

Open Report on behalf of Debbie Barnes, Executive Director of Children's Services

Report to:	Children and Young People Scrutiny Committee
Date:	25 April 2014
Subject:	Discretionary transport support for young learners in Lincolnshire.

Summary: The report summarises the extent and cost of providing discretionary transport support for young learners in Lincolnshire.

Actions Required: The Committee is asked to;

- 1) Consider and comment on the report.
- 2) Provide its views on the proposed Post-16 Transport Statement.

1. Background

1.1 Introduction

This report on discretionary transport support was commissioned by the CYPSC at its meeting in November 2013 when it considered the full Home to School and College Transport Policy. The report defines discretionary transport and contains information on the extent of the discretionary transport, together with costs and other relevant information.

1.2 Definitions

'Discretionary transport support' refers to transport support given to pupils and students as part of the policy but which is not prescribed as a statutory duty. Discretionary transport support does not have to be offered free of charge, and may be withdrawn providing reasonable notice and an explanation is given. An example is transport offered to post 16 learners to attend their school sixth form or local college.

1.3 'Statutory transport support' refers to transport support which is given because the Council has a statutory duty to provide the support. Where transport is offered as a statutory duty, the transport has to be provided free of charge to school-age pupils. An example is school transport offered to children because their nearest or designated school is more than the statutory walking distance (2 or 3 miles).

1.4 The Policy document does not distinguish between the statutory and discretionary elements of the Council's policy, and the support set out in the published policy is available to any qualifying pupil or student. The

document is available to students and parents online at:
www.lincolnshire.gov.uk/schooltransport.

1.5 Statutory transport support –summary

This includes the following provision:

- Transport provided to primary school children aged up to eight years to their nearest school over two miles from the home
- Transport provided to school-age children aged eight to sixteen to their nearest school over three miles
- Transport provided to school age children to a school where the walking route (up to two or three miles) is not suitable
- Transport provided to children to a school because they cannot be expected to walk a route up to two or three miles due to a disability or a learning disability
- Transport provided to a centre or institution for a child excluded from a school

1.6 Discretionary transport support

All of the transport that is provided under the policy which is not a statutory requirement is arguably 'discretionary transport support' even if it is supporting statutory education provision. This includes:

1. Free transport is offered to pupils aged 8-11 who are attending their nearest primary school that is between two and three miles. (the law requires this only to age eight)
2. Free transport is offered in Lincolnshire to pupils to a school that is 'designated' for transport. Designated Transport Areas (DTAs) are areas drawn round schools indicating entitlement to transport, subject to the distance criterion. These schools, particularly the secondary schools, are not always the nearest schools beyond three miles. The law does not stipulate DTAs or 'catchment areas', only that transport must be provided to the nearest suitable school over two or three miles). There are DTAs for primary, secondary, secondary grammar school, most sixth forms and for further education colleges.
3. Free transport to a grammar school is offered to secondary-age pupils in some parts of the County to age 16 where they live in the DTA of a grammar school. The school is not necessarily the nearest school to the home address. The law does not require that transport be provided to a grammar school unless a particular grammar school is the nearest suitable school to a pupil's address whose parents apply for transport.
4. Transport to sixth-form centres, colleges of further education and other specialist providers, including independent providers. Subsidised

transport is offered to students of sixth-form age (extended to age 21 or 25 if necessary, for students with learning difficulties or disabilities).

5. The provision of spare seats on County Council contract vehicles to children not entitled to transport support under the policy ('concessionary transport').

1.7 Costs and numbers involved

The budget for home to school and college transport for 2013/14 was £25,371,629 which represents around a quarter of the entire annual children's services budget retained for provision of services. The expenditure for the full year was recently projected at £25,580,371, which, if confirmed, would represent an overspend of £208,901.

- 1.8 There is considerable pressure on the budget and ongoing demand from within the Council and from schools, parents, carers and others for the policy to provide and pay for education transport to support legal duties already in existence and new duties coming into being (eg for young adults with learning disabilities/children with special educational needs etc).
- 1.9 There is also at the same time pressure to deliver savings in the budget to meet the need to deliver services with a reduced budget in the future due to continuing reductions in central government support for local authorities.

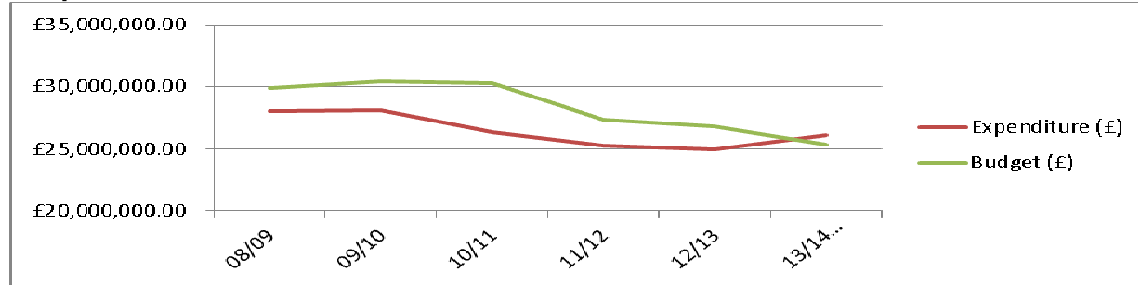
Table 1

Education transport spend and budgets 2008-2013

	08/09	09/10	10/11	11/12	12/13	13/14 (Projection)
Expenditure	£28,015,574	£28,097,230	£26,374,715	£25,274,768	£24,965,851	£25,580,530
Budget	£29,881,520	£30,422,860	£30,279,924	£27,323,500	£26,837,047	£25,371,629
Under/Over Spend	-£1,865,945	-£2,325,629	-£3,905,208	-£2,048,731	-£1,871,195	£208,901

Source: LCC SAP analysis, March 2014

Graph 1



1.10 The above figures represent the budget for all education transport provided over the period, both discretionary and statutory provision, and do not distinguish between statutory and discretionary provision.

1.11 Analysis is given below of the five discretionary areas of provision:

a. Free transport provided for pupils aged 8-11 to a primary school between two and three miles

This is technically a discretionary transport provision in that the statutory duty is to provide transport for children to their nearest suitable school over two miles until the child is aged 8, after which the 'statutory walking distance' increases to three miles. Lincolnshire has always offered free transport for all primary school pupils to their nearest school if the school is over two miles from the child's home.

The cost of meeting this provision over and above the statutory costs are estimated at no more than £5-7,000 per annum, possibly less, based on the numbers of primary school children on transport entitlement (2354 on 25 March 2014), and the very small number of schools that are between two and three miles from children's homes. We do not keep specific records of this particular cost and it may be that no cost saving could be realised anyway if the policy was changed, due to unsuitable walking routes and the fact that transport must be put in place anyway for children who are aged up to 8 attending a school between two and three miles from their home.

b. Free transport provided for children in secondary school DTAs where the school is not the nearest suitable school

The County Council has created DTAs, geographical areas around schools, indicating entitlement to transport, subject to the three-mile rule. The school named as the DTA school is, in most cases, the nearest suitable school (with the exception of grammar schools – see below). However some DTA boundaries are such that a pupil will be able to qualify for free transport to several schools from their particular address. This is because DTAs were drawn up many years ago, and were based largely on traditional 'catchment' areas of schools and parish boundaries. It is estimated that the additional cost of transport provided to DTA secondary schools where the school is not the nearest school, is around £100 - £130k. The 'additional' cost of transport to support this is not monitored, because the entitlement is firmly

established where the child lives in the DTA area. DTAs are of long standing

c. Grammar School transport

DTAs are in existence for the sixteen grammar schools in the County. See **Appendix A** for DTA map. The DTAs for the grammar schools indicate entitlement to free transport from Year 7 to Year 11, with subsidised transport for sixth form study. The numbers of pupils entitled to free and subsidised transport for each of the Lincolnshire grammar schools given below:

Table 2 – Numbers of pupils entitled to grammar school transport

Nos of current entitlements for Pre and Post 16 pupils to grammar schools as at 24/03/14			
School	11 to 16	Post 16	
Alford Queen Elizabeth's Grammar School	202	32	
Boston Grammar School	122	35	
Boston High School Academy	175	59	
Bourne Grammar School	196	34	
Caistor Grammar School	115	31	
Gainsborough Queen Elizabeth's High School	270	72	
Grantham Kesteven & Grantham Girls' School	218	75	
Grantham The King's School	181	54	
Horncastle Queen Elizabeth's Grammar School	306	107	
Louth King Edward VI Grammar School	246	56	
Skegness Grammar School	148	18	
Sleaford Carre's Grammar School	258	77	
Sleaford Kesteven & Sleaford High School - Selective Academy	321	72	
Spalding Grammar School	371	107	
Spalding High School	393	83	
Spilsby King Edward School	0	0	
Total	3522	912	
Grand Total			4434

Source: SEATS analysis, LCC March 2014

In terms of estimating the additional cost of providing the transport beyond what is needed to meet our statutory obligations, it would be necessary to calculate not only the costs of providing the transport to the schools concerned, but offset against this the cost of providing transport to an alternative school. Since most grammar schools are in places very near to existing secondary all-ability schools, the savings made by not providing this discretionary transport would be limited to those pupils who are travelling past a nearest suitable school or who travel in a different direction or on different transport specifically for the grammar school. Because nearly all children entitled to grammar school transport would also be entitled to transport to their nearest all-ability school on account of living more than 3 miles distant, the savings would be limited to any additional costs incurred now by transporting pupils to a grammar school where there is a nearer all-ability school. A proportion of these pupils might not qualify if the policy was changed.

