

**North Yorkshire County Council  
Post-16 Transport Policy Statement  
2019 – 2020**

**Post-16 Transport Policy Statement - Academic Year 2019 – 2020**  
**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 Services, Education and Skills

Information	Email	Useful websites
Mainstream Post 16 Transport Team Business Support, Jesmond house 31-33 Victoria Avenue Harrogate HG1 5QE  01609 533679	<a href="mailto:post16@northyorks.gov.uk">post16@northyorks.gov.uk</a>	<a href="http://www.northyorks.gov.uk/post16">www.northyorks.gov.uk/post16</a>
Special Educational Needs Post 16 SEND Transport Team Inclusion County Hall Northallerton DL7 8AE  01609 535077	<a href="mailto:SENDtransport@northyorks.gov.uk">SENDtransport@northyorks.gov.uk</a>	<a href="http://www.northyorks.gov.uk/transport-send-children-and-young-people">www.northyorks.gov.uk/transport-send-children-and-young-people</a>
SEND Local Offer		<a href="https://www.northyorks.gov.uk/send-local-offer">https://www.northyorks.gov.uk/send-local-offer</a>
Information on education and public transport services		<a href="http://www.northyorks.gov.uk/publictransport">www.northyorks.gov.uk/publictransport</a>
Timetable information for local bus and school services in North Yorkshire		<a href="http://www.northyorks.gov.uk/businfo">www.northyorks.gov.uk/businfo</a>
Traveline 0114 221182		<a href="http://www.traveline.info/">http://www.traveline.info/</a>
Yorkshire Travel.Net		<a href="http://www.yorkshiretravel.net/">http://www.yorkshiretravel.net/</a>
English National Travel Concessionary Scheme		<a href="https://www.northyorks.gov.uk/disabled-persons-bus-pass">https://www.northyorks.gov.uk/disabled-persons-bus-pass</a>
Railcard		<a href="http://www.nationalrail.co.uk/stations_destinations/44965.aspx">http://www.nationalrail.co.uk/stations_destinations/44965.aspx</a>

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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.

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 North Yorkshire County Council 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 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**

Transport assistance is available to students attending a full-time course (12 hours or more per week) at sixth forms, colleges or other training providers, as long as the following criteria apply:

- Students must be under 19 at 1<sup>st</sup> September 2019.
- The sixth form or college they wish to attend should be the catchment school for the home address or the nearest college to their home address.
- They must live more than 3 miles by the shortest walked route to the sixth form/college, or have a special education need /disability which would prevent them walking the 3 miles.
- The sixth form or college must be 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

Students must meet the eligibility criteria (see page 10 for full details)

Where a dedicated education transport service is no longer required for entitled 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.

In certain circumstances, students who are not eligible for travel assistance may be able to apply for a paid travel permit if there are spare places on a bus operated by the Authority. However, it may be necessary to end the arrangement at short notice if there is an increase in the number of entitled pupils using these vehicles, and as a result spare places are no longer available. The cost of these permits is £490.00 per annum.

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

Page 16 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**

In addition to NYCC Post 16 transport assistance, financial or transport support may be available from the school or college students will be attending. Students should contact the Head of Year or Student Services for further details or visit their website. The information below details how some schools and colleges provide extra transport help. If your school or college is not listed please contact them directly for information.

