

**WAKEFIELD METROPOLITAN DISTRICT COUNCIL**

**HOME TO SCHOOL TRANSPORT**

**POST 16 TRANSPORT POLICY**

**Transport policy statement for  
learners aged 16-18 in further  
education and training and  
continuing learners with Special  
Educational Needs and Disabilities  
aged 19 and over**

**ACADEMIC YEAR: 2024/2025**

## **1. SUMMARY OF POLICY STATEMENT AND MAIN OBJECTIVES**

- 1.1 **There is no automatic entitlement to free home to school or college transport once a student is over 16 years. Responsibility for making appropriate transport arrangements rests with a student and/or parents/carers.**
- 1.2 **Providing assisted transport (e.g. taxis, specially adapted vehicles) will only be provided in exceptional circumstances.**
- 1.3 Wakefield Council is committed to ensuring that every child and young person can fulfil their potential. The aim of this policy is that all children and young people with an Education Health and Care Plan (EHCP) should lead lives that are as independent and as free from restriction as possible and that each child and young person is supported to achieve independent travel wherever practicable.
- 1.4 This policy explains the entitlement to travel assistance for children and young people post 16. Wakefield Council's policies on travel to and from school and other establishments for statutory aged pupils and statutory aged pupils with special educational needs are available separately.
- 1.5 The main objective of the Wakefield Transport Partnership is to provide accessibility to education or training as a means of promoting learning, training, social inclusion, choice and diversity of learning provision. The central principal is that no learner should be prevented from taking part in full-time education (not less than 12 guided learning hours per week) or training because of the lack of support travelling to an education or training or learning provision or where appropriate, an independent specialist institution.
- 1.6 The Partnership is responsible for the Policy relating to the provision of transport for learners who are above the statutory leaving age but less than 19 years. Learners with special educational needs and disabilities may be eligible up to the end of the academic year during which their 25<sup>th</sup> birthday falls.
- 1.7 The Partnership consists of the following:-
  - Wakefield Local Authority, Children and Young People Service (Home to School Transport, Independent Travel Trainers, Special Educational Needs Assessment and Review Team);
  - Heart of Yorkshire Education Group (consisting of Wakefield College, Castleford College & Selby College);
  - NEW College;
  - Wakefield Sixth Form Schools/Academies, including Special Schools (please see Useful Contacts for further details);
  - Camphill Wakefield;
  - West Yorkshire Combined Authority – incorporating Metro;
  - Connexions Wakefield;
  - Representatives of Post 16 pupils and their parents
- 1.8 The partnership will aim to work collaboratively with regard to Post 16 travel to enable learners to access further education and/or training where individuals are facing difficulties accessing courses due to transport issues.
- 1.9 The Partnership has previously worked with Adult Services to develop this policy. This also includes the commissioning of transport for students with SEND.
- 1.10 Learners with special transport needs moving from school to college at the end of Post 16 schooling or year 11 will have their transport needs reassessed when they apply for transport support in order to ensure that any assistance offered is suitable to meet those needs. Where transport assistance is required for Post 16 study, the application should be made whilst the learner is in Year 11. Continuing post 16 learners will also have their transport needs assessed on an annual basis.

- 1.11 The Local Authority's (LA) Assisted Transport Panel will consider all such applications and make a determination of whether the applicant qualifies for transport and what form this assistance should take.
- 1.12 In all cases, all Post 16 Learners with special needs are expected to participate in Independent Travel Training wherever possible.

## 2. CONCESSIONARY FARES, DISCOUNTS, SUBSIDIES, PASSES OR TRAVEL CARDS AVAILABLE FOR POST 16 LEARNERS

- 2.1 Through the levy it pays to the West Yorkshire Combined Authority (WYCA) Wakefield Council contributes towards the following concessionary fares that allow discounted travel within West Yorkshire for Wakefield students and young people:

**Concessionary travel fares on public transport are available to all learners who are aged 16-22 years and attending school/academy sixth form, sixth form college or further education college full time (not less than 12 guided learning hours per week).**

Route and timetable information for public transport in West Yorkshire for students aged 16 years and over can be found on Metro's website at [www.wymetro.com](http://www.wymetro.com)

Details of concessionary tickets and passes valid on virtually all services within West Yorkshire, including the Under 19 Bus Only MCard and Under 26 Bus and Rail Ticket MCard can be obtained using the following contact details:

Phone: 0113 348 1122

Website: [Tickets and Passes | Metro \(wymetro.com\)](http://Tickets and Passes | Metro (wymetro.com))

Scheme	User group	Available from	Times available	Cost	Discounts & Benefits
Under 19 PhotoCard	An Under 19 PhotoCard - for West Yorkshire residents aged under 19.  Available to any young person aged 16-18 years up to the day before their 19th birthday.	Apply online at <a href="http://m-card.co.uk/the-cards/under19/under-19-photocards/">m-card.co.uk/the-cards/under19/under-19-photocards/</a>  The young person will need a valid UK passport or driving licence, and a digital passport-quality photo to upload.  The following document are required when applying for a smart card for the first time: (a) Proof that the learner lives in West Yorkshire, such as a bank statement. (b) Proof of identity and age (eg birth certificate or NHS medical card)	Any time of day	Bus Only – Countywide travel valid any time:  Daily £1.20 Weekly £9.00 Monthly £35.00  NB – you can opt to pay termly or for a full-academic year – more details are	Discounted bus and train travel in West Yorkshire at any time of the day, including evenings and weekends (except late night services and special event services).  Load discounted MyDay, weekly and monthly tickets for unlimited travel across West Yorkshire. <a href="#">Find out how.</a>  Valid up to the day before the card holder's 19th birthday

