



North Yorkshire Council Post-16 Transport Policy Statement 2026-27

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Post-16 Transport Policy Statement - Academic Year 2026-27

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: Children & Young People's Service

Information	Email	Useful websites
Mainstream Post 16 Document Management Centre, Racecourse Lane, Northallerton, DL7 8AE 01609 533679	post16@northyorks.gov.uk	www.northyorks.gov.uk/post16
Special Educational Needs Post 16 SEND Transport Team Inclusion County Hall Northallerton DL7 8AE 01609 535077	SENDtransport@northyorks.gov.uk	www.northyorks.gov.uk/transport-send-children-and-young-people
SEND Local Offer		https://www.northyorks.gov.uk/send-local-offer
Information on education and public transport services		www.northyorks.gov.uk/publictransport
Timetable information for local bus and school services in North Yorkshire		www.northyorks.gov.uk/businfo
Traveline		http://www.traveline.info/
Yorkshire Travel.Net		http://www.yorkshiretravel.net/
English National Travel Concessionary Scheme		https://www.northyorks.gov.uk/disabled-persons-bus-pass
Railcard		https://www.nationalrail.co.uk/stations_destinations

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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.

'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 North Yorkshire 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, a further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Department for Education, 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 provides transport assistance for students to enable them to access Post 16 education at an appropriate sixth form or further education college designated to serve the area where a student lives. Transport will be offered to eligible students in return for a contribution towards the cost of this transport.

This policy applies to further education and does not apply to higher education course such as degrees, work placements or work place apprenticeships.

Transport and travel support

To qualify for assistance with transport to sixth form or college, the following applies:

- you must be over 16 and under 19 on 1 September 2026 and live in North Yorkshire
- you must be attending the nearest sixth form or further education college to your home address or the sixth form of the secondary school which is recognised as the normal school for your home address
- the course attended must be full-time for instance, more than 12 hours a week
- the sixth form or college is the nearest establishment offering a course that we consider suitable to a student's career choice, or that is a pre-requisite for entry into higher education (see below for more details)
- the nearest sixth form or college is more than three miles from your home by the shortest walked route
- you must have agreement from your parent or guardian to pay for the pass

Transport assistance needs to be renewed annually and is not provided for students on apprenticeships or work placements. Where a dedicated education transport service is no longer required for eligible pupils of statutory school age and the service is removed, a Post 16 travel pass can be withdrawn. In this case, a travel allowance would be offered.

Transport assistance will be arranged to the main college/sixth form site. Transport to an alternative place of study will not be arranged, this will need to be discussed with the sixth form/college directly. Transport is home to school/college and not to any other address.

Transport is usually arranged from defined points. If there is no transport service directly from their home, students are expected to make their own way to the nearest transport pick up point. If students live over one mile from the nearest pick-up point a mileage allowance to the pick-up point may be offered. No additional transport to a pick up point will be arranged.

Where there is no transport running in the area, and the student is entitled to Post 16 travel assistance, the assistance offered will be a mileage allowance of 20p a mile; this will be for one return journey per day. For students with additional medical or mobility needs an enhanced parental allowance may be available.

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

Appendix 1 on pages 17 and 18 provides examples of other concessionary schemes that are available from bus companies.

Travel support from schools and colleges

Financial or transport support may be available from the school or college students will be attending. The information below details how some schools and colleges provide extra transport help and provides links to their websites where further information can be found. Any schools or colleges that are not listed should be contacted directly.

- **Askham Bryan College** – The college may offer help from scholarships and charitable trusts for students (e.g. Calderdale/Ripon). Contact Student Services for York on 01904 772277. The college also has various buses from designated points around the Yorkshire region. Please visit <https://www.askham-bryan.ac.uk/students/studenttransport> or contact the Transport Team on 01904 772225.
- **Beaumont College** – Assistance may be available through the 16-19 Discretionary Bursary Fund for help towards travel costs. Contact the Admissions Team on 01524 541400. <https://www.beaumontcollege.ac.uk/>
- **Bishop Burton** – Some help is available for transport costs and childcare costs. Contact Student Services 01964 553000. Free transport is also available from some areas please visit [Getting Here | Bishop Burton College](#)
- **Camphill Wakefield** - Assistance may be available through the 16-19 Discretionary Bursary intended to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Contact the Finance Office: 01924 255281. <https://www.camphill.ac.uk>
- **Craven College** – Assistance maybe available through the Student Support Fund including support with travel costs and childcare costs. Contact Student Services on 01756 708008 or for further travel support please visit: <https://www.craven-college.ac.uk/support/travel-support/>
- **Darlington College** –Help is available through the 16-19 Discretionary Bursary Fund, this fund is designed to assist students who would find it difficult to undertake a course at the college without financial help. Information about the support available can be accessed through the College's website: [Financial Help - Darlington College](#)
- **East Riding College** - Assistance may be available through the 16–19 Discretionary Bursary fund. Information about the support available can be accessed through the College's website: [Financial Support - East Riding College](#)
- **Ermysted's Grammar School** – Assistance may be available through the 16–19 Discretionary Bursary Fund, which is intended to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Contact 01756 792186 and ask to speak with the Finance Manager or email finance@ermysteds.n-yorks.sch.uk
- **Harrogate College** – Information about financial and travel support can be accessed through the College's website at: [Student financial support - Harrogate College](#)

