

Post-16 transport policy

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Introduction

This document outlines our transport and travel assistance services and support available to students.

Other financial support is available directly from colleges, and students are advised to contact the colleges directly to obtain details of eligibility criteria and the level of support available.

The provision within this policy relates to:

- students who are over the compulsory school age but under 19 (25 for those with special educational needs)
- those who are on a course which they started before they reached 19.

This policy relates to the academic year 2021/22 only. Students should re-apply for assistance with travel arrangements at the commencement of each academic year

Transport and travel assistance scheme

Students must meet **all** of the following criteria are eligible to receive assistance with travel costs from Luton Council:

- from a low income* family
- learners in local authority care or those that have recently left local authority care
- living in Luton throughout the duration of the course
- enrolled on and attending a full time course engaged with learning or training at:
 - a further education institution such as Luton Sixth Form College, Barnfield College, Central Bedfordshire College
 - a school or academy such as Cardinal Newman Catholic School
 - a local authority maintained or assisted institution providing higher or further education
 - any establishment (not falling within the above categories) at which the authority secures the provision of education or training under section 15ZA of the Education Act 1996
- over the statutory school age but not aged 19 or over on 31 August in the year in which their course of study began
- lives further than three miles (walking route) from the nearest institution to offer their chosen course

Where a student opts to attend an institution other than their nearest college, the chosen course must differ by at least 50% to that offered by nearer institutions.

For example, a student may be studying 4 A levels and 2 of these may not be available at nearer colleges. In this case assistance with travel costs will be provided. However, if 3 of the A levels are available at a more local institution then assistance will not be provided.

* Low income is defined as students whose parents meet the criteria used for assessing eligibility for free school meals (the current criteria is set out below) or where their parents receive maximum working tax credit:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- support under [part VI of the Immigration and Asylum Act 1999](#)
- the guaranteed element of State Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year after tax and not including any benefits you get

We'll provide eligible students with half termly payments direct into their bank account.

We'll will pay half (50%) of the cost of a weekly bus ticket **up to a maximum value of £7.50 per week**.

For example, if a weekly bus ticket costs £10 we'll provide £5 towards these costs. If the weekly ticket costs £17, we'll provide a subsidy of £7.50 and the student will need to contribute the remaining £9.50.

Further information

Applications will not be approved when a place in a nearer college was not offered due to late application or missed interviews.

Applications for transport assistance must be received by **17 September 2021** to qualify for financial assistance in the first half of the autumn term.

Half termly cash payments will only be made if the student's attendance is 95% or above.

Medical grounds

Students suffering from a medical condition or injury that impairs their ability to walk may apply for travel assistance on medical grounds.

Travel assistance granted on medical grounds will be limited to the duration of the student's incapacity and will require a supporting letter from a general practitioner or hospital.

Applications for travel assistance on medical grounds must be submitted to the college in the first instance.

Special educational needs (SEN)

Students with SEN are subject to the general policy set out above. However, where a student's SEN means that they cannot travel to their place of study in the same way as other students, they may be entitled to council-funded travel assistance.

Students must live in Luton and be aged between 16 and 25 on 1 September 2021.

Applications will be considered by our Travel Assistance team. The team will support applications for students who cannot reasonably be expected to travel on public transport to and from their place of study, provided that:

- **the student is attending the nearest suitable course**
Where a student opts to attend an institution other than their nearest college, the chosen course must differ by at least 50% to that offered by nearer institutions.

The suitability of courses will be considered in the light of needs described and outcomes specified in the learner's Education, Health and Care Plan (EHCP).

- **the student's individual education package has been approved as appropriate and suitable to meet their education needs, by the council's Post-16 Education Panel**
Where a young person has an educational health care plan (EHCP), transport will only be considered for the education provision specified in the relevant document.

In considering a request for assistance with transport the team will take account:

- the nature of the student's needs
- their level of mobility
- ability to travel on public transport
- how vulnerable the student
- how far they travels

If transport is necessary, we'll arrange transport that meets the needs of the student.

Where appropriate, we expects students to engage in an independence travel training programme to work towards accessing public transport.

Traineeships

Learning providers are responsible for ensuring that learners undertaking Traineeships have reasonable expenses met in full where these are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement.

Financial hardship

Students who require further assistance with transport costs can apply to their college for additional support. College contact details are set out on the last page of this policy.

16 to 19 bursary fund

Following the abolition of the Education Maintenance Allowance (EMA), the government has introduced a 16 to 19 bursary fund to help students in further education with the costs of attending college, including travel costs.

