

# **Travel Policy Statement 2023-2024 for Students attending further education, with Special Educational Needs and/or Disabilities (SEND) who live in Bristol**

This travel policy statement applies to students aged 16-19 who attend their nearest further education establishments. Consideration will also be given to 19–25-year-olds who are continuing to progress and meet criteria under the low income policy to enable participation.

Please refer to the Transport Policies for your home local authority for more detail about travel

- [Bristol City Council Post-16 Travel Policy](#)

## **1. Summary of Policy Statement and Main Objectives**

You should note that your Local Authority is under no obligation to provide travel support for students attending further education establishments.

Students are normally expected to progress in their relevant study plan to continue to access travel support from their Local Authority.

The Local Authority may exercise its discretion, where they believe it appropriate, to ask students, parents and carers for a contribution towards travel costs.

Our travel policy promotes and supports:

- the Government's initiative to increase walking, cycling and bus travel
- the three Local Authorities School Travel Plan Strategies and independent travel

The nature and mode of travel support will be determined by the Local Authority and will be one that is consistent with the Local Authority's duty to secure Value for Money. It will normally be provided at standard college hours, at the beginning and end of the college day.

Transport will be provided only where there is no appropriate alternative.

The desired outcome of this approach is actively to encourage young people to travel as independently and inclusively as possible and to develop confidence and vital travel and social skills to support options for post 16 training and employment thereafter.

Support with travel for students with SEND will be considered up to the end of the academic year in which the student becomes 19. Consideration will be given to support beyond the age of 19.

## **2. Who is eligible for support with travel?**

Each Local Authority will consider travel arrangements for students who are attending the nearest appropriate further education provision and:

- Have had a statement of Special Educational Needs or an Education, Health & Care Plan (EHCP), or medical or physical difficulties, which means they are unable to walk the distance of 3 miles (accompanied as necessary) and  
Are studying a full-time course

**NB It is important to note that students must apply annually for travel support and all travel support is subject to review.**

### **3. How do students apply for support with travel?**

An application form can be obtained from your home Local Authority (your Local Council). Or:

You may be able to obtain an application form from one of the following:

- College Coordinator
- Disability Support Coordinator
- School

Applications are normally received by end of July.

**Please be aware that we cannot guarantee that transport will be in place for the start of the academic year if the application is received too late.**

The applicant is responsible for returning the completed application form. Completed application forms should be sent to the Local Authority in which the student lives (some Local Authorities may request additional information):

#### **Bristol City Council**

Office address: City Hall, College Green, Bristol, BS1 5TR

Postal address: Home to School Travel Team (CH), PO Box 3399, 100 Temple Street, Bristol, BS1 9NE

Email: [home.school.travel@bristol.gov.uk](mailto:home.school.travel@bristol.gov.uk)

### **4. What support is provided for students with SEND including those over 19?**

On a case by case basis students over 19 and up to the age of 25 may be considered for support with travel. Should support be granted students will need to apply yearly and decisions will be based on any changing needs, changes in circumstances, progression in learning and in line with the policy.

### **5. Decisions on eligibility for support with travel**

Decisions relating to students who did not previously have a Statement of Special Educational Needs or Education, Health & Care Plan (EHCP) will be assessed on a case by case basis. Decisions will take into account the age of the student, and the journey and medical evidence provided in the application form together with any additional information provided to support the application.

The assessment of support with travel needs will be made in line with this Travel Policy and will draw together any information from the relevant college/school, the student and other colleagues.

The mode of travel will be the most inclusive, sustainable and cost effective. In some cases a Personal Travel Budget (PTB) may be made to the parent/carer/student.

## **6. What independence training is available?**

For young people with Statements of Special Education Needs or an Education, Health & Care Plan (EHCP), schools are actively encouraged to use the annual review process as an opportunity to discuss the young person's transition to post 16 study or training. Schools and colleges are normally expected to empower the young person to develop the necessary skills to become independent travellers.

## **7. What support can students apply for if they need to travel to a course that is outside the Local Authority area?**

Local Authorities will consider applications for support with travel to colleges outside the area, if the course is considered to be the nearest appropriate course. Applications should be made to the Local Authority in which the student lives. Support with travel will be approved only if the individual application represents reasonable public expenditure. A Personal Travel Budget (PTB) may be offered.

The Local Authority will normally provide support with travel, at the start and end of each term, for SEND students at Independent Specialist Providers. The mode of support with travel will be assessed by the Travel Team in line with the student's needs and the policy.