- **Askham Bryan College** – The college maybe offer help from scholarships and charitable trusts for students (e.g. Calderdale/Ripon). Contact Student Services for York on 01904 772277 or Guisborough 01287633870. The colleges also have various free buses from designated points around the Yorkshire region. Please visit <https://www.askham-bryan.ac.uk/students/student-transport> or contact the Transport Team on 01904 772225
- **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 <https://www.bishopburton.ac.uk/student-life/free-transport>
- **Boroughbridge High School** – Haywra Crescent Trust. Contact the Sixth Form Head on 01423 323540
- **Caedmon College Whitby** – Assistance may be available through the 16–19 Discretionary Bursary Please contact the 6<sup>th</sup> form office for information on 01947 602406.
- **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. Contact the Student Services Manager, 01325 503037 or email [studentfinance@darlington.ac.uk](mailto:studentfinance@darlington.ac.uk). Further information on transport arrangements is available at <http://www.darlington.ac.uk/about/student-welfare-and-support/transport-arrangements/>
- **Harrogate College** - Discretionary Funds are available to meet the needs of eligible students who are having difficulties in meeting the costs associated with their learning. Contact Pamela Webb, Student Finance Advisor on 01423 878254. The college also operate their own bus services from certain areas in the Yorkshire region. Please visit <https://www.harrogate-college.ac.uk/how-to-get-here-1> Enquire direct on how to apply at [oncourse@harrogate.ac.uk](mailto:oncourse@harrogate.ac.uk) or call 01423 878211
- **Harrogate Grammar School** - Haywra Crescent Trust. Contact the Head of Sixth Form on 01423 531127 ext 261
- **Harrogate High School** - Haywra Crescent Trust. Contact the Head of Sixth Form on 01423 548800.
- **Huntington School** – assistance may be available through the 16-19 Discretionary Bursary. Please contact the Sixth Form team or Finance department for further information on 01904 752100 or [accounts@huntington-ed.org.uk](mailto:accounts@huntington-ed.org.uk)
- **King James School** – Grants maybe available through the Haywra Crescent Trust and also the 16-19 Discretionary Bursary Fund. Contact the Head of Sixth Form on 01423 798704.
- **Lancaster & Morecambe College** – 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 01524 66215. The college also offer free or discounted transport from certain areas. Please visit <https://www.lmc.ac.uk/the-college/free-bus-service>
- **Lady Lumley’s School** – intend to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Contact 01751 472846.
- **Leeds City College** – Various financial support funds are available to assist you with course-related costs to overcome barriers, which may prevent you from taking part in or continuing in learning. Course related costs include, travel pass, books, equipment, visits, childcare, college meals, and materials, dependent upon individual circumstances. All applications are assessed on individual bases. Contact Student Advice Team [supportfund@leedscitycollege.ac.uk](mailto:supportfund@leedscitycollege.ac.uk)
- **Malton School** - 16-19 Discretionary Bursary is to help students with the costs associated with their course and travel costs. Contact 01653 605321.
- **Middlesbrough College** – Assistance may be available through the 16–19 Discretionary Bursary. The college also offer free or discounted transport from certain areas. Please visit: <https://www.mbro.ac.uk/student-services/travelling-to-college> or contact Student Services on 01642 333360
- **Northallerton School and Sixth Form College** - Assistance for sixth form students requiring transport 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 transport costs. Please contact Northallerton Sixth Form College on 01609 773340

- **Norton College** - Assistance available through the 16-19 Discretionary Bursary Fund. This fund is designed to assist students with the costs associated with their course and travel costs. Contact 01653 693296 ext 284
- **Richmond School** – Assistance may be available through the 16-19 Bursary. Subsidised bus services for post 16 students from certain areas around Masham/Bedale, Middleham/Leyburn and Catterick Garrison. Contact the Finance Office on 01748 850111 or visit <http://www.richmondschool.net/Information/Transport>
- **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: <https://www.easingwold.outwood.com/post-16-bursary>
- **Queen Elizabeth School (Kirkby Lonsdale)** - Students from low income families, may be eligible for financial assistance through our Sixth Form Bursary. Please contact the Sixth Form Administrator for further information 015242 71275.
- **Queen Elizabeth Sixth Form College (Darlington)** –Support packages are available to help with costs, including transport subsidies. Further details are available from [enquiry@qeliz.ac.uk](mailto:enquiry@qeliz.ac.uk) They also operate their own transport from certain areas, please visit <https://www.qeliz.ac.uk/life-at-qe/transport-financial-support/>
- **Rossett School** – Grants maybe available through the Haywra Crescent Trust Fund and also the 16-19 Discretionary Bursary Fund. Contact 01423 564444.
- **Scarborough Sixth Form College** – College operate a daily bus to and from Bridlington. Student support fund for students who may be struggling financially with the costs associated with the course. Student Support Fund for use in emergencies. There are the Scarborough United Scholarship Fund and the John Kendal Trust which can award grants to support Scarborough residents. Contact 01723 380700.
- **Scarborough TEC (previously Yorkshire Coast College)** – Assistance may be available through the 16–19 Discretionary Bursary for help towards travel costs and equipment. There may also be some assistance toward child care costs. Contact Student Services on 01723 372105. Please visit: <https://scarboroughtec.ac.uk/transport/>
- **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 studying. Subsidised transport is also offered through our Arriva Selby College Student Saver Tickets. Contact Student Services on 01757 211040. Some students may qualify for help from an Educational Charity – contact Selby Library on 01757 702020 or Citizens Advice Bureau on 08444 111444
- **Sherburn High School** - Assistance may be available from the 16-19 discretionary bursary fund available to low income families. Contact the Bursar on 01977 682442 for more details.
- **South Craven School** - Students from low income households can apply to the 16-19 Bursary Fund for funding towards essential costs such as equipment, trips and travel. Please contact the Sixth Form Office on 01535 639727. All students, once enrolled, are entitled to a Student Super Saver which entitles them to half fare travel.

- **St Aidan's and St John Fisher Associated Sixth Form** – Assistance may be available through the 16–19 Discretionary Bursary. Please see the Sixth Form Office for information or contact 01423 818516 or 01423 818426. School organise their own transport from certain areas, more information can be found at: <http://www.staidans.co.uk/useful-information/transport/>
- **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
- **Tadcaster Grammar School** – Assistance may be available through the 16–19 Discretionary Bursar and also assistance at the discretion of the Head Teacher. Contact 01937 833466.
- **The Wensleydale School** - Assistance may be available through the 16–19 Discretionary Bursary Contact 01969 622244
- **Thirsk School** - Assistance may be available through the 16–19 Discretionary Bursary Contact 01845 522024
- **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 770400 or email [funding@yorkcollege.ac.uk](mailto: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 <http://www.yorkcollege.ac.uk/contact-us/travel-transport.html>

## 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.

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

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 2019 or

- be aged 19 or over at 31 August 2019 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2019 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

Further information can be found at: [www.gov.uk/](http://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 for young people without special educational needs or disabilities**

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

- students make a contribution of £490.00/£245.00 if the family is in receipt of the low income reduction (charge from September 2019) towards their travel costs each year;
- 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 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 normal school for the student's home address;
- the sixth form/college is the nearest establishment offering a course that the Authority consider suitable to a student's career choice and for students with an EHCP is named in their EHCP, or that is a pre-requisite for entry into higher education.\*

\* When assessing applications for transport assistance, we look at the combination of subjects a student wishes to study and also the career path they wish to follow. We will check 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 we approve assistance with transport to a sixth form or college that is not the nearest to the student's home address. 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 £245.00) for students who meet the free school meal criteria or whose parent/carer are on low income and who can provide evidence of a means-tested benefit. These include:

- universal credit (with a net annual earnings threshold of £7400)

- income support;
- income-based Jobseekers' allowance;
- income-related employment and support allowance;
- income-based and contributions-based JSA or ESA on an equal basis;
- child tax credit, provided you are 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;
- guarantee element of state pension credit; or

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

- Young people who are looked after by NYCC 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 2018/2019, the cost to the Authority for providing transport for Post 16 students was on average £900.00 per student, increasing to an average of £8,000 for students with special educational needs/disability requiring additional support.

Students and parents should be aware that North Yorkshire County Council Post 16 transport assistance may 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 page 5.

### **LA support for Learners with special educational needs or a disability**

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

- students make a contribution of £490.00/£245.00 if the family is in receipt of the low income reduction (charge from September 2019) towards their travel costs each year;
- the sixth form/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 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 normal school for the student's home address;
- 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 named in 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 EHCP, additional information will be requested on receipt of a Post 16 application form and considered by the SEND Transport Manager. If approved and the contribution has been confirmed, transport assistance will be arranged by Integrated Passenger Transport Team who will contact the student with details of the arrangements.