- **Harrogate Grammar School** – Information about financial and travel support can be accessed through the School's website: [Harrogate Grammar School - Red Kite Learning Trust - Bursary 16-19](#)
- **Henshaws Specialist College** - Boggs Lane, Harrogate HG1 4ED. SEND 16 to 25 provision with residential and day placements, meeting the needs of young adults with complex needs. Telephone transitions on 01423 886451, or access the website: [Special Education Needs College - Henshaws](#)
- **Huntington School** – assistance may be available through the 16-19 Discretionary Bursary. Contact details for the School can be found on the website: [Huntington School - Huntington Sixth Form](#)
- **King James School** – Information about financial support available can be accessed through the School's website: [Financial Support and Advice - King James's School](#)
- **Lancaster & Morecambe College** – information about the financial and travel support that is available can be found on the College's website: [Financial Support for Students - Lancaster & Morecambe College](#)
- **Lady Lumley's School** – information about the 16-19 bursary scheme can be found on the School's website: [Pastoral Care, Attendance & 16-19 Bursary Scheme - Lady Lumley's Academy](#) .
- **Leeds City College** – information about financial support, including help with travel, can be found on the College's website: [Leeds City College](#)
- **Malton School** - 16-19 Discretionary Bursary is to help students with the costs associated with their course and travel costs. Details can be found on the School's website: [Bursary - Malton School](#)
- **Middlesbrough College** – Assistance may be available through the 16–19 Discretionary Bursary. The college also offer free or discounted transport from certain areas. Information can be found on the College's website: [Free Travel to College | Visiting Us | Middlesbrough College](#) .
- **Northallerton School and Sixth Form College** - Assistance for sixth form students requiring transport may be available through the 16–19 Discretionary Bursary. Information about the financial support available and travel arrangements can be found on the School's website: [Welcome | Northallerton School & Sixth Form College](#)
- **Norton College** - Assistance is available through the 16-19 Discretionary Bursary Scheme. Information about the Bursary Scheme can be found on the School's website: [Financial Support \(16-19 Bursary\) | Norton College](#)
- **Outwood Academy Easingwold** – 16-19 Discretionary Bursary is to help students with the costs associated with their course and travel costs. Further details can be found at: [16-19 Bursary - Outwood Academy Easingwold](#)
- **Priory Pursglove College** – Information about the financial and travel support that is available can be found on the College's website: [Prior Pursglove | Student Benefits](#)
- **Queen Elizabeth School (Kirkby Lonsdale)** - Students from low-income families, may be eligible for financial assistance through our Sixth Form Bursary. Information can be found on the School's website: [Bursary Information - QES](#)

- **Queen Elizabeth Sixth Form College (Darlington)** –Support packages are available to help with costs, including transport subsidies. Further details are available from the College’s website: [Transport & Financial Support - Queen Elizabeth Sixth Form College](#)
- **Richmond School** – Assistance may be available through the 16-19 Bursary. Further information can be found on the School’s website: [Welcome | Richmond School & Sixth Form College](#)
- **Rossett School** – Information about the 16-19 Bursary Fund and travel arrangements can be found on the School’s website: [Rossett School - Sixth Form](#)
- **Scarborough Sixth Form College** – Information about travel arrangements and financial support can be found o the College’s website: [Parent Information | Scarborough Sixth Form College](#)
- **Scarborough TEC** – Assistance may be available through the16–19 Discretionary Bursary for help towards travel costs and equipment. Information about financial support and travel arrangements can be found at: [Transport - Scarborough TEC](#)
- **Selby College** – Assistance is available through the 16-19 Discretionary Bursary for families with a low household income who may have difficulty meeting costs associated with study. Information about financial support can be found at: [Financial Support](#) and information about travel arrangements can be found at: [Travelling to Selby College](#)
- **Sherburn High School** - Assistance may be available from the 16-19 discretionary bursary fund available to low income families. Information about the fund can be found on the School’s website at: [Bursary Fund - Sherburn High School](#)
- **South Craven School** - Students from low-income households can apply to the 16-19 Bursary Fund for funding. Information about bursaries and travel arrangements can be found on the School’s website at: [Bursary | South Craven School](#)
- **St Aidan's and St John Fisher Associated Sixth Form** – Assistance may be available through the 16–19 Discretionary Bursary. Information about bursary funding and travel arrangements can be found on the School’s website: [Welcome and About Our Sixth Form - St. Aidan’s Church of England High School](#)
- **Stokesley School** - Assistance may be available through the 16–19 Discretionary Bursary intended to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Contact the Head of Sixth Form or the School Finance Office: 01642 710050. <https://www.stokesleyschool.org/>
- **Tadcaster Grammar School** – Assistance may be available through the 16–19 Discretionary Bursar and assistance at the discretion of the Head Teacher. [Sixth Form - Tadcaster Grammar School \(starmat.uk\)](#) or contact telephone: 01937 833466.
- **Thirsk School** - Assistance may be available through the 16–19 Discretionary Bursary Contact 01845 522024. <https://thirskschool.org/>
- **Whitby School Sixth Form** Assistance may be available through the 16–19 Discretionary Bursary Please contact the 6th form office for information on 01947 601901. [Sixth Form - Whitby School - Ad finem terrae](#)

- **York College** – Students from low-income households can apply to the 16-19 Bursary Fund for funding towards essential course costs such as equipment, trips and travel. Contact the InfoZone on 01904 770443 or email funding@yorkcollege.ac.uk for more information and an application form. The college also operate their own college transport from various areas across the Yorkshire region. Please visit [Travel & Transport | York College](#)

16 to 19 Bursary Fund

What you'll get

There are 2 types of 16 to 19 bursary:

- **Bursary for students in vulnerable groups**

You could get a bursary worth up to £1,200, depending on your circumstances and benefits.

- **Discretionary bursary**

You could get a discretionary bursary if you need financial help but do not qualify for a bursary for students in vulnerable groups. Your education or training provider decides how much you get and what it's used for.

If you're over 19, you'll only be eligible for a discretionary bursary.

Your provider will decide how you get your bursary. You might get:

- an instalment paid by cash, cheque or bank transfer
- things like a travel pass, free meals or books

Some providers also offer one-off payments to cover study trips or travel for university interviews.

Eligibility

You must:

- be at least 16 and under 19 on 31 August 2026
- 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

Bursary for students in vulnerable groups

You may be able to get a bursary if at least one of the following applies:

- you're in or you recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

Discretionary bursary

Your school or college will have their own criteria for discretionary bursaries. They'll look at your individual circumstances - this usually includes your family income.

Ask student services about their criteria and any evidence you'll need.

You can apply to a discretionary bursary if you're over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an [Education, Health and Care Plan \(EHCP\)](#)

How to claim

Apply to your school, college or training provider. Ask student services or your tutor to explain what you need to do.

When to apply

Apply once you know where you'll study or train, so you'll get your bursary as soon as possible. You might need to reapply for a bursary for each year of your course. Check with your provider.

Further information can be found using the following link to the Government's website:

[16 to 19 Bursary Fund: Overview - GOV.UK](#).

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 £180 per child per week, while you are 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

Eligibility

You can get Care to Learn if all of the following apply to you:

- 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

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

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

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>
LA support for students aged 16-19 without special educational needs or disabilities

Transport assistance is provided if the student meets the following eligibility conditions:

- students make a contribution towards their travel costs each year of £846.00, this is reduced to £423.00 if the family is in receipt of the low-income reduction. (charges from September 2026);
- the sixth form/college is the nearest sixth form or college of further education to their home regardless of local government boundaries or is the sixth form of the secondary school which is recognised as the catchment school for the student's home address;
- the sixth form/college attended is more than three miles from the student's home by the nearest walked route; or have a special education need /disability which would prevent them walking the 3 miles.the sixth form/college is the nearest establishment offering a course that the Authority consider suitable to a student's career choice, or that is a pre-requisite for entry into higher education.*

* When assessing applications for transport assistance, the Local Authority considers the combination of subjects a student wishes to study and the career path they wish to follow. It will review job profiles and the UCAS website (<http://search.ucas.com/>) for qualification requirements to see if the subjects are a specific requirement for entry to a higher education course or career the student wishes to follow. Only when the course or combination of subjects is **essential** will assistance with transport to a sixth form or college that is not the nearest to the student's home address be approved. It is rare that a specific course or particular subject needs to be studied to access a higher education course, i.e. 'A' level law is not an essential entry requirement to study a law degree.

Reduction and Exemptions

The post 16 contribution will be reduced by 50% (to £423.00) for students whose parent/carer are on low income. This is defined as being:

Low income relates to children who are entitled to free school meals and the annual family household income is less than £7,400, or where the family is in receipt of the qualifying benefits for free school meals.

The qualifying benefits for free schools meals are:-

- Universal Credit - provided that the applicant has an annual net earned income of no more than £7,400
- Income-based Jobseekers' allowance
- Income-related employment and support allowance
- Child tax credit, provided the applicant is not entitled to working tax credit, and have an annual household income as assessed by HM Revenue and Customs that does not exceed £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of state Pension Credit

The following students will be exempt from the post 16 contribution and no charge will be made:

- Young people who are looked after by NYC local authority.
- Young people living alone who are entitled to Income Support in their own right (evidence will be required to support this).
- Young carers (evidence from a support worker or association involved will be required)

In 2025/26, the cost to the Authority for providing transport for Post 16 students was on average £985 per student increasing to an average of £16,444 for students with special educational needs/disability requiring additional support.

Students and parents should be aware that North Yorkshire Council Post 16 transport assistance might not be the cheapest option of transport to their place of study. Parents are advised to investigate public transport fares locally and speak to their further education establishment to find the best option that is available.

For details of any transport assistance or support available separately through the school or college, please see pages 6-9.

LA support for learners aged 16-19 with special educational needs or a disability

Transport assistance is provided if the student meets the following eligibility conditions:

- students make a contribution towards their travel costs each year of £846.00, this is reduced to £423.00 if the family is in receipt of the low income reduction (charge for September 2026) towards their cost each year;
- the sixth form/school/college attended is more than three miles from the student's home by the nearest walked route or the student has a special education need /disability which would prevent them walking the 3 miles.
- the sixth form/college is the nearest establishment offering a course that the Authority consider suitable to a student's career choice or it is the nearest provision named in section I of their EHCP.

Post 16 SEND students will require a further assessment of their individual needs and abilities to determine the level of transport assistance required. To establish specific transport needs for students with an Education Health and Care Plan (EHCP), additional information may be requested. If approved and the contribution has been confirmed, transport assistance will be arranged.

Any specialist transport that is approved may be a short-term arrangement and is subject to review. Since September 2018 all post 16 young people with an EHCP, starting a further education course, have been required to pay a contribution towards the cost of post 16 transport arrangements (unless a reduction or exemption applies). The charge is in line with all post 16 students and is £846.00 with a 50% reduction for low income families (please see page 11).

For more information visit [SEND transport for 16 to 19 year olds | North Yorkshire Council](#)

Post 19 students - EHCP only

When a student with an Education, Health and Care Plan starts a new course of education, who is above the age of 19 and below the age of 25 years. An additional assessment is made (reflecting the Council's obligations under both the Care Act 2014 and the Education Act 1996, s 508F) to determine whether it is necessary for the council (rather than the student/family) to make travel arrangements.

The Local Authority will consider:

- What other arrangements you have considered or tried and why they are not suitable.
- If there is a family member/carer who is able to transport the student and why it would not be a reasonable arrangement to make.
- If the student is in receipt of higher rate mobility component of the Personal Independence Payment or Disability Living Allowance, the purpose of which is to assist those who have

mobility problems, with severe difficulty walking or who need help getting around outside. We would expect this benefit to be fully utilised to meet their transport needs and this includes transport to their educational or training placement if there are any factors limiting its use you should provide details of them in the assessment process.