		<p>Or you will need to take a current Under 16 PhotoCard, or a 16-18 PhotoCard.</p> <p>There is no need to provide a photograph as the Travel Centre will take one for you.</p>		<p>available on the metro website already referenced.</p> <p>Countywide bus and rail zones 1-5:</p> <p>Weekly £28.20 Monthly £104.50</p> <p>£5 cost to replace lost or stolen PhotoCard</p> <p>Payment by credit or debit card only at Castleford or Pontefract bus station Travel Centres</p> <p>The replacement will have the same expiry date as your previous PhotoCard.</p>	
19-25 Student Tickets	The 19-25 or Student PhotoCard is available to anyone under 26 and to mature students over 26 years old, who are in full-time education.	<ul style="list-style-type: none"> <li><b>Aged 19-25:</b> You can apply free <u>online</u>. You will need a passport or driving licence to verify your age and you will need to upload a passport style photo of yourself (phone photos are</li> </ul>	Any time of day.	<b>Bus Only tickets</b> Countywide travel, valid anytime:	The 19-25 or Student PhotoCard is a smartcard which enables the young person to pre-load discounted bus or rail tickets giving unlimited bus and

		<p>fine). Alternatively, apply at a <u>Bus Station Travel Centre</u> with identity to prove your age where Travel Centre staff will take your photo for you.</p> <ul style="list-style-type: none"> <li>• <b>Mature Students only:</b> You can only apply at a <u>Bus Station Travel Centre</u> and will need an official document to prove you are in full-time education (16 hours or more per week)</li> </ul>		<p>Weekly £18.00 Monthly £67.00</p> <p><b>Bus and Train tickets</b> Countywide Bus &amp; Rail Zones 1 - 5 ticket:</p> <p>Weekly £28.20 Monthly £104.50</p>	<p>train travel throughout West Yorkshire</p>
<p>MCard Weekly and Monthly</p>	<p>Available for all travellers.</p>	<p>Passengers will pay no more than £2 for an Adult Single ticket and an MCard DaySaver valid on any bus across West Yorkshire costs £4.50</p> <p>Buying tickets on the <u>MCard Mobile App</u> is the most convenient way to buy tickets. All adult daily, weekly and monthly tickets are available to purchase via the App</p>	<p>Any time of day.</p>	<p>£2 single fare £4.50 Day Saver</p>	<p>Discounted fares. Adult tickets give virtually unlimited travel on bus, trains or both in West Yorkshire</p>
<p>Under 19 Bus Only ticket (MCard)</p>	<p>Available to under 19s in West Yorkshire.</p> <p>A new and simplified fare structure across all West Yorkshire buses.</p>	<p>MySingle tickets can be purchased on-board the bus on the day of use or buy in advance from the bus operator's mobile app. The £1.20 fare is also available via the MCard Mobile app</p> <p>*MyWeek tickets are also available at a cost of £10</p> <p>*MyMonth tickets are also available at a cost of £39</p>	<p>Any time of day, 7 days a week.</p>	<p>Cost of journey depends on how far the learner is travelling - *<b>60p, £1.20 or £1.80</b> for a one-way journey.</p> <p>Most journeys are likely to cost no more than £1.20.</p>	<p>Under 19s are able to choose great value options and hop on a bus anywhere in West Yorkshire. Unlimited travel on any bus in West Yorkshire.</p> <p>*Cheaper MCard Tickets (further details are available at <a href="http://m-card.co.uk">MCards and travel for young people (m-card.co.uk)</a>)</p>

				*prices may be subject to change	
English National Concessionary Pass	Available to those with a learning difficulty or disability.  If you are unable to travel conveniently alone, you may also be entitled to a special pass entitling a companion to the same concessions when travelling with you in West Yorkshire	Wakefield residents should telephone the following freephone number to apply for a Concessionary Travel Pass – 0845 8 506 506.	After 9.30 Mon-Fri, all day Saturday, Sunday and Bank Holidays.	None	The English Concessionary Pass is valid within West Yorkshire and allows free travel on buses after 9.30am, Monday to Friday: all day Saturday, Sunday and Bank Holidays. It allows half-fare rail travel after 9.30am.

For rail travel outside of West Yorkshire, beyond the last West Yorkshire stopping station, full fare is payable for West Yorkshire Young Persons & Scholars Photocard holders, unless they are in possession of a discounted railcard such as a 16-25 Railcard.

Individual bus and train operators also offer tickets that are valid on that operator's own services only. Students must satisfy themselves that individual ticket types are accepted on the service(s) they intend to use before purchase. Please enquire with the following operators for further information:

**Arriva** – for ticket and passes

Phone: 0344 800 4411

Website: <https://www.arrivabus.co.uk/yorkshire/>

**Northern Rail**

Phone: 03457 48 49 50

Websites: <https://www.northernrailway.co.uk/> or <http://www.nationalrail.co.uk>

**Travel Master**

Website: <http://www.sytravelmaster.com>

2.2 In addition to the arrangements made by the LA, governing bodies of schools and further education colleges may also provide support with transport costs and transport provision

St Wilfrid's Catholic High School and Sixth Form College, a Voluntary Academy

The following bus services operate to this school:

