

# **Post-16 Travel & Transport Policy 2025-26**

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# Sheffield City Council Post-16 Travel & Transport

## 1 Policy Statement 2025-26

### 1.1 Vision

Our vision is that every young person in Sheffield will travel to their place of learning as independently as possible, arriving safely, settled, and ready to learn.

Sheffield City Council (the Council) is dedicated to ensuring that each young person in the city reaches their full potential. By raising expectations and achievement levels, we aim to provide enriching experiences that support the journey to independence. We aspire for as many young people as possible to travel independently to and from school.

Recognising the diverse needs of young people, we understand that some may need extra support with travel arrangements to achieve their full potential. By addressing young people's needs, we aim to remove barriers to independent travel, enabling everyone to fully participate in educational and social experiences. This might mean providing accessible transport options, specialised independent travel training, and/or working closely with schools and families. Our goal is to create a more inclusive environment where every young person can thrive, regardless of their circumstances

### 1.2 Introduction

Sheffield City Council's Post-16 Travel & Transport Policy aims to provide young people and parents/carers with effective and sustainable travel solutions. This policy applies to young people resident within Sheffield, who are Post-16 learners attending sixth form at school, college or other places of learning or training. This includes learners with EHC plans up to age 25 where they are continuing on a course started before their 19th birthday. This policy also applies to young adult learners aged 19 – 25.

There is no automatic entitlement to free home to school or college transport once a student is over 16 years and beyond compulsory school age.

Students are required to be in education, employment, or training until their 18<sup>th</sup> birthday, which could involve mixing full-time work with study, an apprenticeship, continuing full-time in school or college, or combining part-time training with volunteering. There has not, however, been any change to

compulsory school age and consequently there is no extension to the entitlement to free transport beyond the end of secondary education (end of Year 11).

Local authorities have a statutory duty to publish details of travel support for eligible 16-19 year olds (who have started a course before their 19<sup>th</sup> birthday).

This policy is intended to inform young people in Year 11 and above (and their parents/carers) about the travel/transport arrangements and available support for post-16 students in Sheffield during the forthcoming 2025-26 academic year. It also contains specific information for post-16 students with Special Educational Needs/Disabilities (SEND). See Section 5 for more information.

In relation to students with SEND this policy aims, wherever possible, to work with the family and young person to develop a travel solution which enables the young person to access education in the same way that their peers without SEND would.

This policy applies to anyone living in Sheffield and covers the period 1 August 2025 to 31 July 2026. Learners not resident in Sheffield should refer to the transport policy statement issued by their home Local Authority.

The Council is committed to reducing traffic congestion, improving road safety and reducing the environmental impact of vehicle journeys by promoting alternative forms of travel, such as walking and the use of integrated public transport. In the provision of travel support to access education, the Council will consider support options for eligible young people that lead to reducing the number and length of vehicle journeys.

This policy covers the statutory duties of the Local Authority under Sections 508 and 509 of the Education Act 1996 and subsequent amendments.

Further information can be obtained via  
[www.gov.uk/government/publications/post-16-transport-to-education-and-training](http://www.gov.uk/government/publications/post-16-transport-to-education-and-training)

## **2 Concessionary Fares, Discounts, Subsidies, Passes or Travel Cards available for Post 16 Learners in Colleges, Sixth Forms and at some Training Providers**

### **2.1 Zoom 16-18 pass**

The Zoom 16-18 pass is available for all 16-18 year olds living in South Yorkshire, including those in apprenticeships and employment, enabling them to access discounted travel across the region. The Zoom 16-18 pass allows

young people in this age bracket to travel all year round for the concessionary fare of £1 per single journey on bus and tram, half price rail fare on local Northern train services within South Yorkshire, as well as benefiting from a range of operator discounted tickets on production of a Zoom 16-18 pass.

Young people can apply for a pass at the time this policy is published (May 2025) if they were born between 1 September 2008 and 31 August 2009. The pass can be used as soon as it arrives. Passes are valid for up to two years and have an expiry date of the 31 July of the second year in further education, apprenticeship or employment.

