



## **Post 16 Transport Policy Statement: Academic Year 2018/19**

Halton Borough Council's transport policy statement sets out the transport arrangements and assistance available to young people aged 16-19 years, and those aged up to 24 years who have a learning difficulty and/or disability, and are entering or continuing in further education and learning in order to support participation in post 16 education.

**Name of Local Authority: Halton Borough Council**

**Department Responsible: Transport Co-ordination (Enterprise, Community & Resources)**

### **1. Summary of Policy Statement and Main Objectives**

The Council has a discretionary power to provide travel support to those over compulsory school age. A travel solution for attending their designated/qualifying school/college which provides the desired courses will reflect individual needs. The desired outcome of this approach is to actively encourage young people to travel as independently as possible and to develop confidence and vital travel and social skills to support options for continuing education, training and employment thereafter.

The Council delivers a number of transport schemes / initiatives to meet individual's needs in partnership with a range of learning providers and agencies. Such initiatives include:

- Specific local bus services to key college sites and sixth form centres across Halton;
- The provision of discounted travel passes for eligible learners at Riverside College Halton and specific sixth form centres;
- Comprehensive travel information and advice delivered through Halton Borough Council's Neighbourhood Links Officer;
- The provision of a fully accessible Door to Door transport service for learners aged over 16 with specific learning or mobility difficulties;
- The provision of individualised travel training for students where required.

### **2. Details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16–18, who provides them and costs to the learner.**

#### **Learners Studying at Riverside College Halton.**

The following discounted travel arrangements are available for eligible learners aged 16 -18 years of age attending Riverside College – Halton.

Learners attending Riverside College Halton can obtain a free Halton Transport bus pass worth up to £540.00 per year for every full time student who lives more than 1.5 miles away from the campus they are studying at. *(Travel Pass prices for academic year 2018/19 are currently under*

review by Riverside College and will be available from Student Services at the College from early July 2018). Travel passes can be obtained as part of the bursary scheme.

MyTicket is also available to students aged 18 and under. The cost is £2.20 for a day ticket which can be used in Halton and Merseyside. The ticket is multi operator and can be used on Halton Transport and Arriva buses. Tickets are available from the driver.

#### **Learners Studying at St Chad's Catholic and Church of England Joint Faith Voluntary Aided High**

Learners attending the Sixth Form at St. Chads Catholic High School in Runcorn have the opportunity to purchase a discounted weekly travel card valid on any Arriva service operating within Halton and Merseyside. Tickets are available from the main School reception.

MyTicket is also available to students aged 18 and under. The cost is £2.20 for a day ticket which can be used in Halton and Merseyside. The ticket is multi operator and can be used on Halton Transport and Arriva buses. Tickets are available from the driver.

*For further information please contact St Chad's Catholic High School and Language College, Grangeway, Runcorn, WA7 5YH.*

**Phone:** 01928 564106     **E-Mail:** [admin@st-chads.halton.sch.uk](mailto:admin@st-chads.halton.sch.uk)

#### **Learners Studying at Saints Peter & Paul Catholic College**

No travel concessions are currently offered for learners attending the Sixth Form at Peter & Paul Catholic College, Widnes. However learners have the option of purchasing the following travel cards:-

Halton Borough Council administers the "**Halton Hopper**" multi operator bus ticket, which is valid on all participating operators' local bus services within Halton. The ticket is priced at £18.50 and is valid for one week travel or £65.00 for 28 days travel. Tickets can be purchased either from:

- Any Halton Direct Link shop;
- Runcorn Tourist Information Centre;
- Halton Direct Link 0303 333 4300
- On line at [www.halton.gov.uk/transport](http://www.halton.gov.uk/transport)

**Arriva (North West)** sell weekly tickets valid for travel on any Arriva local bus service in the North West area (current weekly price £18.00), they also sell Halton Zone weekly tickets at £16.00. These can either be purchased from the driver on any Arriva bus or Pay point outlet. Arriva also offer a one-day Halton Zone Ticket priced at £4.00. This ticket can be purchased from the driver and is valid on all Arriva services within Halton.