<b>Number</b>	<b>Destination</b>	<b>Bus Company</b>
520	Swillington	Ross Travel
144/146	Castleford to Pontefract via Cutsyke and Featherstone  These buses depart from the front of school.  Note: This is a public service and departs from the front of school. For timetables visit: <a href="#">The Ross Travel group</a> .	Ross Travel
140A	Leeds via Castleford to School and Pontefract to School (trips operate in each direction to and from School)	Arriva
147	Pontefract – Wakefield via North Featherstone	Arriva
156	Airedale – St Wilfrid's	Arriva
175	Micklefield – St Wilfrid's	Arriva
582	Normanton – St Wilfrid's	Arriva
606	Knottingley – St Wilfrid's	Arriva
610	Upton – St Wilfrid's	Arriva
611	Southmoor Road – St Wilfrid's	Arriva
612	Minsthorpe – St Wilfrid's	Arriva
613	Whitwood Express Way – St Wilfrid's	Arriva
SW1	Wakefield – St Wilfrid's	Arriva
SW2	Chequerfield - - St Wilfrid's	Arriva
SW3	Knottingley Weeland Road – St Wilfrid's	Arriva
SW8	Cross Gates Arndale Centre – St Wilfrid's	



W7	Southmoor Road – St Wilfrid’s	Arriva
	Study Buses – depart after school activities/twilight events BUS 1 Leaves school at 4.20 pm stopping at Pontefract Bus Station, Ackworth, Hemsworth, Minsthorpe and South Elmsall  BUS 2 Leaves school at 4.20 pm stopping at Castleford Bus Station, Whitwood, Altofts, Normanton, Snydale and Featherstone	

Minsthorpe Community College

249	Tom Wood Ash Lane/Bell Street - Minsthorpe Community College	Arriva
249A	Hemsworth Bus Station - Minsthorpe Community College	Arriva

Outwood Academy Hemsworth

Number	Destination	Bus Company
36A	Ryhill - Outwood Academy Hemsworth via Fitzwilliam	Arriva
36B	Ryhill - Outwood Academy Hemsworth via South Hiendley	Arriva
531	Low Ackworth - Outwood Academy Hemsworth	Arriva

To Outwood Grange Academy

Number	Destination	Bus Company
175	Garforth – Outwood Grange Academy	Arriva
513	Silcoates Street – Outwood Grange Academy	
OG1	Eastmoor Road, Queen Elizabeth Drive – Outwood Grange Academy	Arriva

OG2	Kirkhamgate Lindale lane – Outwood Grange Academy	Arriva
OG3	Peacock Estate near Walker Avenue – Outwood Grange Academy	Arriva
OG4	Outwood Grange Academy – Newton Lane	Arriva

### NEW College, Pontefract

NEW College offers 12 private bus routes operated by Poppleton's Coaches, serving many surrounding areas of the region.

NEW College provides a number of subsidised buses to/from college for students who would have difficulty accessing the college on public transport. Students are required to pay for an annual bus pass to travel on these buses. The cost of a full year's pass is £300. This can be paid in full before the summer or in two instalments of £150, one before the summer and one when a student starts in Y12/Y13 in September. An initial instalment of £150 can be made over the phone in advance if preferred. Students can phone college on 01977 702139, option 4 at the menu to pay by debit/credit card. Lines are open from Mon-Fri 9am to 1pm.

The bus prices are heavily subsidised by the college. Students are asked to consider the cost of the annual bus pass when making the decision to attend NEW College for the 2 year duration of the Level 3 courses.

For more information on the college bus pass, contact: [Teresa.brookes@ncpontefract.ac.uk](mailto:Teresa.brookes@ncpontefract.ac.uk)

Bus Number	Route
P1	Newmillerdam, Agbrigg, North Featherstone
P2	Union Street (next to Wakefield bus station), Crofton Sharlston, Featherstone
P3	Goole, Eggborough, Kellingley
P4	Rawcliffe Green, Cowick, Norton, Askern, Whitley
P5	Kettlethorpe, Durkar
P6	Eggborough, Selby, Sherburn, South Milford
P7	Union Street (next to Wakefield bus station), Agbrigg, Ackton
P8	Church Street, Ossett, Horbury, Westgate Station
P9	Shafton, South Kirkby, Upton, Badsworth
P10	Cemetery Road, Middleton, Sharp Lane, Royds School
P11	Lundwood Wilco Motorsave, Barnsley, Darton, Carlton
P12	Flanshaw, Wrenthorpe, Outwood

- 2.3 The West Yorkshire Combined Authority organises and subsidises a range of school bus services for around 25,000 pupils and students across West Yorkshire. These services are provided where suitable public transport services are not available.
- 2.4 School bus services are not normally provided for young people in the 16-18 age group. In practice, many students in this age group do not travel at fixed times to and from school and are usually confident public transport users. Learners and/or their parents/cares are encouraged to check with their school/college whether there are any proposed changes to the services previously provided for their school/college.