The quickest way to apply for a 16-18 Travel Pass is online by using a MyTSY account. To register or login visit <https://mytsy.travelsouthyorkshire.com/login>

Alternatively, where customers are unable to apply online, they can apply using a paper application form from any Interchange Customer Service Desk. South Yorkshire Mayoral Combined Authority (SYMCA) aims to dispatch the pass within eleven days of receiving a completed online application. For paper applications they aim to dispatch a pass within 25 days of receiving a completed application form.

Paper application forms can be returned to Interchange Customer Service Desks or by post to: Contact Centre, South Yorkshire Mayoral Combined Authority, 11 Broad Street West, Sheffield S1 2BQ. Passes will be posted to the customer's home address which must be within South Yorkshire.

## **2.2 GetAbout ticket**

GetAbout is the combined bus and tram ticket for under 18 year olds who have a valid Zoom Under 16 or Zoom 16-18 pass. It which enables you to travel anywhere in South Yorkshire at a fraction of the price of an adult ticket.

Once you've bought your GetAbout ticket you are then able to travel on any bus or tram of your choosing without making any further payment. All you need to do is show the driver or conductor your GetAbout ticket and your valid travel pass. Note that a few school buses do not accept GetAbout - further information is available from Traveline (0800 952 0002).

GetAbout and GetAbout Plus tickets are available for 1,7 or 28 days, and further details and prices can be found via [www.sytravelmaster.com](http://www.sytravelmaster.com)

## **2.3 18-22 Discount Card**

The '18-22 Discount Card' is a smart card available for all young people regardless of where they live or their level of study who travel in South Yorkshire up to the day before their 23rd birthday. With it, an eligible young person will get a 15% discount against the price of all Adult 7 & 28 Day TravelMaster tickets.

## **2.4 The English National Concession Travel Scheme (ENCTS) - The Disabled Person's Pass**

- The ENCTS pass enables free travel for those whose disability makes them eligible for it. To obtain the pass on the basis of disability contact Customer First on **0114 273 4567** or visit [www.travelsouthyorkshire.com/disabled/](http://www.travelsouthyorkshire.com/disabled/)

## **2.5 General Travel Advice for Learners**

- General information about travel in South Yorkshire can be obtained via [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com) or by contacting Traveledine on **0800 952 0002**.
- Specific, personalised journey planning is also available.

## **2.6 Neighbouring Local Authority areas**

The above options are valid across Sheffield, Rotherham, Barnsley and Doncaster.

In Derbyshire, young people living in the county are eligible for a 'b\_line2' card issued by the Local Authority. For further information is available at [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)

# **3 Help with Travel Costs – students aged 16-19**

## **3.1 16-19 Bursary Fund**

Students may be able to access some funding towards transport costs directly from individual education and training providers from the 16-19 Bursary Fund. This fund provides financial support to help young people overcome specific barriers to participation so they can remain in education. Each learning provider has some discretionary funding that can be used for this purpose, subject to their own criteria.

There are two types of bursary: a bursary for students in vulnerable groups and a discretionary bursary.

### **3.1.1 Bursary for students in vulnerable groups**

Students in vulnerable groups could get a bursary of up to £1,200 depending on their circumstances, if at least one of the following applies:

- they are in or recently left local authority care
- they get Income Support or Universal Credit because they are financially supporting themselves
- they get Disability Living Allowance (DLA) in their name as well as either Employment and Support Allowance (ESA) or Universal Credit
- they get Personal Independence Payment (PIP) in their name as well as either ESA or Universal Credit

The amount awarded depends on the costs they have and what is needed for their course. This might include money for books, equipment or travel costs to school or college.

If you would like advice regarding benefits, please contact your local Citizens' Advice Bureau. Families with disabled children can also get advice and support from the national helpline of the charity Contact <https://contact.org.uk/>

### **3.1.2 Discretionary Bursary**

Students could get a discretionary bursary if they need financial support but are not part of the vulnerable groups described above.

Individual schools/colleges will have their own criteria for discretionary bursaries and will consider students individual circumstances – this will usually include family income.

Most schools / colleges in Sheffield require students to maintain a level of attendance and behaviour to qualify for the bursary.

### **3.1.3 How to Apply for either Bursary**

Students need to request an application form from their Head of 6th Form or Student Services. For students attending The Sheffield College the bursary is called the Student Support Fund. Schools and The Sheffield College have further details of this on their websites.

Further details of the bursary scheme are available via

## 4 Cross Boundary Travel/Transport

Sheffield City Council wants to ensure that young people have a reasonable opportunity to choose between the courses available at 16, and be supported to access their choices where necessary.

'Reasonable choice' includes enabling young people to choose courses outside their home local authority boundary if it makes sense for them to do so. For example, this might be closer to the home address, or a course which is unavailable elsewhere. Where travel support outside Sheffield is requested, this will be considered on an individual basis.

## 5 Travel for Learners with Special Educational Needs/Disabilities (SEND)

### 5.1 Travel Support Arrangements

Sheffield City Council is committed to ensuring that all young people can fulfil their potential. One of the aims of this policy is that young people should lead lives that are as independent and free from restriction as possible, and are supported to achieve some degree of independence in relation to travel wherever practicable.

We aim to promote inclusive opportunities to enable young people to travel to/from their place of education independently or using family-based approaches similar to those used by other young people wherever possible, taking account of their age and needs. This balances our commitment to:

- equality of opportunity and the celebration of diversity and an opposition to all forms of discrimination
- making efficient use of public resources, delivering better outcomes and providing better value for money

Preferred travel arrangements are for students to **travel independently** by walking, wheeling, or the use of public transport, as this develops key-life skills for each young person as they grow into adulthood. This might include travel training. See **Appendix 1** (Travel support hierarchy for eligible children in Sheffield) for further details, or contact the Assessment and Training Team at [indetravel@sheffield.gov.uk](mailto:indetravel@sheffield.gov.uk) or by phone on **0114 205 3542**.



## **5.2 Students aged 16-19 (Years 12-14)**

Students in Year 11 transferring into post-16 education and requesting travel support due to their Special Educational Needs/Disabilities can apply online by visiting [www.sheffield.gov.uk](http://www.sheffield.gov.uk) and searching 'post 16 travel support'.

Alternatively, you can request a paper copy of the application form by contacting the team at [indetravel@sheffield.gov.uk](mailto:indetravel@sheffield.gov.uk) or tel. **0114 205 3542**.

Submission of an application form does not automatically mean that learners will receive travel support.

A Travel Panel will consider all applications and determine:

- Whether the student qualifies for travel support; and
- What form this travel support should take

See **Appendix 2:** (Framework for Assessing Home to School Transport Applications) for further information

Post-16 travel support will be subject to review and reassessment of needs. To fully understand their travel needs, Travel Assessment & Training Officers may need to meet with students and their parents/carers.

See **Appendix 3** (Step-Down model for Travel Support) for further information

## **5.3 Continuing Learners aged 19-25 with an EHC Plan**

The sixth form age duty also applies to young people with EHC plans up to age 25 where they are continuing on a course started before their 19th birthday. Applications would need to be made in line with Section 5.2 above.

## **5.4 Adult Learners**

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.

The Council will make such transport arrangements as they consider necessary in respect of:

- adults (aged 19 or over) to facilitate their attendance at further or higher education institutions maintained or assisted by the local authority, or institutions within the further education sector; and

- adults for whom an EHC plan is maintained for the purpose of facilitating their attendance at institutions outside the further and higher education sectors where the local authority has secured the provision of education or training at that institution and the provision of boarding accommodation

Any transport provided is free of charge for eligible adult learners.

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.

Applications would need to be made in line with Section 5.2 above.

## 5.5 Travel Support Options

If students qualify for travel support to a school/college setting, Sheffield City Council will offer the most appropriate and cost-effective form of support:

- Travel Training to enable the young person to work towards travelling independently to/from school or college on public transport.
- Personal Travel Budget – a budget paid into your bank account three times a year, which can be used flexibly to make travel arrangements to suit your child/family
- Parental Reimbursement (PR) – a mileage rate claimed monthly for journeys made to/from your child's school/college
- Transport provided for the young person from their permanent home address to their educational provider and back. If Sheffield City Council agrees to provide transport, the young person is likely to travel with others.

Further information about each option can be found in **Appendix 2: Framework for Assessing Home to School Transport Applications**

Please note:

- Travel support will be provided from home to school/college at the start and end of each day. Travel to work experience placements, medical appointments, transition visits, taster sessions or other off-site visits is the responsibility of the parent/carers or the education provider.

