London Borough of Barnet

SEND Travel Assistance Policy for Post-16

(2026 -2027)

Delivered by Barnet Education & Learning Service (BELS)

SEND travel assistance policy applicable to Post 16 learners (defined as Young People aged 16-18 in further education and continuing learners who started their course before they turned 19).

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Introduction

Local Authorities (LAs) have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers **necessary** to facilitate the attendance of all persons of sixth form age **that are** receiving education or training. There is no requirement to provide free or subsidised post 16 travel support.

In accordance with sections 508 and 509 of the Education Act 1996, as amended by sections 54-57 of the Apprenticeships, Skills, Children and Learning Act 2009, this policy sets out Barnet Council's policy and arrangements for the provision of transport for sixth form learners to support their access to appropriate education and training.

Who does this policy apply to?

'Post-16' (16-19) - refers to those young people who are over 16 years of age [MG1] but under 19, or continuing learners who started their programme of learning before their 19th birthday (generally years 12,13,14).

The transport policy for compulsory learners can be found here:
https://www.barnetlocaloffer.org.uk/documents/657-sen-home-to-school-travel-assistance-policy.pdf

The transport policy for learners to new courses 19 and above can be found here:
https://www.barnetlocaloffer.org.uk/documents/658-post-16-travel-assistance-policy.pdf

This policy document specifies the support that London Borough of Barnet (LBB) considers necessary to facilitate the attendance of learners of Sixth form age who are receiving 'education or training'.

Education or training refers to learners who are enrolled on a learning or training course at**:**

- school (sixth form)
- further education institution
- a council maintained or assisted institution providing higher or further education.
- an establishment funded directly by the Education Skills Funding Agency
- apprenticeships and traineeships

If the student has an Education, Health and Care Plan (EHCP), then the place of learning will be named in Part I of the EHCP.

All young people in full-time education up to the age of 18 are entitled to free transport on buses and trains, plus concessionary rates on other public transport, within London. LBB considers this is sufficient to meet the transport needs of almost all its students. It is therefore expected that learners will study at the nearest appropriate centre for their area of study, using fare concessions and the most cost-effective mode of transport.

Main changes from previous LBB sixth form travel assistance policy

- Greater clarity has been provided under Section 7 regarding the operational arrangements for Council-arranged transport. These provisions clarify existing operational practices and do not change the eligibility criteria, access to travel assistance, or the forms of assistance available for Post-16 learners.

Part 1: Travel and Support Options Available for Post-16 Students

1. Travel and support options

Various travel and support options are accessible to pupils aged 16-19. These include:

A. TFL – free and discounted travel 16+ oyster card (Appendix - A)

B. Apprentice oyster photocards (Appendix – B)

C. Young person rail card (Appendix – C)

D. 18-25 leaver oyster photocard (Appendix – D)

E. Cycling (Appendix – E)

F. 16-19 bursary fund (Appendix – F)

G. Care to learn (Appendix – G)

H. 16-18 residential bursary fund (Appendix – H)

I. Residential support scheme RSS (Appendix – I)

For further information on each option listed above, please see the appendices.

Part 2: Travel Assistance for Students with SEN and Disabilities, Including Those with EHC Plans (generally 16-19)

It is important to note that the eligibility criteria and types of support for post compulsory learners is different for compulsory aged children. Previous travel arrangements in the form of shared or individual transport (provided directly by the Council) will cease upon completion of the academic year where the young person turns 16 years of age. The individual's travel needs will then be reassessed when transitioning to this phase of their education, with the intent of preparing them for adulthood pathways.

In order to prepare and support key stage 4 learners who are eligible for transport assistance for this change, LBB can put alternative arrangements in place such as a personal transport allowance, independent travel training or a walk to school 'green' allowance.

Parents generally have parental responsibility until their children reach adulthood, the age of 18, it's reasonable to expect parents or carers to support their child's attendance at 6th form.

Most 16-19 learners will be expected and encouraged to use the free public transport available to them and travel independently or accompanied by a parent, carer, or guardian to attend their place of learning. This better supports their growing independence and is also better for the environment.