- The student's age, ability, aptitudes and SEND.
- Quality of education or training and locations / times of provision.
- Availability and ability to utilise public transport and walking routes.
- If there is a 'Motability' vehicle available to the student. If a decision has been made not to use the 'Motability' vehicle to support the student to reach their education placement we will require details as to why that is not possible/reasonable as part of the assessment.
- Any other exceptional circumstances that you consider need to be taken into account, and any recent supporting evidence that you provide.

Based on the assessment if the student has alternative means to support transport to educational provision the local authority is unlikely to provide further travel assistance.

However if the assessment identifies that a student does not have any other way of getting to the educational provision the local authority will provide travel assistance free of charge.

Students undertaking a work based learning programme such as an apprenticeship or supported internship would need to apply for Access to Work funding to support their transport needs.

Further information can be obtained using the following link to the Government's website: <https://www.gov.uk/access-to-work>

Cancellation of Post 16 Assistance

To cancel the Post 16 travel permit, the pass or passes must be returned to NYC **before the 1 April**. We recommend that you use Recorded Delivery, as proof of postage will be requested in the event that the pass is not received back. Refunds may be considered from the date of receipt of the pass/passes. Please return to Integrated Passenger Transport, County Hall, Northallerton, DL7 8AH.

Please note, you will remain liable for any remaining DD payments if the pass is not received before 1st April.

Travel training

The Council encourages learners aged 16 plus to travel independently on education transport services or public transport where applicable to enable them to develop the skills for successful transition into adulthood.

Independent Travel Training Scheme - Some Schools and colleges including special schools, can provide travel training for students with special needs to assist them to become independent travellers, as part of their educational program of study.

We expect that parents and carers of young people will continue to practice independent travel throughout the summer holiday prior to starting any study programme.

For more information please visit-

[Independent travel training for young people with SEND | North Yorkshire Council](#)

LA support in other circumstances

Travel assistance is generally only available to students who attend school or college on a daily basis. If students need to reside away from home to attend their course, they should contact the sixth form or college about a residential grant. Under the Residential Support Programme, residential grants may be payable if they are unable to attend a similar course within daily travelling distance from home. Please contact Student Finance - <https://www.gov.uk/browse/education/student-finance>

Parental Transport Allowance

Reimbursement is in the form of a mileage allowance and normally at the rate of 20p per mile. Students who have an Educational Health and Care Plan and require additional support may apply for the mileage rate to be enhanced to reflect the additional need.

Students with an EHCP who attend residential placements at special needs schools or colleges are normally entitled to claim 12 return journeys per year.

Additional eligibility criteria

Travel assistance is available to the nearest sixth form or college offering a suitable course. The Local Authority does not impose any restriction on students who wish to attend a school or college that is outside North Yorkshire as long as it is the nearest to the home address.

For students with an EHCP travel assistance will be considered to the nearest education establishment named in Section I of their plan.

Mainstream students must be under 19 at 1 September 2026 to be able to apply for travel assistance, transport assistance will continue until the end of the academic year. Some students may take longer to complete their course and consideration will be given to providing assistance for students who have not yet completed their course. This is looked at on a case-by-case basis.

Applying for LA transport assistance

Students can apply for transport assistance from 31st May onwards and should do so as soon as possible.

Applications for students requiring a travel pass should be made before the 31st July, so the pass is received for the start of the term in September. It can take up to 20 working days to assess applications and to make travel arrangements and issue travel passes/mileage allowances.

For SEND students who require additional support or transport other than a pass, these applications should be received before the 30th June for September guarantee.

If students apply in August, as they have waited until they get their exam results, or apply in September there is no guarantee that transport will be in place for the start of term and they may need to make alternative arrangements in the interim.

Students do not need a definite place on a course before they apply. The first payment is not taken until October so if they change their mind about where they are going or choose a different course there is plenty of time to cancel the payment plan.

Students can apply online and pay by direct debit. This can be in 9 monthly instalments from October to June or by one payment for the full amount.

Single payment amount	Full charge	Low income reduction (50% reduction once verified)
1 st October	£846.00	£423.00
Monthly payment plan	Full Charge	Low Income Reduction
1 st October	£94.00	£47.00
1 st November	£94.00	£47.00
1 st December	£94.00	£47.00
1 st January	£94.00	£47.00
1 st February	£94.00	£47.00
1 st March	£94.00	£47.00
1 st April	£94.00	£47.00
1 st May	£94.00	£47.00
1 st June	£94.00	£47.00

To apply online visit www.northyorks.gov.uk/post16 if students/parents want to pay by direct debit. If they wish to pay by any other means e.g. cheque or credit card, a paper form must be requested.

