in place for those NEET or at risk of becoming so.

LA support in other circumstances

Details of any help available the LA has decided to provide in specific circumstances for example where an LA has placed a student outside of the LA area or a student is in a residential setting.

Additional eligibility criteria

Details related to the categories below and of other considerations the LA wishes to include such as rules on residence or where young people are travelling outside the LA boundary.

Applying for LA transport support

Details of how to apply including contact details of the department responsible and dates of when applications can be accepted.

Appeals

Details of the LAs appeals procedure.

Details of concessionary fares, discounts, subsidies, passes or travel cards including any charges available for Post 16 young people.

This should include contact details for more information

May 20xx

Concessionary Fares (Commercial and Concessionary Passes available to young people in the XXXX Area for use on Public Transport). Charges may change without notice.

Scheme	User group	Concession	Times available	Registration cost	Journey cost/concession

The information contained below details how some schools and colleges provide extra transport help. If your school or college is not listed below please contact them directly for information.

--	--

Appendix C – DfE annual compliance checks

The DfE will conduct compliance checks from June onwards on all local authority post 16 transport statements. In order for a statement to be deemed compliant it must:

- Be available on the local authorities website;
- Be clearly dated with the forthcoming academic year;
- Have a working link to the web page housing it from the gov.uk postcode search;
- Set out any arrangements available from educational institutions, including the 16-19 bursary fund;
- Set out any concessionary fares available from transport providers and other providers; and
- Detail the complaints process that a parent or young person should follow if they are not happy with the local authority's decision.

DfE will contact all local authorities with non-compliant statements and request that changes be made.

Appendix D – Frequently Asked Questions

Q: Why isn't post 16 transport free for everyone, in the same way as it is for school age pupils?

A: We expect local authorities to make reasonable decisions about what support should be available based on the needs of their population, local transport infrastructure and the resources they have available. It is, however, recognised that the cost of transport can be an issue for some young people and to help with this there is further support available. Information about what support is available locally is available from the local authority in their post-16 transport policy statement. The statement can be accessed on the LA website or through the postcode search at [gov.uk](https://www.gov.uk)

The Bursary Fund for 16-19 year olds has the flexibility to help meet transport costs for those young people who need this support most. You can find out more about the 16-19 Bursary Fund [here](#).

In addition, most transport companies also give some kind of discount for young people such as discounted fares or subsidised travel passes.

Some education and training providers also provide subsidised or free transport for example college buses, and travel subsidies from private training providers.

Q: What support is available for young people with special educational needs?

A: The post-16 transport duty also applies to young people with special educational needs aged up to age 25 (who have an EHC plan and started a course before their 19th birthday). Local Authorities' post-16 transport policy statements must include specific arrangements for these young people to ensure they have the necessary support. The transport needs of young people with special educational needs should also be reassessed by their local authority when a young person moves from compulsory schooling to post-16 education so that the appropriate support is put in place in accordance with the LA's post-16 transport policy.

Q: How do the duties apply for people with Special Educational Needs and Disabilities (SEND) as they turn age 19?

A: The duty a young person is assessed under is dependent on when they started their current course. If a young person with SEND started the course before their 19th birthday then they are assessed under the 16-18 duty. If they have started a new course after their 19th birthday then they are assessed under the adult duty.

Young people will qualify for free transport under the adult duty where the local authority assesses that in order to attend education or training they require transport arranged by the local authority, such as a specialised vehicle or minibus. If the young person's

requirements are a personal travel budget, mileage allowance or public transport pass then this does not need to be provided free by the local authority as they have not put the travel arrangements in place. However, in these circumstances the local authority has discretion to pay some or all of the travel expenses.

Young people can also receive free transport if they are attending institutions outside of the HE and FE sector and started after their 19th birthday in residential provision if the provision, boarding accommodation and transport were all arranged by the local authority. Again, in these circumstances the local authority has discretion to pay some or all of the travel expenses.

Q: What support is available to young people who live in rural areas to get to college or another type of education provider?

A: It is the responsibility of local authorities to put in place transport arrangements to help young people aged 16 to 18 to access education or training, using funds they have available locally.

The transport provided by local authorities varies in accordance with local needs, for example it sometimes involves giving 16-18 year olds access to school transport or to bus travel for payment of a flat fee.

Most young people in rural areas have access to a discount or concession on local bus or train travel, either from their local authority or local transport providers. The government also supports local bus travel, including in rural areas, through the Bus Service Operators Grant.

Guidance makes it clear that local authorities need to look at the transport needs of those who live in particularly rural areas where the transport infrastructure can be limited.

Appendix E – Further sources of information

Associated resources (external links)

- **Sustainable transport**

[Sustrans](#) is the leading sustainable transport charity that provides practical advice that can be passed on to parents and young people to increase confidence in walking and cycling.

Other departmental advice and guidance you may be interested in

- [Home to school travel and transport statutory guidance](#) (for children of compulsory school age)

Guidance relating to home to school travel and transport for pupils up to the age of 16 and of compulsory school age is available from the Department for Education's website.

- [Participation of young people statutory guidance](#)

The purpose of this guidance is to identify the key responsibilities of local authorities in relation to raising the participation age and promoting the participation of 16- and 17-year-olds. It is available from the GOV.UK website.



Department
for Education

© Crown copyright 2019

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: DFE-00022-2019



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk

GENERAL APPEALS SUB-COMMITTEE

PROCEDURE TO BE FOLLOWED ON THE DAY

1	Appellants arrive at Reception and will wait in the appointed waiting area.
2	Members assemble in meeting room. They will be joined by the Committee Officer and the Legal Clerk to discuss any preliminary issues, but not the cases themselves.
3	The Legal Clerk will then meet the Appellants and explain the procedure to them.
4	The Legal Clerk will bring the first Appellant into the meeting.
5	The Chairman will welcome all to the meeting and will invite Members and Officers to introduce themselves.
6	The Presenting Officer will present the case for the Authority.
7	The Appellant to ask questions of the Presenting Officer, by way of clarification.
8	Sub-Committee Members to ask questions of the Local Authority Presenting Officer.
9	The Appellant presents their case.
10	The Presenting Officer to ask questions of the Appellant by way of clarification.
11	Sub-Committee Members to ask questions of the Appellant.
12	The Local Authority Presenting Officer to sum up the Authority's case.
13	The Appellant to sum up their case.
14	The Presenting Officer and Appellant to withdraw from the meeting.
15	The Committee reaches its decision, advised by the Legal Clerk .

Note: Neither the Presenting Officer nor the Appellants are permitted to be in the Committee Room in the absence of the other.

This page is intentionally left blank

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank