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**2021-2022 Transport Policy Statement**  
**For Students Aged 16 – 18 years**  
**In post-16 Education**  
**And**  
**For Students With Special Educational**  
**And/Or Disabilities (SEND) aged 16 – 25 years**

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## 1. Summary of Policy Statement and Main Objectives

Each year North East Lincolnshire Council must publish a transport policy statement for students attending full-time sixth form or further education.

The policy statement includes details of the access to local transport provision and support the local authority considers necessary to ensure that full-time students of sixth form age have access to education, learning or training. It includes transport support arrangements proposed by governing bodies of schools/ academies with sixth forms and further education colleges and details of other local transport arrangements and concessions. The existing network and cost of transport services available to students wishing to access education and training have been taken into consideration when determining this policy.

The aims of the policy are that:

- Students in full-time further education and training are aware of the existing transport network and travel support available in North East Lincolnshire and have access to appropriate transport,
- The lack of suitable, safe transport is not a barrier to students with special educational needs and/or disabilities (SEND) continuing in full-time further education. Specialist transport may be provided for students with (SEND) in full-time post-16 education.

## 2. Details of all concessionary fares, discounts, subsidies, passes or travel cards available.

Sixth form education and courses of full-time further education are available at several sites across North East Lincolnshire: Franklin College; Grimsby Institute of Further and Higher Education; Havelock Academy; Linkage College and Tollbar Academy.

Each of these sites is accessible by public transport and the cost of transport, using weekly discounted tickets where appropriate, is considered reasonable. The local authority would therefore consider that, in the majority of cases, students aged 16-19 have appropriate transport access to full-time education, learning or training. Where there are potential accessibility issues there may be alternative solutions, such as the local Phone 'n' Ride Scheme and Wheels to Work (scooter hire).

In addition Cambridge Park Academy provides in-house sixth form provision for students with SEND at a separate site and Humberston Park Special School also provides education for students with SEND up to the age of 19 years. Students, already in receipt of transport support in respect of their attendance at these special schools will continue to be entitled to transport support, unless they no longer require such support.

### Franklin College

Franklin College intends to provide several direct bus services, most of which include pick-up and drop-off points within North East Lincolnshire. Details of the routes and pick-up/drop-off points can be found at [Franklin College transport page](#). Fares for Franklin College students are currently £1 each way and a pass costs £130 per term. Passes are available from the college's finance office.

Students who are eligible for the college bursary fund may be able to apply for support

with the transport costs detailed above.

The above information is correct as at May 2021 and may be subject to change.

For further information visit the [Franklin College website](#) or contact the college on 01472 875000.

### **Grimsby Institute of Further and Higher Education**

The Grimsby Institute of Further and Higher Education operate its own fleet of vehicles and provides several coach journeys from Lincolnshire and North Lincolnshire. The Market Rasen route includes morning pick-ups in Stallingborough and Healing The Barton service includes pick-up/drop-off in Immingham and afternoon drop-off in Stallingborough and Healing. These services operate one return journey each day, at set times of the day. The routes and timetables may be subject to change following enrolment to reflect the needs of students. For further information regarding the routes and timetables please visit the [Grimsby institute transport page](#)

Further information regarding the buses and bursary is available on the [Grimsby Institute website](#). For more specific information contact the Grimsby Institute's Information Centre (freephone) 0800 315002 or e-mail [infocent@grimsby.ac.uk](mailto:infocent@grimsby.ac.uk).

### **Stagecoach discounted tickets**

Stagecoach bus company provides a 7 Day Megarider travel ticket at £13.00 per week allowing unlimited travel within certain boundaries in North East Lincolnshire. The cost of a seven day MegariderPlus pass for use from Healing through to Immingham is £15.50. Dayrider passes allowing unlimited travel for a whole day are also available at £3.60 (within Grimsby and Cleethorpes) and £4.30 (from Healing through to Immingham). Further discounts are available by purchasing 4-weekly / recurring 4-weekly tickets online. Prices are correct as at May 2021. For further details telephone Stagecoach Customer Services on 0845 605 0 605, e-mail [eastmidlands.enquiries@stagecoachbus.com](mailto:eastmidlands.enquiries@stagecoachbus.com) or visit the local [Stagecoach Bus website](#)

**Stagecoach mobile tickets.** Buy tickets safely and securely on the Stagecoach Bus App and your tickets will be available to use instantly on your phone.

[Stagecoach Bus App web page](#)

### **Wheels to Work**

The Wheels to Work scheme is run by the Humber and Wolds Rural Community Council. The scheme is offered to residents of North East Lincolnshire who have transport difficulties in accessing work, training and education. The Wheels to Work scheme is not aimed at competing with conventional public transport, the aim is to fill the gap if public transport is not available. The project co-ordinator will discuss specific transport problems and identify possible solutions. If no suitable public / college transport exists an e- scooter could, subject to certain terms and conditions being met, be made available for hire for up to 26 weeks. Insurance, tax and servicing are provided by the project. All participants in the scheme must hold a valid driving licence and where applicable a C.B.T. certificate. Insurance, tax and servicing are provided by the project. For general information visit the [Humber and Wolds Rural Community website](#).

For full details on the terms and conditions, including the hire cost and equipment provided contact the Wheels to Work Project Co-ordinator, Tel. 01652 637700, text 07983 479362 or e-mail: [info@hwrcc.org.uk](mailto:info@hwrcc.org.uk).

## Phone 'n' Ride Service

Phone 'n' ride is an on-demand responsive bus service with no fixed route or timetable; consisting of three buses in both the rural and urban areas of North East Lincolnshire. All of the vehicles are low floor suitable for wheelchair access, but are not suitable for large powered scooters. The service operates Monday to Saturday between 7am and 7pm. (Christmas, Easter and Bank Holiday times may differ).

To use the Phone 'n' Ride service, you must first register your details. You can do this online on our Phone 'n' Ride booking site, selecting the new user option.

You can also register by telephone on 01472 324440. Registration is free and will only take 5 minutes. The only eligibility criteria we use is that passengers must be able to get on and off the bus with only minimum assistance. Holders of a valid national concessionary fare pass are entitled to use the service in line with the rules governing the scheme.

The easiest way to book a journey is online using the [Phone 'n' ride booking site](#).

If you are making a booking by telephone then you must ring 01472 324440, Monday to Friday between 8.30 am and 5 pm.

## Fares and map



### Rural Zone

- Single Adult – £1.30; Single Child – £0.65

### Urban Zone

- Single Adult – £2; Single Child – £1

e.g. any journey made wholly within the green urban zone will cost £2.00, journeys crossing the pink and blue zones cost £2.60, a journey crossing the orange and green zones would cost £3.30.

For information on fares, concessions and routes call the Phone 'n' Ride Team on (01472) 324440. For online information visit the council's [Phone 'n' Ride web page](#).

### **National Concessionary bus pass scheme (includes Child's/Adult Disability passes)**

Students who have a disability and are able to travel on public transport may be entitled to a concessionary, disability bus pass. Where a young person needs to be accompanied on their journey, their companion may also qualify for a bus pass allowing free or concessionary travel. For further information, including the qualifying criteria and required evidence please refer to [North East Lincolnshire's website](#) and search for concessionary travel scheme, or follow this link [North East Lincolnshire Council's public transport information](#) or telephone (01472) 313131.

### **Exceptional Circumstances**

Consideration for transport support over and above that outlined in this policy statement may be given where there are extenuating circumstances, for example, where the student suffers a short-term, unforeseen incapacity and is unable to use public transport thereby requiring temporary and extraordinary additional support. A written request with supporting evidence should be submitted to the Education Transport Manager, Civic Offices, Knoll Street, Cleethorpes, DN35 8LN. Telephone: (01472) 326291 (option 2) e-mail: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk).

Each application will be assessed on its own merit, taking into consideration the individual circumstances and evidence submitted, the resources available to the student, the nature of the journey and the availability and cost of existing transport provision. The level of transport support and/or provision will be determined according to the assessed need of the individual student.

### **Review of decisions/appeals procedures**

In accordance with Department for Education (DfE) statutory guidance any young person/parent/carer who makes an application for free home to school/college transport under the provisions set out in the local authority's policies and the application is refused will have the right to have their case reviewed in accordance with the following two-stage review/appeals procedure:

#### **Stage one: Review by a Senior Officer**

- A parent/carer has 20 working days from receipt of the local authority's home to school/college transport decision to make a written request asking for a review of the decision.
- The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent/carer believes should be considered when the decision is reviewed.
- Within 20 working days of receipt of the parent/carer's written request a senior officer reviews the original decision and sends the parent/carer a detailed written notification of the outcome of their review, setting out:
  - the nature of the decision reached;

- how the review was conducted (including the standard followed e.g. Road Safety GB21);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about how the parent/carer can escalate their case to stage two (if appropriate).

### **Stage two**

- A parent/carer has 20 working days from receipt of the local authority's stage one written decision notification to make a written request to escalate the matter to stage two.
- Within 40 working days of receipt of the parent/carer's request an independent appeal panel considers written and verbal representations from both the parent/carer and officers involved in the case and gives a detailed written notification of the outcome (within 5 working days), setting out:
  - the nature of the decision reached;
  - how the review was conducted (including the standard followed e.g. Road Safety GB);
  - information about other departments and/or agencies that were consulted as part of the process;
  - what factors were considered;
  - the rationale for the decision reached; and
  - information about the parent's right to put the matter to the Local Government Ombudsman (LGO) (see below).

The independent appeal panel members should be independent of the original decision making process (but are not required to be independent of the local authority) and suitably experienced (at the discretion of the local authority), to ensure a balance is achieved between meeting the needs of the young person and the local authority, and that road safety requirements are complied with and no young person is placed at unnecessary risk.

There is a further right of complaint to the Local Government Ombudsman (LGO). However, complaints should only be submitted to the LGO where the complainant considers that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled. If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for judicial review.

Requests for a review/appeal should be addressed to the Education Transport Manager, Civic Offices, Knoll Street, Cleethorpes, DN35 8LN. Telephone: (01472) 326291 (Option 2), e-mail: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk).

### **Removal of travel arrangements**

The Department for Education (DfE) expects each school or college to promote appropriate standards of behaviour by pupils on their journey to and from school or college through rewarding positive behaviour and using sanctions to address poor behaviour. The Education and Inspections Act 2006 empowers head teachers to take action to address unacceptable behaviour even when this takes place outside the school premises and when young people are not under the legal control of the

school/college, but when it is reasonable to do so. This may include behaviour on school buses, or otherwise on the route to and from school, whether or not the young person is in school uniform.

All local authorities have adopted a policy of withdrawing transport, either for a temporary period, or permanently for more serious or repeated cases of misbehaviour. Equally, the behaviour of young people outside school/college can be considered as grounds for exclusion. This will be a matter of judgment for the head teacher or principal. Local authorities might also consider that passenger assistants (PAs) are necessary to ensure safety of young people on buses and can stipulate the provision of suitable PAs in their tender documents.

Any incidents of misbehaviour on home to school or college transport must be reported by the operator/PA to the school/college principal/head teacher or other provision attended by the pupil or student(s) concerned and the education transport team at the earliest opportunity. This will be dealt with under normal school/college discipline as agreed with the transport provider and outlined in the school/college's behaviour policy.

The local authority in partnership with the school/college may consider withdrawing the provision of home to school/college transport where it is considered that a young person has demonstrated serious or regular misbehaviour whilst using that transport so as to put at risk:

- (i) the driver of the vehicle; or
- (ii) other passengers; or
- (iii) used threatening or violent language; or
- (iii) damage to the vehicle.

The withdrawal of home to school/college transport will be :

- A Temporary – this is defined as a specified number of weeks; or
- B Permanent – this is defined as the remainder of the academic year

The withdrawal of home to school or college transport (either temporary or permanent) on a particular young person shall not imply that travel arrangements were not necessary and should not be provided. The withdrawal would be saying travel arrangements were necessary and had been made, but that the young person's behaviour was such that they cannot take advantage of it.

Parents or carers will be informed in writing of any such incident outlining any action to be taken. If a young person causes damage on a vehicle this could result in the requirement to pay for any damage caused.

The local authority recognises the obligation of home to school or college contractors to the Public Service Vehicles (Conduct of Drivers, Inspectors, Conductors and Passengers) Regulations 1990. However it feels that on no account should a pupil or student be put off a vehicle at a point other than the young person's school, college or normal set down point.

There is nothing in this policy to prevent the operator of a commercial service to exclude a young person if they demonstrate poor behaviour as set out above.

### **3. Transport support available to students who reach the age of 19 whilst continuing on a course.**

The local authority will continue to provide transport support for those students with SEND who have an EHCP that includes transport support until they have achieved their educational goals. Transport support may be considered up to the age of 25 years where this is identified in the student's EHCP.

### **4. Help for students suffering genuine financial hardship**

In cases of genuine hardship, transport support over and above that outlined in this policy statement may be considered. Written requests with supporting evidence of the circumstances should be submitted to the Education Transport Manager, Civic Offices, Knoll Street, Cleethorpes, DN35 8LN Telephone: (01472) 326291 (option 2), e-mail: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk) .

Each application will be assessed on its own merit, taking into consideration the individual circumstances and supporting evidence, the resources available to the student, the nature of the journey and the availability and cost of existing transport provision. It will be expected that the student will have applied for all other forms of financial assistance available to them. The level of support and/or provision will be determined according to the assessed needs of the particular student.

### **5. Help provided for students with SEND including those over 19 years**

In accordance with the Special Educational Needs and Disability Code of Practice: 0 to 25 years, students with SEND may be considered for transport support up to the age of 25 years or until they have achieved their educational goals as identified in the EHCP.

In order to be considered for support the student must be attending a full-time course, that is, one where the number of hours of study within the individual student's study programme is at least 540 hours per year or as identified in the student's EHCP.

The student's preferred school or college might be further away from their home than the nearest school or college that can meet student's special educational needs. In such a case, the local authority may name the nearer school or college if it considers it to be appropriate for meeting the student's needs. In accordance with the code of practice, where the parents/carers prefer the school or college that is further away, the local authority may agree to this but the authority is able to ask the parents to provide some or all of the transport funding.

**PLEASE NOTE: If the local authority considers that the student's educational goals could be achieved locally but the parents/carers elect for the student to attend education provision out of the area the local authority may agree to name the chosen provider in the EHCP but the parents/carers would be fully responsible for transport arrangements and the cost of transport.**

In cases where a young person with SEND does not have an EHCP or an evidenced medical/mobility need they would not normally qualify for support with transport. However, where there are extenuating circumstances, that is, where the student suffers a short-term, unforeseen incapacity or has a medical condition, which means that they are unable to use public transport, the local authority may provide temporary and extraordinary support. Consideration would normally only be given where the student attends the nearest, publicly funded establishment providing the course and the request is on the grounds of the student's own health/incapacity.

In all cases the approved transport would enable the student to attend education and learning at an appropriate institution within North East Lincolnshire. Where taxi provision is offered, students would be expected to share where possible. Transport support will be provided at the start and end of each college day.

Support is reviewed each year and therefore applications are generally approved for one academic year in the first instance. Students will be expected to access transport provided by the education establishment wherever possible and to attend independent travel training if appropriate. Where a student develops into an independent traveller during the year the transport support will be reviewed and, if appropriate, the student provided with a bus pass.

For all initial applications and enquiries please contact the Education Transport Manager, Civic Offices, Knoll Street, Cleethorpes, DN35 8LN. Telephone: (01472) 326291 (option 2), e-mail: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk)

## **6. Mobility/independence training for students who face may difficulty with transport.**

The education transport team employs two part-time independent travel trainers as part of a local independent travel training programme. The role of the trainers is to promote independence and maximise the opportunities for young people with SEND by providing them with the skills and confidence to travel independently. They do this by assessing and identifying appropriate young people, working with them and supporting them to prepare for, plan and undertake independent journeys by public transport, or walking independently, between home and school or college. The scheme is primarily aimed at those young people in receipt of local authority education transport support and either already in post-16 education or in years 10 and 11 at school. Referrals are invited from parent/carers, schools, colleges and other agencies, who have regular contact with the young person and who are able to provide details of the young person's needs and abilities. For further information contact the Education Transport Team, Civic Offices, Knoll Street, Cleethorpes, DN35 8LN. Telephone: (01472) 326291 (option 2), e-mail: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk)

Independent travel training is also available at Linkage College. Further information is available directly from the college.

Students are expected to undertake any appropriate training which is made available to them.

## **7. When to start applying for transport support.**

Students with SEND and their parents/carers can apply between June and August. Those students already in receipt of post-16 transport support and students attending year 11 and receiving specialist transport will be sent the necessary application form as a matter of course.