Please note that if a student is found to have been travelling on a service without a valid pass, or failed to make the payments, a charge will be issued for the full cost of the pass for the academic year. Students will not be able to use our services until the charge has been paid in full.

For students where a taxi has been commissioned, failure to meet any direct debits instalments will automatically trigger a cancellation request. The cancellation of transport will be enacted if a further attempt for payment is rejected.

Renewals

Students need to renew every year as transport is not automatically renewed. If the course is longer than one year then students will need to renew their transport for the second year. It is a student or parents' responsibility to renew if they require transport assistance for another year. This also applies to students who have an EHCP.

Appeals

This section outlines the appeal procedure to be used when you believe that the decision made with respect to your eligibility for travel assistance is incorrect. It should be made in writing in the first instance to the appropriate team (see Post 16/SEND transport team contact details on page 2). This is not a statutory right of appeal.

Stage 1:

A Stage 1 review must be made in writing within 20 working days of the letter refusing assistance or when notified of transport arrangements:

- Your letter must provide reasons for your challenge and include any new documentary evidence.

- This will be reviewed by two senior officers from Children and Young People's Service and in the case of Post-19 students with an EHCP one of the senior officers will be from Health and Adult Services, the original decision may be upheld, overturned or alternative solutions maybe suggested.
- Where transport assistance is agreed, the Authority will make the necessary arrangements.
- Where transport is not agreed, you will be told in writing of the decision, if you remain unsatisfied, you will be informed of the next and final stage of the appeal process.

Stage 2:

A stage 2 appeal must be made in writing by completion of an appeal form within 20 working days of receipt of the stage 1 response

- The form must clearly state the reasons why you challenge the stage 1 response and provide any new documentary evidence.
- Stage 2 appeals are heard by the Appeals Committee which consists of a small group of Elected Members of the council,
- You can attend the appeal in person
- When a decision is made, you will be notified in writing of the final decision and the reasoning behind the decision.
- Where you are unhappy with the outcome you will be advised how escalate it to the Local Government Ombudsman www.lgo.org.uk or complain to the Secretary of State www.education.gov.uk/help/contactus

Making a complaint

The Authority's Complaints procedure should be followed if you wish to complain about the type of provision provided, the ending of travel arrangements, for example where they were obtained on the basis of fraudulent or misleading information, issues with the transport service or the administrative process.

Complaints received about the post 16-transport policy statement including the charge and rate of allowances cannot be investigated through the complaints procedure and will be treated as a query/comment.

Any formal complaint should be handled through North Yorkshire Council's Corporate complaints process:

Corporate Complaints Team (Children and Young People's Service)
Chief Executive's Office
North Yorkshire Council
County Hall
Northallerton
North Yorkshire
DL7 8AD

<https://www.northyorks.gov.uk/your-council/get-touch/complaints-comments-or-compliments>

Appendix 1

Details of concessionary fares, discounts, subsidies, passes or travel cards available for Post 16 young people offered by local bus operators can be accessed using the website links below.

Company	Young Persons Concessions
Arriva Bus Passes for Students Student Travel Arriva Bus - Arriva UK Bus Tel: 0344 800 4411	Arriva offer a range of student tickets for anyone in post-16 full time education with a valid student ID, in locations in North Yorkshire and the North East
East Yorkshire Motor Services including Scarborough & District Students - East Yorkshire Tel: 01482 592929	East Yorkshire Buses have a variety of passes available for different universities and colleges around the region. The details can be accessed via the link to the website
Harrogate Bus Company - Transdev £1 for young people in North Yorkshire Tel: 01422 553576 customer.services@transdevbus.co.uk	Under 19's travel for £1 when making a journey wholly within North Yorkshire
Keighley Bus Company - Transdev buy tickets Tel: 01422 553576 customer.services@transdevbus.co.uk	Under 19's travel for £1 when making a journey wholly within North Yorkshire

Metro – West Yorkshire Area m-card.co.uk/the-cards/under19/ Tel: 0113 245 7676 metroline@westyorks-ca.gov.uk	The 'MCard' provides access to a simplified fare structure for Under 19's in West Yorkshire for all West Yorkshire buses
Yorkshire Coastliner – Transdev £1 for young people in North Yorkshire Tel: 01422 553 576 customer.services@transdevbus.co.uk	Under 19's travel for £1 when making a journey wholly within North Yorkshire