



Easy
Read



Home to School Travel Services policy



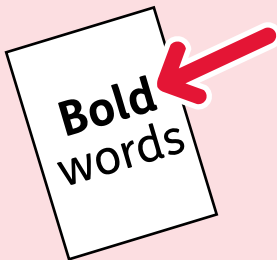
Easy Read



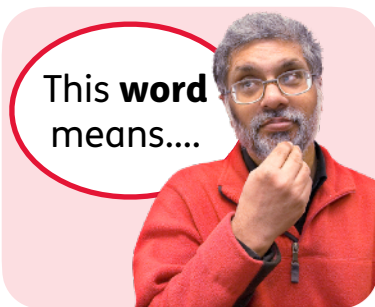
This is an Easy Read version of some information. It may not include all of the information, but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes, if a bold word is hard to understand, we will explain what it means.



Blue and underlined words show links to websites and email addresses. You can click on these links on a computer.

What is in this booklet

About this booklet	4
Children and young people aged 5 to 16.....	5
Post 16	18
Appeals	30

About this booklet



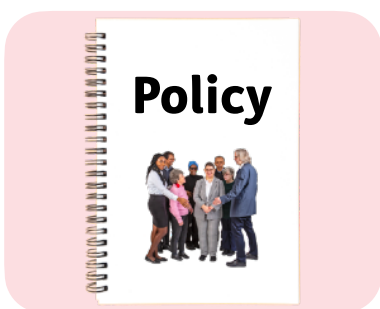
Bristol City Council provides free support with travel to school for many children and young people in Bristol.



This includes free bus and train passes, fuel money for parents and carers, and free council travel to take children or young people on their journey.



These are called **Home to School Travel Services** or **travel support**.



This booklet is our Home to School Travel Services **policy**.

A **policy** explains the way our organisation does things.

Children and young people aged 5 to 16

Place



We will only give travel support to children or young people aged 5 to 16 whose **primary home address** is in Bristol.



A child or young person's **primary home address** is the one registered with their school and with any **benefits** they get.



Benefits is money the Government gives to some people to help pay for the things they need to live.



We will give travel support for a child or young person's journey from their home address to their school and back again.



We will not give travel support for journeys to any other place, like to the local hospital for an appointment.



If a child or young person sometimes lives with a different parent or carer, we will only give travel support from their primary home address.

This is instead of both parent's or carer's home addresses.

Time



Schools decide when the school day starts and ends.

We will give travel support that helps a child or young person:



- Get to school at the time their school day normally starts.
- Leave school at the time their school day normally ends.

We will not give travel support for:



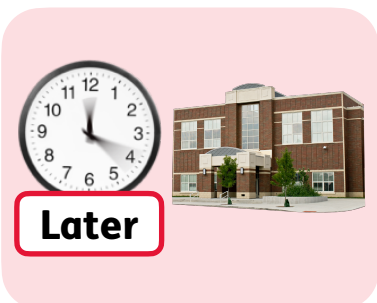
- A child or young person's journey from 1 place to another during their school day.



- A child or young person's journey to activities that take place outside of their school.



- A child or young person's journey to school at a time earlier than when the school day normally starts.



- A child or young person's journey home at a time later than when their school day normally ends.



Some children or young people might finish school at an earlier time than the end of the normal school day.



We cannot give travel support to these children or young people.



The school may need to organise travel for these children or young people.

Collection points



If we are giving free council travel for a child or young person's journey to school, we might set up **collection points**.

Collection points are where we will pick up children or young people and drop them off.



This is instead of picking up the child or young person directly from their home and dropping them off at the school's entrance.



Using collection points will save time and help children and young people to do more for themselves.

Collection points will:



- Be a bus stop that already exists if possible.



- Not be in a place that gets in the way of other vehicles on the road.



- Always be in a safe place.

How to apply



A child or young person's parents or carers must apply for travel support by completing an application.



We will look at applications as fast as we can.

But sometimes, it may take us longer to look at applications because:



- We are looking at each child or young person's needs.



- We have got more applications than usual.

We get lots more applications in August and September.



While we are looking at applications, parents or carers will need to organise other travel during this time.



We will not pay for any travel that happens during this time.



We advise parents or carers to send applications as early as they can.



Parents or carers will need to complete and send their applications before a certain date ready for the next school year.



We will share the dates with enough time for parents and carers to complete their applications.



Parents or carers who complete their applications after this date will still get travel support, but this might not be at the beginning of the school year.

How we decide



We look at applications to decide whether we will give travel support.



When we look at applications, we will look at whether a parent or carer can travel with their child or young person to school.