### 3. WHO QUALIFIES FOR SUPPORT?

- 3.1 Post 16 learners and/or trainees will be aged between 16 and 18 years at the start of the academic year (i.e. 1 September) and those continuing learners who started their programme of learning before their 19<sup>th</sup> birthday where they have an Education, Health and Care Plan.
- 3.2 All post 16 students and/or trainees are expected to take advantage of the concessionary fare schemes so they can access public transport for their daily travel to and from school/college in and around the Wakefield District.
- 3.3 Learners must be permanently resident within the Wakefield District.
- 3.4 Transport is only provided at the beginning and end of the school/college day.
- 3.5 The distance between home and school or college, offering a suitable course, must exceed 3 miles by the shortest available walking route. This may be disregarded where learners require assisted transport as a result of their learning difficulty and/or disability.
- 3.6 Consideration will be given to learners who are vulnerable to becoming NEET (not in education, employment or training) at the age of 16 or 17 or have already become NEET.
- 3.7 Able to prove need. Learners must be able to demonstrate that in the absence of travel assistance they would experience difficulties in accessing or completing their education and training because of financial constraints and/or other barriers.
- 3.8 Young people will be engaged in learning or training at:-
  - a school or academy;
  - a further education institution;
  - an Authority maintained or assisted institution providing higher or further education;
  - an establishment funded directly by the Education Funding Agency (EFA) e.g. Independent Specialist Providers for learners with learning difficulties and/or disabilities;
  - a learning provider that is funded by the LA to deliver Foundation Learning or other accredited programmes of learning which lead to a positive outcome (this could include colleges, charities and private learning providers).
- 3.9 Transport support will only be approved in relation to the learner's travel to the nearest learning provider to the student's home address and having a place available and offering a suitable course.
- 3.10 To qualify for transport assistance learners are encouraged to attend courses within the Wakefield District and **only when it is absolutely clear that such provision cannot be met locally will consideration be given for students to receive help with travel to attend colleges out of the district.** Specific details of the course and reasons for choice will need to be given in order that an assessment can be made having due regard to the efficient and effective use of resources.
- 3.11 Where a suitable course is available in the Wakefield district, but the learner or parents/carers wish to attend a college outside the district, unless the out of district college is the nearest, this will be on the clear understanding they will be fully responsible for all travel and related costs. However, where the nearest college cannot meet the learners specific needs (i.e curriculum or care needs) then the college will be expected to provide written evidence to this effect.

The following information may also be requested to support the learner's application for assistance:

- Medical evidence from either a GP or specialist;
- Education Health and Care Plan;

- Individual Behaviour Plan;
- Evidence of previous assisted transport;
- Supporting evidence/recommendation from Connexions Wakefield;
- Supporting evidence/recommendation from Children and Young Peoples Services, Special Educational Needs Assessment and Review Team.

#### **4. LEARNERS WITH LEARNING DIFFICULTIES AND/OR DISABILITIES (LDD)**

- 4.1 Learners previously in receipt of bespoke transport provision while at school will have their transport arrangements reviewed on transferring into post 16 education regardless of whether the student remains in a school setting or college.
- 4.2 It is the Partnership's intention that subject to their needs, age and ability learners with SEND will be expected to progress towards more independent travel.
- 4.3 Learners attending specialist residential school/colleges. If a learner has to attend a school or college, which cannot be accessed by daily travel, help may be available subject to the criteria set out in this policy.
- 4.4 Learners with SEND who require assisted transport will have journeys organised to/from school or college at the start and end of each full academic term and half term. Assisted transport will, however, only be considered where there are parental/carer health reasons as to why the parent/carer is unable to transport the learner to the residential school/college.
- 4.5 Travel expenses may be provided based upon the most economical public transport rate for the journey in question or depending on the individual circumstances a Personal Transport Budget may be considered where this is more economical than travelling in a shared vehicle or a taxi.
- 4.6 Learners who attend residential school/colleges will still be subject to the fee although consideration will be given to the limited number of journeys required.
- 4.7 Journey Times. We expect young people to reach their establishment of education and training without incurring such stress, strain or difficulty that they would be prevented from benefiting from the education provided. Best practice suggests a child of secondary school age may reasonably be expected to travel 75 minutes each way to access learning. It is reasonable to apply similar expectations to learners of sixth form age.
- 4.8 However, where the learner has SEND this may necessitate a shorter maximum journey time. Each case will therefore need to be assessed individually.
- 4.9 Support will continue, subject to the learner's satisfactory conduct and only if there is reasonable progression in the learner's studies. This will be established by staff at the school, college or education provision.
- 4.10 Wakefield Council will not fund additional transport during the day, inter-site transport, work placement transport or induction/enrolment days. Any transport provision made will be limited to one outward journey and one return journey, timed for the start and finish of the school or college day.
- 4.11 Wherever possible the Council expects parents/carers of pupils with SEND to make arrangements for the learner to attend school/college in much the same way as for parents/carers of pupils without an Education, Health and Care Plan. This includes using public transport. It may also be necessary for a student to make his or her own way to and from a transport "pick-up" point.

- 4.12 All decisions made with regards to what assistance will be provided in helping a young person get to school or college will be based on the needs of the young person. The decision to provide help with getting a student to school cannot be made to fit in with parents' social or other family or work commitments.

## **5. HOW WILL LEARNERS BE ASSESSED FOR ASSISTANCE?**

- 5.1 Learners are expected to take advantage of the concessionary travel arrangements available. However, if a learner can demonstrate they have exceptional circumstances as to why additional assistance may be required then he/she must complete and return the appropriate application form together with any supporting documentary evidence.
- 5.2 Irrespective of the school or college to be attended all applications for assistance should be made by completing the application form which you should obtain by contacting:-

Wakefield Council  
Children and Young People  
Home to School Transport  
Wakefield One  
PO Box 700  
Burton Street  
Wakefield  
WF1 2EB  
Telephone : 01924 306980  
E-mail : [hst@wakefield.gov.uk](mailto:hst@wakefield.gov.uk)

