# Post 16 transport to education and learning policy statement for academic year 2023/24

Author: School Services Transport Manager

Version 1.1 September 2023

Main contact: [schooltransport@medway.gov.uk](mailto:schooltransport@medway.gov.uk) or 01634 331155

[Post 16](https://www.medway.gov.uk/info/200166/getting_to_school/624/school_transport_for_students_over_16/1)

This policy is for Medway resident pupils.

This information is correct at the time of publication but may be subject to change.

## **Contents**

* 1. Who this policy is for
  2. The overall policy
  3. Travel Assistance options available
  4. The application process
  5. Points to note
  6. Other assistance options available from Medway Council
  7. Other assistance options
  8. Assistance for learners with learning difficulties and/or disabilities
  9. Other useful contact information
  10. Medway Council complaints procedure

## **Who this policy statement is for**

The information in this policy statement is for young people who live in Medway and are:

* aged between 16-18 years old and engaged in learning or training
* are continuing on courses, which were started prior to the young person’s 19th birthday
* aged 19-24 (inclusive with learning difficulties and/or disabilities) who are in education or training, but do not have an Education, Health and Care Plan (EHCP)

Young people who live outside of Medway (e.g. Swale, Gravesham, Maidstone, Tonbridge and Malling, etc.) but attend an provision in Medway **must** contact their home local authority to discuss what transport assistance they may offer.

Medway Council cannot assist young people who live outside of Medway.

Please note that there is no transport assistance available for travel to universities.

## **The overall policy**

Local authorities do not have a statutory duty to provide free or subsidised post 16 travel support. Local authorities do, however, have a duty to prepare and publish an annual policy statement specifying the arrangement for the provision of transport and other support that the authority considers it necessary to make to assist in the facilitating the attendance of all person over 16 receiving education or training.

This policy statement provides details of the support available for young people who are in the above groups.

If the young person has an Education, Health and care Plan (EHCP), please contact SEN Transport section on sentransport@medway.gov.uk to discuss the travel assistance options available. Details can also be found in the main Medway Council Education Travel Assistance Policy, which can be found at [policy](https://www.medway.gov.uk/downloads/file/5576/medway_education_travel_assistance_policy).

Medway Council works with the Medway Post 16 Transport Partnership of schools, colleges and other organisations to plan and deliver travel arrangements for post 16 learners.

Employers and learning providers will want to take account of young people’s likely transport arrangements when planning off site training, particularly outside normal working hours. This policy statement also contains details of other useful sources of information.

If your financial circumstances prevent you getting to your place of study and you cannot find the help you need in this policy, please contact school transport on the above details.

## **Travel assistance options available**

Whilst there is no statutory requirement for local authorities to provide free or subsidised Transport, Medway Council can provide a travel pass to enable a young person to travel to their place of learning/training. This can be provided at a flat rate charge either in the form of a bus or rail pass.

To be considered eligible for this assistance the young person must meet the following criteria: o young people aged between 16-18 years old

* engaged learning or training
* who are continuing on courses, which were started prior to the young person’s 19th birthday
* **and** who live in Medway (i.e. Council Tax for the home address is paid to Medway Council).

**Important information to note:**

The passes that Medway Council bulk purchase can be good value for money, depending on what it would cost you to purchase one direct. Medway Council does do not subsidise the cost of these passes.

In some cases, families can purchase passes direct from bus or rail providers at a cheaper cost, so we recommend that you investigate this prior to applying to Medway Council.

## **Rail passes**

Southeastern Railways provide Medway Council with a 34% reduction to the standard adult fare for journeys starting from Medway stations and this discount is passed onto learners.

**Please note:**

This reduction is only applied to journeys on Southeastern Railways*.*

It cannot be applied where a journey uses two or more different providers (e.g. Southeastern Railways and Transport for London)

School Transport can provide you with an accurate quote for the young person’s journey. To obtain this please email schooltransport@medway.gov.uk. You will need to provide the following information:

* young person’s name
* date of birth
* home address
* dates travel required from and to
* Boarding point (station) and destination point (station)

## **Bus passes:**

For up-to-date information regarding options and prices of bus travel please see our website: [Post 16 transport](https://www.medway.gov.uk/info/200166/getting_to_school/624/school_transport_for_students_over_16/1).

## **The application process**

You will need to complete a 16+ travel application form, which is available from our website: [Post 16 transport](https://www.medway.gov.uk/info/200166/getting_to_school/624/school_transport_for_students_over_16/1).

Please contact the team if you need a paper or email copy of the form.

**NB: Application forms will not be processed until relevant payment has been received by Medway Council.**

Please ensure your receipt reference number for your payment is written in the correct boxes at the bottom of the application form, starting ZZ.

You can apply for a pass at any time during the year and your pass will be available within four weeks of the date you apply for it.

## **For rail travel:**

Medway Council will issue a rail warrant and a letter of authorisation, both of which must then be taken to any Medway railway station to be exchanged for the rail ticket.

## **Points to note:**

1. **If you need to stay away from home to attend your course:**

If the education provision that you are attending is beyond daily travelling distance and you need to stay away from your home address in Medway in order to attend your course, Medway Council will not be able to assist with any travel expenses.

If you are in this situation please contact you education provision direct to ascertain what assistance is available or you can find further information of your options at [www.gov.uk/student-finance.](http://www.gov.uk/student-finance)**If you are attending a course that is outside of the Medway area:**

If the course you wish to study is not available within the Medway area, you will be entitled to purchase a travel pass to the nearest appropriate institution providing the course concerned.

