



Doncaster  
Council

# Post 16 Transport Policy Statement 2023/2024

Updated April 2023



# Post 16 Travel Assistance

## Introduction

There is no automatic entitlement to free home to school or college transport once a student is over 16 years and beyond statutory school age. The responsibility for arranging appropriate transport rests with the student and their parents/carers.

Under the Raising the Participation Age agenda, from September 2014 onwards students are required to be in some form of education, employment or training until they reach the age of 18. This could involve continuing in full time education, undertaking an apprenticeship, mixing full time work with study or combining part time training with volunteering. However, there is no change in the compulsory school leaving age and no extension to the entitlement to free transport beyond this (end of Academic Year 11).

## Summary of Policy Statement and Main Objectives

This statement provides a summary for young people and their parents/carers of the transport arrangements available for learners who are:

- Over statutory school age and under 19 years of age (on 1st September); or
- Aged between 19 and 25 with a learning difficulty and/or disability; and
- Living within the City of Doncaster Council area before commencing their education, employment or training. (Learners who are not resident in Doncaster should refer to the transport policy statement issued by their home Local Authority for further information).

## Concessionary fares, discounts, subsidies, passes or travel cards available for Post 16 students attending sixth form at school, college or other places of learning or training/apprenticeships

The Zoom 16-18 Travel Pass is available to all young people, including those on apprenticeships, allowing discounted travel anywhere in South Yorkshire at any time. This means journeys by tram or bus cost only 80p, plus you can get half fare on Northern Trains. In addition the pass can be used over summer meaning cheaper travel in August.

You can apply if you:

- Live in South Yorkshire (your household probably pays council tax to Barnsley, Doncaster, Rotherham or Sheffield council)
- Are aged between 16 and 18 (please see below to see when you can apply).

The table below shows the age eligibility and also when the pass will expire.

Date of birth		You can apply from	Your 16-18 Travel Pass will expire*
From	To		
01/09/2004	31/08/2005	01/05/2021	31/07/2023
01/09/2005	31/08/2006	01/05/2022	31/07/2024
01/09/2006	31/08/2007	01/05/2023	31/07/2025

\* Unless your birthday is in August, in which case your pass will expire the day before your 18th birthday.

You can set up an account to apply for a pass online at [Travel South Yorkshire Zoom 16 to18 Travel Pass Information](#)

Here, you will find details on how to set up a *My TSY account* to apply online.

You will need a recent passport standard photo as well as proof of your age. Proof of age can be:

- Passport identifier – the 28 characters on the bottom line of your passport e.g. 1041211587GBR0205169F1604120
- Driving licence number e.g. COOKS854018SL9KU04
- Copy of a document stating your date of birth such as:
  - Your birth certificate
  - NHS medical card
  - NHS prescription
- Any other official letter that states your date of birth.

You must also provide a valid South Yorkshire address on your application. A letter confirming your National Insurance number cannot be used as it does not state your date of birth.

You can also apply by post using the form that can be found on the Travel SouthYorkshire Website by clicking the link above

Postal applications can take longer to process but the pass should be sent out within 25 days of receiving a completed application form. Please visit the website for further details: [Travel South Yorkshire Zoom 16 to18 Travel Pass Information](#)

The Zoom16-18 travel pass cannot be used if you are over 18 but there are still student tickets available and these include:

### 1 day tickets

Most operators such as **First** and **Stagecoach** offer cheaper single fares for students - including the student single bus ticket at £1.20. Check the operator websites for more details.

### 7 day tickets

There are a range of 7 day student tickets which might work out better value for you, depending on your travel needs:

<b>FirstWeek Student South Yorkshire</b>	<b>£16.50</b>
<b>Stagecoach Sheffield Student Bus Only 7 Day Megarider</b>	<b>£10.50</b> (Onboard) <b>£10.00</b> (Advance)
<i>Above tickets are available to purchase on the bus with a valid SHU card, UoS card, TOTEM card or ISIC ID card. Other student tickets are available online. Check the Operator's website for more information.</i>	

### Zoom Beyond 18-21 Travel Pass

If you're aged 18-21 and have a South Yorkshire address, either permanently or during term time, you can apply for a Zoom Beyond 18-21 Travel Pass. This pass entitles you to travel for 80p per single journey on bus or tram, anywhere in South Yorkshire.