It is estimated that if DTAs for grammar schools were removed, some savings could be made, although the actual figure would need to be calculated by considering the cost of the transport provided, and setting this against the cost of transport to any alternative sight. The potential savings is therefore is limited.

It would be necessary to allow existing pupils to continue with an entitlement even after it was ended for new applicants. However, it is not at all certain that we would be able to legally remove transport support for grammar schools in those areas where the grammar schools exist, since they might be regarded as 'suitable schools' and thus qualifying schools for home to school transport purposes. No case law exists on this matter which can give guidance.

A further complication in considering any possible savings is that nearly all of the grammar schools are now academies and therefore independent of the Local Authority. The Local Authority is therefore not able to propose changing their status even if it wanted to.

d. Post 16 transport to schools, colleges and other specialist providers.

Transport entitlement for children of school age is prescribed in law. For post 16 pupils/students, the statutory entitlement is much less clear. Until 2010 the government (through the Department for Education) had been issuing annual 'statutory guidance' on post 16 transport support, but this was discontinued after that time until February 2014, when new annual guidance was issued (**Appendix B**) and is attached.

The statutory obligation on the County Council is to consider what transport support is necessary to ensure that young people can access further education or training. Any transport support provided does not have to be free of charge, but it does have to be 'affordable' if charged for.

A summary of charges levied by some other local authorities is given on the

table below:

Table 3 Charges for Post-16 transport selected authorities

County	Annual Amount Charged	Total Amount if paid in instalments	Amount charged for low income students
Suffolk	£510	£510	£510
Essex	£510	£510	£0
Devon	£470	£500	£235
Norfolk	£468	£468	£351
Lincolnshire	£399	£405	£399
Cumbria	£350	£350	£0
Derbyshire	£349 (concessionary charge)	£349	£349
Cornwall	£327	£327	£327
Average Charge (of sample)	£422.88	£427.38	£361.84

Source: LCC research, March 2014

Of the Local Authorities looked at, Lincolnshire charges less than the average. However, we do not operate a low income reduction; nor do we offer free post-16 transport for students with learning difficulties/disabilities. Most other Local Authorities carry higher charges than Lincolnshire and operate a more restrictive policy.

Lincolnshire's policy is to provide subsidised transport (cost £410 2014/15) to all learners who live more than 3 miles from their nearest college of further education, sixth form centre or approved provider of education or training. The statutory guidance that 'reasonable choice' must be allowed is met by allowing for transport to either a sixth form or to a college or independent provider. The policy allows for transport to a college or sixth form outside the county if it is nearer than the in-county provision and several colleges that are outside Lincolnshire are 'designated' for transport purposes, together with the in-county colleges. Maps showing designated transport areas for school sixth forms (**Appendix C**) and for colleges of further education (Appendix D) are attached.

Transport support is provided specifically to Riseholme College, north of Lincoln, for students following specifically-named agricultural, horticultural and equine courses at Level 2/3.

The cost of providing post-16 transport under this policy is given below:

Table 4 – Costs and income relating to provision of home to school and college transport post 16, 2008 – 2013

	2008/09	2009/10	2010/11	2011/12	2012/13
	£	£	£	£	£
FE Colleges and other providers	3,220,110.00	3,522,910.00	3,349,270.00	2,889,360.00	2,502,460.00
Sixth Form centres	864,410.00	911,490.00	926,400.00	502,280.00	501,220.00
Post 16 Income (60638 / 4192220)	-859,380.00	-874,440.00	-895,460.00	-919,950.00	-1,277,350.00
Net Cost	3,225,140.00	3,559,960.00	3,380,210.00	2,471,690.00	1,726,330.00
Admin Recharge	58,370.00	48,230.00	58,680.00	55,310.00	55,310.00

Source: LCC SAP analysis, March 2014

Transport support is normally allowed for two years or longer in the case of students with learning difficulties/disabilities, who may be provided with transport support up to age 21, or exceptionally, to age 25, to complete a course of education or training.

In February 2014 the DfE issued new guidance on post 16 transport. The guidance requires that stakeholders be consulted on the proposed post 16 policy and therefore all colleges, centres and school sixth forms providing post 16 education or training will be consulted on the proposed policy statement prior to its publication on 31 May 2014. The CYPSC is also invited to comment on the proposed statement, which is reproduced as **Appendix E**.

e. Concessionary Transport (spare seats) on Council –Contracted services

Spare seats on contracted vehicles are offered to non-entitled children and students, subject to an annualised charge (£410 in 2014/15).

These concessionary seats can be withdrawn at short notice when the seat is needed for an entitled child and so the numbers of pupils/students receiving concessionary transport changes from week to week. At the time of the check (24th March 2014), there were **209** concessionary travellers. In the year 2013/14 there had been **447** at the highest count.

The net income for the year 2013/14 is **£69,374.00**. Because the transport is already in place for entitled children, this represents a net income to the Council and pays towards the cost of administering the scheme.

The allocation to the scheme is based on criteria laid down by the Directorate and/or the Children's Services DMT. A copy of the application form is attached as **Appendix F**.

2. Conclusion

Discretionary transport is transport provided by a Council to meet the particular needs of its learning community, or to meet policy objectives or other non-statutory aims. It is sometimes hard to distinguish discretionary transport support from statutory transport in a definitive way either because it is not made completely clear in guidance whether a duty to provide transport exists in respect of every case, or because what counts as 'discretionary transport' or 'statutory transport' extends not only to the provision itself but to the type and frequency of the provision. It can be seen that the extent of Lincolnshire's discretionary transport for learners is considerable, and is in existence to meet the needs of learners in a large, geographically large sparse area, which includes towns, small market towns, villages, hamlets and innumerable isolated farmsteads and settlements.

3. Consultation

It is now necessary to consult with stakeholders prior to publication of the new post 16 transport policy statement and this consultation is happening now. It is not necessary to consult on other areas of the transport policy until or unless the policy is proposed to change. There are currently no proposals to change the home to school transport policy. The CYPSC is invited to offer any views on the proposed Transport Policy Statement which is scheduled to be published on 31st May 2014.

a) Policy Proofing Actions Required

n/a

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	DTA Map
Appendix B	Post 16 Transport Guidance issued by DFE in February 2014
Appendix C	Map showing school sixth forms
Appendix D	Map showing colleges of Further Education
Appendix E	Proposed Post 16 Transport Statement
Appendix F	Concessionary Transport application form

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report. n/a

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Post-16 transport to education and training

Statutory guidance for local authorities

February 2014

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Summary

About this guidance

This statutory guidance has been produced to support local authorities in developing their transport policy and publishing their transport policy statements. Local authorities must have regard to this guidance when carrying out their responsibilities in relation to transport arrangements for young people of sixth form age.

Local authorities should take their own legal advice when preparing the policy statement and devising a local response to transport needs, to ensure that they are exercising their duties and powers in a manner which complies with the legislation and public law.

This guidance replaces the 2010 Post-16 Transport Guidance issued in June 2010.

Expiry or review date

This guidance will be reviewed annually from February 2015 and updated versions will be published if necessary.

What legislation does this guidance refer to?

The Education Act 1996 makes provision for school transport and transport to post-16 education for young people of sixth form age. A summary of the relevant legislation is outlined in [Appendix – summary of statutory provisions](#).

Who is this guidance for?

This guidance is for local authorities in England.

Key points

1. Local authorities have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or otherwise that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training¹.

2. The overall intention of the 16-18 transport duty is to:

- ensure that learners of sixth form age are able to access the education and training of their choice
- ensure that, if support for access is required, this will be assessed and provided where necessary.

The policy landscape

3. The planning of transport provision at a local level should take into account the following recent changes to the policy landscape:

- under the Education and Skills Act 2008, young people have been required, since June 2013, to stay in education or training for a further year after the compulsory school leaving age. From June 2015, this requirement will be extended until their 18th birthday. To support the raising of the participation age local authorities have responsibility for promoting the effective participation in education and training of young people who are subject to the duty to participate
- under the September Guarantee, every young person aged 16 or 17 must be offered a suitable place in education or training
- increasingly young people will be undertaking apprenticeships and traineeships. The government has made it easier and faster for employers to recruit an apprentice and we would expect young people to benefit from continued expansion of the apprenticeships programme.

Ensuring that young people have access to the education and training provision that is commissioned at a local level will be essential in order to support these reforms.

¹ Section 509AA of the Education Act 1996

Extent and coverage of the 16-18 transport duty – section 509AA

4. The duty applies to all local authorities in England in respect of arrangements for young people (over compulsory school age) aged 16-18 and those continuing learners who started their programme of learning before their 19th birthday².

5. The legislation recognises that a local response to transport arrangements is important in enabling young people's participation in education and training. A local approach allows local circumstances to be taken into account. The legislation therefore gives local authorities the discretion to determine what transport and financial support are necessary to facilitate young people's attendance. The local authority must exercise its power to provide transport or financial support reasonably, taking into account all relevant matters. A failure to make arrangements would amount to a failure to meet the duty.

6. The transport policy statement must detail the transport arrangements and financial assistance with transport that the local authority considers it necessary to make to ensure access to education or training for learners of sixth form age³.