## **8. Help for students who need to travel to a course that is outside the local authority's area.**

The authority recognises that learners may choose to apply for a place at an educational establishment of their choice. The student's preferred school or college might be further away from their home than the nearest school or college that can meet student's special educational needs. In such a case, the local authority may name the nearer school or college if it considers it to be appropriate for meeting the

student's needs. In accordance with the code of practice, where the parents/carers prefer the school or college that is further away, the local authority may agree to this but they authority is able to ask the parents to provide some or all of the transport funding.

**PLEASE NOTE: If the local authority considers that the student's educational goals could be achieved locally but the parents/carers elect for the student to attend education provision out of the area the local authority may agree to name the chosen provider in the EHCP but the parents/carers would be fully responsible for transport arrangements and the cost of transport.**

#### 9. Help available for students who attend a residential education placement.

Where students aged 16-25 years with SEND have approved places at residential colleges, parents may apply for reimbursement of travel expenses for a maximum of 4 return journeys per term.

Students, other than those with SEND are advised to contact the student support officer at the college they are to attend to request assistance.

#### 10. Information about all points of contact for students seeking transport support.

Name & Address	Contact details	Web site
<b>Cambridge Park Academy</b> Cambridge Road Grimsby DN34 5EB	Tel. (01472) 230110 <a href="mailto:office@cambridgepark.co.uk">office@cambridgepark.co.uk</a>	<a href="#">Cambridge Park Academy website</a>
<b>Franklin College</b> Chelmsford Avenue Grimsby DN34 5BY	Tel. (01472) 875000 <a href="mailto:college@franklin.ac.uk">college@franklin.ac.uk</a>	<a href="#">Franklin College website</a>
<b>Grimsby Institute of Further and Higher Education</b> Nuns Corner Grimsby DN34 5BQ	Information centre (freephone) 0800 315 002 <a href="mailto:infocent@grimsby.ac.uk">infocent@grimsby.ac.uk</a>	<a href="#">Grimsby institute website</a>
<b>Havelock Academy</b> Holyoake Road Grimsby DN32 8JL	Tel. (01472) 602000	<a href="#">Havelock Academy website</a>
<b>Humberston Park Special School</b> St Thomas Close Humberston Grimsby	Tel.(01472) 590645 <a href="mailto:office@hpark.org.uk">office@hpark.org.uk</a>	<a href="#">Humberston Park website</a>

<b>Name &amp; Address</b>	<b>Contact details</b>	<b>Web site</b>
DN36 4HS		
<b>Linkage College - Weelsby Campus</b> The Mackenzie Building Weelsby Road Grimsby DN32 9RU	Tel. (01472) 241044 <a href="mailto:college@linkage.org.uk">college@linkage.org.uk</a>	<a href="#">Linkage College website</a>
<b>Tollbar Academy</b> Station Road New Waltham GRIMSBY DN36 4RZ	Tel. (01472) 500505 <a href="mailto:enquiries@tollbaracademy.co.uk">enquiries@tollbaracademy.co.uk</a>	<a href="#">Tollbar Academy website</a>
<b>North East Lincolnshire Council</b> Education Transport Civic Offices Knoll Street Cleethorpes DN35 8LN	Tel. (01472) 326291 (option 2) <a href="mailto:schooltransport@nelincs.gov.uk">schooltransport@nelincs.gov.uk</a>	<a href="#">Education transport web page</a>
<b>Public transport information</b>		<a href="#">North East Lincolnshire Council's public transport information</a>
<b>Concessionary Fares Scheme</b>	Tel: (01472) 313131	<a href="#">North East Lincolnshire concessionary fares</a>
<b>Cycling information</b>		<a href="#">Local walking and cycling information</a>
<b>Phone'n'Ride scheme</b>	Tel. (01472) 324440	<a href="#">Phone'n'ride site</a>
<b>Stagecoach</b>	Tel. 0845 605 0 605	<a href="#">Stagecoach bus company site</a>
<b>Wheels to Work</b> Humber and Wolds Rural Community Council	Tel. (01652) 637700 <a href="mailto:info@hwrcc.org.uk">info@hwrcc.org.uk</a>	<a href="#">Humber and Wolds site</a>

## Background Information

### Document Purpose

To set out the education transport provision for pupils aged 16 plus and the eligibility criteria that apply.

### Author

Education Transport Manager, Access Services, Education

**Subject**

Services, [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk)  
Education Transport post-16