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 Education Health and Care Plan, 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 £490.00 with a 50% reduction for low income families (please see page 10 & 11)

For more information visit <https://www.northyorks.gov.uk/transport-send-children-and-young-people>

## Post 19 students

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 their own travel arrangements. We 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.
- The student's age, ability, aptitudes and SEND
- Quality of education or training and locations and times of provision
- 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 would normally expect the carer/student to make their own appropriate alternative arrangements, or provide details as to why that is not possible/reasonable.
- Any other exceptional circumstances that you consider need to be taken into account, and any recent supporting evidence that you provide.

*Please note that we would not generally consider work or childcare commitments as an exceptional reason for travel assistance to be provided.*

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

<https://www.gov.uk/access-to-work>

## Refunds

To cancel the Post 16 travel permit, the pass or passes must be returned to NYCC 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 Admissions, Transport & Welfare Team, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE

## **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 Special Schools and colleges provide mobility/travel training for students with special needs to assist them to become independent travellers.

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-

<https://www.northyorks.gov.uk/transport-send-children-and-young-people>

## **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 the Education Funding Agency - Learner Support helpline on 0800 121 8989 Monday to Friday, 9am to 5pm.

Students with an EHCP who attend residential placements at special needs schools or colleges are normally entitled to claim 12 return journeys per year. Reimbursement is in the form of a mileage allowance and normally at the rate of 20p per mile.

## **Additional eligibility criteria**

Travel assistance is available to the nearest sixth form or college offering a suitable course. We do 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 education establishment named in Section I of their plan regardless of distance.

Mainstream students must be under 19 at 1 September 2019 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 support**

Students can apply for transport assistance from June onwards and should do so as soon as possible, this is so their travel passes can be arranged in good time for the start of the term in September. It can take up to 20 working days to assess applications and make travel arrangements for Post 16 transport assistance.

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

To apply online or down load an application visit [www.northyorks.gov.uk/post16](http://www.northyorks.gov.uk/post16) If students/parents want to pay by direct debit or by any other means e.g. cheque or credit card, forms are available to download

Once we have received their application we will normally advise whether their application has been successful within 10 working days. Their details are then sent to colleagues in Integrated Passenger Transport who arrange the issue of travel passes or allowances within a further 10 working days.

For students with SEND requiring additional transport assistance, the SEND transport team will contact families to gather further information about individual needs and requirements.

**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's or parents' responsibility to renew if they require transport assistance for another year. This also applies to SEND students.

## **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 proposing changes to existing 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 Services 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 transport arrangements.
- Where transport is not agreed, you will be told in writing of the decision and 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 county 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](http://www.lgo.org.uk) or complain to the Secretary of State [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

There is no right of appeal if the decision is made to vary the form of travel assistance

### **Making a complaint**

The Authority's Complaints procedure should be followed if you wish to complain about the type of provision provided, the ceasing 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 the North Yorkshire Councils Corporate complaints process:

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

<https://www.northyorks.gov.uk/comments-and-complaints>

**Details of concessionary fares, discounts, subsidies, passes or travel cards available for Post 16 young people offered by local bus operators.**

