Post-16 Transport Policy Statement
2019-2020

Version 2 November 2019
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:
Transport Services Team

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Inclusion of West Lakes Academy Post 16 Transport Arrangements
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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 Cumbria County Council (the council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.
Aims and Objectives

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

The main objective of the Post-16 Transport Policy Statement is to specify the arrangements for the provision of transport or otherwise that the authority and Post-16 education providers consider it necessary to make to facilitate the attendance of all persons of sixth form age receiving education and training.

Young people are required to stay in education or training until their 18th birthday. There is no statutory requirement for young people to stay in school, they are able to choose one of the following options Post-16:

- Full time education;
- An apprenticeship;
- Part-time education or training if they are employed, self-employed or volunteering full time (which is defined as 20 hours or more a week).

Cumbria County Council

Free transport for Post-16 Students will only be available from Cumbria County Council in the following circumstances:

- Qualifying Post-16 students from 'low income' families;
- Qualifying Post-16 students who have a learning difficulty and/or disability.

Transport and travel support

Concessionary tickets for young people 16-25 from public transport providers
Reays Coaches and Stagecoach provide scheduled bus services in parts of Cumbria. Please follow the links below for further information about their fares and timetables.

reays.co.uk
stagecoachbus.com

Details of all rail services in Cumbria can be found on the National Rail link below
nationalrail.co.uk
Travel support from schools and colleges

Appleby Grammar School

Appleby Grammar School operates a Post-16 Spare Seat Scheme in conjunction with Cumbria County Council’s Transport Services Team, for students living within the catchment area. Students are then able to travel at the standard times, in the morning and afternoon, on contracted vehicles. The cost is determined by the Transport Services Team.

Caldew School

The school is committed to maximising access to post-16 study for students who have attended the school in Years 7-11.

For all 6th Form students who reside within the catchment area the school operates a Post 16 Spare Seat Scheme in conjunction with Cumbria County Council’s Transport Services Team. Information about applying for transport will form part of the 6th Form welcome pack. All transport applications are sent via the school to the Local Authority and the cost is determined by Cumbria County Council. Where it is not possible to secure spare seats then other transport in the form of minibuses or taxis may be provided, wherever practical, for the same cost.

The Spare Seat Scheme allows students to travel in the morning and afternoon at the standard times on contracted vehicles.

Provision of assistance for learners with learning difficulties or disabilities will be made on an individual basis in line with Cumbria County Council’s Transport Policy.

We would encourage Post-16 students from low income families to apply for free discretionary transport through Cumbria County Council if they fulfil the eligibility criteria. Financial assistance may also be available for eligible students from the 16-19 Bursary Fund.

No assistance is provided for students who attend a further education institution which is beyond their daily travelling distance in terms of accommodation.

The school may consider on an individual basis students who feel they have exceptional circumstances, although a guarantee to school transport cannot be made.

In the first instance contact the school office on 01228 710044 or office@caldew.cumbria.sch.uk if you have a complaint or concern.

Carlisle College

Carlisle College is committed to maximising all opportunities for students to study and therefore wherever possible will provide help with travel costs.

Carlisle College will continue to work closely with the Transport Services Team to identify transport solutions for Post-16 students.

To qualify for help from the College all students must:

- Live more than 3 miles from College;
- Satisfy the household income criteria;
- Achieve and maintain a minimum 85% attendance.

We aim to continue to arrange contract private taxi hire for outlying areas which are not serviced by public transport, namely Alston.

The College will support qualifying students where public transport is available by preferably providing a Stagecoach bus pass or refunding train tickets.

In exceptional circumstances where there is no public transport available students can claim a mileage allowance.

Where students do not qualify for help from Carlisle College, we are able to offer substantially discounted travel passes with Stagecoach.
Students can use their Stagecoach bus passes 24/7 during term time.

If you require more information or help completing the travel application this is available from College reception, please call the reception team 01228 822700 or email reception@carlisle.ac.uk

**What times during the day can learners use their travel pass?**
Students at the College can use their Stagecoach bus passes at any time of day, including weekends during term time.

**How will learners be assessed to see if they are eligible for support?**
Low income families are advised to apply directly to the transport team at Cumbria County Council together with proof of receipt of eligible benefits.

If not in receipt of eligible benefits students/parents are offered a Carlisle College travel application and suggest early completion and submission.

All applications are means tested.

**When should learners start to apply for transport support?**
Prospective students are provided with the information at our advice sessions from January onwards and also when attending ‘Future Student Events’.

