

# **Post-16 Travel & Transport Policy 2022-23**

**For Post-16 Learners Attending Sixth  
Form at School, College or other  
Places of Learning or Training. This  
includes continuing learners  
aged 19 - 25**

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# Sheffield Post-16 Travel & Transport

## 1 Policy Statement 2022-23

### 1.1 Introduction

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

Students are now 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).

The statutory responsibility for transport for 16-19 year olds (who have started a course before their 19<sup>th</sup> birthday) rests with local authorities.

### 1.2 Summary of policy statements and main objectives

- Sheffield City Council's ambition is that every child and young person in the city achieves their full potential by raising expectations, achievement, enabling enriching experiences and supporting them on their journey to independence. Part of that journey is a vision for as many young people as possible to travel independently to school, college, or their place of training, using sustainable forms of transport to do so. This policy supports that aspiration.
- The 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 2022-23 academic year. It also contains specific information for post-16 students with Special Educational Needs/Disabilities (see Section 5).
- The policy applies to anyone living in Sheffield and covers the period 1 August 2022 to 31 July 2023. Learners not resident in Sheffield should refer to the transport policy statement issued by their home Local Authority.
- 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)

### **1.3 Consultation**

During the Covid-19 pandemic, consultation with young people, parent/carers, schools, colleges, and other stakeholders would have been impractical. Consequently, this policy is largely unchanged from the previous version.

The only exceptions are where wording has been simplified or hyperlinks have been updated.

## **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 80p per single journey on bus and tram, half price rail fare on Northern train services, 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 now if they were born between 1 September 2004 and 31 August 2006. 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.

At the point of publishing (May 2022), young people born between 1 September 2003 and 31 August 2004 can also apply for passes, which will be valid up to 31 July 2022.

The quickest way to apply for a 16-18 Travel Pass is online by using a MyTSY account. Full details are available at [www.travelsouthyorkshire.com/zoom-16-18-pass](http://www.travelsouthyorkshire.com/zoom-16-18-pass)

Alternatively, where customers are unable to apply online, they can apply using a paper application form from any Interchange Customer Service Desk. SYPTE 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, SYPTE, 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 (01709 515151).

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 Student Term TravelMaster**

The Student Term TravelMaster ticket is available to full-time learners if you are a student at one of South Yorkshire's further education colleges. For further information on how to apply, please contact your college's Student Support/Student Services Office.

Further details are available by emailing [enquiries@sytravelmaster.com](mailto:enquiries@sytravelmaster.com)

## **2.5 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/)

## **2.6 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 Traveline on 01709 515151. Specific, personalised journey planning is also available.

## **2.7 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 <https://www.derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/b-line/b-line.aspx>

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

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

The 16-19 Bursary Fund is a government fund which supports the most financially disadvantaged 16-19 year olds and those young people who most need help with the costs of staying in education. 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**

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

- you are in or 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.

If you would like advice regarding benefits, please contact your local Citizens' Advice Bureau. Families with disabled children can also call the national helpline of the charity Contact (tel. 0808 808 3555).

### **3.1.2 Discretionary Bursary**

You could get a discretionary bursary if you need financial help for travel, as well as books, equipment, and food whilst on site. It is for individual schools/colleges to decide which students are awarded a discretionary bursary and how much they receive, depending on each student's circumstances. Most schools / colleges in Sheffield require students to maintain a level of attendance and behaviour to qualify for the bursary.

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

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

### **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 Learner Support Fund, and applications must be made at Student Services at the campus that the student attends. Schools and the college also have further details of this on their websites.

Further details of the bursary scheme is also available via

<https://www.gov.uk/1619-bursary-fund>

## **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) with an Education and Health Care (EHC) Plan or a Statement of Special Educational Needs**

### **5.1 Travel Support Arrangements**

Sheffield City Council (SCC) is committed to ensuring that each child and young person can fulfil their potential. One of the aims of this policy is that all children and young people with an EHC Plan or a Statement of SEN should lead lives that are as independent and free from restriction as possible, and that each child and young person is supported to achieve some independence in relation to travel wherever practicable.

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

Students in Year 11 with an EHC plan transferring into post-16 education and requesting travel support due to their Special Educational Needs/Disabilities must apply by submitting a 'Request for Travel Support form' to Sheffield City Council. This is in accordance with the Post-16 Transport to Education and Training statutory guidance for Local Authorities:

[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)

Completion of the Request for Travel Support form does not mean that learners will receive travel support - it is an application.