### TravelMaster 18-22 Discount Card

The 18-22 Discount Card is a smartcard available for all young people to get 15% discount against the price of adult TravelMaster tickets.

The 18-22 Discount Card is a smartcard available to all young people regardless of where you live which is valid to the day before your 23rd birthday to travel in South Yorkshire.

You can view more information about these passes at:

[Travel South Yorkshire Student Tickets](#)

Operators also offer other options such as 28 day or termly passes, details of these and of other students travel passes can be found at the following:

[Young People | First Bus](#)

[Stagecoach Bus Tickets](#)

## 16-19 Bursary Fund

You could get a bursary to help with education-related costs if you're aged 16 to 19 and:

- studying at a publicly funded school or college in England - not a university
- on a training course, including unpaid work experience

A publicly funded school is one that doesn't charge you for attending it

Or

- If you are over 19 and on a course you started aged between 16 and 18
- If you are over 19 and have an Education, Health and Care Plan (EHCP)

A bursary is money that you, or your education or training provider, can use to pay for things like;

- clothing, books and other equipment for your course
- transport and lunch on days you study or train

There are two types of bursary:

- A bursary for students in vulnerable groups
- A discretionary bursary

Students in vulnerable groups could get a bursary worth up to £1,200, depending on your circumstances and benefits.

You could receive a vulnerable student bursary if:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

You could get a discretionary bursary if you need financial help but do not qualify for a bursary for students in vulnerable groups. Your education or training provider decides how much you get and what it's used for.

Your school or college will have their own criteria for discretionary bursaries. They'll look at your individual circumstances - this usually includes your family income.

*If you are over 19 you are only eligible for a Discretionary Bursary*

Your provider will decide how you get your bursary. Subject to certain criteria, you might receive:

- an instalment paid in cash, by cheque or bank transfer
- or things like a travel pass, free meals or books instead of money

Some providers also offer one-off payments to cover study trips or travel for university interviews.

A learning provider can stop any bursary payments if you break any of the rules attached to the bursary, for example if you don't attend regularly

You can apply to your learning provider, school or college for a bursary and should do this as soon as you know where you will be studying.

Ask student services about their criteria and any evidence you'll need.

More details on the student bursary scheme can be found at [Government 16 to 19 Bursary Fund Information](#)

### **Help for learners with learning difficulties and/or disabilities or students facing difficulties in following their courses**

Where young people are unable to travel to their place of learning independently and have an Education, Health and Care Plan that identifies that they are not independent traveller, the Local Authority will consider applications for assistance with travel.

Any assistance will normally be the most appropriate, taking into account the young person's safety and needs in accordance with approved assessment criteria.

Individual transport will only be provided in exceptional circumstances and where the need for individual transport has been clearly identified and agreed as part of the application process. A student will normally be expected to share a vehicle with other or students.

Any assistance provided will be with the express aim of developing independence, reducing reliance on individual transport in preparation for adult life.

Applications for assistance with travel for young people who are not independent travellers but who do not have an EHC plan aged 16-18 can be considered on an individual basis but will only be agreed in exceptional circumstances.

You can contact the Special Educational Needs department for more information on 01302 737209/737210/737211 or via email: [sen@doncaster.gov.uk](mailto:sen@doncaster.gov.uk)

### **Disabled Person's Pass**

You may qualify for a Disabled Person's Pass if you live in Doncaster and you meet any of the following conditions:

- You are registered with one of the following disabilities with Doncaster Council Social Services
  - Blind
  - Partially sighted
  - Physically disabled
  - Deaf
  - Without speech
  - Learning disability
- You receive support from the Community Adult Learning Disability Team (CALDT)
- You have been issued a Blue Badge (for parking) by Social Services
- You are in receipt of the higher rate mobility component of Disability Living Allowance (DLA)
- You are in receipt of Personal Independence Payment (PIP) with an award of 8 points in either "Moving Around" or "Communicating".
- You are in receipt of a War Pensioner's Mobility Supplement
- You have been refused, or had your driving licence taken off you on medical grounds (other than on the grounds of persistent misuse of drugs and/or alcohol)
- A doctor or other medical professional has recommended that you do not apply for a driving licence for medical reasons, for example, because you have epilepsy.
- You have a disability or injury that has a substantial and long-term effect on your ability to walk

There is no minimum age restriction to applying for a disabled Person's Pass.