It is suggested that applications are completed and submitted as early as possible.

**What help is available for mainstream learners who attend Carlisle College which is beyond daily travelling distance?**
All of our students would be able to travel daily and we will provide help with travel costs to those who meet the means testing criteria.

**Exceptional Circumstances**
In exceptional circumstances where students meet the criteria, but there is no public transport, it may be possible to claim a mileage allowance.

If a student does not strictly meet the funding criteria and there are extenuating circumstances, then we would assess the application on an individual basis.

**Complaints Process**
If you have a concern or complaint regarding travel, we would suggest that you contact the senior receptionist in the first instance who will try and resolve the issue. If this is not the case, then please follow the link below for full details of our complaint procedure.
[carlisle.ac.uk/files/Complaints/Procedure.pdf](carlisle.ac.uk/files/Complaints/Procedure.pdf)

**Useful Contacts**
Carlisle College
Telephone: 01228 822700 Email reception@carlisle.ac.uk

**Cockermouth School**
For students who reside within the catchment area the school operates a Post 16 spare seat scheme in conjunction with Cumbria County Council’s Transport Services Team. This allows students to travel in the morning and afternoon at the standard times on contracted vehicles. All applications are sent via the school to the Local Authority and the cost is determined by Cumbria County Council.

For students where spare seats are not available through the Local Authority, the school will work with parents to help facilitate transport.

We would encourage Post-16 students from low income families to apply for free discretionary transport through Cumbria County Council’s Student Support Fund if they fulfil the eligibility criteria. Financial assistance is also available for eligible students from the 16-19 Bursary Fund.
**Dallam School**

For students who reside within the catchment area the school operates a Post 16 spare seat scheme in conjunction with Cumbria County Council’s Transport Services Team. This allows students to travel in the morning and afternoon at the standard times on contracted vehicles. The cost is determined by the Transport Services Team.

For students who reside outside the school’s catchment area, or where spare seats are not available through the Local Authority, the school has a contract with KT’s Coaches for seven routes running from the Grange/Lindale, North Lancashire or Kendal areas.

Financial assistance is available for eligible students from the 16-19 Bursary Fund.

Further information is available on the school’s website or alternatively contact the Finance Office on **015395 65168**.

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**Furness College**

Furness College is committed to ensuring young people are not disadvantaged due to transport issues. Current and potential students who have transport requirements should initially contact a member of our Student Services team at **info@furness.ac.uk**

Students from low income families who meet the criteria set out by Cumbria County Council in their Post-16 Transport Policy Statement 2019/20 may be eligible to apply for free transport. Students who qualify for 16-19 Bursary Fund may apply for assistance with transport. More details of the Bursary Fund is available from Student Services on request.

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**Kirkbie Kendal School**

Kirkbie Kendal School work with the Cumbria Transport Services Team, to make the Spare Seat Scheme available to Post-16 Students. The scheme allows students to travel to and from school at standard times on contracted vehicles, if spaces are available. The cost for 2019/20 is determined by Cumbria County Council. Contact school at the earliest opportunity if you require transport as places are not guaranteed and are offered on a first come, first served basis via **info@kksa.co.uk**

We encourage Post-16 students from low income families to apply for free discretionary transport through Cumbria County Council’s Student Support Fund.

Financial assistance maybe available for eligible students from the 16-19 Bursary Fund. Applications should be made by contacting school **info@kksa.co.uk**. Assistance is also available for train travel on the Windermere to Kendal line through the Northern Educational Season Ticket, applications from the school office **info@kksa.co.uk**

**Kirkbie Kendal School**

Telephone: **01539 727422** Email: **info@kksa.co.uk**

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**Kirkby Stephen Grammar School**

For students who reside within the catchment area the school operates a Post-16 Spare Seat Scheme in conjunction with Cumbria County Council’s Transport Services Team. This allows students to travel in the morning and afternoon at the standard times on contracted vehicles, where spare seats are available. All applications are sent via the school to the Local Authority and the cost is determined by Cumbria County Council.

For students who reside outside the school catchment area, particularly the Hawes and Appleby area, the school has limited transport arrangements in place. Places are limited and a charge is made. Please contact the school for details and availability.