2. Additional travel assistance for Post-16 learners

LBB recognises that one size does not fit all and there will be a small number of learners who will be eligible for further financial support. Where eligible, those learners will receive a Personal Transport Allowance (PTA) which they can use in a way that supports their chosen mode of travel. It should be noted that this allowance is an additional contribution towards travel arrangements and is not intended to cover the full costs and LBB expect parents/carers or guardian to continue carrying out their responsibilities. As an alternative option to a PTA, the learner can undertake Independent Travel Training, which develops the skills for young people to travel independently on public transport.

There may also be exceptional cases where a PTA is not appropriate.

3. Eligibility criteria

Applications for travel assistance will be considered against the following criteria:

Note: the learner needs to meet all of the below criteria for travel assistance to be considered.

- The learner has a disability or learning difficulty that would make it impracticable or dangerous for them to try to undertake a journey to school or college of less than 3 miles. Applications will be assessed on their own merits
  and
- The learner has an Education, Health and Care Plan

and

- The learner is aged between 16 and 19 (and is on a course of further education at a sixth form, college or training provider)
  and
- The learner is attending a course that is not available at an institution closer to the student's home address. Where a similar course is available at a closer institution, it is unlikely they will meet the criteria for travel assistance.
  and
- The course is deemed to be suitable and will provide an educational benefit to the learner – as assessed by the SEN Service.
  and
- The learner lives more than 3 miles from sixth form or college and is unable to undertake the journey by free public transport.

If a learner is in receipt of a 16-19 Bursary this will be taken into account in any decision for the amount of travel assistance that may be provided.

4. Evidence and information

Any relevant evidence may be considered as part of the assessment of eligibility and may include:

a) Education Health and Care Plan & Annual Review reports.
b) Information about the nature and reasonableness of the route, i.e. journey times, changes, safety, nature of roads and pavements, congestion, other passengers etc.
c) Information from Social Care (initial or core assessment/CAF) if appropriate
d) An existing travel training plan (or assessment being undertaken)
e) Reports from other relevant professionals relating to the request for travel assistance.

5. Additional travel assistance options

There are two options available which are:

Option 1 - Personal Transport Allowance	(Appendix - J)
Option 2 - Independent Travel Training	(Appendix – K)

For further information on each option listed above, please see the appendix.

6. Exceptional circumstances

There may also be exceptional cases where a PTA or an ITT is not appropriate. Requests for a bespoke arrangement or Council arranged transport will be considered on a case-by-case basis. Parents/carers may bring forward any circumstances that they consider exceptional, and which might prevent them from ensuring their young person attends sixth form or college school. The final decision is made by an appropriate Council Officer, subject to a right of appeal.

The type of exceptional cases may be the following:

- Parents/Carers who are also disabled, and house bound which renders them unable to take the young person to school.
- Parents/Carers who do not drive or have specialised vehicle or equipment for the young person who is wheelchair bound.
- A young person who has complex needs and requires a more specialised vehicle to support them on their journey to college or sixth form i.e. carrying oxygen cylinder.

In the event of an exceptional circumstances being agreed, a contribution from the student will be required (an annual charge rate). The SEN transport charge for eligible students is £650 for 2024/25, with a 50% reduction for low-income families. Please note a PTA cannot be used to offset the annual charge.

Parents/carers can submit a request under exceptional circumstances to transport.brokering@barent.gov.uk

7. Operation of Council-arranged transport

Where council-arranged transport is provided under this policy, the operational arrangements for the delivery of that transport will, where relevant and appropriate, be consistent with those set out in the Council's Travel Assistance Policy for Children of Compulsory School Age.

This includes operational arrangements relating to passenger safety, Passenger Assistants, safeguarding, training, the management of behaviour & safety risks, medication, medical equipment, wheelchairs, mobility equipment, journey arrangements, pick-up and drop-off arrangements, and the responsibilities of parents/carers in supporting the safe and effective operation of the service.

These provisions relate only to the operation and delivery of Council-arranged transport. Eligibility for Post-16 travel assistance, the form of assistance offered and any financial contribution will continue to be determined solely in accordance with this Post-16 Policy and the statutory framework applicable to Post-16 learners.