In addition, Arriva (North West) also offer full time students, studying at any university, HE/FE college or sixth form college the option of purchasing an "Arriva Student Saver" travel card. *For further details contact the Arriva (North West & Wales) on: 0844 800 44 11 or [www.arrivabus.co.uk](http://www.arrivabus.co.uk)*

**Halton Transport** operate a comprehensive network of local bus services across Halton and to surrounding major centres of Liverpool, St. Helens and Warrington. Halton Transport offers daily and weekly tickets which are valid on any Halton Transport service (including cross boundary

services outside of Halton), with no time restrictions. The current price of the Halton Transport day ticket is £4.10 or £16.50 for a weekly ticket (£14.50 for students on production of a valid student card), both of which can be purchased on any Halton Transport bus.

*For further information on any Halton Transport service please contact the bus company on 0151 423 3333 or [www.haltontransport.co.uk](http://www.haltontransport.co.uk)*

**MyTicket** is also available to students aged 18 and under. The cost is £2.20 for a day ticket which can be used in Halton and Merseyside. The ticket is multi operator and can be used on Halton Transport and Arriva buses. Tickets are available from the driver. For further information please contact at Saints Peter & Paul Catholic College, Highfield Road, Widnes, WA8 7DW.

**Phone:** 0151 424 2139      **E-Mail:** [admin@saintspeterandpaul.halton.sch.uk](mailto:admin@saintspeterandpaul.halton.sch.uk)

**For learners attending other institutions, the following travel card options are available:**

Halton Borough Council administers the **“Halton Hopper”** multi operator bus ticket, which is valid on all participating operators’ local bus services within Halton. The ticket is priced at £18.50 and is valid for one week’s travel, or £65.00 for 28 days travel. Tickets can be purchased either from:

- Any Halton Direct Link shop;
- Runcorn Tourist Information Centre;
- Halton Direct Link 0303 333 4300 (24 Hours);
- On line at [www.halton.gov.uk/publictransport](http://www.halton.gov.uk/publictransport).

**Arriva (North West)** sell weekly tickets valid for travel on any Arriva local bus service in the North West area (current weekly price £18.00), they also sell Halton Zone weekly tickets at £16.00 These can either be purchased from the driver on any Arriva bus or Pay point outlet. Arriva also offer a one-day Halton Zone Ticket priced at £4.00. This ticket can be purchased from the driver and is valid on all Arriva services within Halton.

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*For further details contact Arriva (North West & Wales) on: 0844 800 44 11 or [www.arrivabus.co.uk](http://www.arrivabus.co.uk)*

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*For further information on any Halton Transport service please contact the bus company on 0151 423 3333 or [www.haltontransport.co.uk](http://www.haltontransport.co.uk)*

**MyTicket** is also available to students aged 18 and under. The cost is £2.20 for a day ticket which can be used in Halton and Merseyside. The ticket is multi operator and can be used on Halton Transport and Arriva buses. Tickets are available from the driver.

### **Learners travelling to colleges in Merseyside**

For learners travelling to learning establishments in Merseyside, Merseytravel sell a range of area season tickets, including Term Time Student Tickets. **For further details contact the Traveline on 0871 200 2233 or visit the Merseytravel web site – [www.merseytravel.gov.uk](http://www.merseytravel.gov.uk).**

### **Arrangements for young people not in employment, education and training**

Individual education and training providers can offer support with travel costs, and enquiries/applications should be made direct to the educational establishment or training provider.

### **3. What times during the day can learners use their travel pass or obtain concessionary fares?**

#### **Learners Studying at Riverside College Halton.**

There are no restrictions on the days and times in which a valid travel pass can be used. Learners will need to select the most appropriate type of travel card to meet their needs. Learners selecting a single operator travel card option will be restricted to using only those services provided by the single operator selected. For impartial advice on what ticket option to choose learners are welcome to call Halton Borough Council's Neighbourhood Links Officer on free phone number 0800 1953 173.

#### **Learners Studying at St Chad's Catholic and Church of England Joint Faith Voluntary Aided High School.**

There are no restrictions on the days and times in which a valid travel pass can be used on Arriva (North West) bus services within the Borough of Halton and Merseyside.

#### **Learners Studying at Saints Peter & Paul Catholic College**

No travel concessions are currently offered for learners attending the Sixth Form at Saints Peter & Paul Catholic College, Widnes.

### **4. Continued support to be made available to learners who reach 19 whilst continuing on the same course of study.**

The above conditions will apply for learners reaching the age of 19 until the end of the respective academic year. You may be eligible if you are 19 and are either continuing on a course you started when aged 16-18 or if you have an Education and Health Care Plan.