Company	Young Persons Concessions
<p><b>Arriva North East</b></p> <p>Tel: 0191 5204231</p> <p><a href="mailto:studentsne@arriva.co.uk">studentsne@arriva.co.uk</a></p> <p><a href="https://www.arrivabus.co.uk/north-east/bus-tickets/young saver/">https://www.arrivabus.co.uk/north-east/bus-tickets/young saver/</a></p>	<p>Student and Young Persons' Saver tickets are available to anyone up to the age of 19 or in full time education. All of the tickets are valid all day every day and offer unlimited travel on all Arriva North East services (except where stated) in the specified zones. This includes evenings, weekends and half-term holidays, so they're great for both work and play</p> <p>The Teen Card is a must for all young people living in the North East. It allows reduced travel on almost all Arriva North East services at off-peak times and during most non-school days. Any young person up to the age of 18 can get a Teen Card. You can use your Teen Card up until the day before your 19th birthday.</p>
<p><b>Arriva Yorkshire</b></p> <p>Tel: 01915 204231</p> <p><a href="mailto:studentsyk@arriva.co.uk">studentsyk@arriva.co.uk</a></p> <p><a href="https://www.arrivabus.co.uk/yorkshire/bus-tickets/studentsyk/">https://www.arrivabus.co.uk/yorkshire/bus-tickets/studentsyk/</a></p>	<p>You can travel during the academic year as well as half terms, weekends and evenings with any student saver tickets</p> <p>Student tickets are available to purchase online or on bus (day and weekly tickets only where applicable), however a valid form of student ID is required to purchase on bus.</p>
<p><b>Dales &amp; District (Procters Coaches)</b></p> <p>Tel: 01677 425203</p> <p><a href="mailto:enquiries@procterscoaches.com">enquiries@procterscoaches.com</a></p> <p><a href="https://www.procterscoaches.com/">https://www.procterscoaches.com/</a></p>	<p>Discounted 10 trip ticket on services X34, 29 and 72</p> <p>Sixth Form students studying at Northallerton School &amp; Sixth Form College can travel to and from college for just £1 per trip during term time. This is only valid if the college's ID badge is produced.</p>

<p><b>East Yorkshire Motor Services including Scarborough &amp; District</b></p> <p>Tel: 01482 592929</p> <p><a href="mailto:BusLine@eyms.co.uk">BusLine@eyms.co.uk</a></p> <p><a href="https://www.eyms.co.uk/students/">https://www.eyms.co.uk/students/</a></p>	<p>16 to 18 year olds can now get 20% discount without a card. Just show your school or college ID card on the bus when you buy your single or return ticket, and you'll get it with 20% off. .</p> <p>We also have a variety of passes available for different universities and colleges around the region. See our student pages for some of these offers, or contact your school or college.</p>
<p><b>Harrogate &amp; District Travel - Transdev</b></p> <p>Tel: 01423 56 60 61</p> <p><a href="mailto:hello@harrogatebus.co.uk">hello@harrogatebus.co.uk</a></p> <p><a href="http://www.harrogatebus.co.uk/">http://www.harrogatebus.co.uk/</a></p>	<p>Student termly or annual tickets available to St John Fisher &amp; St Aidan's Schools</p> <p>Discount available on production of student id card</p>
<p><b>Keighley &amp; District Travel - Transdev</b></p> <p>Tel: 01535 603 284</p> <p><a href="mailto:hello@keighleybus.co.uk">hello@keighleybus.co.uk</a></p> <p><a href="http://www.keighleybus.co.uk/">http://www.keighleybus.co.uk/</a></p>	<p>Discount available on production of student id card</p>
<p><b>Metro – West Yorkshire Area</b></p> <p>Tel: 0113 245 7676</p> <p><a href="mailto:metroline@westyorks-ca.gov.uk">metroline@westyorks-ca.gov.uk</a></p> <p><a href="https://ticketsandpasses.wymetro.com/">https://ticketsandpasses.wymetro.com/</a></p>	<p>Metro 16-18 Photocard is available to West Yorkshire residents and allows half price travel on buses and trains within West Yorkshire.</p> <p>A 19-25 MCard is available to anyone (no residence requirement) and offers reduced price period tickets for journeys wholly within West Yorkshire.</p>
<p><b>Reliance Motor Services</b></p> <p>Telephone - 01904 768262</p> <p><a href="https://reliancebuses.co.uk/student-fares/">https://reliancebuses.co.uk/student-fares/</a></p>	<p>Number of ticket options available with significant savings</p>
<p><b>Yorkshire Coastliner – Transdev</b></p> <p>Tel: 01653 692 556</p> <p><a href="mailto:hello@coastliner.co.uk">hello@coastliner.co.uk</a></p> <p><a href="http://www.yorkbus.co.uk/">http://www.yorkbus.co.uk/</a></p>	<p>Discount available on production of student id card</p>