We would encourage Post-16 students from low income families to apply for free discretionary transport through Cumbria County Council’s Student Support Fund if they fulfil the eligibility criteria. Financial assistance is also available for eligible students from the 16-19 Bursary Fund.
The Lakes School

The Lakes School operates a Post 16 Spare Seat Scheme in conjunction with Cumbria County Council’s Transport Services Team. As seats are not guaranteed we recommend students contact the school as soon as they know they require a seat. This applies to continuing sixth form students as well as those joining the sixth form in September 2019. For students currently in Year 11 this should be when they apply to join the Sixth Form. The school will then bid for these seats based on the County Council’s deadline.

If a seat is available, a pass will be issued on receipt of payment. We would encourage Post-16 students from low income families who fulfil the eligibility criteria to apply for free discretionary transport through Cumbria County Council’s Student Support Fund. Financial assistance is also available for other eligible students from the 16-19 Bursary Fund; application forms are available in school.

To apply for Post 16 transport or for the 16-19 bursary, please contact The Lakes School: Telephone: 015394 40810 Email: admin@lakes.cumbria.sch.uk

Queen Elizabeth School

Queen Elizabeth School operates a Post-16 Spare Seat Scheme in conjunction with Cumbria County Council’s Transport Services Team. Applications are sent via the school to the Local Authority. The cost of the seats are determined by Cumbria County Council and are offered on a first come, first served basis and only if seats are available.

We would encourage students from low income families to apply for free discretionary transport through Cumbria County Council’s Student Support Fund. Financial assistance is also available through our Sixth Form Bursary Fund. Please contact the school for further information 015242 71275.

QE Studio School

QE Studio School operates a Post-16 Spare Seat Scheme in conjunction with Cumbria County Council’s Transport Services Team. Applications are sent via the school to the Local Authority. The cost of the seats are determined by Cumbria County Council and are offered on a first come, first served basis and only if seats are available.

We would encourage students from low income families to apply for free discretionary transport through Cumbria County Council’s Student Support Fund. Financial assistance is also available through our Sixth Form Bursary Fund. Please contact the school for further information 015242 71275.

The Queen Katherine School

The Queen Katherine School Multi Trust Academy is working with the Transport Services Team at Cumbria County Council and other partners within Cumbria to source the best possible transport provision for our students. Parents must be aware that we are located within a rural area and where provision through Cumbria County Council and other providers is withdrawn for whatever reason e.g. cost or viability, the school cannot be held responsible to source and pay for your child’s transport to school. For transport queries within school’s catchment area, enquiries should be made to Cumbria County Council Tel: 01228 226430 / 22628 / 226427 or by email to school.transport@cumbria.gov.uk Cumbria County Councils transport policy and how to apply can be found at cumbria.gov.uk/schooltransport

If you live outside the schools catchment area you are responsible for your child’s transport to and from school. Where a bus route has been withdrawn from service and an alternative service has to be provided Queen Katherine School will, where possible, look into subsidising a proportion of the cost of the route to our students, subject to budget availability, reviewed on an annual basis. Where bus routes are withdrawn, but there are other means of transport available, then the school is not obligated to subsidise the alternative method of transport.
A train pass scheme is operated by Northern Rail (Windermere, Staveley, Burneside, Kendal), whereby passes can be purchased from Windermere or Oxenholme stations. Post-16 students need to obtain a stamped form from The Queen Katherine Finance Office, which needs to be taken to the relevant station, where a pass will be issued upon payment of the annual fare. In exceptional circumstances the Finance Dept can organise the purchase of a pass, but there is an administration fee payable to cover the costs associated with the processing.

**Nelson Thomlinson School**

Post-16 pupils need to contact the school in the first instance to discuss availability, fares, and discounts that may be available.

Passes provided for travel by the school can be used on the recognised school transport only. Pupils using service buses will need to contact the individual providers directly to confirm details.

You may be eligible for "low income" support to assist with the costs of school transport. Please contact the school in the first instance, asking for the Transport Co-Ordinator.

**Trinity School**

Sixth form students at Trinity School should contact Mrs Little in the Sixth form Office to discuss transport arrangements in the first instance. This applies for both Year 12 & 13 students and those in Year 11 who have applied for a place in Sixth Form from September 2019. We operate a Post-16 Spare Seat Scheme in conjunction with Cumbria County Council’s Transport Services Team. As seats are not guaranteed we recommend students contact the school as soon as they know they require a seat. For students currently in Year 11 this should be on receipt of an offer to join Sixth Form. The school will then bid for these seats based on the County Council’s deadline.