A Travel Panel will consider all applications and determine:

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

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

Based upon the individual assessment of the young person's needs and ability to travel safely between home and the place of learning, post-16 learners with Special Educational Needs/Disabilities are expected to participate in Independent Travel Training where appropriate (see Section 6). This is



something which the council and learning providers are working together to promote and support.

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– this might not be transport.

### **5.3 Travel Support Options**

- Independent Travel Training to enable the young person to work towards travelling independently to/from school or college on public transport.
- A mileage allowance (also known as ‘parental reimbursement’ or ‘PR’) may be available for parents/carers who would like to use their own vehicle or make their own arrangements to take the young person to and from their education provider. This may be for 1 or 2 return journeys per school day depending on individual circumstances.
- 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.

Please note the following:

- Travel support will be provided from home to school/college. Travel support to work experience placements, medical appointments or other off-site visits is the responsibility of the parent/carer or the education provider.
- Travel between 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 will be expected to travel independently to their post-16 education provider, and will receive further support if required to ensure this happens.
- It may be possible for parent/carers of eligible young people to provide the transport themselves, receiving payment based on mileage.
- Mileage 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 immediately at [indetravel@sheffield.gov.uk](mailto:indetravel@sheffield.gov.uk) or by phone 0114 2053542. 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 7 for further details.

## 6 Independent Travel Training Options

Sheffield City Council provides a package of travel options promoting **independent travel** for young people with Special Educational Needs/Disabilities (SEND) which supports their progression into adulthood. These options are 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.

To access Independent Travel Training, a referral can be made by anyone who works closely with an individual, such as school, college, tutor or parent/carer. The next step is for or referred by parent/carers or school, the next step is for an accredited Travel Assessment & Training Officer to carry out an individual assessment with the young person. It should be noted that our highest priority is the safety and well-being of the young person, and no student will undertake training if they are not assessed as being ready to do so.

The assessment can also follow the outcome from the Travel Panel, where a young person is thought to be suitable for travel training.

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. If a family requests that their child returns to transport and ceases to travel independently, the financial contribution will be reinstated.

Should a parent/carer refuse to engage in the above assessment process and/or training, they may become responsible for making arrangements for their child's journey to/from school. This does not affect the parent/carer/young person's rights to appeal if they dispute the decision of the Travel Panel.

For further information about Independent Travel please email [Indetravel@sheffield.gov.uk](mailto:Indetravel@sheffield.gov.uk), ring **0114 2053542** or via [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

## **7 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 regardless of whether the young person is living in the parental home.

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 options and dates. This will be done once a request for travel support has been approved.

Payments can be made annually, termly or monthly. 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 7.1).

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).

For students who accessed SEND Transport in the previous academic year - if the contribution was not paid in full for 2021-22 then any request for transport for 2022/23 will **only** be considered if the outstanding amount is paid. Please note that payment of any contribution for 2022-23 would also apply, the amount would depend on the date of the application.

Any exceptional circumstances will be considered on an individual basis.

### **7.1 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, their key worker is welcome to contact us regarding this matter.

## 7.2 Hardship Fund

In order to mitigate 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, Sheffield City Council has created a Hardship Fund. 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. Receipt of the bursary and the amount that the student receives will be taken into consideration when a family requests access to the hardship fund.

Parent carers should contact [indetravel@sheffield.gov.uk](mailto:indetravel@sheffield.gov.uk) or phone **0114 2053542** to discuss their individual circumstances.

## **8 Appeals about eligibility**

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

### **8.1 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.

### **8.2 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.

### **8.3 Local Government Ombudsman**

If there is further dissatisfaction about how an application has been dealt with, there is a right of complaint to the Local Government Ombudsman, 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 Local Government Ombudsman: by telephoning the Local Government Ombudsman's Advice Service on 0300 061 0614, in writing to the LGO Advice Service, 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)

## **9 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.

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

To support learners of all ages and to ensure they are able to travel safely Sheffield City Council is working closely with schools and partners in the South Yorkshire Passenger Executive (SYPTTE) 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 here

[www.travelsouthyorkshire.com/schools/](http://www.travelsouthyorkshire.com/schools/)

The education learning provider may be required to share their details with appropriate partners if an investigation occurs as a result of a travel incident that they have caused. Partners include the Police and SYPTTE.

## **11 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)