Further details, including how to apply, can be found at [Doncaster Council Disabled Person's Pass Information](#)

### **Special Educational Needs Students over the age of 19**

Individual travel assistance needs will be assessed against set agreed criteria, by the appropriate Officers with the Local Authority for students who are;

- over the age of 19 and under 25 years of age on 1 September each year; and

- ordinarily resident in the LA area; and
- have an EHCP and a Social Services Assessment of Need which includes, or included a requirement for transport in order to meet the needs of the student; and
- be registered or registerable as disabled under the Chronically Sick and Disabled Persons' Act 1970; and
- Attending a course funded by the Education and Skills Funding Agency at a local FE College which has been agreed as appropriate to meet the needs of the student, unless attendance on a course at another institution has been agreed as more appropriate to meet a specific educational and/or social need of the student.
- Continuing to progress in learning. Progression in learning must be evidenced against outcomes in the EHCP. Lack of progression may mean that transport will no longer be approved, depending upon the circumstances. Funding will not normally be provided where a student repeats a course or studies at the same academic level as one previously studied.

Assessment may include undertaking a travel assessment with trained travel trainers. Where assistance with transport is deemed necessary it will be provided in accordance with the provisions of this section until the completion of the course for which it was approved or the end of the academic year in which the student attains the age of 25 years whichever is the earlier. Assistance with transport will be subject to an annual review and/or reassessment.

### **Independent Travel Training**

Doncaster Council provides a package promoting independent travel for young people with Special Educational Needs/Disabilities (SEND) which supports their progression into adulthood. Independent Travel Training is tailored to the needs of the young person to assist with the development of their travel skills and will allow them to access public transport to get to and from their education provider.

To access Independent Travel Training, a referral can be made by anyone who works closely with an individual, such as school, college, tutor or parent/carer. Training is delivered by a travel trainer on a 1:1 basis and is delivered in 'real time' on a pre-approved route. A travel trainer will stay with them while they practise their journeys from home to school or college.

Once a young person feels confident that they are able to make the journey between home and school or college independently, they will be expected to make future journeys on their own. Any dedicated taxi or other transport will be cancelled when the candidate and their Travel Buddy feel confident that the trainee can travel independently.



Further information is available at:

[Doncaster Council Local Offer information on transport and Independent Travel Training](#)

Or to discuss travel training please e-mail [ITT@doncaster.gov.uk](mailto:ITT@doncaster.gov.uk) or ring 01302 736316

### **Apprenticeships**

Doncaster Council does not provide travel assistance directly to young people undertaking apprenticeships. However, depending upon their age and circumstances they may be entitled to concessionary fares, discounts, subsidies, passes or travel cards. Please see page 1 of this policy for further information.

Alternatively, for information on support in respect of apprenticeships contact your apprenticeship provider. Further information is also available at: [Apprenticeship Information](#)

### **Cross Boundary Travel/Transport**

For students who are travelling beyond Doncaster but within South Yorkshire for education, most of the above ticketing solutions will cover the entirety of their journey.

Currently, only mobility passes are valid beyond the South Yorkshire boundary and students or their parents/carers will need to make further enquiries about the travel arrangements to the area in which the school or college operates.

### **Residential Education Placements**

There are 2 schemes currently offering support with accommodation costs for students:

The Residential Bursary Fund (RBF) provides financial help for students attending an institution delivering specialist provision.

The Residential Support Scheme (RSS) provides financial help for students who need to live away from home to study because the same or similar substantial Level 2 or Level 3 qualification within their study programme is not available within daily travelling distance.

To be eligible for [RBF](#) you must:

- meet the residency requirements (your college will check this)
- be aged 16 or over 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
- 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 each day (your college must agree this)

- be full time
- be "16 to 19 funded" (your college can confirm this)

To be eligible for RSS 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 on 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)

Further details can be found at [Government Website Residential Support Scheme Information](#)

## **Care to Learn**

The Care to Learn scheme can help young parents with childcare costs 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. This includes courses in:

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

You can get up to £160 per week to help with:

- Your childcare, including deposit and registration fees
- A childcare taster session for up to 5 days
- Keeping your childcare place over the summer holidays
- Taking your child to their childcare provider

Childcare payments go directly to your childcare provider.

Before they can be paid:

- Your childcare provider needs to confirm your child's attendance
- Your school or college needs to confirm that you're attending your course

Travel payments go direct to your school or college - they'll either pay you or arrange travel for you.