We would encourage Post-16 students from low income families to apply for free discretionary transport through Cumbria County Council’s Student Support Fund if they fulfil the eligibility criteria. Financial assistance is also available for eligible students from the 16-19 Bursary Fund. Further information is available on the school’s website ([trinity.cumbria.sch.uk](http://trinity.cumbria.sch.uk)) or alternatively please contact Mrs Little on 01228 516051 ext. 263.

Provision of assistance for learners with learning difficulties, disabilities and exceptional circumstances will be made on an individual basis in line with Cumbria County Council’s Transport Policy. ([cumbria.gov.uk/schooltransport](http://cumbria.gov.uk/schooltransport)).

**Useful Contact**

Trinity School Sixth Form Centre  
Telephone: Sixth Form Office 01228 516051 ext. 263  
Email: 6form@trinity.cumbria.sch.uk

**Ulverston Victoria High School**

**Travel Arrangements for Sixth Form Students Aged 16 to 18**

Ulverston Victoria High School encourages students to make use of public transport wherever possible. The school has numerous bus and rail transport links covering its catchment area and beyond.

Students may purchase an annual bus pass through Cumbria County Council’s Post 16 Spare Seat Scheme. Places may be subject to availability and students should apply for a bus pass as soon as possible.

Additionally Northern Rail offers discounted season tickets for students: [northernrailway.co.uk/tickets/season-tickets](http://northernrailway.co.uk/tickets/season-tickets)
Students from “low income families” or students who have special needs or disabilities attending their nearest Post-16 Education Provider may be eligible for support through the Cumbria County Council Transport Assistance Scheme. In addition, Ulverston Victoria High School operates a Sixth Form Bursary Scheme for students from eligible “low income families” to support their study needs including transport.

**What times during the day can learners use their travel pass or obtain concessionary fares?**
Bus passes procured under the Cumbria County Council scheme are valid during term time only. Northern Rail season tickets are available on a weekly or monthly or annual basis and are valid anytime including weekends.

**When should learners start to apply for transport support?**
Students should register their interest in the Post-16 Spare Seat Scheme and other bus services when they apply to Sixth Form. Applicants for the Cumbria County Council Transport Assistance Scheme should follow the guidance on the Cumbria County Council website. Applications for Sixth Form Bursaries should be made in September each year.

**What help is available for students who live outside of the catchment area?**
Students who travel to Ulverston Victoria High School from outside the catchment area may apply for assistance under the Sixth Form Bursary Scheme.

**Exceptional Circumstances**
Students with exceptional circumstances should notify the school in writing as soon as possible.

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**West Lakes Academy - updated November 2019**

**Details of concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16-18 and who provides them.**
West Lakes Academy is an inclusive sixth form that will aim to support students in accessing travel to and from Post-16 education using the spare seats scheme administered by the Council’s Transport Commissioning Team. We ask students to let us know if they need transport and the academy then bids for seats based on the county deadline. Every student who has applied to West Lakes Academy will have received further details in relation to this process. The annual cost of the bus pass will be charged to the student at the rate charged to the Academy by the County Council.

**What times during the day can learners use their travel pass or obtain concessionary fares?**
Passes provided for travel by the academy can be used on the existing recognised school transport routes only. Pupils using service buses will need to contact the individual providers directly to confirm details of when and how their tickets can be used.

**How will learners be assessed to see if they are eligible for support e.g. means testing or must they be on benefits?**
Any student who is eligible for Free School Meals should apply for Student Support and free transport through the relevant part of Cumbria County Council’s website. To make sure finance is not a barrier to access we also operate a Sixth Form Bursary Scheme for students from “low income families” who are not eligible for free transport. This is to assist with expenses such as transport. Any student who applies to the Bursary scheme will have their application considered by the bursary panel against a set of criteria outlined within the policy.
When should learners start to apply for transport support?
Interested Post-16 students will be provided with information at the Open Evening and then from the academy in writing after sixth form interviews are complete. As seats are not guaranteed on the school transport service due to the way that Cumbria County Council administer this scheme, seats are offered on a first come, first served basis and only if seats are available. Please indicate your travel options within the application form and when you receive your invitation to the taster day letter, please apply for transport as soon as possible.

What help is available for mainstream learners who attend a further education institution which is beyond daily travelling distance e.g. boarding students?
No assistance is provided for students who attend a further education institution which is beyond their daily travelling distance in terms of accommodation. However students who travel to West Lakes Academy from outside the catchment area may apply for assistance under the Sixth Form Bursary Scheme.

Exceptional Circumstances
If you feel you have exceptional circumstances, the academy will consider them on an individual basis, although a guarantee to secure a place on school transport cannot be made due to the way that Cumbria County Council administer this scheme.