7. It is important that the local authority does not differentiate between providers or institutions in its arrangements. The arrangements must be provided for learners of sixth form age who are engaged in learning or training at:

- a school
- a further education institution
- an authority maintained or assisted institution providing higher or further education
- an establishment funded directly by the Education Funding Agency, for example independent specialist providers for learners with learning difficulties and/or disabilities
- a learning provider that is funded by the local authority to deliver accredited programmes of learning which lead to a positive outcome (this could include colleges, charities and private learning providers).

8. Arrangements to support learners undertaking apprenticeships and traineeships should also be set out in the transport policy statement. These may include the costs of travelling to or from the place of learning or work placement. Employers and learning providers will want to take account of young people's likely transport arrangements when planning off-the-job training, particularly outside normal working hours.

² Section 509AC of the Education Act 1996 defines persons of sixth form age for the purposes of the sixth form transport duty

³ See section 509AA of the Education Act 1996

9. The transport policy statement must also specify the arrangements proposed to be made by the governing bodies of schools and further education colleges which may include support with transport costs or transport provision⁴. The local authority should only include arrangements that are actually going to be made and not make assumptions about what arrangements it thinks schools and colleges should make. Governing bodies are under a duty to co-operate in giving the local authority any information and other assistance that is reasonably required by the authority to enable them to prepare their statement⁵.

Transport policy statement audience and content

10. The transport policy statement is intended to inform young people in years 11, 12 and 13 and their parents about what transport arrangements and support are available locally. The statement should be a single point of reference providing information about transport arrangements to all types of provision, including arrangements made by bodies other than the local authority. The statement must set out what the local authority's overall transport policy is in regard to young people and the rationale behind the policy.

11. The transport policy statement should be clear and provide sufficient detail about the transport arrangements and support provided to inform young people in making their post-16 choices. Young people should be provided with information through the transport policy statement about who is eligible for transport support and how and when they should apply for support. Details of any concessionary fares, discounts, subsidies or travel cards should be included alongside the eligibility criteria for this support and how eligibility will be assessed. Clear signposting from the statement should point young people to sources of further information, for example local authority, college, transport provider websites or contact details.

Funding

12. The local authority is required to deliver the arrangements it has detailed in the transport policy statement. The arrangements local authorities choose to make are generally funded through the formula grant from central government to local authorities, and through locally raised revenue including council tax. Local authorities and their partners may use other sources of funding to support these costs where appropriate.

⁴ Section 509AA(4) of the Education Act 1996.

⁵ Section 509AA(5) of the Education Act 1996

Assessment of what arrangements are needed

13. In assessing what transport arrangements or financial assistance may be required, the local authority must have regard to the following.

13.1 The needs of those who could not access education or training provision if no arrangements were made⁶

Local authorities need to satisfy themselves that they have made the transport arrangements or arrangements for financial assistance necessary to facilitate young people's participation in education or training. In doing so, they should consider the needs of the most vulnerable or socially excluded. The needs of young people with learning difficulties and/or disabilities should be specifically considered and the arrangements in place for each group must be documented in the transport policy statement (see section '[Specific consideration of learners with learning difficulties and/or disabilities](#)').

Local authorities should also consider the needs of:

- those who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17 or who have already become NEET; these young people should be offered a suitable course of education or training and provided with any support that is necessary with transport to enable them to participate⁷
- young parents – Care to Learn (C2L) can help pay for childcare and travel costs for learners aged 19 and under at the start of their course⁸. Learning providers should be encouraged to support young people to apply for C2L – further details are available at www.gov.uk/care-to-learn
- those who live in particularly rural areas where the transport infrastructure can be more limited.

13.2 The need to ensure that young people have reasonable opportunities to choose between different establishments at which education and training is provided⁹

Young people should have a reasonable opportunity to choose between the courses available to them at 16 and be supported to access their choices. Local authority transport policies must be supportive of reasonable choice. In defining what is

⁶ Section 509AB(3)(a) of the Education Act 1996

⁷ Local authorities are reminded that all 16 and 17 year olds (i.e. those completing compulsory education in the current year, or who completed in the previous year) are entitled to an offer of a place in post-16 learning under the September Guarantee.

⁸ The additional costs of taking a child to and from childcare may be claimed, within a set weekly limit. C2L does not support the costs of travel to the learning provider.

⁹ Section 509AB(2)(b) of the Education Act 1996

'reasonable', local authorities will want to take into account any complaints received in previous years in respect of local transport policy statements.

We would expect reasonable choice to include enabling young people to choose courses outside their home local authority boundaries if it makes sense for them to do so. In this case, local authorities will want to consider how their transport policy can support movement across local authority boundaries, to ensure that the young person is no worse off than if they had chosen to attend an establishment within their home local authority. In doing so, they will want to be mindful of the transport policy of neighbouring local authorities. The transport policy statement must set out the local authority's policy for travel to neighbouring local authority areas.

Reasonable choice should also include enabling young people to choose an establishment of education or training that is not the closest to where they live if it makes sense to do so.

13.3 The distance from the learner's home to establishments of education and training¹⁰

Distance should be a factor that local authorities consider in determining eligibility for support with transport. Young people in rural areas should not be worse off financially because they may need to travel further to access education and training provision than their peers in urban areas. The statutory walking distance of 3 miles to school (along the nearest available route) for those of compulsory school aged 8 and over is set out under section 444(5) of the Education Act 1996. This can be used as a benchmark by local authorities in defining the distance a young person might reasonably be expected to walk to access education or training. In determining whether transport arrangements are necessary, local authorities will want to take into account other factors, such as the impact a learning difficulty or disability may have on a young person's ability to walk this distance, and the nature (including safety) of the route, or alternative routes, which a young person could be expected to take.

13.4 The journey time to access different establishments¹¹

Journey time also needs to be taken into account. Consistent with the home to school transport duty for children of compulsory school age, young people should be able to reach their establishment of education or training without incurring such stress, strain, or difficulty that they would be prevented from benefiting from the education provided. For example, a young person should not have to make several changes of public service bus (or other mode of transport) to get to their establishment of education or training, if that would result in an unreasonably long journey time. In this context, local authorities will want to consider which mode of transport will best meet the

¹⁰ Section 509AB(2)(c) of the Education Act 1996.

¹¹ Section 509AB(3)(c) as amended by the Education and Skills Act, section 83

need to ensure a reasonable journey time. Best practice suggests that a child of secondary school age may reasonably be expected to travel up to 75 minutes each way to access learning. Local authorities should apply similar expectations to young people of sixth form age.

13.5 The cost of transport to the establishments in question¹²

Local authorities are expected to target any support on those young people – and their families – who need it most, particularly those with a low income. The transport policy statement should set out clearly the criteria used to establish a learner's eligibility to receive transport/financial support. The effective implementation of these measures will ensure that all learners are able to have reasonable choice in post-16 learning and will contribute towards reducing child poverty.

Local authorities may ask learners and their parents for a contribution to transport costs. We would expect local authorities to exercise their discretion in determining in what circumstances it is appropriate to ask for a contribution, but in exercising their discretion they should:

- ensure that any contribution is affordable for learners and their parents
- ensure that there are arrangements in place to support those families on low income
- take into account the likely duration of learning and ensure that transport policies do not adversely impact particular groups. For example, as young people with learning difficulties and/or disabilities are more likely to remain in education or training longer than their peers, any contribution sought from the families of young people with learning difficulties and/or disabilities would need to allow for the fact they may have to make a contribution over a longer period than the families of those with children who do not have a learning difficulty and/or disability.

Local authorities may take receipt of 16-19 bursary funding into account in assessing an individual's need for financial help with transport.

To aid transparency, it is helpful for local authorities to set out the average cost per young person of post-16 transport in their area before any subsidies are deducted. Clearly setting out average costs will enable learners and parents to understand the extent of the local authority subsidy.

¹² Section 509AB(3)(d) of the Education Act 1996.

13.6 Alternative means of facilitating attendance at establishments¹³

Local authorities should consider alternative means of facilitating attendance at establishments of education or training. In doing so, they should consider young people's safety. Suitable and appropriate alternatives may include transport solutions, for example:

- cycle schemes – which can support independence and also offer a sustainable form of transport provision
- moped schemes – which can support individual learners (over the age of 17) to travel to education and training from rural areas where there is no critical mass of learners meaning that, for example, a bus service, is not viable
- independent travel training to enable young people (often with learning difficulties and/or disabilities) to travel on public transport independently. See section ['Specific consideration of learners with learning difficulties and/or disabilities'](#) for further details.

13.7 Non-transport solutions to facilitate learner access

Local authorities will also want to consider whether non-transport solutions could facilitate learner access to education or training: for example peripatetic teachers, mobile provision and e-learning options.

13.8 Preferences based on religion

Local authorities must have regard to any preference the individual may have for a particular institution based on their religion or belief.

Under the Education Act 1996¹⁴ "religion" means any religion and "belief" means any religious or philosophical belief. References to "religion or belief" include references to a lack of religion or belief. It therefore follows that this duty covers all religions as well as philosophical denominations.

¹³ Section 509AB(3)(d) of the Education Act 1996

¹⁴ Section 509AD of the Education Act 1996 (as inserted by section 84 of the Education and Inspections Act 2006).

Specific consideration of learners with learning difficulties and/or disabilities

14. The 16-18 transport duty relates to young people of sixth form age with learning difficulties and/or disabilities aged up to 19 (and beyond the age of 19 if they are continuing on a particular course started before the age of 19). Local authorities also have a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with learning difficulties and/or disabilities up to the age of 25 in education and training. It therefore follows that it is good practice for local authorities to include information about what transport arrangements are available and whether they are adequate to enable these young people to participate.