[Visit GOV.UK for more information on the bursary fund.](#)

Details of individual college schemes are available on college websites, or by contacting the Student Services team at your college.

- [Luton Sixth Form College](#)
- [Barnfield College](#)
- [Central Bedfordshire College](#)
- [Bedford College](#)

Young parents / Care to Learn

If you're a young parent under 20, [Care to Learn](#) can help pay for childcare and related travel costs while you're learning.

Applying to Luton Council for transport support

Application forms for travel assistance are available from:

- colleges
- our Travel Assistance teams
- on the [travel assistance pages on Luton.gov.uk](#)

The application form must be:

- completed and signed by the student
- signed by the college's authorised signatory to certify the student has been enrolled on the course specified
- returned to the college for endorsement

Students enrolled on courses of more than one year must reapply for assistance with transport at the commencement of each academic year.

If you have any queries regarding the application procedure please contact your college or call:

- 01582 548098 for students **with** an EHCP
- 01582 548227 for students **without** an EHCP

Appeal procedure

If you're not satisfied with a decision made by the Travel Assistance team, you can ask for your case to be reviewed by writing to:

- **Shaun Askins, Service Manager – Strategy and Sustainability**
For cases relating to pupils **with** an EHCP
Email: shaun.askins@luton.gov.uk
- **Deborah Craig, Senior Education Officer**
For **students without** an EHCP
Email: Deborah.craig@luton.gov.uk

Alternatively, correspondence can be addressed to either officer and posted to: Luton Council, Town Hall, George Street, Luton LU3 3QB.

If you're still unhappy with the decision, you can apply for your case to be heard by an appeal panel by writing to one of the above-mentioned officers. The appeal panel will comprise of local authority representatives not involved in the original decision.

If you wish, you can present your case in person. Parents/students can appeal if they feel that:

- the policy has not been applied correctly or fairly
- there is additional information which has not yet been considered, and which may support their case for travel assistance
- there is a material change in circumstances relevant to the transport application

If students or parents are still dissatisfied they can submit a complaint to the Local Government Ombudsman at the following address:

[Local Government and Social Care Ombudsman](#)

The Oaks No 2, Westwood Way, Westwood Business Park, Coventry, CV4 8JB
Telephone: 024 7682 0000

Complaints can also be made to the Secretary of State for Education by [completing a contact form](#).

Discounts from local transport operators

Local transport operators may offer discounted rates to students. Students are advised to check websites for the most up to date information on any discounts that may be available to them.

- [Arriva](#): bus company operating in the Luton and Dunstable
- [Centrebus](#): bus company operating in Luton and Dunstable
- [Grant Palmer](#): bus company serving Luton and Bedfordshire
- [Stagecoach](#): operates services between Luton and Bedford
- [Thameslink railcards](#) – train services from Luton, Luton Airport Parkway and Leagrave stations

Useful contact details

- [Travel assistance - Luton Council](#)
 - students **with** an EHCP - 01582 548098 - travelassistance@luton.gov.uk
 - students **without** an EHCP - 01582 548227- emma.shadbolt@luton.gov.uk
- [National Traveline](#): 0871 200 2233
- [Barnfield College](#): 01582 569569
New Bedford Road, Luton LU2 7EW
- [Central Bedfordshire College](#): 01582 477776
Kingsway, Dunstable, LU5 4HG
- [Luton Sixth Form College](#): 01582 877500
Bradgers Hill Road, Luton, LU2 7EW
- [Cardinal Newman Sixth Form](#): 01582 597125
Warden Hill Road, Luton, LU2 7AE
- [Chalk Hill Academy Sixth Form](#): 01582 601221
Leagrave High Street, Luton LU4 0NE
- [Stockwood Park Academy Sixth Form](#): 01582 722333
Rotherham Avenue, Luton LU1 5PP
- [Bedford College](#): 01234 291000
Cauldwell Street, Bedford, MK42 9BH
- [Luton Council's Youth Advice Service](#): 01582 548340
- [Arriva](#): 03448 004411
487 Dunstable Road, Luton, LU1 2QH
- [Centrebus](#): 0844 3511120
34 Humphrys Road, Woodside Industrial Estate, Dunstable, LU5 4TP
- [Grant Palmer Passenger Services](#): 01525 719719
Unit 2C Commerce Way, Flitwick MK45 5BP
- [Rail enquiries](#): 08457 484950
- [Department for Education](#)