For example, we will look at how far away the school is and whether the parent or carer has any disabilities.



If we think a parent or carer can travel with their child or young person to school, we expect them to do this.



We will not give travel support to children or young people just because their parents or carers cannot take them to school because of work.



We might give travel support to children or young people who cannot be taken to school because their parents or carers are disabled.

Children with SEND



SEND stands for **S**pecial **E**ducational **N**eeds and **D**isabilities. Children and young people with SEND are aged 0 to 25 and need some extra support to learn and grow.

When we look at applications from parents or carers who have children with SEND, some of the things we will look at are:



- Whether the child or young person can walk to school and back or not.

We will also look at:



- Whether the child or young person's parent or carer can walk to school and back with them.



- The age of the child or young person.



- Whether the child or young person's disabilities stop them from walking to and from school, even if they are with their parent or carer.



- The child or young person's medical needs.



We will look at other things if needed.



We may use advice from professionals, like a doctor, to decide whether to give travel support.



We will not give travel support to children or young people with SEND just because they have an **Education Health and Care Plan (EHCP)**.



An **Education Health and Care Plan (EHCP)** is an official document that agrees what kind of support a child or young person needs, and what services they should get.

Behaviour



If a child or young person with SEND is not behaving safely in our vehicles, then we will work together to find ways to stop this from happening

Not behaving safely includes:



- Being violent, like pushing and kicking



- Threatening people and upsetting people using words, like calling them nasty names.



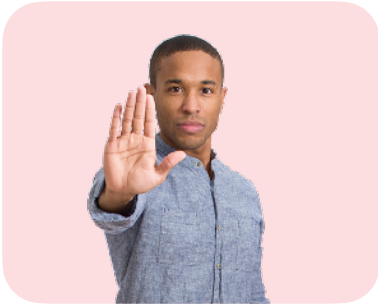
- Distracting the driver.



- Not wearing a seatbelt, getting up while the vehicle is moving, or trying to leave the vehicle when it's not safe to do so.



If the child or young person's behaviour carries on or gets worse, then we may offer other travel support.



In very serious cases, we may stop a child or young person's travel support.

It may not always be possible, but we will try to stop serious cases from happening by:



- Not making big changes to the way free council travel works, for example, not suddenly changing collection points.



- Letting children or young people and their parents or carers know with plenty of time if there is a change.



We will always try to give you notice, but this may not always be possible.

Post 16

In our policy, **post 16** includes:



- Young people aged 16 to 19 who are carrying on education. We call this post 16 education.



- Young people with SEND aged 16 to 25 who are carrying on education.



Some schools also offer post 16 education.



Post 16 education could include sixth form, college or the child or young person returning to the same school.



Most post 16 young people will be able to travel to sixth form or college on their own.

But there is some travel support for young people who cannot do this.

The 16 to 19 bursary fund



The **16 to 19 bursary fund** is money for some young people aged 16 to 19.



This could be used to help them pay for travel to sixth form or college.



There are 2 types of bursary:

1. The **vulnerable bursary**.
2. The **discretionary bursary**.



£1200

The vulnerable bursary is £1200 a year.

The vulnerable bursary is for young people in education who:



- Live in a care home.



- Are moving out of a care home.

Benefits



- Get any of these benefits:
 - Income Support.
 - Universal Credit.
 - Employment and Support Allowance.
 - Disability Living Allowance.
 - Personal Independence Payments.



The discretionary bursary might be different for each post 16 place of education.



It is to help young people pay for other things they need as well as travel, like books and meals.

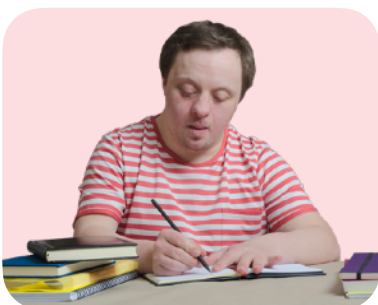
The discretionary bursary is for young people in education who:



- Are between 16 to 19 years old.



- Are over 19 and have an EHCP.



- Are over 19 and are on a study programme that they started when they were aged between 16 and 18.



If a young person would like to ask for support from the 16 to 19 bursary fund, this must be done through their place of education.

Young people with SEND



Young people with SEND aged 16 to 25 will not get free council travel from September 2025.

They can get other travel support, like:



- A bus or train pass.



- Training to learn how to travel on their own safely.

We call this **Independent Travel Training**.



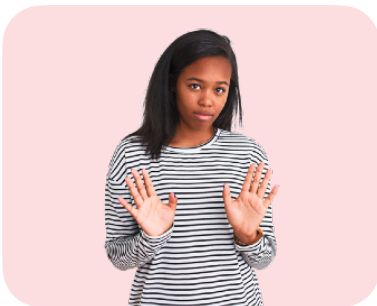
- A **Personal Travel Budget (PTB)**.