15. Section 509AB(1) of the Education Act 1996 imposes a requirement that the transport policy statement should set out the extent to which the arrangements specified in the statement include arrangements for facilitating the attendance at schools and learning providers of young people with learning difficulties and/or disabilities. Arrangements for this group of young people must therefore be set out explicitly in the statement.

16. The transport needs of young people with learning difficulties and/or disabilities should be reassessed when a young person moves from compulsory schooling to post-16 education. Arrangements cannot be limited to those young people who had been assessed as having particular transport needs prior to the age of 16. Subject to the passage of the Children and Families Bill, local authorities will be required to publish a 'local offer' setting out their services for children and young people with special educational needs, and this should include arrangements for travel to and from schools and post-16 institutions.

17. A learner with learning difficulties and/or disabilities may take longer to complete a programme of learning or training, and therefore it will be good practice for the local authority to extend the arrangements for the provision of transport until a learner has completed their programme even if that is after they have reached the age of 19.

18. If the local authority and/or providers operate an independent travel training scheme it is good practice to include such initiatives in the transport policy statement. The statement should set out the process for the learner or carer to access the scheme. These schemes enable young people to gain skills which can be used for travelling to education or training and have, in some cases, enabled local authorities to make cost savings. It is strongly recommended that local authorities consider these schemes for the all-round benefits they can bring.

19. A tool has been developed to help local authorities to monitor the cost effectiveness of their independent travel training programme in a consistent way. The tool is intended to support local authorities in making a case for mainstream funding for their independent travel training programmes by showing the financial savings that can be realised through implementing such programmes. The [Independent Traveller Training](#) tool is available from the GOV.UK website.

Local authorities will want to be aware of the adult transport duty (section 508F and section 508G of the Education Act 1996, as inserted by section 57 of Apprenticeships, Skills, Children and Learning Act 2009) in carrying out their responsibilities for this group.

Local complaints process

20. Local authorities must publish as part of the transport policy statement the process which will be followed should a complaint or an appeal be made on behalf of, or by, a young person. Complaints must first be taken up with the local authority¹⁵. If these do not result in a satisfactory outcome, young people or their families may complain to the Secretary of State.

Complaints to the Secretary of State

21. Under section 509AA (9), of the Education Act 1996, the Secretary of State may direct a local authority to make transport arrangements or provide financial assistance for travelling expenses for individuals or groups of learners. This only applies where particular transport arrangements or financial assistance have not been included in, or are not covered by, the local authority's transport policy statement. 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.

22. The Secretary of State also has powers under section 496 and 497 of the Education Act 1996 to direct a local authority where they have exercised their functions unreasonably or where they have failed to discharge a duty. If the Secretary of State is satisfied that an authority has acted unreasonably, he may give such directions as to the exercise of the power or performance of the duty as appear to him to be expedient.

¹⁵ Section 509AE(4) (sixth form complaints) of the Education Act 1996

Consulting key partners on the transport policy statement

23. The transport policy statement is the responsibility of the local authority. However, the local authority should try to achieve a consensus with other partners and stakeholders about its content and delivery. Post-16 transport partnerships which bring together the key partners have been helpful in developing a collaborative approach to transport solutions and the production of the transport policy statement.

24. The local authority has a duty to consult with the following stakeholders in developing the statement to ensure that it provides a full picture of the available transport and support:

- any other local authorities it considers appropriate (including neighbouring local authorities that are in Wales or Scotland)¹⁶. There will be occasions where learners will travel across local authority boundaries and this should not be a barrier for the learner. There are also clear benefits for local authorities to collaborate where similar challenges exist or to share good practice
- other departments within the local authority, for example social services, who may also procure for, or own, their own transport
- the governing bodies of schools and further education institutions¹⁷. It is important to note that the power of schools and colleges to make arrangements is in addition to, and not instead of, the power of the local authority to make arrangements
- Passenger Transport Executives and the integrated transport authorities they are responsible to, and Transport for London (TfL) where the local authority is a London borough or the City of London^{18 19}
- persons of sixth form age and their parents²⁰. Local authorities should set out in their transport policy statements how and when they propose to consult young people and their parents to inform the development of their statements in the following year.

25. Other bodies including education and training providers; HEIs; transport companies and authorities operating in the locality; public sector bodies; community groups;

¹⁶ Section 509 AB(6)(a) of the Education Act 1996.

¹⁷ Section 509AB(6)(b).

¹⁸ Section 509AB(7)(a).

¹⁹ Section 509AB(7)(b).

²⁰ Section 54 of ASCL 2009 inserts new subsection (ca) in s509AB(6.) This was commenced in April 2010, to apply for the academic year 2011/12.

voluntary organisations and groups/organisations with an interest in disability issues (including independent specialist providers) should also be consulted where appropriate.

Publication of the transport policy statement

26. The transport policy statement must be published by the local authority by 31st May each year.

27. The transport policy statement should be available on the local authority's own website by 31 May. Local authorities are also responsible for ensuring that a link is made to the [GOV.UK](#) website which is the main source of government web based information for the general public.

28. To facilitate this process the local authority's web team should complete the following actions:

- load the transport policy statement on to the council website
- update the links to GOV.UK: see www.gov.uk/subsidised-college-transport-16-19.

Any queries relating to updating the links should be directed to localdirectgov@communities.gsi.gov.uk.

29. Local authorities should also provide information about the transport arrangements in their areas to young people through whatever channels are available. Availability and cost of transport will inform how young people choose their post-16 provision. Local authorities will need to ensure that those who have a role in supporting young people to make these decisions are aware of transport arrangements in their area.

In-year changes

30. Local authorities should consider their approach to implementing what is set out in its transport policy statement and continue to monitor its progress throughout the year.

31. Local authorities may amend and republish their transport policy statements in-year in response to complaints or to a direction by the Secretary of State.

Appendix – summary of statutory provisions

This appendix sets out the relevant statutory provisions in the Education Act 1996 (as amended) in relation to local authorities' responsibilities for the provision of transport for relevant young adults and persons of sixth form age.

508F Local authorities in England: provision of transport etc for adult learners

(1) A local authority in England must make such arrangements for the provision of transport and otherwise as they consider necessary, or as the Secretary of State may direct, for the purposes mentioned in subsections (2) and (3).

(2) The first purpose is to facilitate the attendance of adults receiving education at institutions—

(a) maintained or assisted by the authority and providing further or higher education (or both), or

(b) within the further education sector.

(3) The second purpose is to facilitate the attendance of relevant young adults receiving education or training at institutions outside both the further and higher education sectors, but only in cases where the local authority have secured for the adults in question—

(a) the provision of education or training at the institution in question, and

(b) the provision of boarding accommodation under section 514A.

(4) Any transport provided under subsection (1) must be provided free of charge.

(5) In considering what arrangements it is necessary to make under subsection (1) in relation to relevant young adults, a local authority must have regard to what they are required to do under section 15ZA(1)²¹ in relation to those persons.

(6) In considering whether they are required by subsection (1) to make arrangements in relation to a particular adult, a local authority must have regard (among other things) to the age of the adult and the nature of the route, or alternative routes, which the adult could reasonably be expected to take.

²¹ 15ZA. Duty in respect of education and training for persons over compulsory school age: England

(1) A [local authority] in England must secure that enough suitable education and training is provided to meet the reasonable needs of—

(a) persons in their area who are over compulsory school age but under 19, and

(b) persons in their area who are aged 19 or over but under 25 and are subject to learning difficulty assessment.

(7) Arrangements made under subsection (1) by virtue of subsection (3) to facilitate full-time education or training at an institution outside both the further and higher education sectors must be no less favourable than the arrangements made for relevant young adults of the same age for whom the authority secure the provision of education at another institution.

(8) A local authority in England may pay all or part of the reasonable travelling expenses of an adult—

(a) receiving education or training at an institution mentioned in subsection (2) or (3), and

(b) for whose transport no arrangements are made under subsection (1).

(9) In this section—

“adult” means a person who is neither a child nor a person of sixth form age,

“sixth form age” is to be construed in accordance with section 509AC(1), and

“relevant young adult” means an adult who is aged under 25 and is subject to learning difficulty assessment.

508G Local authorities in England: transport policy statements etc for young adults subject to learning difficulty assessment

(1) A local authority in England making arrangements, or proposing to pay travelling expenses, under section 508F in relation to relevant young adults must consult—

(a) any other local authority that they consider it appropriate to consult,

(b) governing bodies of institutions within the further education sector in the authority's area,

(ba) proprietors of 16 to 19 Academies in the authority's area,

(c) persons in the local authority's area who will be relevant young adults when the arrangements or payments have effect, and their parents,

(d) the Secretary of State, and

(e) any other person specified by the Secretary of State.

(2) The authority must prepare for each academic year a transport policy statement complying with the following requirements.

(3) The statement must specify any transport or other arrangements, and any payment of travelling expenses, made or to be made in relation to the year under section 508F in relation to relevant young adults.

(4) The statement must also specify any travel concessions (within the meaning of Part 5 of the Transport Act 1985)²² which are to be provided under any scheme established under section 93 of that Act to relevant young adults receiving education or training at an institution mentioned in subsection (2) or (3) of section 508F.

(5) The authority must publish the statement by the end of May in the year in which the relevant academic year begins.

(6) In preparing and publishing the statement, the authority must have regard (among other things) to the need to—

(a) include in the statement sufficient information about the matters that the statement must specify, and

(b) publish the statement in time,

to enable relevant young adults and their parents to take reasonable account of those matters when choosing between different institutions at which education or training is provided.