Further Information on C2L can be found at [Government Website Care to Learn information](#)

Applications for C2L funding can be made online via the Student Bursary Support Service portal. This can be found at: [Student Bursary Portal](#)

## **Appeals**

Parents/carers have the right to appeal against any decision made on travel assistance by Officers of the Council under this policy. The following appeals process will be followed:

### Stage One: Review by a Head of Service

1. The Pupil Support & Passenger Transport team will provide any parent/carer with a Notice of Appeal form if their application is refused.
2. If the parent/carer wishes to challenge the decision s/he should complete and return this form within 20 working days of receipt, detailing why they believe the decision should be reviewed and giving details of any personal and/or family circumstances they believe should be considered when the review takes place, together with any supporting documentation.
3. Within 20 working days of receipt of the Notice of Appeal form by the Council, a Head of Service will review the original decision. Upon completion of the review they will provide a detailed response to the parent/carer of the outcome. i.e. if the original decision is upheld or overturned.

### Stage Two: Review by an Assistant Director

If the parent/carer disagrees with the decision made under Stage One of this Procedure s/he may take the following action:

1. The parent/carer should make a written request to the Pupil Support and Passenger Transport team to escalate the matter to Stage Two within 20 working days of receipt of the decision under Stage One.
2. Within 20 working days of receipt of the Notice of Appeal form by the Council, an Assistant Director will review the original decision. Upon completion of the review they will provide a detailed response to the parent/carer of the outcome. i.e. if the original decision is upheld or overturned.

### Stage Three: Review by an Independent Appeal Panel

If the parent/carer disagrees with the decision made under Stage Two of this Procedure s/he may take the following action:

1. The parent/carer should make a written request to the Pupil Support and Passenger Transport team to escalate the matter to Stage Two within 20 working days of receipt of the decision under Stage Two.
2. Within 40 working days of receipt of this request an Independent Appeal Panel will convene. Both the parents/carers and the officers involved in the case will be invited to this meeting and the panel will consider the written and verbal representations from both parties.
3. Within 5 working days of the meeting a written notification of the outcome will be sent to parents/carers on behalf of the Panel

## **Complaints**

There are three stages to the Council's Complaints Procedure, which are as follows:

### Stage One: Local Resolution

At this stage a senior officer within the service area complained about will investigate your complaint and will respond directly to you.

You can expect a full response to your Stage 1 complaint within 10 working days.

However, on very rare occasions we may need longer to investigate your complaint.

If we do need more time we will contact you to let you know when you can expect a response.

### Stage Two: Complaint investigation

If you are unhappy with the outcome or response to stage 1, you can appeal and ask for your complaint to be looked at again. Details on how to do this will be provided on your stage 1 response.

When you ask for a stage 2 Investigation we will send you an acknowledgement within 3 working days. A manager or senior officer who has not previously been involved in your complaint will be appointed to investigate the issues and respond to you directly.

You can expect a response to your stage 2 complaint within 20 working days.

However, we may need longer to investigate your stage 2 complaint. If we do need more time we will contact you to let you know when you can expect a response

### Stage Three: Local Government Ombudsman

If you are unhappy with the stage 2 investigation result you have the right to approach the Local Government Ombudsman who is the commissioners for administration in England. You can approach the Local Government Ombudsman at any time, however they will not usually investigate a complaint from a customer unless it has been dealt with through the Council's complaints procedure first.

The contact details for the Local Government Ombudsman are:

The Local Government Ombudsman  
PO Box 4771

Coventry  
CV4 0EH  
Tel: 0300 061 0614  
Fax: 02476 820001

The option to approach the Local Government Ombudsman is the third and final stage of the Council's complaints procedure and is the final point of contact to resolve complaints.

To make a complaint or for further Information please go to:  
[Doncaster Council Complaints and Compliments submission](#)

### **Contacts for Learners seeking Transport Support**

For Information regarding learners seeking transport support please contact Derek Brogan on 01302 862166 or email [derek.brogan@doncaster.gov.uk](mailto:derek.brogan@doncaster.gov.uk)

### **Further Information**

Government Guidance on Post 16 Transport is available at:  
[Government information on Post 16 Transport to education and training](#)

### **Doncaster Council Website Links**

Further information on transport assistance offered by Doncaster council can be found using the following Links:

[Education Transport](#)

[Transport to Further Education and College](#)