- Travel support is not provided to Supported Internships or Apprenticeships unless there are exceptional circumstances. Each case will be considered on an individual basis.
- Travel between school/college sites during the middle of the day is the responsibility of the parent/carer or the education provider.
- Students who have previously travelled independently to school may be expected to travel independently to their post-16 education provider, and can access further support to ensure this happens.
- If a Personal Travel Budget (PTB) or Parental Reimbursement (PR) is requested, this will usually apply from the date of approval. Where an application is made in advance then either a PTB or PR would be available from the first day of attendance at the new provision.
- Payments will not be backdated prior to the point of application unless there are exceptional circumstances. Each case will be considered on an individual basis.
- Where parents/carers are experiencing difficulties in submitting their mileage claim form at the end of every month, we would encourage them to contact us at [transportservices@sheffield.gov.uk](mailto:transportservices@sheffield.gov.uk) or by phone **0114 203 7577**. Please note that any claim older than 3 months will not be paid unless there are exceptional circumstances, which will be considered on an individual basis.
- If transport is provided, parents or carers of students aged 16 – 19 (Year 12-14) may be required to make a financial contribution towards the cost of transport provided. See Section 6 for further details.

## **6 Charges for SEN Transport - Students aged 16-19 (Years 12 - 14) only**

All students aged 16-19 (Years 12-14) who are eligible and access the Council's SEN transport to travel from home to school or college may be required to pay a contribution towards the total cost of travel. This applies whether the young person is living in the parental home or not.

Learners/parents/carers will be notified of the cost of contribution in advance of their student attending Post-16 provision, along with a schedule of payment dates. This will be done once a request for travel support has been approved.

For students travelling 4 or more days per week, the contribution is £180 per term (£540 per year) – this is a fraction of the total cost of providing transport. Where students travel less than 4 days, the cost will be reduced.

The level of this contribution is currently being reviewed and may increase.

Students who are eligible for the 16-19 Bursary Fund will be expected to apply for and use this towards the contribution to transport costs (see Section 3).

Payments are required termly (3 times a year). Payments must be made on time so that we can continue to provide transport.

If a family is struggling to make the necessary payment, they should contact Sheffield City Council (see Section 6.1).

If a student is engaging with travel training and travelling independently for at least one journey every week, but still accessing some travel support by means of taxi or minibus, the financial contribution towards the cost of transport will stop. This will remain the case as long as the student continues to work with a Travel Trainer towards achieving full independence on the route.

## 6.1 Difficulties making payments

Where parents/carers are struggling to pay, we would encourage them to contact us immediately at [indetravel@sheffield.gov.uk](mailto:indetravel@sheffield.gov.uk) or by phone **0114 205 3542** to discuss the matter. If parents/carers fail to make the expected contribution towards their assisted transport, and do not engage with Sheffield City Council to secure a manageable payment plan, then **the learner may have their transport withdrawn**. This action will only be used as a last resort. If the family is in receipt of support from Social Care or other agencies, key workers are welcome to contact us regarding this matter.

Any future applications for Post-16 travel support would be considered once the outstanding amount had been paid.

## 6.2 Hardship Fund

Sheffield City Council has created a Hardship Fund to reduce the impact on those families with students aged 16–19 (Years 12-14) who may be significantly affected by contributing to the cost of transport. Those who could access the fund may include:

- Families with siblings attending post-16 education at the same time, who are both on Special Educational Needs transport, and are **not** eligible for the 16-19 Bursary Fund.

- Low wage working families (total household income of under £21,000 p.a.) who have children on Special Educational Needs Post-16 Transport and are **not** eligible for the 16-19 Bursary Fund.

Prior to applying to access the Hardship Fund families must first contact their education provider to apply for the 16-19 Bursary Fund.

Parent/carers can contact [indettravel@sheffield.gov.uk](mailto:indettravel@sheffield.gov.uk) or phone **0114 205 3542** to discuss their individual circumstances.