- 5.3 The Transport Policy Statement 2024/2025 is available from 31 May 2024, and applications can be made online using the link available at: [Post-16 transport - Wakefield Council](#).
- 5.4 Where help with transporting a young person to school/college is requested, an Assisted Transport Request form must be completed in all cases to enable the LA to make the appropriate travel arrangements for the young person. The Assisted Transport Panel will consider all applications and decide whether the young person qualifies for transport and what form this assistance should take.
- 5.5 **COMPLETION OF THE ASSISTED TRANSPORT REQUEST FORM DOES NOT MEAN LEARNERS ARE ELIGIBLE FOR TRANSPORT ASSISTANCE. THE FORM IS AN EXPRESSION OF INTEREST IN ORDER THAT THE ASSISTED TRANSPORT PANEL CAN CONSIDER THE APPLICATION FOR HELP WITH TRANSPORT.**
- 5.6 **It is important that applications are accompanied by the appropriate supporting information as failure to provide this may result in a delay in your application being processed.**
- 5.7 Learners with SEND will be treated no less favourably than other learners and recognition will be given to the differential costs they may incur in comparison to other learners. Arrangements will not be limited to those learners who have been previously assessed as having an Education, Health and Care Plan. Learners' transport needs may change throughout their education and equally their disability status may change.
- 5.8 The LA will pursue different approaches when considering what is necessary to facilitate attendance at educational establishments by learners in order to make the best use of the limited resources available.
- 5.9 Transport arrangements are reviewed throughout the year. This could include where learners are picked up and dropped off, whether they can travel with other learners, whether they can travel unescorted and whether they can develop independent travel skills. The LA accepts that this may start with small changes

as progress will vary dependent upon the needs of individual learners. Where changes are necessary parents/carers will be notified accordingly.

- 5.10 Assisted transport (e.g. taxis, specially adapted vehicles) will only be provided in **exceptional circumstances**. If the young person requires special transport, it will operate from and to the nearest pick up point where possible. The nearest pick-up point will be no further than a distance of 400 (four hundred) metres from the home address.
- 5.11 It is the parent/carers responsibility to take the young person to the pick-up point at the designated time at the start of the day and ensure that they access the vehicle safely.
- 5.12 Where assisted transport is provided, no variation can be made to the journey without the prior consent of the Home to School Transport Team.
- 5.13 Metro require 10 working days notification of all changes or variations to existing journeys and may not be able to accommodate changes if the appropriate notice is not provided.

## **6. ALTERNATIVE TRANSPORT SOLUTIONS**

- 6.1 Travel training is designed to help people to get more from life by giving them the confidence to travel independently. Being able to access public transport helps people to make their own choices about how they live and what they want to achieve.
- 6.2 Where appropriate the LA will encourage learners with SEND to undertake independent travel training to enable them to use public transport in order to attend school/college. However, not all learners with a SEND will be capable of using public transport therefore, each case will be considered on its own merits.
- 6.3 The LA will also consider alternative means of facilitating attendance at establishments of education and training including:-
- independent travel training;
  - a walking escort;
  - an escort to accompany the learner on public transport;
  - a contribution towards mileage expenses;
  - a personal transport budget;
  - a free travel pass as an incentive and support to encourage learners to transfer from assisted transport to public transport.
- 6.4 The LA may also consider whether non-transport solutions could facilitate learner access to education and training.

## **7. INDEPENDENT TRAVEL TRAINING**

- 7.1 As learners become older and move towards greater independence they may want to develop their skills of independent travel and, for some, this may mean using public transport or walking to school/college. For others transport assistance may be required throughout school/college life.
- 7.2 Independent Travel Trainers support schools and colleges in providing identified young people with the skills necessary to support them with more opportunity to access a wider range of facilities including transport.

- 7.3 Schools and colleges work in partnership with the travel trainers, learners and their families to enable learners to achieve greater levels of competency in their independent travel.
- 7.4 If you would like more information about the work of the Independent Travel Trainers' role please contact:-

Wakefield Council  
 Children and Young People  
 Independent Travel Training  
 Wakefield One  
 PO Box 700  
 Burton Street  
 Wakefield  
 WF1 2EB

Telephone : 07827663486

E-mail :

[jcain@wakefield.gov.uk](mailto:jcain@wakefield.gov.uk)

[IndependentTravelTrainingTeam@wakefield.gov.uk](mailto:IndependentTravelTrainingTeam@wakefield.gov.uk)

## **8. FEE PAYMENT FOR TRANSPORT ASSISTANCE (FOR STUDENTS AGED 16-19)**

- 8.1 **Transport fees must be paid on behalf of all Post 16 learners aged 16-19 (i.e. in educational Years 12, 13 & 14) where they require help in travelling to school or college regardless of whether they are living in the parental home, sheltered/residential accommodation or are a Looked after Child living with foster carer(s).**
- 8.2 Learners and/or parents/carers will be invoiced as soon as possible after the start of the course or as soon as possible after the assistance with transport has started (whichever is the latest). Payment will be requested via direct debit and parents/carers must complete a Direct Debit Mandate at the time of application. If you are unable to pay by direct debit, please discuss this with the Home to School Transport team when you apply. Payment can be made for the annual charges in full on receipt of the invoice or in manageable instalments by direct debit.
- 8.3 Independent travellers may access the concessionary fare schemes detailed in section 2. The Partnership acknowledges young people with SEND may be unable to take advantage of this scheme and so the level of the fee charged has been designed to ensure there is a "level playing field" in this regard.
- 8.4 **The average weekly cost of assisted transport for students with special educational needs amounts to £70.00 per week. However parents/carers of learners aged 16+ are only expected to contribute £2.00 per day/£10.00 per week towards this cost. The amount of the transport fee is based on the cost of a weekly Under 19 MCard.**
- 8.5 Where it has been agreed to provide help with transport, learners and/or their parents/carers will be invoiced on an annual basis based on the weekly cost of the Under 19 MCard. Example as follows:

Autumn Term 2024/25	15* weeks @ £10.00* per week = £150.00
Spring Term 2024/25	12* weeks @ £10.00* per week = £120.00
Summer Term 2024/25	11* weeks @ £10.00* per week = £110.00
<b>Annual charge</b>	<b>38 weeks @ £10.00* per week = £380.00</b>