Where there is any inconsistency between the two policies in relation to Post-16 travel assistance, this Post-16 Policy will take precedence.

8. Applying for travel assistance

Parents/carers will be asked to complete an online application form to provide the information needed to determine the appropriate travel solution available. All young people carrying on their education Post 16 must reapply for travel support annually.

The transport panel aims to process applications as quickly as possible; parents and carers should allow up to 30 days from the date of application for a response to their application. Whilst travel assistance is being assessed and implemented, LBB will not be responsible for

the young person's travel arrangements.

To reduce disruption to the service and plan effectively, LBB has advised dates that applications are to be submitted by. The advised dates are only applicable for applications being made for the next academic year. These dates will be on the local offer web page. The beginning of the academic year is the most crucial time with regards to school travel and we aim to promote continuity in the service we provide the children, therefore early forward planning is essential. Late applications present multiple challenges, which is why a deadline is advised to parents/carers.

Late applications will still be processed and receive travel assistance where agreed; however, delays are to be expected for the start of the academic year. This includes any requests for interim measures.

Part 3: Transport Assistance Appeals

9. Grounds on which the decisions can be appealed

I. Eligibility.
II. The transport arrangements offered.
III. The safety of the route.

10. Stage 1 of the appeals process

The first stage of the appeal is for the decision to be reviewed by a senior officer. Please see the requirements from all parties below.

Requirements of the requestor for Stage 1 of the appeal:

- The parent/carer can nominate a representative on their behalf.
- The requestor has 20 working days from date of LBB decision, to make a request for the decision to be reviewed.
- The requestor must send their request in writing to the Transport Brokering Team.
- If the requestor does not meet the 20 working days deadline, LBB is not under any obligation to consider but can use its discretion to do so in exceptional circumstances.
- The requestor must provide reasons to why they believe the decision should be reviewed.
- The requestor should provide information on their personal and/or family circumstances if it is relevant to the case.
- The requestor should also provide any supporting evidence for their request.

Process of Stage 1 appeal:

- The senior officer must confirm receipt of the request.
- The senior officer then has 20 working days from the date of request (when emailed) to review the original decision. In exceptional circumstances, there might be a delay, which the applicant will be advised of, and the estimated response time.
- The senior officer must also have sent the parent written notification of the outcome

from the review within 5 working days of the decision being made. All responses will be via email or by post (although that does not guarantee that the decision will be with the requestor if it is sent by post within the 20 working days period)
- The written outcome should include information on how the decision was reached, how the review was conducted, information about other parties that may have been contacted for information, the rationale and factors behind the decision.
- Within the written notification, the senior officer must also include details on escalating the appeal to Stage 2 if the requestor is not satisfied.

11. Stage 2 of the appeals process

The second stage of the appeal process is for the decision to be reviewed by an independent appeals panel.

The requirements for all parties are outlined below.

Requirements of the requestor for Stage 2 of the appeal:

- The parent/carer can nominate a representative on their behalf.
- The requestor has 20 working days from date of LBB decision from Stage 1 of the appeals process, to make a request for the case to be escalated to Stage 2.
- The Transport Brokering Team should send the appeal form to the requestor which should be completed within the 20 workings.
- If the requestor does not meet the 20 working days deadline, LBB is not under any obligation to consider but can use its discretion to do so in exceptional circumstances.
- At this point the requestor should provide any new additional/supporting information that may have not been provided earlier or that may act as grounds, to challenge the stage one decision.

Process of Stage 2 appeal:

- The independent appeal panel members should not have been involved in the original decision-making process. They must be independent of the process thus far.
- LBB generally aims to have a senior representative from the Barnet Education Learning Service department, a medical/health professional, and a member of the public present at the independent appeals panel.
- The independent appeals panel has 40 working days from date of the parents/carers request to reach an outcome.
- The independent appeals panel must send written notification of the outcome within 5 working days of its decision. In exceptional circumstances, there might be a delay, which the applicant will be advised of, and the estimated response time.

