



Leicester  
City Council

## **Post-16 Travel Policy Statement Academic Year 2024-2025**

The council's travel policy statement for young people aged 16-18 in further education, continuing learners aged 19 and those young people aged 19–24 (inclusive) with learning difficulties and/or disabilities.

## Contents

1. Introduction .....	3
2. Aims and objectives .....	3
3. Travel and travel support .....	4
4. Transport support from schools and colleges .....	5
5. Travel support from the government.....	7
6. Council support for young people without special educational needs or disabilities .....	9
7. Council support for young people with special educational needs or a disability (SEND) .....	10
8. Apprenticeships .....	10
9. Those not in education, employment or training (NEET) .....	11
10. Useful contact details.....	11
11. Applying for council travel support .....	13
12. Appeals.....	13

# 1. Introduction

Local authorities (LAs) **do not** have to provide free or subsidised Post 16 travel support.

The council does have a duty to prepare and publish an annual travel policy statement specifying the arrangements for the provision of travel 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 via the council's local offer pages. These will only be approved under exceptional circumstances.**

'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 (Year 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.

This policy document specifies the support that Leicester City Council considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, and learning providers delivering accredited programmes of learning which can lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

## 2. Aims and objectives

This document describes the support available to young people of Leicester entering or continuing with full-time Post 16 Education. It gives information from the local authority, schools, academies and FE colleges and other relevant sources.

The aim is to provide the most up to date details of the support available from various sources to encourage participation and prevent travel being a barrier to young learners.

This statement gives advice on the types of support available to learners with learning/mobility difficulties and explains the commitment to encourage independent travel to and from the place of learning.

### **3. Travel and travel support**

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

Many local operators have student season tickets available offering discounts compared to normal adult fares and/or at cheaper rates when bought on a termly or academic year basis. It is advised students contact the bus-operators directly as below:

#### **Bus Operators**

- [Arriva website](#)
- [Kinchbus website](#)
- [First Bus website](#)
- [Centrebus website](#)

#### **Train Services**

Train services are available throughout Leicester and Leicestershire, with the option to purchase either a 16 - 17 saver railcard or 16 - 25 railcard to receive up to 1/3 off the price of eligible train tickets.

[East Midlands Railway website](#)

#### **Dedicated school buses**

Similarly, some of Leicester and Leicestershire's mainstream schools have commercial school special services operating to them. More information can be found directly from your school and the main operators of such services are:

- [Confidence Bus & Coach Hire – home to school bus routes website](#)
- [Beaver Bus – school buses website](#)
- [Roberts Travel Group - school transport website](#)
- [G.H.Watts – school buses website](#)

## 4. Transport support from schools and colleges

Some of Leicester's secondary schools, academies and 6th Form/FE colleges have additional bus contract arrangements on which learners or their parents can purchase places. Some FE colleges also offer direct support to students. Arrangements vary between schools and colleges, so it is always best to check directly with the individual schools/colleges for details.

You can find details of all Leicester schools on the council's website (this will also give you a link to the school's individual website): [Schools Directory \(leicester.gov.uk\)](#)

Contact details and websites for all the Leicester and Leicestershire further education colleges are shown below:

### **Brooksby Melton College** (Leicestershire):

Contact the Travel Department on:

Telephone: 0166 485 5211

Email: [travel@brooksbymelton.ac.uk](mailto:travel@brooksbymelton.ac.uk)

Information available at interview and in 16-18 Travel Guide by visiting:

[brooksbymelton.ac.uk](http://brooksbymelton.ac.uk)

### **Gateway Sixth Form College** (Leicester):

Telephone: 0116 274 4500

(Student services)

Email: [studentservices@gateway.ac.uk](mailto:studentservices@gateway.ac.uk)

Website: [gateway.ac.uk](http://gateway.ac.uk)

### **Leicester College** (Leicester):

To discuss any travel queries with a member of the Student Advice and Guidance Team: Telephone: 0116 224 2240 or 0116 224 4048

For information regarding travel provision for students with learning difficulties contact the Travel Coordinator:

Telephone: 0116 224 2240 extension 2098

For any other travel queries:

Website: [leicestercollege.ac.uk](http://leicestercollege.ac.uk)

Email: [info@leicestercollege.ac.uk](mailto:info@leicestercollege.ac.uk)

### **Loughborough College** (Leicestershire):

Telephone: 0150 951 7140

Email: [dez.gentlemen@loucoll.ac.uk](mailto:dez.gentlemen@loucoll.ac.uk)

Website: [loucoll.ac.uk](http://loucoll.ac.uk)