Contact Details
Email: contactus@westlakesmat.org.uk Tel: 01946 820356

William Howard School

Post 16 In-Catchment students
We currently operate a Post-16 Spare Seat Scheme working with Cumbria County Council’s Transport Services Team. The cost for 2019/20 is determined by the Council and is dependent on the number of applications and whether additional capacity on oversubscribed routes will need to be purchased.

For families on low incomes we encourage application via Cumbria County Council’s low-income application process. If they are outside of the County Council’s criteria but still require financial assistance, families are able to apply to the 16-19 bursary fund administered by the school. Details are available on the school website.

Post 16-Out of Catchment
We currently operate five bus routes running from Carlisle with pick up points at various locations for students living outside the William Howard School catchment area.

More details and further updates for William Howard home to school transport can be found on the schools website [link]

Again, students from low-income families are able to apply to the 16-19 bursary fund administered by the school for financial assistance.

The 16-19 Bursary Fund
The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1 A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
   - in care;
   - care leavers;
   - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right;
in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right;

discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

2 Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 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.

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

Further information can be found at [gov.uk](http://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 or 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;
- your 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 [gov.uk/care-to-learn/how-to-claim](https://gov.uk/care-to-learn/how-to-claim)
LA support

LA support for young people without special educational needs or disabilities

Post-16 students who meet the 'low income' criteria can apply for free transport through the Student Support Fund if they are:

- A resident of Cumbria;
- Aged 16 years old, but under 19 on 31 August 2019, and have started the course before the age of 19;
- Undertaking a full time course of at least 17 hours study hours per week;
- Attending either:
  - The 6th Form in their catchment secondary school (if the catchment area secondary school does not have a 6th Form, another school is designated as the catchment school for 6th form studies). A-level subject combination is not considered when determining whether a student qualifies for transport support;
  - Their nearest college providing the chosen vocational area;
  - A denominational school on the basis of religion, provided the distance between the school exceeds the statutory walking distance of 3 miles.

Spare capacity on vehicles contracted by the County Council for pupils with a statutory entitlement will be offered to Post-16 Education Providers at a cost of £422 per seat.

To qualify for Post-16 transport on low income grounds, parents/carers must provide evidence (dated within 3 months of the commencement of their course) that they are in receipt of one of the following:

- Income Support.
- Income based jobseekers allowance.
- An income related employment and support allowance.
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 as assessed by Her Majesty’s Revenue and Customs.
- The Guarantee element of State Pension Credit.
- Universal Credit.

Please note: If a parent/carer is in receipt of Working Tax Credit you will not be eligible for free transport through the Student Support Fund.

Should the family income increase above the threshold limit for low income families, the free transport will continue up to the end of the academic year.

Transport can be provided free from the nearest pick up point, to Post-16 students under the age of 19 on 1 September 2019 who are attending either the 6th Form in their designated catchment school or their nearest college offering the vocational area they wish to study, where the distance exceeds the statutory walking distance of three miles.

If you think you may qualify for Post-16 transport please complete a Student Support Fund application form which can be downloaded from [cumbria.gov/schooltransport](http://cumbria.gov/schooltransport) or by phoning the Commissioning, Procurement and Contract Management Hotline on 01228 226428 or 01228 226427, or email school.transport@cumbria.gov.uk

Please remember to submit your evidence of low income with your application form.
LA support for Learners with special educational needs or a disability

What is Special Needs Transport?
A student is considered to have special transport needs if evidenced by an approved Educational Health Care Plan, or transport is recorded in Part 6 of his/her most recent statement of special needs.

The criteria are:

a) a long term impairment* which will affect the student's ability to travel without assistance ie:
   i mobility (although mobility or independence training should be undertaken);
   ii eyesight (although mobility or independence training should be undertaken);
   iii perception of the risk of physical danger.

or

b) an impairment which is likely to last no longer than 12 months and has a medical report signed by a doctor specifying the students difficulty and implications for independent mobility (This will be time limited but open to continuation should the impairment continue).

   *i has lasted at least 12 months; or
   *ii is likely to last 12 months; or
   *iii is likely to last for the rest of the life of the person.

Who is eligible?
Currently any student with an Educational and Health Care Plan (EHCP) and who is attending a full time course of education (17 hours or more per week) and who is:

a) Under the age of 19 (on 31 August); or
b) Began a course before attaining the age of 19 and continues to attend the course and has special transport needs which prevent him/her from travelling safely.