12. Raising a complaint to the Local Government & Social Care Ombudsman (LGSCO)

If the requestor has gone through all the stages of LBB complaints procedure and they are still dissatisfied, the requestor can ask the LGSCO to review the complaint. The Local Government

and Social Care Ombudsman (LGSCO) looks at individual complaints about councils. The Ombudsman investigates complaints in a fair and independent way - it does not take sides. It is a free service.

LBB would generally advise that where a requestor is not satisfied with the panel's decision following the appeal process above, they can raise a complaint with the LGSCO once LBB own appeals/complaints process has been completed.

However, the requestor can raise a complaint at any point if:

- The LA did not comply with the procedural rules or
- There were any irregularities in the way the appeal was handled.

For more information you can visit their website - http://www.lgo.org.uk/

Appendix

Appendix A – Transport for London – Free and discounted travel 16+ oyster cards

Young people aged 16-17 years that live in a London borough are entitled to a 16+ Zip Oyster Card that gives:

- free bus and tram travel.
- child rate 7 day, monthly or longer period travel card and bus and tram passes.
- pay as you go at half the adult rate on bus, Tube, tram, DLR, London Overground and most National Rail services in London.

If the young person is aged 18 on 31 August, they may also be eligible for a 16+ Zip Oyster Card to get free bus and tram travel if they can produce evidence that they are still in full time education, defined as:

- At least 12 hours of guided learning per week, between 09:00-17:00, Monday – Friday.
- At least 10 weeks on a further education course at Level 3.
- In a sixth form college, academy, further education college or other training provider.

It can also include apprenticeships and training courses funded by the Education Skills Funding Agency (ESFA), provided the student is 18 or under on 31 August. The sixth form, college or training provider will be able to confirm if the course qualifies.

How to apply

Applications for free and discounted travel 16+ Oyster cards are usually made online. For further details visit https://tfl.gov.uk/fares-and-payments/travel-for-under-18s/zip-oyster-photocards or telephone the helpline on **0343 222 1234.**

Appendix B – Apprentice oyster photocards

If the young person is aged 18 or over, a London resident and enrolled on an apprenticeship they may be eligible for an Apprentice Oyster Photocard. They can save 30% off adult-rate travelcards and bus and tram pass season tickets.

How to apply

Applications are usually made online. For further details visit https://tfl.gov.uk/fares-andhttps://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/apprentice-oyster-photocardpayments/adult-discounts-and-concessions/apprentice-oyster-photocard or telephone the helpline on **0343 222 1234**.

Appendix C – Young person rail card

If the young person is between 16 and 25 years old, they will be deemed eligible. With the Railcard they will enjoy 1/3 off rail fares when they travel by train. An annual fee of £30 (or £70 for 3-years) applies.

How to apply
For more details refer to www.16-25railcard.co.uk/ or telephone **0345 3000 250**.

In addition, 16-17 can save further, please see UK Digital Railcards for £30 | Buy Online with Trainline (thetrainline.com)

Appendix D - 18 – 25 Care leaver oyster photocard

If the young person is between 18 to 25 and a care leaver living in a London borough, they can receive discounted travel with an 18-25 Care Leaver Bus & Tram Discount Oyster photocard.

For more details refer to 18-25 Care Leaver Oyster photocard - Transport for London (tfl.gov.uk)

Appendix E – Cycling

Cycling is an efficient, cheap, quiet, healthy, and non-polluting sustainable form of transport. We seek to provide safe, convenient, and clearly identified cycle facilities to make cycling easier and more fun, and as part of our traffic management measures.

Free cycle route maps are available from TfL online.

Most schools and colleges have secure cycle storage areas. Students should contact their school, college or training provider for information.

For more information on cycling in and around Barnet please refer to the following link https://www.barnet.gov.uk/roads-and-pavements/transport-and-around-barnet/cycling .

Appendix F – 16-19 Bursary fund

Young people could receive a bursary to help with education-related costs if they are aged 16 to 19 and studying at a publicly funded sixth form or college in England, or on a training course; (including unpaid work experience). This does not include university. A publicly funded sixth form or college is one that does not charge you for attending it.

A bursary is funding that can be used in relation to the course towards:

- Clothing
- books
- equipment
- transport
- or lunch.