For further information please contact the National Careers Advice Service, telephone number 0800 100 900, or log onto the Direct Gov website: [www.direct.gov.uk/NationalCareersService](http://www.direct.gov.uk/NationalCareersService)

### **5. How will learners be assessed to see if they are eligible for support? e.g. means-testing or must they be on benefits?**

The Government has made limited funding available through the 16-19 Bursary Fund for schools,

colleges and training providers to allocate to young people who need financial support to stay in further education or training. There are two types of bursaries as follows:

**Vulnerable bursary** – in order for a post 16 learner to qualify under the eligibility criteria, one of the following circumstances must apply:

- The applicant is currently in local authority care or has recently left local authority care; or
- The applicant is currently in receipt of Income Support in their own name; or
- The applicant is disabled and receives both Employment Support Allowance and Disability Living Allowance in their own name.

If a post 16 learner's conditions meet any of the criteria listed above, they could receive up to £1,200 to support participation in post 16 education.

**Discretionary bursary** – can be applied for by students not eligible for a vulnerable bursary but need financial assistance to continue in education or training. The education/training provider will have their own criteria (usually including family income) and will decide who receives a discretionary bursary, how much they are allocated and what it can be used for.

For more information about bursaries, please visit [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund) or ask student services at the learning institution about the criteria and any evidence you will need.

#### **6. Assistance for learners with learning difficulties and/or disabilities including those over 19 or learners facing other difficulties in following their courses?**

Halton Borough Council may provide assistance with transport for learners with special education needs and disabilities and have an Education and Health Care Plan in place. For further information contact Halton Borough Council's Children & Young People's Directorate, SEN Assessment Team on 0151 511 7305. The transport policy can be found by following the following link:

<https://localoffer.haltonchildrenstrust.co.uk/transport-information/>

A fully accessible 'door to door' transport service is operated for eligible learners requiring access to this specialised service due to disability or learning difficulties. Fares are charged at a level equivalent to local bus fares, and Riverside College may provide assistance with any travel costs.

***For further information contact Halton Borough Council's Transport Co-ordination Section on 0151 511 7444 or e-mail [transportco-ordination@halton.gov.uk](mailto:transportco-ordination@halton.gov.uk)***

#### **7. Provision of mobility / independence training for learners who face difficulty with transport?**

Halton Borough Council offers independent travel training to young people with disabilities or learning difficulties, supporting them to travel to/from school or college by public transport or walking. This involves:

- meeting the young person and their family to talk them through the travel training process;
- finding out more about their abilities, where they want to travel to and if they have any specific training needs;

- compiling an individual training and personalised journey plan, which can consist of various topics including road safety, personal safety, communication skills, planning and preparing for a journey depending on the needs of the trainee;
- classroom training in the above skills as appropriate;
- practical training undertaking the journey;
- gradual 'stepping back' until the trainee is able to complete the journey independently and safely, with confidence; and
- assistance with other journeys as required.

For further information on Independent Travel Training within Halton please contact the Council's Independent Travel Training Officer on telephone number 0151 511 7568, e-mail: [transportco-ordination@halton.gov.uk](mailto:transportco-ordination@halton.gov.uk) or go to the website: [www.halton.gov.uk/transport](http://www.halton.gov.uk/transport) and click on Independent Travel Training on the left hand menu.

#### **8. When should learners start to apply for transport support?**

Eligible learners should start to apply for transport to either Riverside College Halton or their respective sixth form centre at the time of enrolling.

#### **9. Assistance for learners if needing to travel to a course that is beyond the Local Authority area?**

Halton Borough Council may in certain circumstances provide travel assistance for learners requiring travel to accredited learning providers outside of the Borough of Halton, provided that the course of study is not available locally within Halton. The decision to provide any travel assistance will take into account the availability of funding directly from the learning provider and other sources. Generally, the Council would seek to target support on those young people and their families who need it most, particularly with a low income, and the Council may seek income details if appropriate at the time of receiving a completed application form.

#### **10. Help available for learners attending a further education institution which is beyond daily travelling distance and needing to stay away?**

If you need to study away from home because the course you want isn't available locally, you may be able to get financial help with the cost of your term-time accommodation through the following:

- **Residential Bursary Fund**

A number of 'Specialist Residential Centres' across the country offer extra support for students wanting to study particular 'specialist' courses. Places are only available if similar provision isn't on offer locally, assistance will be considered if the appropriate eligibility criteria is met. Residential bursaries are funds available to learners attending one of the 40 designated residential bursary education institutions, most of which are agricultural, horticultural or art and design. To apply for help, you'll need to contact the relevant college directly.