\*Based on the weekly Under-19 MCard and also subject to change

**PLEASE NOTE:** The fee may vary depending on the actual number of weeks in each term.



- 8.6 Refunds will only be made where a student has been unable to attend school or college for 5 consecutive days or more due to illness. Refunds of transport costs **cannot** be made for occasional days absence or school closures. If the student is absent for 5 consecutive days due to illness parents must provide proof of absence from school/college to enable a refund to be made.
- 8.7 **Transport will not be provided unless payment has been arranged and will be withdrawn where the parent/carer/student does not continue with this contribution throughout the academic year. Parent/Carer who signs the agreement on the Post 16 Transport Application is legally liable for any default in payment and all correspondence will be addressed to this person in pursuance of any debt.**

## **9. FINANCIAL HARDSHIP**

- 9.1 Families in financial hardship can apply via the appeals process to have the fees cancelled. The learner will be expected to apply for the 16 – 19 bursary however the transport fee is payable regardless of whether the bursary is available or not.
- 9.2 **Where invoices have been submitted for payment of the transport fee but parents/carers wish to appeal they must do so within 21 days of the date of the invoice.**
- 9.3 Eligibility for help with transport to school/college is not dependent on means testing however a means test will be used to determine whether the contribution towards the transport costs should be waived for low-income families. The Post 16 Transport Policy uses the low-income eligibility criteria as set out in the Education and Inspections Act 2006, i.e. Free School Meals eligibility or being in receipt of the maximum level of Working Tax Credit.

A learner/parent/carer may be regarded as on low income if they are in receipt of one of the following benefits:

- Income Support; or
- Income based Job Seekers Allowance (JSAIB); or
- Child Tax Credit with no Working Tax Credit and with an annual income of less than £16,190 (as assessed by the Inland Revenue); or
- Guarantee element of State Pension Credit; or
- Support under Part VI of the Immigration and Asylum Act 1999;
- Employment Support Allowance (Income Related ((ESA (IR)));
- Maximum level of Working Tax Credit; or
- Universal Credit with net earnings not exceeding £7,400 per annum.

### **9.4 16 – 19 Bursary Fund**

- 9.5 The 16 -19 Bursary Fund enables schools and colleges to target support to those young people facing the greatest financial barriers to participation post 16.
- 9.6 The bursary is made up of two parts:
1. A guaranteed bursary of £1,200 a year for the most vulnerable. This includes children in the vulnerable groups below:
    - In care
    - Care leavers
    - In receipt of Income Support or Universal Credit in place of Income Support, in their own right

- In receipt of Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right
2. Discretionary bursaries which institutions award to meet individual needs, for example, to help with the cost of transport, meals, books and equipment.

This means that young people progressing into post 16 learning will be able to apply directly to their learning provider for a bursary which can be used towards the cost of Post 16 transport.

9.7 To be eligible for the discretionary bursary young people must:

- Be aged 16 or over but under 19 at 31 August 2024; or
- Be aged 19 or over at 31 August 2024 and have an Education, Health and Care Plan; or
- Be aged 19 or over at 31 August 2024 and continuing on a study programme they began aged 16 to 18 ('19+ continuers'); and
- Be studying a programme that is subject to inspection by a public body which assured quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority.

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

9.9 The Post 16 charges are still payable regardless of whether or not a school/college offers the 16-19 bursary towards the cost of transport.

9.10 Further information can be found at [www.gov.uk/](http://www.gov.uk/) search for post 16 bursaries.

### 9.11 Young Parents – Care to Learn (C2L)

9.12 If the learner is a young parent under 20, Care to Learn can help pay for their childcare and related travel costs, up to £180 per child per week, while they are learning.

9.13 Care to Learn can help with the cost of:

- Childcare, including deposit and registration fees
- A childcare 'taster' session (up to 5 days)
- Keeping the childcare place over the summer holidays
- Taking the child to the childcare provider

9.14 Types of childcare

The childcare provider must be Ofsted registered and can be a:

- Childminder
- Pre-school playgroup
- Day nursery
- Out of school club

If the child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

If the learner wants a relative to get Care to Learn for looking after their child they need to be both:

- Providing registered childcare for children they are not related to
- Living apart from the learner and their child

### 9.15 Payments

Childcare payments go directly to the childcare provider. Before the childcare provider can be paid:

- The childcare provider needs to confirm the child's attendance
- The learner's school or college needs to confirm that they are attending their course

Payments for travel costs go to the school or college – they will either pay the learner or arrange travel for them.

### 9.16 Attendance

Payments will stop if:

- The learner stops attending their course
- The learner finishes their course
- The child stops attending childcare

### 9.17 Eligibility

A learner can get Care to Learn if:

- They are a parent under 20 at the start of their course
- They are the main carer for the child
- The learner lives in England
- The learner is either a British citizen or a national of a European Economic Area (EEA) country
- The course is publicly funded (check with your school or college)
- The childcare provider is registered with Ofsted or the Care Quality Commission

### 9.18 Type of Course

Care to Learn is only available for courses in England that have some public funding.

This includes courses that take place in:

- Schools
- School sixth forms
- Sixth form colleges
- Other colleges and learning providers, including Foundation Learning
- Your community at Children's Centres

9.19 Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19-25 card (see section 2).

9.20 For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

### 9.21 **Mobility Support**

9.22 The LA may take into account receipt of Personal Independence Payments/Disability Living Allowance when assessing what support might be needed by a learner (i.e. as a proxy of the severity of a disability) but may not require the learner to use this to support their transport costs to learning.