## **7 Appeals about eligibility**

Where you disagree with the decision to cease or alter transport arrangements, the following procedure will be adopted:

### **7.1 Stage 1: Review by a Senior Officer**

A parent/carer has 20 working days from receipt of the local authority's home to school transport decision to make a written request asking for a review of the decision. The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed. A senior officer will respond in writing within 20 working days either upholding or overturning the original decision. This review will detail how the decision was reached, and unless the original decision was overturned will offer the parent/carer the opportunity to have their appeal heard by an independent panel.

### **7.2 Stage 2: Review by an Independent Appeal Panel**

A parent has 20 working days from receipt of the local authority's Stage 1 written decision notification to make a written request to escalate the matter to Stage 2. Within 40 working days of receipt of the parent's request, an independent appeal panel will consider written and verbal representations from both the parent and officers involved in the case and give a detailed written notification of the outcome. This will be done within 5 working days of the decision. The Panel's decision is final.

### **7.3 Local Government and Social Care Ombudsman**

If there is further dissatisfaction about how an application has been dealt with, there is a right of complaint to the Local Government and Social Care Ombudsman (LGSCO) but only if there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal was handled.

There are a number of ways you can contact the LGSCO: by telephoning their helpline on 0300 061 0614, by post to the Local Government and Social Care Ombudsman, PO Box 4771, Coventry, CV4 0EH, or by completing an online form on the Ombudsman's website [www.lgo.org.uk](http://www.lgo.org.uk)

## **8 Travel/Transport for learners aged 19-25**

Where a young adult has a named education / training provider in their EHC Plan, and if taking into account their personal circumstances, transport is necessary to enable them to access this provision, then transport to/from the place of learning/training will be arranged on an individual basis without charge.

For further information, please email [Indetravel@sheffield.gov.uk](mailto:Indetravel@sheffield.gov.uk) or ring 0114 2053542.

## **9 Guidance – Travel on Buses, and Trams & Trains Travelling Safely in Sheffield**

To support learners of all ages and to ensure they can travel safely, Sheffield City Council is working closely with schools and partners in the South Yorkshire Passenger Executive (SYLTE) and South Yorkshire Police to deal proactively with any incidents that may occur on public transport during the learning day. You can access the guidance via [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com)

The education learning provider may be required to share student details with appropriate partners if an investigation occurs because of a travel incident that they have caused. Partners include the South Yorkshire Police and the South Yorkshire Mayoral Combined Authority.

## **10 Further information**

- Government guidance on Post-16 Transport is available at <https://www.gov.uk/government/publications/post-16-transport-to-education-and-training>
- Further information on support can be found at [www.gov.uk/subsidised-college-transport-16-19](http://www.gov.uk/subsidised-college-transport-16-19)

## APPENDIX 1

### Travel Support Hierarchy for Eligible Children in Sheffield

The following decision-making hierarchy is used to determine the appropriate level of travel support. This structured approach ensures a clear and consistent process for agreeing on travel assistance. Additionally, this framework will guide the progression of the step-down model for children currently accessing transport, facilitating a gradual transition to more sustainable and independent travel options – See Appendix 3.

Sheffield's travel support hierarchy prioritises the most cost-effective and appropriate forms of support. The aim is to promote independence wherever possible while ensuring safe and suitable travel arrangements in line with statutory guidance

Level	Priority	Description	Support Offered	Eligibility
<b>1. Independent Travel</b>	Highest preference	Children travel independently using public transport or walking, with or without travel training.	<ul style="list-style-type: none"> <li>- Independent Travel Training (ITT) to build confidence and skills.</li> <li>- Public transport passes if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>- Suitable for children capable of safe travel with training or minimal support.</li> <li>- Encouraged for secondary school-aged students onwards.</li> </ul>
<b>2. Parental Transport with Mileage Reimbursement / Personal Travel Budget (PTB)</b>	Preferred when independent travel is not suitable, but parents can provide transport	Parents or carers are reimbursed for mileage costs or given a PTB to cover travel expenses.	<ul style="list-style-type: none"> <li>- Mileage reimbursement at the local authority's approved rate.</li> <li>- Option to receive a Personal Travel Budget.</li> </ul>	<ul style="list-style-type: none"> <li>- Typically offered when more cost-effective than commissioned transport.</li> <li>- Subject to parental agreement and capacity.</li> </ul>
<b>3. Shared or Group Transport (Minibuses or Taxis)</b>	Used when independent or public transport is not appropriate	Children travel in groups via shared minibuses or taxis operated by the local authority or contracted providers.	<ul style="list-style-type: none"> <li>- Door-to-door service.</li> <li>- Passenger assistant if required.</li> <li>- Wheelchair-</li> </ul>	<ul style="list-style-type: none"> <li>- For children with SEND or complex needs.</li> <li>- Ensures safe travel to and from school.</li> </ul>