There are two types of 16 to 19 bursary:

a) Vulnerable student bursary

Young people aged 16-19 could receive up to £1,200 if at least one of the following applies:

- currently in or recently left local authority care.
- in receipt of Income Support or Universal Credit in their own right.
- in receipt of Employment and Support Allowance (ESA) or Universal Credit or Disability Living or Personal Independence Payments in their own right.
- in receipt of Personal Independence Payment (PIP) or in the young person's name.

The bursary could help the young people with the cost of transport, meals books and equipment.

Young people usually get less than the full amount, or no bursary, if one of the following apply:

- course is shorter than 30 weeks.
- study part time.
- have few expenses.

b) Discretionary Bursary

Young people may apply for a discretionary bursary if they need financial help but don't qualify for a vulnerable student bursary.

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 (EHCP).
- be aged 19 or over at 31 August 2024 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a government funding agency or the local authority Schools and colleges are responsible for managing both types of bursary.

How to apply

Young people who wish to apply for support from the bursary fund should contact their chosen school or college to make an application. Further information can be found at www.gov.uk/ search for post 16 bursaries.

For more information go to www.gov.uk/1619-bursary-fund/overview

Appendix G – Care to learn

Care to Learn provides financial support to young parents (aged under 20 at the start of their course) who want to continue their education and need help with the cost of childcare and any associated travel.

Eligibility

You can get Care to Learn if:

- you're a parent under 20 at the start of your course.
- you're the main carer for your child.
- you live in England.
- you're either a British citizen or a national of a European Economic Area (EEA) country.
- your course is publicly funded (check with your school or college).
- your childcare provider is registered with Ofsted or the Care Quality Commission.

Care to Learn is only available for publicly funded courses in England. This includes courses that take place in:

- sixth forms in schools.
- sixth-form colleges.
- other colleges and learning providers, including Foundation Learning.
- your community at Children's Centres.

The learning provider can tell you if their course is eligible.

It pays up to £195 per week (if you live in London) for each child to help with the cost of:

- childcare, including deposit and registration fees.
- childcare taster session for up to 5 days.
- keeping childcare place over the summer holidays.
- taking your child to their childcare provider.

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

If you want a relative to get Care to Learn for looking after your child they need to be both:
- providing registered childcare for children they're not related to
- living apart from you and your child

Childcare payments go directly to the childcare provider and travel payments go direct to your sixth form or college – they'll either pay parents or arrange travel for the young person.

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

Attendance Payments will stop if:
- you stop attending your course.
- you finish your course.
- your child stops attending childcare.

How to apply
Learners can obtain more information and request a Care to Learn application form online from www.gov.uk/care-to-learn/overview

Alternatively, you can contact the Student Bursary Support Service Helpline Mon-Fri 9am to 5pm on **0800 121 8989 or** e-mail: caretolearn@studentbursary.education.gov.uk

Appendix H – 16-18 Residential bursary fund (RBF)

The Residential Bursary Fund provides financial support towards the costs of accommodation

for young people attending one of the designated providers delivering specialist provision, should their course require the young person to be a resident in order to participate, because it is not available locally and/or because it requires students to be available at unsociable hours on a regular basis.

Eligibility

You must:

- meet the residency requirements (your college will check this), and
- be at least 16 and under 19 on 31 August 2023

You may be eligible if you're 19 and either:

- continuing on a course you started aged 16 to 18 or
- have an education, health and care plan (EHCP)

Your course must:

- be at a specialist residential centre (your college can confirm this).
- be too far to travel to each day (your college must agree with this).
- be full-time.
- be '16 to 19 funded' (your college can confirm this).

What you'll get

Your college will decide how much you get. It depends on your household income.
You can get payments for a maximum of 3 years.

How to apply
Learners can find out more information at www.gov.uk/residential-support-scheme/residentialhttp://www.gov.uk/residential-support-scheme/residential-bursary-fundbursary-fund

Apply directly to your institution for support and/or for further information.

Appendix I – Residential support scheme (RSS)

The Residential Support Scheme provides financial support with accommodation costs for learners aged between 16 and 18, who need to live away from home to study because their course is not available locally.