9.23 Where a parent has not obtained a vehicle the mobility allowance may still be taken into account when determining what (if any) level of assistance to provide.

- 9.24 In certain circumstances it may be more cost effective to offer parents/carers a mileage allowance or personal transport budget in order for them to make their own arrangements to transport the learner to school/college rather than commission a taxi or specially adapted vehicle. A Personal Transport Budget (PTB) is a sum of money provided to parents or carers of children with Special Educational Needs and Disabilities (SEND) who are eligible for travel assistance. PTBs enable families to arrange their child's home to school travel arrangements in a way that suits their circumstances best. The budget allows families to make flexible arrangements, monitor the quality of their child's transport directly and, if they choose, to work with other families or family members to achieve the best possible travel arrangements for their children.
- 9.25 Each case will be assessed individually dependent upon their particular need and personal circumstances.
- 9.26 If you would like more information about Personal Transport Budgets please contact the Home to School Transport Team on telephone No. 01924 306980.

## **10. APPEAL AND COMPLAINTS PROCESS**

- 10.1 Learners and/or parents who wish to appeal against the decision not to award assistance, or where the existing support has been withdrawn, or to appeal to have the transport fees cancelled, should do so by completing and returning the transport appeal form, together with any supporting documentary evidence to Children and Young People Service, Home to School Transport Team, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB clearly setting out the reasons for the appeal.
- 10.2 **Where invoices have been submitted for the payment of the transport fee but parents/carers then wish to appeal against the charge they must do so within 21 days of the date of the invoice.**
- 10.3 Once information has been received this will be presented to the Transport Appeal Panel who will review the case. If the Panel is persuaded to make an exception to the policy the application will be agreed at this stage of the process. If the Panel do not feel able to make an exception to the policy the appeal will be refused. Those parents who wish to take advantage of the two-stage appeal process can make a submission to the Licensing Sub-Committee, which consists of Elected Members of the Council.
- 10.4 The Licensing Sub-Committee's decision is binding on all parties. Whilst there is no statutory right of appeal against this decision, any party who is dissatisfied with the process by which the decision was reached may have recourse to refer to the Local Government Ombudsman. The Ombudsman may investigate allegations of maladministration leading to injustice.

The LGO can be contacted on:

Advice line: 0300 061 0614

Online: [www.lgo.org.uk](http://www.lgo.org.uk)

- 10.5 If parents/carers contact the Ombudsman, a copy of the appeal decision letter should be provided to indicate that the appeal has been considered by an independent review panel.
- 10.6 Alternatively parents/carers may complain to the Secretary of State, using the contact form on gov.uk – [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus). Any complaint should outline the case, set out the decision taken by the LA and include any other relevant documentation, for example any advice or decisions from the Local Government Ombudsman where appropriate.

## 11. SCHOOL TRAVEL PLANS

- 11.1 The Council's Sustainable Modes of Travel Strategy sets out how Wakefield will develop and promote sustainable travel within the district, so that the needs of children and young people are better catered for. It has four main objectives:
- Increase the use of sustainable travel on the school journey
  - Work with all Wakefield Schools to develop and implement a school travel plan
  - Provide infrastructure to support sustainable travel
  - Take a partnership approach to sustainable travel to school issues
- 11.2 To find out more about the strategy or download a copy please visit:  
[www.wakefield.gov.uk/Education/Schools/SchoolTravelPlanning](http://www.wakefield.gov.uk/Education/Schools/SchoolTravelPlanning)
- 11.3 All Wakefield schools and academies now have School Travel Plans (STP), demonstrating a commitment to sustainable and active travel to school. The travel plans set out practical measures and initiatives for reducing the number of car trips made to and from school. They encompass all the issues relevant to these journeys and include concerns about safety and health and proposals for improvement. The STP Team support schools in the writing and review of their STP and the implementation of associated initiatives and activities.
- 11.4 STP's help and improve the fitness of children and young people by setting targets aiming for the increased adoption of sustainable modes of transport such as walking or cycling. STP's also ease traffic congestion and pollution around schools by reducing the number of vehicles arriving at the beginning and end of the school day. Additionally, STPS' draw attention to local issues of road safety and are used to support requests for highway improvements.
- 11.5 Further details can be obtained from the Council's website:  
[www.wakefield.gov.uk/Education/Schools/SchoolTravelPlanning](http://www.wakefield.gov.uk/Education/Schools/SchoolTravelPlanning)

## 12. GENERAL

### 12.1 Start/Finish Times

**Where assisted transport is provided this may be shared with other learners who may also attend different sites and courses which have different timetables. This could result in longer travelling times and waiting times at college for the learner.** Where the college/school has a staggered timetable, assisted transport will however only be provided once in a morning to transport the learner to college/school and then once in an afternoon at the end of the course day. It may be necessary in certain circumstances (e.g. where learners live within the same location and attend the same college but have different course times) for some learners to experience a degree of "positive study time" at college.

### 12.2 Induction

Many learners undertake a period of induction the first two weeks of the Autumn Term (this may involve staggered session times, different attendance days and college sites). It is not possible for transport arrangements to be put in place due to the many variables involved and parents/carers should make their own arrangements during the induction fortnight. This is because the West Yorkshire Combined Authority requires 10 working days notification of all changes or variations to journeys. The LA will then liaise with the learner once a regular pattern of attendance has been established so that transport arrangements can be put in place following the induction process.

### 12.3 Withdrawal/Suspension of Transport Assistance

Learners who are in receipt of assisted transport and subsequently fail to attend school or college, without a valid reason, may have their transport support suspended temporarily or withdrawn.

