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2024-2025 Transport Policy Statement
For Students Aged 16 – 18 years
In post-16 Education
And
For Students with Special Educational Needs
And/or Disabilities (SEND) aged 16 – 25 years

Contents	Page
Introduction	3
Aims & objectives	3
Future policy revision	3
Travel & transport support	
Schools & colleges	4
Concessionary tickets	5
Other local schemes	7
The 16-19 bursary fund	7
LA Support	
Help for students suffering genuine financial hardship	8
Help for students with SEND including those over 19 years of age	8
Help for students who attend a residential educational placement.	9
Exceptional circumstances	10
Travel training.	10
When to start applying	10
Appeal	
Stage 1	11
Stage 2	11
Removal of travel arrangements	12
Information – Points of contact	14

Introduction - Summary of Policy Statement

Local authorities do not have to provide free or subsidised post 16 travel support but do 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 it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

All young people carrying on their education post 16 must reapply for travel support. 'Sixth form age' refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12,13,14).

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25.

This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25

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.

Aims and Objectives

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.

Future Policy revision

Please note, this policy is to be reviewed. There will be a greater emphasis on preparation for independence and consideration may also be given to the introduction of a student contribution towards the cost of transport. There will be engagement and appropriate communication regarding any future proposed changes.

Travel and Transport Support

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.

Travel support from schools and colleges

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 academic year. 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 of April 2024 and may be subject to change.

For further information visit the [Franklin College website](#) or contact the college on 01472 875000, email student.finance@franklin.ac.uk

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 [Transport | Grimsby Institute](#)

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 .

Concessionary tickets for young people 16 – 25 from public transport providers

Stagecoach discounted tickets

Stagecoach bus company provides the following discounted tickets:

Grimsby Day Rider: (valid for unlimited travel on day of purchase)

- Young person's ticket, aged 5-19 years = £2.70 (ID may be required)
- Adult ticket = £4.50

Grimsby 7 Day Mega Rider travel ticket: (valid for 7 days unlimited travel from day of purchase)

- Young person's ticket (5-19 years) = £10.00 per week
- Adult ticket = £16.00 per week.

All the above tickets are:

- valid on all Stagecoach bus services in Grimsby and Cleethorpes plus Healing, Stallingborough, Immingham, Keelby, Brocklesby, Holton le Clay, Irby and Ulceby available at all times
- Young Persons Mega ticket is available for 5–19-year-olds (ID may be required)
- new or replacement smartcards will be subject to a £1 charge.

Further options include **Grimsby 28 Day Mega Rider** and **Grimsby Mega Rider Extra**, a recurring payment/28-day ticket option.

Prices are correct as of April 2024. For further details telephone Stagecoach Customer Services on 0845 605 0 605, e-mail 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](#)

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 the vehicles are low floor suitable for wheelchair access, but are not suitable for large, powered scooters. The service operates Monday to Saturday between 6.30am and 6.30pm. (excluding bank holidays).

To use the Phone 'n' Ride service, you must first register your details. You can do this via the app or by telephone on 01472 324440. Registration is free and will only take 5 minutes. The only eligibility criteria are 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.

For full information and advice on booking visit the [Phone 'n' Ride web page](#)

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

Under the new national government initiative, the maximum that will be charged for an adult single fare journey on the demand-responsive bus service will be just £2 from 1 January 2023 to 31 December 2024.

Fares are based on zones and are shown on the fare map below. All fares shown on the map are single adult fares.

Holders of a valid National Concessionary Bus Pass can use the Phone 'n' Ride service for free in line with the rules governing the scheme.

Fare map.



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

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

Students who have a disability and can 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 Council's public transport information](#) or telephone (01472) 313131.

Other Schemes to Assist Travel

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](#).

To be eligible to hire a scooter via the scheme, certain terms and conditions must be met. The general conditions are listed below:

- The daily journeys must be a reasonable distance for a scooter (5 - 20 Miles)
- No other forms of public or private transport should be available.
- Transport must be required to access employment, education and/or training.
- You must live in North East Lincolnshire
- You must hold a valid driving licence and where applicable a current CBT certificate.

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 638814, or 07983 479362 or e-mail: info@hwrcc.org.uk.

The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
 - in care
 - care leavers.
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
 - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
 - discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 on 31 August.
- be aged 19 or over on 31 August and have an Education, Health, and Care Plan (EHCP)
- be aged 19 or over on 31 August 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 bursaries. Young people who want 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.

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, Doughty Road depot, Doughty Road Grimsby, DN32 0LL. Telephone: (01472) 326291 (option 2), e-mail: 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 student.

Help provided for students with SEND including those over 19 years of age.

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.

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 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 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, Doughty Road depot, Doughty Road Grimsby, DN32 0LL. Telephone: (01472) 326291 (option 2), e-mail: schooltransport@nelincs.gov.uk

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.

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, Doughty Road depot, Doughty Road Grimsby, DN32 0LL. Telephone: (01472) 326291 (option 2) e-mail: 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.

Travel Training - Mobility/independence training for students who may face difficulty with transport.

North East Lincolnshire Council has 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 SEN Team, New Oxford House, George Street, Grimsby DN31 1HB, e-mail: sen@nelincs.gov.uk

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

The local authority may also procure the use of the local CarePlus service for travel training to support post-16 students in preparing for employment.

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

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.

Appeals

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 managed. 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, Doughty Road depot, Doughty Road Grimsby, DN32 0LL. Telephone: (01472) 326291 (Option 2), e-mail: 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/students 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 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.

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

Name & Address	Contact details	Web site
Cambridge Park Academy Cambridge Road Grimsby DN34 5EB	Tel. (01472) 230110 office@cambridgepark.co.uk	Cambridge Park Academy website
Franklin College Chelmsford Avenue Grimsby DN34 5BY	Tel. (01472) 875000 college@franklin.ac.uk	Franklin College website
Grimsby Institute of Further and Higher Education Nuns Corner Grimsby DN34 5BQ	Information centre (freephone) 0800 315 002 infocent@grimsby.ac.uk	Grimsby institute website
Havelock Academy Holyoake Road Grimsby DN32 8JL	Tel. (01472) 602000	Havelock Academy website
Humberston Park Special School St Thomas Close Humberston Grimsby DN36 4HS	Tel. (01472) 590645 office@hpark.org.uk	Humberston Park website
Linkage College - Weelsby Campus The Mackenzie Building Weelsby Road Grimsby DN32 9RU	Tel. (01472) 241044 college@linkage.org.uk	Linkage College
Tollbar Academy Station Road New Waltham GRIMSBY DN36 4RZ	Tel. (01472) 500505 enquiries@tollbaracademy.co.uk	Tollbar Academy website

Name & Address	Contact details	Web site
North East Lincolnshire Council Education Transport Doughty Road depot, Doughty Road Grimsby, DN32 0LL	Tel. (01472) 326291 (option 2) schooltransport@nelincs.gov.uk	Education transport web page
Public transport information		North East Lincolnshire Council's public transport information
Concessionary Fares Scheme	Tel: (01472) 313131	North East Lincolnshire concessionary fares
Cycling information		Local walking and cycling information
Phone'n'Ride scheme	Tel. (01472) 324440	Phone'n'ride site
Stagecoach	Tel. 0845 605 0 605	Stagecoach bus company site
Wheels to Work Humber and Wolds Rural Community Council	Tel. (01652) 637700 info@hwrcc.org.uk	Humber and Wolds site

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, Education & Inclusion,
Subject	schooltransport@nelincs.gov.uk
	Education Transport post-16