Eligibility

You must:

- be at least 16 and under 19 on 31 August 2023
- meet the residency requirements (your college will check this)
- not be on housing benefit.
- have a household income of less than £30,993.
- be studying your first level 2 or level 3 qualification (for example 2 or more A levels, a diploma or a national vocational qualification)

You may be eligible if you're 19 and either:

- Continuing a course, you started aged 16 to 18.
- Have an education, health, and care plan (EHCP)

Your course must:

- Not be at a specialist residential centre (your college can confirm this)
- Be full-time at a college in England.
- Be '16 to 19 funded' (your college can confirm this)
- Your course must also be more than either 15 miles or a 2 hour round trip from your home, and not available any closer than that.

What you'll get

The table shows the maximum you can get each year. The actual amount you can get depends on your accommodation costs.

Gross household income	Studying outside London	Studying in London
Up to £21,000	Up to £3,458	Up to £4,079
£21,001 to £25,704	Up to £2,305	Up to £2,685
£25,705 to £30,993	Up to £1,152	Up to £1,355
£30,994 or more	No award	No award

You can get payments for a maximum of 3 years.

How to claim

Contact the student support officer at your college for an application form and help with applying.

Appendix J – What is a Personal Transport Allowance (PTA)?

A PTA is to assist with the cost when the parent/carer agrees to take full responsibility for getting the young person to school.

Examples of how you could use your PTA:

- To fund an appropriate adult to walk with you to your place of learning This could be a parent/carer/relative/friend.
- To fund a Travel pass/ oyster card for the appropriate adult to a accompany you.
- Mileage allowance where an adult drives the young person.
- a PTA for different tailored arrangements, such as a group of parents taking turns to escort a group of young people to their education provider, or a one-off allowance towards the cost of a bicycle/tricycle.

The benefits of a personal travel allowance:

- It allows the freedom for parents/carers to make their own arrangements.
- It gives parents/carers greater control.
- Parents and carer can share the cost and save money by joining up with other parents.
- It helps the young person become more independent.

How does a personal transport allowance work:

- Each month we will transfer the young person's agreed PTA into your chosen bank account.
- One-off contributions will be paid within 5 working days.
- Attendance records will be verified before payments are made.
- Each year the travel assistance will be reviewed to make sure it is the most efficient arrangement.
- You must spend the money in a way that ensures the young person can get to college.

How much is the personal transport allowance:

- How much you receive is based on the distance between your home and sixth form or college one way.
- Many available maps and internet-based measuring tools will give you an indication of the distance from your home to the young person sixth form/college, but this is only an indication. The distance measured is based on a straight-line distance (as the crow flies) and LBB's own measuring software is used to determine this. For fairness and consistency, the same software is used for all applications.
    - Less than 5 miles: annual budget = £1500
    - 5-10 miles: annual budget = £2500
    - Over 10 miles: annual budget = £3500

Please note that LBB cannot make payments directly to anyone under the age of 18 and it is the parent/carer who remains responsible for their child's attendance at college or sixth form.

Appendix K – Independent Travel Training

Independent Travel Training (ITT) develops the skills for young people to travel independently on public transport, by reducing reliance on specialist provided transport and/or on parents and carers. Specialist travel trainers work one to one with the child or young person to ensure they have the skills to make journeys independently. Those who undertake the training achieve increased life choices and opportunities; greater access to the local community and its facilities; and better socialisation. The travel training programme can support many modes of transport, including bus, train, tube, walking, cycling or a combination of different types of transport methods.

The training will help build the young person's confidence in other areas of their life such as:

- Future job and training opportunities
- Accessing new hobbies, leisure activities and social clubs
- Social Skills

Who is eligible?

To be considered for ITT a young person must have the potential, once trained, to travel to and from school/college independently. Before any training takes place, we will first assess whether the young person is suitable for ITT on an individual basis.

There may be a waiting list for ITT. Therefore, students should continue using a PTA until a

place becomes available.

What are the benefits?

Young people who successfully complete the travel training will benefit from increased confidence, independence, freedom, and better opportunities to access education, training, employment, and other day to day activities; whilst helping them maintain better relationships with their peers. It will also help families find time to do things independently, as well as enabling them to do more things together. This all contributes to leading a more fulfilled life for the young person and those around them.