(7) The publication of a statement under this section in relation to an academic year does not prevent an authority from—

(a) making additional arrangements or payments under section 508F in relation to the academic year, or

(b) providing additional travel concessions in relation to the academic year.

(8) The Secretary of State may amend subsection (5) by order to change the time by which the statement must be published.

(9) In this section—

“academic year” has the meaning given in section 509AC,

“governing body” has the meaning given in section 509AC, and

“relevant young adult” has the meaning given in section 508F.

²² [The Transport Act 1985](http://www.legislation.gov.uk) can be viewed on www.legislation.gov.uk.

508H Guidance: sections 508F and 508G

In making arrangements under section 508F(1) and preparing and publishing a statement under section 508G, a local authority must have regard to any guidance issued by the Secretary of State under this section.

508I Complaints about transport arrangements etc for young adults subject to learning difficulty assessment: England

(1) A local authority may revise a statement prepared under section 508G to change any matter specified under subsection (3) of that section if, as a result of a relevant young adult transport complaint, they have come to consider the change necessary for a purpose mentioned in section 508F(2) or (3).

(2) A local authority must revise a statement prepared under section 508G to change any matter specified in subsection (3) of that section if, as a result of a relevant young adult transport complaint, the Secretary of State has directed them to do so.

(3) An authority that revise a statement under subsection (1) or (2) must publish the revised statement and a description of the revision as soon as practicable.

(4) The Secretary of State need not consider whether to exercise any power under sections 496 to 497A (powers to prevent unreasonable exercise of functions, etc) or subsection (2) of this section in response to a matter that is, or could have been, the subject of a relevant young adult transport complaint made to him or her unless satisfied that—

- (a) the matter has been brought to the notice of the local authority concerned, and
- (b) the authority have had a reasonable opportunity to investigate the matter and respond.

(5) In this section "relevant young adult transport complaint" means a complaint that is—

- (a) about a local authority's exercise of, or failure to exercise, a function under section 508F or 508G in relation to relevant young adults, and
- (b) made by a person who is, or will be, a relevant young adult when the matter complained of has effect, or by a parent of such a person,

and "relevant young adult" has the meaning given in section 508F.

(6) For the purposes of sections 508G(7) and 508H, the revision of a statement under this section is to be treated as the preparation of a statement under section 508G.

(7) Where a local authority have published in a single document a statement prepared under section 509AA and a statement prepared under 508G, the requirement to publish a revised statement under subsection (3) is to be treated as a requirement to publish a version of the document that includes the revised statement.

509AA Local authorities in England: provision of transport etc. for persons of sixth form age

(1) A local authority in England shall prepare for each academic year a transport policy statement complying with the requirements of this section.

(2) The statement shall specify the arrangements for the provision of transport or otherwise that the authority consider it necessary to make for facilitating the attendance of persons of sixth form age receiving education or training—

(a) at schools,

(b) at any institution maintained or assisted by the authority which provides further education or higher education (or both),

(c) at any institution within the further education sector,

(ca) at any 16 to 19 Academy, or

(d) at any establishment (not falling within paragraph (b), (c) or (ca)) at which the authority secures the provision of education or training under section 15ZA(1).

(3) The statement shall specify the arrangements that the authority consider it necessary to make for the provision of financial assistance in respect of the reasonable travelling expenses of persons of sixth form age receiving education or training at any establishment such as is mentioned in subsection (2).

(4) The statement shall specify the arrangements proposed to be made by the governing bodies of—

(a) schools maintained by the authority at which education suitable to the requirements of persons over compulsory school age is provided, and

(b) institutions within the further education sector in the authority's area

for the provision of transport for facilitating the attendance of persons of sixth form age receiving education or training at the schools and institutions and for the provision of financial assistance in respect of the travelling expenses of such persons.

(5) Those governing bodies shall co-operate in giving the local authority any information and other assistance that is reasonably required by the authority for the performance of their functions under this section and section 509AB.

(6) The statement shall specify any travel concessions (within the meaning of Part 5 of the Transport Act 1985 (c. 67)) which are to be provided under any scheme established under section 93 of that Act to persons of sixth form age receiving education at any establishment such as is mentioned in subsection (2) above in the authority's area.

(7) The authority shall—

- (a) publish the statement, in a manner which they consider appropriate, on or before 31st May in the year in which the academic year in question begins, and
- (b) make, and secure that effect is given to, any arrangements specified under subsections (2) and (3).

(8) Nothing in this section prevents a local authority from making, at any time in an academic year, arrangements—

- (a) which are not specified in the transport policy statement published by the authority for that year, but
- (b) which they have come to consider necessary for the purposes mentioned in subsections (2) and (3).

(9) The Secretary of State may, if he considers it expedient to do so, direct a local authority to make for any academic year—

- (a) arrangements for the provision of transport or otherwise for facilitating the attendance of persons of sixth form age receiving education or training at establishments such as are mentioned in subsection (2), or
- (b) arrangements for providing financial assistance in respect of the reasonable travelling expenses of such persons,

which have not been specified in the transport policy statement published by the authority for that academic year.

(10) The Secretary of State may by order amend subsection (7)(a) to change the time by which the statement must be published.

(11) Subsection (9) is subject to section 509AE (complaints about transport arrangements etc for persons of sixth form age in England).

509AB Local authorities in England: further provision about transport policy statements for persons of sixth form age

(1) A statement prepared under section 509AA shall state to what extent arrangements specified in accordance with subsection (2) of that section include arrangements for facilitating the attendance at establishments such as are mentioned in that subsection of disabled persons and persons with learning difficulties.

(2) A statement prepared under that section shall—

- (a) specify arrangements for persons receiving full-time education or training at establishments other than schools maintained by the local authority which are no less favourable than the arrangements specified for pupils of the same age attending such schools, and
- (b) specify arrangements for persons with learning difficulties receiving education or training at establishments other than schools maintained by the authority which are no less favourable than the arrangements specified for pupils of the same age with learning difficulties attending such schools.

(3) In considering what arrangements it is necessary to make for the purposes mentioned in subsections (2) and (3) of section 509AA the local authority shall have regard (amongst other things) to—

- (a) the needs of those for whom it would not be reasonably practicable to attend a particular establishment to receive education or training if no arrangements were made,
- (b) the need to secure that persons in their area have reasonable opportunities to choose between different establishments at which education or training is provided,
- (ba) what they are required to do under section 15ZA(1) in relation to persons of sixth form age,
- (c) the distances, and journey times, between the homes of persons of sixth form age in their area and establishments such as are mentioned in section 509AA(2) at which education or training suitable to their needs is provided, and
- (d) the cost of transport to the establishments in question and of any alternative means of facilitating the attendance of persons receiving education or training there.

(3A) In considering whether or not it is necessary to make arrangements for those purposes in relation to a particular person, a local authority in England shall have regard

(amongst other things) to the nature of the route, or alternative routes, which he could reasonably be expected to take.

(5) In preparing a statement under section 509AA a local authority shall have regard to any guidance issued under this section by the Secretary of State.

(6) In preparing a statement under that section a local authority shall consult—

- (a) any other local authority that they consider it appropriate to consult,
- (b) the governing bodies mentioned in subsection (4) of that section,
- (ca) persons in the local authority's area who will be of sixth form age when the statement has effect, and their parents, and
- (d) any other person specified for the purposes of this section by the Secretary of State.

(7) In preparing a statement under that section a local authority shall also consult—

- (a) where they are a district council for an area in a metropolitan county, the Integrated Transport Authority for that county, and
- (b) where they are a London borough council or the Common Council of the City of London, Transport for London.

(7A) In preparing and publishing a statement under section 509AA, a local authority must have regard (among other things) to the need to—

- (a) include in the statement sufficient information about the matters that the statement must specify, and
- (b) publish the statement in time, to enable persons who will be of sixth form age when the statement has effect and their parents to take reasonable account of those matters when choosing between different establishments at which education or training is provided.

509AC Interpretation of sections 509AA and 509AB

(1) For the purposes of sections 509AA and 509AB a person receiving education or training at an establishment is of sixth form age if he is over compulsory school age but—

- (a) is under the age of 19, or
- (b) has begun a particular course of education or training at the establishment before attaining the age of 19 and continues to attend that course.

(4) References in section 509AB to persons with learning difficulties are to be construed in accordance with section 15ZA(6) and (7).

(5) In sections 509AA and 509AB and this section—

“academic year” means any period commencing with 1st August and ending with the next 31st July;

“disabled person” has the same meaning as in the Equality Act 2010;

“establishment” means an establishment of any kind, including a school or institution;

“governing body”, in relation to an institution within the further education sector, has the same meaning as in the Further and Higher Education Act 1992.

(6) The Secretary of State may by order amend the definition of “academic year” in subsection (5).

509AD Local authorities in England: duty to have regard to religion or belief in exercise of travel functions

(1) A local authority in England must have regard, amongst other things, in exercising any of their travel functions in relation to or in connection with the travel of a person or persons to or from a school, institution or other place—

(a) to any wish of a parent of such a person for him to be provided with education or training at a particular school, institution or other place where that wish is based on the parent’s religion or belief, and

(b) in a case where the person in question (or any of the persons in question) is of sixth form age (within the meaning given in section 509AC(1)), to any wish of that person to be provided with education or training at a particular school, institution or other place where that wish is based on the person’s religion or belief.