**North Warwickshire & South Leicestershire College** (Leicestershire):

Customer Service Team:

Telephone: 0330 058 3000

Email: [enquiries@nwslc.ac.uk](mailto:enquiries@nwslc.ac.uk)

Website: [nwslc.ac.uk](http://nwslc.ac.uk)

**Wyggeston and Queen Elizabeth I College** (Leicester):

Divisional administrators 'The Hub'

Telephone: 0116 255 4629

Email: [enquiries@wqe.ac.uk](mailto:enquiries@wqe.ac.uk)

Website: [wqe.ac.uk](http://wqe.ac.uk)

**Stephenson College** (Leicestershire):

Telephone: 0153 083 6136

Email: [services@stephensoncoll.ac.uk](mailto:services@stephensoncoll.ac.uk)

Website: [stephensoncoll.ac.uk](http://stephensoncoll.ac.uk)

## 5. Travel support from the government

As it is not a statutory requirement to provide Post 16 travel the council expect all eligible students to apply for a bursary fund. Details of funds are noted below.

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

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 2024 or
- be aged 19 or over at 31 August 2024 and have an Education, Health and Care Plan
- be aged 19 or over at 31 August 2024 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a government funding agency or the local authority

Schools and colleges are responsible for managing both types of bursary. 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: [16 to 19 Bursary Fund webpage \(GOV.UK\)](#)

## 5.2 Young parents / Care to Learn

If you are a young parent under 20, Care to Learn support can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning.

Care to Learn support can help with the cost of:

- childcare, including deposit and registration fees
- a childcare 'taster' session (up to 5 days)
- keeping your childcare place over the summer holidays
- taking your child to the childcare provider

### **Types of childcare**

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

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

If you want a relative to get Care to Learn support for looking after your child, they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child

### **Payments**

Childcare payments go directly to your childcare provider. Before your childcare provider 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

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare

### **Eligibility**

You can get Care to Learn support if:

- you're a parent under 20 at the start of your course



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

### **Type of course**

Care to Learn support is only available for courses in England that have some public funding.

This includes courses that take place in:

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

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19–25 card.

For more information, please visit [Care to Learn scheme webpage \(GOV.UK\)](#)

## **6. Council support for young people without special educational needs or disabilities**

Please note that there are **no free bus passes available for learners aged 16-19 through the city council**. However, a joint operator bus pass is available to purchase for Leicester resident pupils over statutory school age if the student is aged 16, 17 or 18 at the start of the college year.

The pass allows travel on both First and Arriva buses to get to school/college. View details on [multi operator bus fares and tickets \(choose how you move website\)](#).

If you only need to use a bus from one operator, you can purchase a season ticket directly from a commercial bus operator. Most commercially available season tickets allow you to travel at any time and on any day including weekends.

Please visit the websites listed below for more information on commercial bus services in your area and the range of student season tickets and multi-trip tickets that are currently available. Please check these websites regularly for any special offers.

- [Arriva student tickets](#)
- [First Leicester student tickets](#)

## 7. Council support for young people with special educational needs or a disability (SEND)

Many young people with SEND are able to travel independently or accompanied by a parent, carer, or guardian, using public transport, and the council cannot offer services to replace parental responsibility.

Our policy, in line with national statutory guidance, is to expect parents to carry out their responsibilities.

As part of the Preparing for Adulthood strategy, as detailed on our [Local Offer website \(leicester.gov.uk\)](#), we support Young People with SEND with Independent Travel Training.

The council may in exceptional circumstances provide travel assistance for Post-16 students **who have complex SEND needs** which affect their ability to travel or use public travel independently or accompanied.

Eligibility decisions take into account many factors; [view a list of frequently asked questions and answers \(Local Offer website\)](#).

Travel arrangements made for a young person aged under 16 may continue to be provided up to the end of the academic year in which a young person turns 16 years of age.

The council will consider providing travel assistance for young people aged 19 to 25 (who are subject to an EHC plan) in exceptional circumstances only.

Any SEND Transport support provided to young people with exceptional circumstances and who are not of compulsory school age will be in the form of a **personal transport budget (PTB)**, Please note that taxi provision will not be provided.

## 8. Apprenticeships

For students on traineeships or apprenticeships, the learning provider is responsible for ensuring that reasonable expenses are met in full where they are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement. Please contact your learning provider for more information. Students may also be eligible for a bursary (see 5.1 The 16-19 Bursary Fund section above).

## 9. Those not in education, employment or training (NEET)

Connexions Leicester is a careers service for young people who live in Leicester City and are aged 16 to 19, or up to 25 for young people with special educational needs or disabilities (SEND).