			accessible vehicles if needed.	
<b>4. Solo Transport (Taxis)</b>	Last resort due to higher costs	Individual transport service where no other travel option is feasible.	<ul style="list-style-type: none"> <li>- Door-to-door service, typically in a taxi or specialist vehicle.</li> <li>- Passenger assistant if required.</li> </ul>	- For children with severe disabilities, medical conditions, or exceptional needs.

Notes:

**Independent Travel Training** is tailored to the individual needs of the young person to assist with the development of their travel skills and will allow them to access public transport to get to and from their education provider. The development of these important life-skills will help young people to access work placements, employment, further training opportunities, and enjoy social opportunities independently.

A referral can be made by anyone who works closely with an individual, such as school, college, tutor or parent/carer. An accredited Travel Assessment & Training Officer will visit the family home to determine whether travel training is a suitable option.

The assessment can also follow an application for travel support when considered by the Travel Panel, where a young person is thought to be suitable for travel training.

Once a student is able to travel independently on a morning and an afternoon, it is expected that this will increase to every day, and transport will no longer be required. Transport would not be provided for other reasons, such as bad weather, or getting home earlier to look after younger siblings.

**Personal Travel Budgets** are calculated by using the following bands, depending on distance from home to school/college, and the number of days attending per week:

Single one-way journey home to school (miles)	5-day timetable		4-day timetable		3-day timetable	
	Annual £	Termly £	Annual £	Termly £	Annual £	Termly £
0 - 2.99	513	171	410	137	308	103
3.0 - 4.99	1,368	456	1,094	365	821	274
5.0 - 8.99	2,394	798	1,915	638	1,436	479
9.0 - 14.99	4,104	1,368	3,283	1,094	2,462	821
15.0 +	Individual budget on application					

**Parental Reimbursement** is a mileage allowance which may be available for parents/carers wishing to use their own vehicle or make their own arrangements to take the young person to and from their education provider. This is paid at 45p/mile for the most direct route and may be for 1 or 2 return journeys per school day depending on individual circumstances. Claims should be submitted monthly in arrears. Any claims older than 3 months would only be paid in exceptional circumstances. Cases would be considered on an individual basis.

**Shared Transport** is provided for eligible young people where the previous options are not suitable. This is preferable to individual transport as it provides socialisation opportunities and is better value for money.

**Individual Taxis** are only provided where no other travel options are accessible.

## APPENDIX 2

### Framework for Assessing Home to School Transport Applications

The proposed framework categorises school transport applications into three distinct areas, each with clear eligibility criteria and assessment procedures.

Category	Assessment Panel	Eligibility Criteria
<b>Statutory Travel Support (Children of compulsory school age – ages 5 to 16)</b>	Existing Panel of Officers / Customer Services	<ul style="list-style-type: none"> <li>- <b>Distance-based eligibility:</b> <ul style="list-style-type: none"> <li>- Aged 5-7: More than 2 miles from the nearest suitable school.</li> <li>- Aged 8-16: More than 3 miles from the nearest suitable school.</li> <li>- Distance measured by the shortest walking route.</li> </ul> </li> <li>- <b>SEN, Disability, or Mobility Needs:</b> <ul style="list-style-type: none"> <li>- Children with SEN, disabilities, or mobility issues entitled to free transport if they cannot reasonably be expected to walk.</li> <li>- Transport may be provided for short distances if warranted by needs.</li> </ul> </li> <li>- <b>Unsafe Walking Routes:</b> <ul style="list-style-type: none"> <li>- Children eligible if their route is deemed unsafe (e.g., no foot paths).</li> </ul> </li> <li>- <b>Low-Income Families:</b> <ul style="list-style-type: none"> <li>- Children eligible if: <ul style="list-style-type: none"> <li>- Aged 8-11 and live more than 2 miles from the nearest school.</li> <li>- Aged 11-16 and attend one of their three nearest schools between 2 and 6 miles away.</li> <li>- Attend a school based on religion or belief between 2 and 15 miles away.</li> </ul> </li> </ul> </li> </ul>
<b>Discretionary Applications – Post 16</b>	Existing Panel of Officers	<ul style="list-style-type: none"> <li>- <b>Post-16 Transport:</b> <ul style="list-style-type: none"> <li>- Local authorities (LAs) are not required to provide free transport for students aged 16-19.</li> <li>- LAs must publish a Post-16 Transport</li> </ul> </li> </ul>