(2) The “travel functions” of a local authority in England are their functions under any of the following provisions—

section 508A (duty to promote sustainable modes of travel etc);

section 508B (travel arrangements for eligible children);

section 508C (travel arrangements etc for other children);

section 508E and Schedule 35C (school travel schemes);

section 508F (local authorities in England: provision of transport etc for adult learners);

section 509AA (transport etc for persons of sixth form age).

(3) For the purposes of this section—

- (a) "religion" means any religion,
- (b) "belief" means any religious or philosophical belief,
- (c) a reference to religion includes a reference to lack of religion, and
- (d) a reference to belief includes a reference to lack of belief.

509AE Complaints about transport arrangements etc for persons of sixth form age in England

(1) A local authority may revise a statement prepared under section 509AA to change the arrangements specified under subsection (2) or (3) of that section if, as a result of a sixth form transport complaint, they have come to consider the change necessary for the purpose of the arrangements specified under the subsection in question.

(2) A local authority must revise a statement prepared under section 509AA to change the arrangements specified under subsection (2) or (3) of that section if, as a result of a sixth form transport complaint, the Secretary of State has directed them to do so.

(3) An authority that revise a statement under subsection (1) or (2) must publish the revised statement and a description of the revision as soon as practicable.

(4) The Secretary of State need not consider whether to exercise any power under sections 496 to 497A (powers to prevent unreasonable exercise of functions, etc), section 509AA(9) (power to require local authority to make additional transport arrangements), or subsection (2) of this section in response to a matter that is, or could have been, the subject of a sixth form transport complaint made to him or her unless satisfied that—

- (a) the matter has been brought to the notice of the local authority concerned, and
- (b) the authority have had a reasonable opportunity to investigate the matter and respond.

(5) In this section "sixth form transport complaint" means a complaint that is—

- (a) about a local authority's exercise of, or failure to exercise, a function under sections 509AA to 509AD in relation to persons of sixth form age, and
- (b) made by a person who is, or will be, a person of sixth form age when the matter complained of has effect, or by a parent of such a person,

and "sixth form age" is to be construed in accordance with section 509AC(1).

(6) For the purposes of sections 509AA(8) and (9), 509AB(1) to (5), 509AC and 509AD, the revision of a statement under this section is to be treated as the preparation of a statement under section 509AA.

(7) Where a local authority have published in a single document a statement prepared under section 508G and a statement prepared under 509AA, the requirement to publish a revised statement under subsection (3) is to be treated as a requirement to publish a version of the document that includes the revised statement.

Further sources of information

Associated resources (external links)

- [Tendering road passenger transport contracts: best practice guidance](#)
This document from the Department of Transport provides best practice to all those involved in procuring road passenger transport. It is available from the GOV.UK website.
- **Sustainable transport**
[Sustrans](#) is the leading sustainable transport charity that provides practical advice that can be passed on to parents and young people to increase confidence in walking and cycling.

Other departmental advice and guidance you may be interested in

- [Home to school travel and transport statutory guidance](#) (for children of compulsory school age)
Guidance relating to home to school travel and transport for pupils up to the age of 16 is available from the Department for Education's website.
- [Participation of young people statutory guidance](#)
The purpose of this guidance is to identify the key responsibilities of local authorities in relation to raising the participation age and promoting the participation of 16- and 17-year-olds. It is available from the GOV.UK website.

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Reference: DFE-00025-2014

Appendix C – Map showing school sixth forms



Appendix D – Map showing colleges of Further Education





Children's Services

Post 16 Education Transport Policy 2014/15

Transport policy statement for learners aged 16-18 in further education (schools, colleges and centres offering courses funded by the Education Funding Agency (EFA)) and for continuing learners aged 19 and over.

Published May 2014

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1 Summary of policy and main objectives

The aim of the policy is to enable every learner reaching school leaving age living in Lincolnshire to access an appropriate course of education or training to meet their education or training needs. This policy applies to further education and not higher education undergraduate study and is aimed at learners aged 16-18 years, with additional support for learners beyond the age of 18 who have disabilities and/or learning difficulties

To enable this, Lincolnshire County Council will provide or subsidise transport to the nearest Sixth Form, College of Further Education or other licensed providers over 3 miles from the students home.. A copy of College designated transport areas (DTAs) and a list of licensed providers is attached at the end of this policy statement.

This support is subject to an annual contribution by the learner of £410 (2014/15) which can be paid in three instalments of £138 by September, January and April each year, total £410 including an administration charge of £4. Details of when and how the payment may be made are given below. The contribution must be paid by all learners who qualify for transport support. There are facilities for payment by instalments and these are detailed in Section 2 below. The transport provision is one outward journey and one return journey, timed for the start and finish of the school or college day.

Transport provision made is appropriate to the location and timings of the school or college day. It may be necessary for a student to make his or her own way to and from a transport "pick-up" point.

Learners with learning difficulties and/or disabilities may require transport support beyond the age of 19 because their further education requires attendance beyond that age. In these circumstances, transport support is offered up to age 21 years and exceptionally up to 25 years of age, on the same basis as for mainstream post 16 learners. The specific needs of learners with learning or other disabilities are assessed.

The normal entitlement is to transport support for two years with additional support available to learners with a disability or learning difficulty

2 How and when to apply for transport

As soon as a place is offered by a provider on a post-16 course, learners should apply for transport support if they think they may qualify for it or need it.

Transport can be applied for online (www.lincolnshire.gov.uk/schooltransport). Alternatively forms can be completed and sent to the transport office. Help with making applications is available by ringing 01522 782020

Forms are widely available at colleges, schools, Connexions offices or by contacting us.

3 Details of fares, concessions, discounts, subsidies, passes and other travel arrangements available in Lincolnshire

3.1 From the County Council – Entitlement

As stated above, there is a learner contribution or charge for the provision of transport support. This is £410 for the school or college year 2014/15. The contribution may be paid in one annual payment, or in 3 instalments of £138 (total £414 including administrative costs). In order to help learners who may have difficulty finding the initial instalment in September, we will, in cases of financial difficulty accept the first payment in up to three smaller instalments. A first instalment must be paid in order to receive the travel pass. Evidence of benefit entitlement may be required.

3.2 From the County Council – Concessionary

Transport support as summarised above is available to all learners who qualify under the criteria. Spare seats on contract vehicles (non-fare paying) serving schools and colleges are available for learners who do not qualify for transport support under the policy, where there is no commercial 'fare paying' service in the area. These are known as 'concessionary seats'. These seats are offered at the same charging rate as for entitled learners (£410 p.a. in 2014/15) and the charge is calculated on a daily basis depending on when the seat is offered. Spare seats can

be applied for if a transport entitlement is refused. Please ring 01522 782020 for application details. Concessionary travel/spare seat allocation is given at the discretion of the County Councils Transportation Group (TG) and can be withdrawn at short notice if the seat is needed for a learner entitled to transport support

3.3 From the County Council – CallConnect

Call Connect is part of the County's public transport network, but operates on a pre-booking basis to transport people from specific pick-up points to specific set-down locations. Anyone can use the service for any purpose, and thus it may be of use to some learners who do not qualify for a bus or train pass under the County's policy. The service costs no more to use than standard bus services and registration is free. Call Connect cannot be booked more than a week ahead in most cases. Details can be obtained by ringing 0845 234 3344 or from the website www.lincsinterconnect.com

3.4 From local bus operators

Provision of public transport in Lincolnshire is made largely by local bus operators, who offer services on a commercial basis. The County Council supports a number of local bus services to enable people to access services. Most operators have weekly or monthly travel card schemes, discounts and promotions and these can be confirmed with the operators directly. There is a website which can be used to find details of services: www.lincsbus.info. For travel information ring Traveline on 0871 200 22 33. www.traveline.info

3.5 From schools and colleges and other providers offering post 16 courses

Schools with sixth form provision and colleges of further education have some funding available to help students of sixth-form age (16-18) with expenses connected with their study, including travel costs. The funding, now known as **'bursary funding'** replaced the Education Maintenance Allowance (EMA) that was paid directly to students and pupils.

Bursary funding is paid to schools and colleges who decide how they are to allocate their funds. Enquiries about support for school or college travel expenses should be made directly to the schools or colleges concerned.