How is the training delivered?

The young person and their parents/carers will be involved from the outset, starting with a meeting with the travel assessor who will work with the student and family to tailor the programme to individual needs.

The training is delivered one to one from a trained professional. Until the young person is considered capable of completing the route on their own confidently, they will be accompanied at all times. There will be regular assessments of progress which will be shared with the family. The young person will be taught the basic principles of travelling alone including the green cross code, how to get on and off transport and what to do in an emergency.

Glossary

Academic year	Defined in the School Information (England) Regulations 2008 as a period commencing with 1st August and ending with the next 31st July.
Bursary	a grant, especially one awarded to someone to enable them to study at sixth form or college
Council arranged transport	Transport which exclusively carries children and young people to and from their place of education and cannot be boarded by members of the public.
Disability	Defined in section 6 of the Equality Act 2010. A person has a disability if they have (a) a physical or mental impairment, and (b) that impairment has a substantial and long-term effect on their ability to carry out normal day-to-day activities. A chronic physical or mental health condition may constitute a disability. Not all disabilities are visible.
Education Health and Care (EHC) plan	An Education, Health and Care (EHC) plan details the education, health and social care support that is to be provided to a child or young person who has special educational needs or a disability. It is drawn up by the local authority after an EHC needs assessment of the child or young person has determined that an EHC plan is necessary, and after consultation with relevant partner agencies. Home to school travel arrangements are not normally considered to be special educational provision. In exceptional cases travel arrangements may be deemed to constitute special educational provision because they fulfil an education or training function. In these circumstances the travel arrangements should be recorded in section F of the EHC plan. Travel costs can also be provided as part of a Personal Budget, where one is agreed and included in the EHC plan as part of the special educational provision. This should be recorded in section J of the plan.

Home	The place where a child is habitually and normally resident. Local authorities should make clear in their school travel policies how they will determine a child's home address for the purposes of assessing their eligibility for travel, including in circumstances where their parents do not live together and the child spends part of the week with each parent. In these circumstances, there is no expectation that local authorities should provide travel to and from two separate addresses.
Independent travel training (ITT)	Independent Travel Training (ITT) develops the skills for young people to travel independently on public transport.
Individual healthcare plans	Drawn up by schools in consultation with parents and relevant health professionals. They capture the key information and actions that are required to effectively support a child with medical needs in school. For more information about supporting children with medical needs in schools see Supporting pupils with medical conditions at school. This guidance suggests that schools may wish their policies on supporting pupils with medical conditions to refer to home to school travel.
Local government and social care ombudsman (LGSCO)	The Ombudsman investigates complaints in a fair and independent way - it does not take sides. It is a free service.
Medical need	A health need that has the potential to put a young adult safety or wellbeing at risk while travelling to and from school.
Mobility problem	A physical impairment that impacts a young adult ability to walk to school.
Parent	References to parent in this document include birth parents, adoptive parents, foster parents, carers or legal guardians with parental responsibility.

Personal transport allowance (PTA)	A PTA is financial contribution to assist with the cost when the parent/carer agrees to take full responsibility for getting the young person to school.
Safeguarding	Defined in Keeping Children Safe in Education as: • protecting children from maltreatment • preventing the impairment of their mental and physical health and development • ensuring they grow up in circumstances consistent with the provision of safe and effective care • taking action to enable all children to have the best outcomes.
SEND Local Offer	Sets out, in one place, information about the provision local authorities expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have an EHC plan. Further information can be found in the Special education needs and disability code of practice: 0 – 25 Years.
Sixth form' learners	Sixth form' learners are defined as those over compulsory school age and up to 18 and continuing learners aged 16-18 who started their course before they turned 19.
Special educational needs (SEN)	Defined in section 20 of the Children and Families Act 2014. A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.
Walk	In this guidance walk has its literal meaning. A child could not be considered to be able to walk to school if they would need to travel in a wheelchair, but a local authority may decide, for example, that suitable travel arrangements for a child would be an assistant to push them in a wheelchair.
Wheelchair bound	Refers to people who use wheelchairs and mobility scooters and may not identify with walking.