		<p>Policy Statement outlining available support.</p> <ul style="list-style-type: none"> <li>- Support is discretionary.</li> </ul>
<p><b>Exceptional Circumstances Applications (Mainstream, Special Schools, Out of City and Alternative Provision)</b></p>	<p>New Panel with SEND, Social Care, and Finance Representation</p>	<p>Exceptional Circumstances for travel support for <u>all age groups</u></p> <ul style="list-style-type: none"> <li>- LAs have discretionary powers to provide transport for under-5s in exceptional cases</li> <li>- Applications reviewed on a case-by-case basis, considering: <ul style="list-style-type: none"> <li>- <b>Medical and Health Needs:</b> Temporary or long-term conditions requiring transport support; mental health issues making public transport unsafe; parental health issues preventing accompaniment.</li> <li>- <b>Family Circumstances and Vulnerability:</b> Children under protection plans; looked-after children (LAC); children in temporary accommodation, Domestic Violence.</li> <li>- <b>Distance and Travel Route Difficulties:</b> Split residency; rural isolation with no viable public transport.</li> <li>- <b>SEN and Disabilities:</b> Complex SEN cases not covered by standard eligibility; frequent hospital or therapy appointments linked to education.</li> <li>- <b>Family Hardship or Financial Difficulty:</b> Severe financial hardship affecting the family's ability to cover transport costs; sibling transport support in cases of family hardship.</li> </ul> </li> </ul>

## APPENDIX 3

### Step-Down model for Travel Support

The step-down model outlines a structured process to transition children towards more cost-effective and independent travel where feasible. It encourages independence, reduces reliance on high-cost transport, and supports families throughout the transition.

The Independent Travel Training (ITT) team will work in collaboration with schools, SENCOs, and through Annual Reviews and the Preparation for Adulthood section in EHCPs will identify children ready to step down. The model will be rolled out in phases, with an initial focus on students identified through these reviews. Schools will play a key role in targeting the right young people based on their readiness for independent travel, with the process closely monitored and reviewed to ensure it meets the needs of each individual student.

Stage	Current Support Level	Transition Strategy	Target Support Level	Key Actions and Support Offered
<b>Stage 1: Review and Assessment</b>	Solo Transport (Taxi or Specialist Vehicle)	Assess whether the child can transition to shared transport or parental support.	Shared or Group Transport / Parental Transport	<ul style="list-style-type: none"> <li>- Annual review of EHCPs and medical needs.</li> <li>- Conduct travel assessments.</li> <li>- Engage with parents/SENCOs.</li> </ul>
<b>Stage 2: Supported Transition</b>	Shared or Group Transport	Introduce strategies to support transition towards parental transport or independent travel.	Parental Transport with Mileage Reimbursement or PTB	<ul style="list-style-type: none"> <li>- Offer PTBs or mileage reimbursement.</li> <li>- Support parents with travel advice/training.</li> <li>- Work with schools/college to build confidence.</li> </ul>
<b>Stage 3: Travel Training and Independence</b>	Parental Transport with PTB or Shared Transport	Promote independent travel through enhanced travel training programmes.	Independent Travel with ITT	<ul style="list-style-type: none"> <li>- Provide intensive ITT.</li> <li>- Collaborate with schools/college.</li> <li>- encourage successful trainees to apply for Zoom Zero or the Disabled Person's Travel Pass.</li> </ul>

<b>Stage 4: Independent Travel</b>	Independent Travel with Support (ITT)	Foster full independence by reducing reliance on travel training over time.	Fully Independent Travel	<ul style="list-style-type: none"> <li>- Monitor progress and confidence.</li> <li>- Provide follow-up support if needed.</li> </ul>
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