A **Personal Travel Budget (PTB)** is money we give to the young person's parents or carers to pay for travel.

We will only give travel support to young people with SEND if they either:



- Have an EHCP.



- Cannot travel on their own because of their medical or physical needs.

When we look at applications from young people with SEND, some of the things we will look at are:



- Whether all other travel options have been looked at and why they are not suitable.



- Why the young person's family members cannot take them to school or college.

Some other things we will look at are:



- Where the young person's school or college is.



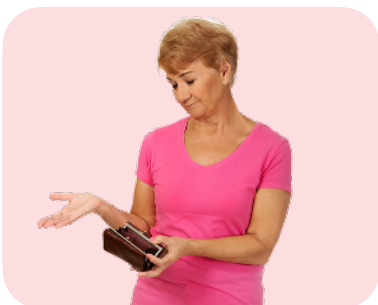
- Whether the young person's needs or disabilities stop them from being able to travel safely on their own.



We will look at other things if needed.



The young person's parents or carers might need to pay some money towards the travel support.



If they cannot afford to pay some money towards the travel support, they must prove this when they complete the application.

A new application will need to be made every school year for the young person's travel support to make sure:



- They still need the travel support.



- The travel support is meeting their needs.



- Their parents or carers are paying towards the travel support.

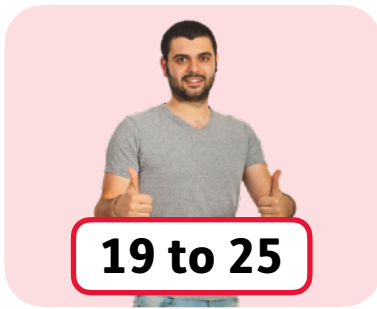


- They still qualify for travel support.

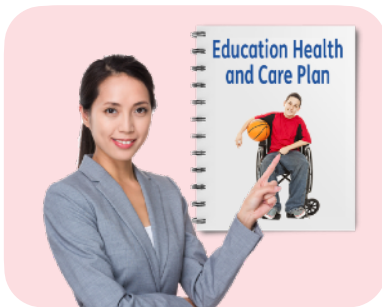


A young person's travel support can be stopped or changed if needed.

Post 19



Post 19 includes young adults aged 19 to 25.



We only offer travel support to young adults who have an EHCP.



We would usually expect young adults to be better at travelling on their own than younger people.



So we will only offer travel support to young adults if it is really needed.



Young adults do not need to pay towards their travel support.

How to apply



Young people must apply for post 16 or post 19 travel support by completing an application.



We will look at applications as fast as we can.

But sometimes, it may take us longer to look at applications because:



- We are looking at each young person's needs.



- We have got more applications than usual.

We get lots more applications in August and September.



While we are looking at applications, young people will need to organise other travel.



We will not pay for any travel that happens during this time.



We advise young people to send applications as early as they can.



Young people will need to complete and send their application before a certain date.



We will share the dates with enough time for young people to complete their applications.



Young people who complete their applications late may still get travel support, but not at the beginning of the school year.



Young people can complete an application here: <https://www.bristol.gov.uk/residents/schools-learning-and-early-years/travel-and-free-school-meals/school-travel>

Appeals



If anyone does not agree with the decisions we have made about their travel support, they can **appeal**.



Appeal is when you do not agree with a decision and ask for it to be changed.

How to appeal



If you want to appeal, you should email:

home.school.travel@bristol.gov.uk



You will be asked to complete an appeal form that explains why you think our decision is wrong.



You will also be asked to include any information that supports your appeal.



You need to ask for an appeal within **20 working days** of getting our decision.



Working days are Monday to Friday. Saturday and Sunday are not working days.



A Senior Officer, who was not involved in the original decision, will look at your appeal.



They will contact you with a letter telling you what they have decided about your appeal and why.



If you are still not happy, you can ask for our decision to be looked at again by an **independent appeal panel**.

An **independent appeal panel** is a group that looks at appeals and is not a part of the Home to School Travel Team.



You have 20 working days from getting our appeal decision to ask for this.



We will ask you to present your appeal at an **appeal hearing** within 40 working days.

An **appeal hearing** is a meeting with the independent appeal panel.



At an appeal hearing, the independent appeal panel will listen to you and look at all the information they have.



The independent appeal panel will then make a decision about your appeal.



They will tell you their decision at the appeal hearing.



You will get this in writing within 5 working days.

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