If you choose to study outside of the Medway area, when the course concerned is available within Medway, you may not be able to take advantage of the above assistance. All cases, however, will be considered on an individual basis.

**Other assistance options available from Medway Council**

## **Medway Youth Pass**

This scheme entitles all young people who live in Medway to travel at a discounted rate on local bus services. Young people aged 16-18 can purchase a pass that will expire at the end of the academic year following their 18th birthday.

All journeys must start in Medway and can be to any destination in Medway or Kent.

For further details of this option, including the cost and how to apply, please visit [Medway youth pass](https://www.medway.gov.uk/info/200161/travel/351/medway_youth_pass).

Any questions regarding the Medway Youth Pass can be directed to the Bus Pass Administration Team (buspasses@medway.gov.uk).

## **MY school bus scheme**

The MY School Bus scheme runs services to and from certain schools in Medway.

For further information on this scheme, including the available routes, costs and how to apply, please visit [MY Bus](https://www.medway.gov.uk/info/200161/travel/516/bus_timetables/3).

These services are very popular and in many cases a waiting list applies for people wanting to join the service. To enable a young person to use this service places must be pre booked by term.

Other assistance options

# **Rail travel:**

If you are aged between 16 and 25 you can purchase a railcard from National Rail, which can provide you with 1/3 off rail fares.

For up to date information on this you can go to any manned rail station or visit [railcard.co.uk](https://www.16-25railcard.co.uk/)

## **The 16-19 Bursary Fund:**

You could get a bursary to help pay for essential education-related costs if you’re 16 to 19 and studying at a state school or college in England (not a university) and on a training course.

For full up to date information on the 16-19 Bursary Fund and how to apply, please visit [gov.uk/1619-bursaryfund](https://www.gov.uk/1619-bursary-fund)

**CitizenCard:**

Medway Council encourages the use of the CitizenCard, which confirms your age and identity. The Citizen card also provides various discounts and benefits.

For further information and details of how to apply, please visit [citizencard.com](http://www.citzencard.com/)

## **Care to Learn:**

The Care to Learn scheme can help with [childcare costs](https://www.gov.uk/care-to-learn/what-youll-get) while you study.

You must be aged under 20 at the start of your course.

The scheme is available for publicly funded courses in England.

For full up to date information on the Care to Learn Scheme and how to apply, please visit [gov.uk/caretolearn](https://www.gov.uk/care-to-learn)

## **Support from colleges:**

Some colleges may also offer travel assistance for their students. If you wish to obtain details of what options they may have available for students, please contact the individual college direct.

# **Assistance for learners with learning difficulties and/or disabilities**

# 

**For young people who do not have an EHCP(Education and Health Care Plan):**

If a young person (up to the age of 25) previously had an EHCP (or a Statement of Special Educational Needs) we will consider requests for transport support, however no free transport will be offered.

All applications received for young people, who do not currently have an EHCP (or a Statement of Special Educational Needs) but who require support due to learning difficulties or disabilities, will be referred to the SEN team who will initiate an assessment with agreement from the young person.

**Eligibility assessment if the young person is unable to use public transport:**

Medway Council will assess all cases on an individual basis where the young person is unable to travel using public transport. All post 16 transport will incur a contribution towards the cost of any alternative transport arrangements. This contribution will be equivalent to the cost of an annual bus pass.

Please contact the team to discuss your case.

# **For young people who have an EHCP:**

All transport applications for young people with a current EHCP will be processed and assessed in line with the SEN Transport procedures as detailed in the Medway Council Education Travel Assistance Policy, available at [ETAP.](https://www.medway.gov.uk/downloads/file/5576/medway_education_travel_assistance_policy)

For further advice and information on the eligibility criteria and process, please contact the team at sentransport@medway.gov.uk.

# **For young people who previously had a Statement of Special Educational Needs:**

Young People will need to apply in the same way as all other mainstream pupils with supporting evidence of the previous Statement for Special Education Needs and details of the course being attended. All applications are assessed on an individual basis and an outcome provided to the applicant.

If you would like to discuss your individual circumstances prior to submitting any application for transport assistance, please contact the team on schooltransport@medway.gov.uk

# **Disabled bus passes:**

A disabled bus pass allows people with specified disabilities free off-peak bus travel throughout Medway and Kent.

For further information please visit [concessionary bus pass.](https://www.medway.gov.uk/directory_record/279247/older_persons_bus_pass_and_disabled_bus_pass)

# **Mobility/independence training for learners who experience difficulties travelling**

Some schools, colleges and training providers offer mobility/independence training. Please contact the individual institution direct for further details.

## **Useful contact information:**

Department for Education: [education.gov.uk](https://www.gov.uk/government/organisations/department-for-education)

Bus and Coach information: 0871 200 2233 [traveline](https://www.traveline.info/about-traveline/traveline-services/).

Train Information: 0345 322 7021 [southeasternrailway.co.uk](https://www.southeasternrailway.co.uk/)

National Rail Enquiries: 03457 484 950 [nationalrail.co.uk](https://www.nationalrail.co.uk/)

# **Medway Council complaints procedure**

If you are unhappy with the service you receive from Medway Council in relation to Post-16 travel assistance, we advise that you contact the School Transport Management Team via schooltransport@medway.gov.uk to discuss your concerns and to see if a resolution can be reached.

If, following this, you remain unhappy with the service and wish to make a formal complaint, you can find details of the complaints procedure on our website [complaints](https://www.medway.gov.uk/complain). We will investigate any complaint thoroughly and promptly and let you know the outcome.

If your complaint is regarding any other service provided by schools/colleges or transport providers (not provided by Medway Council) please contact the relevant organisation direct.