- **Residential Support Scheme**

If there's no residential bursary available for the course you want to study, you may qualify for the Residential Support Scheme. If you qualify, the scheme will help pay for your term-time accommodation. You may be able to claim up to £3,458 towards your costs each year, up to a

maximum of three years. Awards are based on household income and actual amounts will depend on accommodation costs.

You may qualify for the Residential Support Scheme if you:

- Are at least 16 and under 19 on 31<sup>st</sup> August 2018
- Are 19 and are a continuing learner or have an education, health and care plan
- Meet the residency requirements
- Are not on housing benefits
- Have a household income of less than £30,993
- Are studying your first level 2 or level 3 qualification
- Are outside a 'reasonable daily travelling distance' from your home (more than 15 miles or a two hour trip)
- Are attending full-time at a college in England
- Are '16-19 funded' (your college will be able to confirm this)

For further information please visit <https://www.gov.uk/residential-support-scheme>

## 11. Points of contact for learners seeking transport support.

**For further information on transport services to and from institutions offering education, training and work based learning opportunities for post 16 learners, please contact:-**

### **Neighbourhood Travel Team**

Halton Borough Council's Neighbourhood Travel Team can also help to advise learners on how best to travel to sixth form and colleges. ***The Neighbourhood Travel Team also offer tailored personalised journey plans suited to the individual needs of the learners.*** For further information please call the Neighbourhood Travel Team on 0800 1953 173 (between 08.30 – 17.00 Monday to Thursday and 08.30 – 16.30 Friday).

Alternatively travel information can be obtained from:-

### **Traveline**

For comprehensive information on public transport services (local bus and rail) operating in Halton and across the North West of England please contact the Traveline on 0871 200 2233 (Minicom 0870 2412216) or (Typetalk 1 8001 0871 200 2233 Calls cost 10p per minute from landlines). Lines are open from 8am – 8pm daily. Alternatively information is available on the Halton Borough Council website [www.halton.gov.uk/transport](http://www.halton.gov.uk/transport).

### **National Rail**

For comprehensive information on all local and national rail services please contact National Rail on 08457 484950 or [www.nationalrail.co.uk](http://www.nationalrail.co.uk). Learners wishing to travel by rail may purchase season tickets between stations.

Learners wishing to travel by rail may purchase a Young Persons Railcard (which entitles the holder to discounts of 1/3 off rail tickets) if aged between 16-25 or a mature student, over the age of 26 and in full-time education. If aged 26 or over, you'll need to provide proof that you're a full-time student at a recognised school or college. This has to be over 15 hours a week and for at least 20 weeks a year. You can either show an ISIC card or have the 'Mature students only' section of the application form completed and certified. Applications can be made on line on the National Rail web site or at any staffed rail station.

## 12. Complaints and Appeals procedure

Complaints can be made directly to Transport Co-ordination either by telephone on 0151 511 7444 or by e-mail to [transportco-ordination@halton.gov.uk](mailto:transportco-ordination@halton.gov.uk)

Appeals procedure:

Officer A declines the home school travel application or offers travel arrangements the parent considers “unsuitable”



### **Parent Challenges (within 20 working days)**

Parent challenges on the basis of officer A’s decision on basis of:

- Entitlement
- Distance measurement
- Route safety

Consideration of exceptional circumstances



### **Stage 1 (within 20 working days): Review by a senior officer**

Officer B (a senior officer) reviews officer A’s decision and sends the parent a written notification of the outcome including:

- Detailed reasoning for decision made

Notification of option to escalate to stage 2 (an appeal panel)



### **Parent Challenges (within 20 working days)**

Parent challenges officer B’s (the senior officer) decision



### **Stage 2 (within 40 working days): Review by an appeal panel**

Independent appeal panel (officer A or B must not sit on panel) considers written representation from parent. The appeal panel is independent of the process to date and suitably qualified. The appeal panel will consider exercising discretion to award assistance where it considers it necessary to do so. Appeal decisions may result in full assistance, part-paid assistance i.e. with a parental contribution or no assistance i.e. the appeal is declined.



Independent appeal panel sends decision letter to parent (within 5 working days), including how to escalate the case to Local Government Ombudsman (LGO)

Officer A refers to the assessing Officer in the Council’s Transport Coordination Department  
Officer B refers to the Council’s Lead Officer, Transport Coordination

Independent Appeal Panel refers to the Operational Director – Education, Inclusion and Provision and Portfolio Holder for Children and Young People.