The details of schools and colleges in Lincolnshire can be found in the guide **'Going to school in Lincolnshire'** which can be found [here](#). Look particularly at the sections entitled 'Post 16 education' and 'transport'

The following schools, colleges of further education and independent providers below, offer courses that might qualify for transport support. To find out if transport support is available to a particular college, consult the transport policy and designated transport area (DTA) map at Appendix H (iv) of the policy (www.lincolnshire.gov.uk/schooltransport). You are advised also to contact the college/school/centre you are interested in directly to ask about any support there might be available with transport. These are listed in alphabetical order below:

- Aegir Community School, Gainsborough Educational Village, Sweyn Lane, Gainsborough, DN21 1PB
Tel: (01427) 619360
Website: www.gasinboroughfederation.lincs.sch.uk
- Boston College, Skirbeck Road, Boston. PE21 6JF
Tel: (01205) 365701
Website: www.boston.ac.uk
- Boston Grammar School, South End, Boston, Lincs, PE21 6JY
Tel: (01205) 366444
Website: www.bostongrammarschool.co.uk
- Boston High School, Spilsby Road, Boston, Lincolnshire, PE21 9PF
Tel: (01205) 310505
Website: www.bostonhighschool.co.uk
- Bourne Grammar School, South Road, BOURNE, PE10 9JE
Tel: (01778) 422288
Website: www.bourne-grammar.lincs.sch.uk
- Bourne RM Academy Ltd, Edinburgh Crescent, Bourne, PE10 9DT
Tel: (01778) 422365
Website: www.bourneacademy.org
- Branston Community Academy, Station Road, Branston, LN4 1LH
Tel: (01522) 880400
Website: www.branstonca.lincs.sch.uk
- C G Partnership (Training Projects) Limited, 8 Queen St, Market Rasen LN8 3EH
Tel: (01673) 843489
Website: www.cgpartnership.com
- Caistor Grammar School, Church Street, Caistor, LN7 6QJ
Tel: (01472) 851250
Website: www.caistorgrammar.com
- Carre's Grammar School Academy Trust, Northgate, Sleaford, NG34 7DD
Tel: (01529) 302181
Website: www.carres.lincs.sch.uk
- Children's Links, Holland House, Horncastle College, Mareham Road, Horncastle, LN9 6PH

Tel: (0845) 3730645

Website: www.childrenslinks.org.uk

- College of West Anglia, Tennyson Ave Kings Lynn, Norfolk PE30 2QW
Tel: (01553) 761144
Website: www.cwa.ac.uk
- Cordeaux Academy, North Holme Road, Louth, LN11 0HG
Tel: (01507) 606555
Website: www.cordeauxacademy.org
- De Aston School Academy Trust, Willingham Road, Market Rasen, LN8 3RF
Tel:(01673) 843415
Website: www.de-aston.lincs.sch.uk
- Grantham College, Stonebridge Road, Grantham. NG31 9AP
Tel: (01476) 400281
Website: www.grantham.ac.uk
- Grimsby Institute, Nuns Corner, Grimsby. DN34 5BQ
Tel: (0800) 315002
Website: www.grimsby.ac.uk
- Hill Holt Wood, Norton Disney, Lincoln LN6 9JP
Tel: (01636) 892836
Website: www.hillholtwood.com
- Kesteven and Grantham Girls School, Sandon Road, Grantham, NG31 9AU
Tel: (01476) 563017
Website: www.kestevengrantham.lincs.sch.uk
- Kesteven & Sleaford High School Selective Academy, Jermyn Street, Sleaford, Lincolnshire, NG34 7RS
Tel: (01529) 414 044
Website: www.kshssa.co.uk
- Lincoln Castle Academy, Riseholme Road, Lincoln, LN1 3SP
Tel: (01522) 529203
Website: www.lincolncastleacademy.co.uk
- Lincoln Christ's Hospital School, Wragby Road, Lincoln, LN2 4PN
Tel: (01522) 881144
Website: www.christs-hospital.lincs.sch.uk
- Lincoln College, Student Services, Monks Road, Lincoln, LN2 5HQ
Tel: (01522) 876000
Website: www.lincolncollege.ac.uk

- Linkage Community Trust, Toynton Hall, Toynton All Saints, Spilsby, PE23 5AE
Tel: (01790) 752449
Website: www.linkage.org.uk
- Monks' Dyke Tennyson College, Louth Campus: Monks' Dyke Road, Louth, LN11 9AW
Tel: (01507) 606349
Website: www.mdtc.co
- New College Stamford, Drift Road, Stamford. PE9 1XA
Tel: (01780) 484381
Website: www.stamford.ac.uk
- North Lindsey College, Kingsway, Scunthorpe. DN17 1AJ
Tel: (01724) 281111
Website: www.northlindsey.ac.uk
- North Kesteven School, Moor Lane, North Hykeham, LN6 9AG
Tel: (01522) 881010
Website: www.nkschool.lincs.sch.uk
- Peterborough Regional College, Park Crescent Peterborough, Cambridgeshire PE1 4DZ
Tel: (0845) 872 8722
Website: www.peterborough.ac.uk
- The Priory City of Lincoln Academy, Skellingthorpe Road, LN6 0EP
Tel: (01522) 882800
Website: www.prioryacademies.co.uk
- The Priory Witham Academy, De Wint Avenue, Lincoln, LN6 7DT
Tel: (01522) 882929
Website: www.prioryacademies.co.uk
- Queen Elizabeth's Grammar School, West Street, Horncastle, LN9 5AD
Tel: (01507) 522465
Website: www.qegs.lincs.sch.uk
- Queen Elizabeth's Grammar School, Station Rd, Alford LN13 9HY
Tel: (01507) 462403
Website: www.qegs.co.uk
- Riseholme College, Riseholme Park Riseholme Lane, Lincoln LN2 2LG
Tel: (01522) 895290
Website: www.bishopburton.ac.uk/riseholmecollege

- Sir John Gleed School, Neville Avenue, Spalding, PE11 2EJ
Tel: (01775) 722484
Website: www.gleed.lincs.sch.uk
- Sir Robert Pattinson Academy, Moor Lane, North Hykeham, LN6 9AF
Tel: (01522) 882020
Website: www.srpa.co.uk
- Sir William Robertson Academy Ltd, Main Road, Welbourn, LN5 0PA
Tel: (01400) 272477
Website: www.swracademy.org
- Skegness Academy, Burgh Road, Skegness, PE25 2QH
Tel: (01754) 879122
Website: www.skegnessacademy.org
- Skegness College of Vocational Training, 28 Alghitha Road, Skegness, PE25 2AG
Tel. (01754) 766611
Website: www.skegnesscollege.co.uk
- Spalding Grammar School, Priory Road, Spalding, PE11 2XH
Tel. (01775) 765800
Website: www.spaldinggrammar.lincs.sch.uk
- Spalding High School, Stonegate, Spalding, PE11 2PJ
Tel: (01775) 722110
Website: www.spaldinghigh.lincs.sch.uk
- St Bernard's School, Wood Lane, Louth, LN11 8RS
Tel: (01507) 603776
Website: www.st-lawrence-special.lincs.sch.uk
- St George's Academy, Westgate, Sleaford, NG34 7PP
Tel: (01529) 302487
Website: www.st-georges-academy.org
- St Peter and St Paul Catholic Voluntary Academy, Western Avenue, LN6 7SX
Tel: (01522) 871400
Website: www.sspp.lincs.sch.uk
- The Deepings School, Park Road, Deeping St. James, PE6 8NF
Tel: (01778) 342159
Website: www.deepingschool.org.uk
- The Eresby School, Eresby Avenue, Spilsby, PE23 5HU
Tel: (01790) 752441
Website: www.eresbyspecialschool.co.uk

- The Garth School ,Pinchbeck Road, Spalding, PE11 1QF
Tel: (01775) 725566
Website: www.lincolnshire.schooljotter.com/thegarth
- The Giles Academy, Church End, Old Leake, Boston, PE22 9LD
Tel: (01205) 870693
Website: www.gilesacademy.co.uk
- The Grantham Sandon School, Sandon Road, Grantham, NG31 9AX
Tel: (01476) 564994
Website: www.sandon.lincs.sch.uk
- The John Fielding Community Special School, Ashlawn Drive, Boston, PE21 9PX
Tel: (01205) 363395
Website: www.johnfieldingschool.co.uk
- King Edward VI Grammar School, Edward Street, Louth, LN11 9LL
Tel: (01507) 600456
Website: www.kevigs.org
- The King's School, Brook Street, Grantham, NG31 6RP
Tel: (01476) 563180
Website: www.kings.lincs.sch.uk
- Lincoln St Christopher's, Hykeham Road, Lincoln, LN6 8AR
Tel: (01522) 528378
Website: www.lincolnstchristophers.com
- The Priory Academy LSST, Cross O'Cliff Hill, Lincoln, LN5 8PW
Tel: (01522) 889977
Website: www.prioryacademies.co.uk
- The Priory Ruskin Academy, Manthorpe Site, Rushcliffe Road, Grantham, NG31 8ED
Tel: (01476) 410410
Website: www.prioryacademies.co.uk
- The Queen Elizabeth's High School, Morton Terrace, Gainsborough DN21 2ST
Tel: (01427) 612354
Website: www.qehs.lincs.sch.uk
- Skegness Grammar School Vernon Road, Skegness, PE25 2QS United Kingdom Contact Details
Tel: (01754) 610000
Website: www.sgs.lincs.sch.uk

- St. Francis Community Special School, Wickenby Crescent, Lincoln, LN1 3TJ
Tel: (01522) 526498
Website: www.st-francis.lincs.sch.uk
- Willoughby School, South Road, Bourne, Lincolnshire. PE10 9JD
Tel: (01778) 425203
Website: www.willoughby.lincs.sch.uk
- University Academy Holbeach, Park Road, Holbeach, Spalding PE12 7PU
Tel: (01406) 423042
Website: www.universityacademyholbeach.org
- Walton Girls' High School and Sixth Form, Harlaxton Road, Grantham, Lincolnshire, NG31 7JR01476 563251
Tel: (01476) 563251
Website: www.waltongirls.co.uk
- William Farr Church of England Comprehensive School, Lincoln Road, Welton, LN2 3JB
Tel: (01522) 866900
Website: www.williamfarr.lincs.sch.uk

4 Transport support arrangements for learners who reach the age of 19 whilst continuing on a course

Providing the student or pupil had not reached his or her 19th birthday before the course began (a date of 1st September is used to determine the notional start date of a course), and remains otherwise eligible for transport, the support will be continued for the remainder of the school or college year, if the student has not received two years of transport support..

For learners with learning difficulties and/or disabilities, transport support may be offered until they are 21 years, or 25 years if needed to complete an appropriate course of study begun before the age of 19 years. Transport is provided at the beginning and end of the school/ College day.