Learners who are in receipt of a free travel pass must ensure that the conditions of use imposed by the West Yorkshire Combined Authority (Metro) are complied with. Learners who are found in breach of Metro's conditions of use, the LAs guidelines for managing pupil/student behaviour on transport or the school/college's own behaviour policy may result in the temporary or permanent withdrawal of the pass. Where a sanction is applied learners/parents can still apply to have the decision reviewed via the appeals process. Similar action may also be taken for those students with learning difficulties and/or disabilities who are in receipt of assisted transport where it is deemed the behaviour of the learner is likely to place themselves or others at significant risk. This action will only be taken as a last resort after all options have been explored.

## 12.4 Mid-Year Changes

Although the LA is obliged to publish the Transport Policy Statement by 31 May, the Partnership may make additional arrangements which become necessary as it continues to monitor progress throughout the year and amend and re-publish the statement in year in response to complaints or as directed by the Secretary of State.

## **13. USEFUL CONTACTS**

### **Wakefield Council**

Children and Young People Service  
Home to School Transport  
Wakefield One, PO Box 700, Burton Street  
Wakefield WF1 2EB  
Telephone : 01924 306980  
E-mail : [hst@wakefield.gov.uk](mailto:hst@wakefield.gov.uk)

### **Wakefield Council**

Children and Young People Service  
Independent Travel Trainers  
Learner Support Services  
Wakefield One, PO Box 700, Burton Street  
Wakefield WF1 2EB  
Telephone : 07827663486  
E-mail :  
[jcain@wakefield.gov.uk](mailto:jcain@wakefield.gov.uk)  
[IndependentTravelTraingTeam@wakefield.gov.uk](mailto:IndependentTravelTraingTeam@wakefield.gov.uk)

### **Wakefield Council**

Special Educational Needs Assessment and Review Team (SENART)  
Children and Young People Service  
Block C  
Normanton Town Hall  
Normanton  
Wakefield  
WF4 2DZ  
Telephone : 01924 302465

### **Connexions Wakefield**

Telephone: 01924 371579

Email: [connexions.wakefield@prospects.co.uk](mailto:connexions.wakefield@prospects.co.uk)

Website: [www.connexionswakefield.co.uk](http://www.connexionswakefield.co.uk)

**West Yorkshire Combined Authority (Metro)**

Telephone: 0113 245 7676 (Metroline)

Website: <https://ticketsandpasses.wymetro.com>

**Castleford College**

Thunderhead Ridge  
Castleford WF10 4UA

Telephone : 01924 789789

E-mail : [student.finance@wakefield.ac.uk](mailto:student.finance@wakefield.ac.uk)

**Wakefield College**

Financial Support  
Margaret Street  
Wakefield WF1 2DH

Telephone : 01924 789283

E-mail : [student.finance@wakefield.ac.uk](mailto:student.finance@wakefield.ac.uk)

**NEW College**

Student Services  
Park Lane  
Pontefract WF8 4QR

Telephone : 01977 702139

E-mail : [enquiries@ncpontefract.ac.uk](mailto:enquiries@ncpontefract.ac.uk)

**Oakfield Park School**

Barnsley Road  
Ackworth  
Pontefract  
WF7 7DT

Telephone : 01977 613423

Email : [reception@oakfieldpark.wakefield.sch.uk](mailto:reception@oakfieldpark.wakefield.sch.uk)

**Highfield School**

Gawthorpe Lane  
Gawthorpe  
Ossett  
WF5 9BS

Telephone : 01924 264240

Email : [admin@highfield.wakefield.sch.uk](mailto:admin@highfield.wakefield.sch.uk)

**Minsthorpe Community College**

Minsthorpe Lane  
South Elmsall  
Pontefract  
WF9 2UJ

Telephone : 01977 657600

Email : [enquiries@minsthorpe.cc](mailto:enquiries@minsthorpe.cc)

**Ossett Academy & Sixth Form College**

Storrs Hill Road  
Ossett

WF5 0DG  
Telephone : 01924 232820  
Email : [enquiries@ossett.accordmat.org](mailto:enquiries@ossett.accordmat.org)

**Outwood Academy Hemsworth**

Station Road  
Hemsworth  
Pontefract  
WF9 4HW  
Telephone : 01977 624220  
Email : [enquiries@hemsworth.outwood.com](mailto:enquiries@hemsworth.outwood.com)

**Outwood Grange Academy**

Potovens Lane  
Outwood  
Wakefield  
WF1 2PF  
Telephone : 01924 204350  
Email : [enquiries@hemsworth.outwood.com](mailto:enquiries@hemsworth.outwood.com)

**St Wilfrid's Catholic High School and Sixth Form College, a Voluntary Academy**

Cutsyke Road  
Featherstone  
Pontefract  
WF7 6BD  
Telephone : 01977 691000  
Email : [email@st-wilfrids.bkcat.co.uk](mailto:email@st-wilfrids.bkcat.co.uk)

**Camphill Wakefield**

Wood Lane  
Chapelthorpe  
Wakefield  
WF4 3JL  
Telephone : 01924 255281  
E-mail : [info@camphill.ac.uk](mailto:info@camphill.ac.uk)

**Kirklees College**

Waterfront Quarter  
Huddersfield Centre  
Manchester Road  
Huddersfield  
HD1 3LD  
Telephone : 01484 437070  
Email : [info@kirkleescollege.ac.uk](mailto:info@kirkleescollege.ac.uk)

**Barnsley College**

Church Street  
Barnsley  
South Yorkshire



S70 2AX  
Telephone : 01226 216216  
Email : [omlreception@barnsley.ac.uk](mailto:omlreception@barnsley.ac.uk)