Connexions also have specialist personal advisers who are trained to work with young people with SEND to help them make decisions about their future.

Please contact:

Telephone: 0116 454 1770

Email: [connexions@leicester.gov.uk](mailto:connexions@leicester.gov.uk)

Address:

Connexions,  
2 Wellington Street,  
Leicester,  
LE1 6HL

- [Leicester Employment Hub website](#)

## 10. Useful contact details

### 10.1 Leicester City Council

If you want information about the assistance that is provided by Leicester City Council for mainstream pupils, call Education Travel by:

Telephone: 0116 454 1009 (Option 2)

Or visit the [School travel website \(leicester.gov.uk\)](#)

If you need individual special needs travel assistance, call the Special Education Service on 0116 454 2050 or email [ses-admin@leicester.gov.uk](mailto:ses-admin@leicester.gov.uk)

Alternatively, you can write to us at:

SEND Transport  
SEND Support Service  
Pindar Road  
Leicester  
LE3 9RN

## 10.2 Department for Education

[Subsidised college travel 16 to 19 website \(GOV.UK\)](#)

## 10.3 Bus routes and timetable information

Telephone: 0871 200 2233 (calls cost 12p per minute plus your phone company's access charge)

Telephone: 0145 563 2719

[Traveline website](#)

## 10.4 Learner Support Service

Residential Support Scheme

[Residential support scheme website \(GOV.UK\)](#)

## 11. Applying for council travel support

Applications for travel for children and young people with special educational needs or disabilities (excluding those attending a college of further education) should be made via the website.

- [Personal Transport Budget website \(leicester.gov.uk\)](http://leicester.gov.uk)

Applications for travel assistance for students aged 16 and above in colleges of further education to commence at the start of the Autumn Term should be made wherever possible by the last day of the summer term prior to the start of the new academic year. The LA cannot guarantee to provide travel assistance from the first day of the Autumn Term if applications are received after this date. Where late applications are submitted, parents/carers and/or sixth form students may have to make their own interim travel arrangements, the cost of which cannot normally be reimbursed.

- [Personal Transport Budget website \(leicester.gov.uk\)](http://leicester.gov.uk)

Young people attending further education establishments will need to re-apply annually, providing evidence of both satisfactory attendance and progress.

## 12. Appeals

### 12.1 Appeals Process for pupils with a special educational need or disability

Should parents/carers wish to appeal against the council's decision not to provide travel or against the mode of travel provided they should write to:

Transport Appeals  
Special Education Service  
Pindar Road  
Leicester  
LE3 9RN

The council has a two-stage review and appeals process as recommended by the Department for Education. The timings for responses may be extended if additional time is required to gather supporting information or delayed by school/college holidays.

Please note that whilst the review and appeal process takes place the parent/carer will remain responsible for arranging and funding for any travel arrangements that a parent/carer may feel is necessary. Throughout the appeals process parents make wish to seek independent advocacy support and advice.

The appeals procedure is in two stages:

Stage one: Review by a Senior Officer of the council.

- A parent/carer has 20 working days from the date of the travel decision letter, to make a formal written request asking for a review of the decision.
- The written request should detail why the parent/carer or young person believes the decision should be reviewed and give details of any personal and/or family circumstances, including medical evidence, they believe should be considered when making the decision is reviewed.
- Within 20 working days of receipt of a written request, a Senior Officer will review the original decision and send a detailed written notification of the outcome of their review, including information about how the parent/carer can escalate their case to stage two (if appropriate).

Stage two: Review by an Independent Appeal Panel:

- If a parent/carer are dissatisfied with the outcome of the review of their case, they have 20 working days from the receipt of their decision letter to make a written request to escalate the matter to stage two.
- Within 40 working days of receipt of the parent/carer's written request an Independent Appeal Panel will be arranged to consider both written and (if the parent /carer wishes to attend the panel hearing) verbal representations from both the parent/carer and officers involved in their case.

The Independent Appeal Panel members will be independent of the original decision-making process (but not required to be independent of the local authority) and suitably experienced, to ensure a balance between meeting the needs of the parent/carers and the local authority.

If a parent/carer or student is still not satisfied with the outcome of the appeal, there is no further right of appeal to the council. However, there is still the right to appeal to the Secretary of State or to take independent legal action.

If a parent/carer or young person feels that their appeal has not been treated fairly or in accordance with the LA's policy, the Local Government Ombudsman can be contacted for help and advice by:

Telephone: 0300 061 0614

Or visit the [Local Government & Social Care Ombudsman website](#).