All existing SEND young people with a Statement of Educational Needs and Disabilities have had their Statements converted to Educational and Health Care Plans. EHCP’s replace statements, they commit education, social care and health to agree a plan and meet the provisions of that plan. That will include, if appropriate, transport provision.

The plan is for young people up to the age of 25 and will end when the outcomes have been achieved so plans may change before the age of 25. Beyond 19 the transport needs will need to be identified on an individual basis and funded by the most appropriate agency, linked to the outcomes of the plan.

To which establishments does it apply?
Special Needs transport will be provided for attendance of students of sixth form age receiving full-time education at:

a) Schools maintained by the Local Authority with designated sixth forms including out of county schools; or
b) The nearest institution maintained or assisted by the Local Authority which provides further education or higher education (or both); or
c) The nearest institution within the further education sector; or
d) Recognised out of county residential schools with sixth forms.

What will be provided?
There is no minimum eligible distance for students requiring special transport, however students with special needs who can use public transport will be expected to do so, by either:

a) The most economic means:
   i a seat on an existing service or
   ii a grant or;
b) specialist transport services as required or;
c) in the case of out of county special schools at the beginning and end of each designated term/half term or as specified in the statement of education need.

Students travelling on combined transport routes will not receive transport should their course not last all day and they will be expected to remain in College for the full day.

Section 9 of the Education, Health and Care needs Code of Practice, paragraph 9.214 states:
‘The parent or young person’s preferred school or college might be further away from their home than the nearest school or college that can meet the child or young person’s SEND. In such a case, the local authority can name the nearer school or college if it considers it to be appropriate for meeting the child or young person’s SEND. If the parents prefer the school or college further away, the local authority may agree to this but it is able to ask the parents to provide some or all of the transport funding.’

What about Residential Colleges?
For those attending residential colleges out of Cumbria, transport will be on the same basis for those attending residential school. Transport to and from the college will be provided at the beginning and end of each designated term/half term. Transport will, where possible and compatible with the needs of the young person and the encouragement of appropriate independence, utilise public transport facilities. Transport will be provided up until the end of the course the student started prior to his/her 19th birthday.

Refunds
Cumbria County Council does not offer an applicable refund policy.

Travel training
Cumbria County Council is considering the introduction of independent travel training for relevant students.

Apprenticeships
Cumbria County Council does not have transport support available for Apprenticeships.

Those not in educational, employment or training (NEET)
Cumbria County Council does not have transport support available for NEET at this time.

LA support in other circumstances
Exceptional circumstances will only be considered for ‘low income’ students who qualify for assistance through the Student Support Fund.

Cumbria County Council does not provide assistance for learners who attend a further education institution which is beyond daily travelling distance from the student’s home address.
Applying for LA transport support

Post-16 students who may meet the 'low income' criteria should complete an application form which can be downloaded from cumbria.gov.uk/schooltransport or by phoning the Commissioning, Procurement and Contract Management Hotline on 01228 226428 or 01228 226427. Evidence of low income (for the 2019/2020 financial year) must be submitted with the form.

Continuing students can apply at any time before the start of the new academic year. Applications are processed in order of receipt and transport arrangements can take time to be actioned. Until an application is approved Cumbria County Council is not responsible for any travel costs incurred by students.

Appeals Process

The Post-16 Transport complaints process is for a person who is, or will be, of sixth form age when the matter complained of has effect, or by a parent/carer of such a person who wishes to challenge a decision about:

- The local authority’s exercise of, or failure to exercise, a function under sections 509AA to 509AD of the Education Act 1996.

Process

- The complainant should submit a statement as to why they believe the Council is failing to exercise their duty.
- A Senior Officer will consider a statement and, within 20 working days of receipt of the complainant’s written statement, will send the complainant a detailed written outcome. The complainant should forward their statement to:

  Senior Manager - Transport Services  
  Environment and Community Services  
  Parkhouse Building  
  Kingmoor Business Park  
  Carlisle  
  Cumbria  
  CA6 4SJ

If, after receipt of the Local Authority’s response the complainant wishes to appeal the Senior Officer’s decision, they should direct their complaint to the Secretary of State for Education. The Secretary of State can make a direction where he considers it expedient to do so, having regard to the particular circumstances of the case.

The Secretary of State can be contacted at:

  The Department for Education  
  Sanctuary Buildings  
  Great Smith Street  
  London  
  SW1P 3BT
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