## **8. What support is available for students choosing to attend further education which is beyond daily travelling distance?**

Students wishing to study on a course that is beyond daily travel distance should contact the Local Authority to discuss this. For students who are moving to a Post 16 Independent Specialist Provider (residential college), the application form will be completed by the current school, the student or parent/carer.

Support with travel will be provided at the start and end of each term (ie. 12 journeys) for students in residential college.

## **9. What support is available for students who do not meet these criteria?**

The majority of students are able to access their chosen course by walking / public transport. Where communities are not well served by public transport then a number of post 16 providers make innovative, strategic arrangements supported by the Transport Partnership.

## **10. What support is available for students on Apprenticeships or Traineeships?**

The learning provider is responsible for ensuring that students have reasonable expenses met in full, where reasonable expenses are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement. Employers are encouraged to support trainees with expenses such as transport and meals.

It may also be worth asking the learning provider if they offer their own transport service as some may do this.

## **11. Appeals process**

All applications for travel support are considered in line with the policy criteria. Where applications do not fulfil the policy conditions set out above, consideration will be given to the individual's circumstances.

However, students, parents/carers have a right to appeal. Please see below for details of the appeal process.

### **Bristol Appeal Process**

All appeals will be considered on an individual basis in line with this criterion. To submit an appeal the applicant should put in writing the reason for the appeal together with any supporting evidence e.g. medical report to –

#### **Bristol City Council**

Office address: City Hall, College Green, Bristol, BS1 5TR

Postal address: Home to School Travel Team (CH), PO Box 3399, 100 Temple Street, Bristol, BS1 9NE

Email: [home.school.travel@bristol.gov.uk](mailto:home.school.travel@bristol.gov.uk)

## **12. Travel information**

### **16 to 19 Bursary Fund**

You may be able to apply for a bursary to help with expenses, such as travel costs. Please see the [16 to 19 Bursary Fund Website](#) for more information and whether you would be eligible. You will need to apply to your school, college or training provider.

### **First Bus Student Tickets**

Details of where to obtain these can be found at the [First Bus Group Website](#) along with the current price of various types of ticket.

Students may purchase discounted travel tickets from the First Bus Group.

[First Bus Group Young Person \(16-21\) and Students Ticket Types](#)

[First Bus Group Bristol and the West Bus Ticket Prices](#)

### **Stagecoach Buses**

For information on Stagecoach buses which serve Bristol and South Gloucestershire, go to the [Stagecoach Buses Website](#).

### **Rail cards**

A 16-25 Rail card saves 1/3 on rail fares throughout Great Britain for a year. Minimum fares apply for travel at or before 10.00am Monday to Friday (except during July and August). For further details and up-to-date prices go to the [16-25 Railcard Website](#).

If the college or Post 16 provider is not listed below, please contact them directly for individual schemes they may operate

| <b>College</b>   | <b>Travel Details</b>  |
|--|--|
| South Gloucestershire and Stroud College (formally Filton College) | <p>The college sells discounted bus tickets for local bus routes. Tickets are available from the finance office. A student photo card will be required, at an additional cost.</p> <p>The college can advise you of any other travel schemes available e.g. Rail travel</p> <p><a href="#">South Gloucestershire Council and Stroud College Travel and Transport Website</a></p> |
| City of Bristol College  | <p>Travel and transport options are available from the <a href="#">City of Bristol College Website</a> or contact student support team 0117 3125000 or email <a href="mailto:csot@cityofbristol.ac.uk">csot@cityofbristol.ac.uk</a></p>  |

| College                         | Travel Details  |
|---------------------------------|---|
| St Brendan's Sixth Form College | <p>The college sells a variety of First bus tickets at a reduced rate for students. Contact the College ticket office 0117 9777766.</p> <p>The college also operates a number of their own routes; please contact the ticket office for more information.</p> <p><a href="#">St Brendan's Sixth Form College Travel and Transport Website</a></p> |
| Weston College                  | <p>The college offer a variety of local First bus and other operator routes during term time.</p> <p>Contact the college 01934 411411</p> <p><a href="#">Weston College Travel Website</a></p>  |
| Bridgwater College              | <p>The college offer a variety of local travel schemes.</p> <p>Contact Student Support Team 01278 441233 or <a href="#">Bridgwater College Travel Website</a></p>   |