5 Transport support for learners with learning difficulties/disabilities (LLDD)

Learners with learning difficulties and/or disabilities (LLDD) are individually assessed for transport needs, and appropriate arrangements are made to ensure that their specific needs are met. The provision of transport is subject to an annual contribution from the learner of £410 (2014/15). This contribution may be paid in instalments. (See section 3 above).

Transport support for learners with learning difficulties/disabilities is available under the policy until they are 21 years, or 25 years if necessary, in order to complete an appropriate programme of study.

6 Wheels to work and training

Lincolnshire County Council is supporting a county wide 'Wheels 2 Work' (and to training initiative run by 'Access your Future') from September 2010. Wheels 2 Work is a scheme to provide transport (normally mopeds, but also scooters and electric bicycles) for those who otherwise could not access work or training.

The scheme will be run as a social enterprise and will assist existing post 16 students who have genuine transport needs (which will be assessed before entry on to the scheme is agreed) and to help reduce the number of young people not in education, employment or training (NEETS) in the county. Please note that capacity is limited. For further information on this scheme, contact the Council on 01522 782020.

7 How entitlement to transport support is assessed

When we receive an application, we determine entitlement against the criteria. If the learner is going to his/her nearest and/or designated 6th form or college, and the 6th form or college is more than three miles from the home, he/she will qualify for transport support. Subject to the contribution being paid, transport support, in the form of a bus or train pass, or other form of support, will be provided.

We will consider any application made, and we recommend that anyone who thinks they might be entitled to transport support should apply.

We will respond to your application by writing to the applicants address confirming entitlement to transport support, and enclosing details of when and how payment of the learner contribution can be made. This payment can be made in a single payment or in instalments. (See section 3 above). After an arrangement to pay the contribution has been made the travel details and pass are sent out. If transport support is refused an opportunity to appeal against the decision is given.

8 Independent Travel Training/Mobility training

Mobility and independence with travel training is available to eligible students who have difficulty with transport. Applications for help should be made either to the County Council ring (01522) 782020 or speak to the Student Services Officer or Head of Sixth Form at the school or college. The aim of the training and support is to help bring about the confidence and develop skills needed to travel independently.

9 Specialist Courses

The policy of the County Council is to offer transport support to young learners, to their nearest or transport designated sixth form or college. Designated transport areas (DTAs) are areas drawn round colleges and schools indicating a transport entitlement, subject to living more than 3 miles from the sixth-form or college.

Transport support is not offered to a school or college that is not the nearest or designated one for the students address, and account is not taken of preferred courses or specialist courses, which are not available at the nearest or designated college or school.

There is limited transport support available to access some specialist courses delivered from Riseholme College. These are currently:

- Agriculture (Level 2 or above)
- Environmental Studies (Level 2 or above)
- Horticulture (Level 2 or above)
- Arboriculture (Level 2 or above)
- Large Animal Management (Level 2 or above)
- Access to Music (Lincoln only)

10 Help with travel support outside the Local Authority Area

Transport support is offered on the basis of the policy criteria stated above to a school college or other further education institution that is outside the LA boundary if it is the nearest or designated school or college to the student's home address.

Lincolnshire based learners living in areas bordering other local authority areas are thus able to travel to centres beyond the Lincolnshire border if it is the nearest appropriate school or college to access a course, and the travelling time is reasonable (up to 75 minutes per journey).

11 Appealing against a refusal to offer transport support

If transport support is refused (which should be given as a decision in writing, with a reason), an applicant is entitled to appeal the decision by asking for a review. A refusal to offer transport support will be based on the fact that one or more of the criteria has not been met. Details of how to appeal are given in the letter notifying the decision. Help in appealing a decision and advice on evidence required can be requested by ringing (01522) 782020.

12 Contact us

You can contact us in a number of ways, detailed below.

For information and queries on ***transport entitlement:***

School Services
County Offices
Newland
LINCOLN
LN1 1YL

Tel: 01522 782020

Fax: 01522 516054

Email: schooltransportapplications@lincolnshire.gov.uk

For information and queries on the ***transport that has been provided***, tickets etc:

Transportation
Development Services
4th floor
City Hall
LINCOLN
LN1 1DN

Tel: 01522 782020

Fax: 01522 568735

Email: Transportation_group@lincolnshire.gov.uk

For Main Office and Switchboard (***all County Council services***)

Lincolnshire County Council
County Offices,
Newland,
LINCOLN
LN1 1YL

Tel: 01522 552222

Fax: 01522 516137

Minicom: 01522 552055

Email: customer_services@lincolnshire.gov.uk

Appendix F – Concessionary Transport application form – page 1

Declaration: I understand and accept the conditions set out in paragraphs 1 to 9 and agree that any concessionary seat made available to me/my child will be given up within five working days of receiving written notice from the Transportation Group.

Signed (parent/guardian/student)

Date

Please return this form to: Transportation Group, Lincolnshire County Council, 4th Floor, City Hall, Lincoln LN1 1DN

This information may be computerised and used for administrative purposes within Lincolnshire County Council. All personal information computerised by the Council has to be registered and may be used and disclosed as described in the Data Protection Register, which is available for public inspection at main libraries.

For office use only

Application received

Pupil No. CT

Notification sent

Refusal reason

Contract No.

Waiting List

Concessionary Transport to Schools & Colleges

Transport

- When pupils and students are not entitled to transport between home and school or college, responsibility for travel arrangements rests with their parents or guardians.
- Lincolnshire County Council's policy on education transport allows in certain circumstances for spare seats on education contract vehicles to be used by non-entitled pupils and students on payment of the appropriate charge.
- The allocation of concessionary places is strictly controlled and no-one may travel on school or college transport without the written authority of the Transportation Group.
- This leaflet answers the queries which are raised most commonly about concessionary transport.
- If you have any particular queries or issues not dealt with in this leaflet, please telephone the appropriate contact shown on the back page. We will be only too pleased to help you.

Public Transport Information

For queries on your transport arrangements:
 Transportation
 Customer Service Centre
01522 782020

For all bus times call Travelline on:
0871 200 22 33
 or visit www.lincsbus.info

For rail times call National rail enquiries on:
0845 748 49 50
 or visit www.nationalrail.co.uk

www.lincolnshire.gov.uk

Concessionary Transport to School & College

A guide for parents and guardians whose children are **not** entitled to transport.



Appendix F – Concessionary Transport application form – page 2

1 How much will my concessionary seat cost?

The cost for the full academic year 2013/14 is £399, which may be paid in full or in three termly instalments of £135, including an administrative charge. If your child starts part way through a term, the amount due, will be calculated and notified to you by letter.

2 Are concessionary seats available on all vehicles?

Concessionary seats are not available if:

- the journey to or from school can be made by local (fare-paying) bus or train services or
- there would be any additional cost to the County Council

3 If my child is offered a concessionary seat, how long will it be valid for?

The seat will only be available for the duration of the current academic year subject to full payment. If it is wanted for subsequent years, you will need to re-apply each summer. See also question 4.

4 Under what circumstances would a concessionary seat be withdrawn during a school year?

The most likely reasons would be that:

- the number of children entitled to transport increases to a point where no spare seats are left or
- a suitable fare-paying bus service becomes available or
- a review of school transport reduces the availability of spare seats or
- disruptive or unacceptable behaviour where proven will result in immediate withdrawal of the concessionary seat.

5 How much notice would I be given if the concessionary seat had to be given up?

Entitlement to the seat ends automatically when the school year finishes in July but if it is necessary to withdraw the concession during the course of the year, you will be given five working days notice to enable you to make alternative travel arrangements. However, we reserve the right to remove passengers under five working days should disruptive or unacceptable behaviour be substantiated.

6 What happens if there are more applications for concessionary seats than there are places available?

A priority system operates which gives preference as follows:

- 1st pupils/students living within Lincolnshire.
- 2nd pupils/students who wish to use the transport at both the beginning and end of all school/college days.
- 3rd pupils/students attending the designated or nearest school or college.
- 4th pupils/students who are part way through an exam course.
- 5th those living farthest from designated or nearest school or college.
- 6th youngest child.

7 How do I apply for a concessionary seat for my child?

You should complete the application form on this leaflet and return it to:

Transportation Group, Lincolnshire County Council,
4th floor, City Hall, Lincoln, LN1 1DN

8 How quickly will my application be dealt with?

Applications for concessionary seats to start in September cannot be processed until it is known how many children will be entitled to travel on the route concerned, and it may be some weeks into the Autumn term before a decision can be made. Applications for concessionary seats submitted later in the school year, can generally receive a decision within ten working days.

9 Is there anything else I should know about concessionary travel?

You should always consider what alternative travel arrangements you would make if a concessionary seat is not available, or if one is subsequently withdrawn. This is particularly important if you choose a school or college which is not the designated or nearest one to your home. Please do not send payment until you have received confirmation that a seat is available.



The Max Respect Scheme aims to promote good behaviour on home to school and public transport services. For more information visit: www.lincolnshire.gov.uk/MaxRespectScheme

If you would like to request a copy of this leaflet in an alternative format or different language please contact: **01522 782020**

APPLICATION FORM FOR CONCESSIONARY TRANSPORT 2013/2014

Date of Birth

Post Code

Daytime Tel No.

Please complete both sides of this form

Surname

Forenames

School/College attended

Home Address

Pick-up Point

Transport Operator (if known)

Commencing Date