

## Post-16 Transport Policy

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# POST-16 TRANSPORT POLICY STATEMENT – ACADEMIC YEAR 2024-2025

Transport policy statement for young people aged 16-18 in further education, continuing learners aged 19 years and those young people aged 19-24 years (inclusive) with learning difficulties and/or disabilities.

**Department Responsible:** Children, Young People and Family Services  
Adult Social Care

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**Document First Release:** 20<sup>th</sup> May 2019  
**Document updated** 6 January 2025

## 1. INTRODUCTION

- 1.1 Hull is a geographically small city. Travel by commercial public service buses is available across the city, providing adequate access for almost all post-16 learners.

Local authorities are not required 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 provision of transport 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 re-apply for travel support for each academic year travel assistance is required.**

‘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 19<sup>th</sup> 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 age of 25 years.

This policy document specifies the support that Hull City Council (the 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, or learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council (for example, colleges, charities and private learning providers).

Neighbouring local authority, governing bodies of schools, further education institutions, education and training providers, Loud Mouths (SEND Young Persons Engagement Group) and Hull Parents Forum have been consulted on this policy.

## **2 SUMMARY OF AIMS AND OBJECTIVES**

- 2.1 The aim of the policy is to provide high quality transport services as efficiently, economically and sustainably as possible to enable students to attend school, college or training safely and in a reasonable time.

## **3. TRANSPORT AND TRAVEL SUPPORT**

- 3.1 Local schools, colleges and training providers provide support through various funds, including 16-19 bursaries funding, for travel. This could be in the form of subsidies, or travel cards. In the first instance learners should apply to their school, college or training provider for assistance with travel in the first instance.

## **4. CONCESSIONARY TICKETS FOR YOUNG PEOPLE**

### **4.1 Hull Card and KAT Card for young people.**

Hull City Council, Stagecoach and EYMS have agreed to share the cost of discounting a Hull Card for those who have not yet reached their 20<sup>th</sup> birthday. The KAT Card allows for multi operator travel using a single card, making travelling across the city easier. The scheme provides a more convenient and cost-effective way to travel, providing you with seven consecutive days of unlimited travel.

### **4.2 Disability Bus Pass.**

Hull residents can apply for a Disability Bus if they:

- Are in receipt of Personal Independence Payment (PIP) and awarded eight or more points in either the following sections:
  - 7 – communication verbally
  - 12 – moving around;
- Are in receipt of the higher rate mobility component of Disability Living Allowance (DLA);
- Have been refused a driving licence due to medical reasons;

- Are a blue badge holder;
- In receipt of war pensioner's mobility supplement;
- Are registered with our social services and have one of the following cards:
  - Yellow – sight impaired or severely sight impaired;
  - White – profoundly or severely deaf;
  - Grey – without speech;
  - Blue – limbless or long-term loss of use of both arms – blue card or letter from NHS limbless unit;
  - Pink – Learning Disability;

Further information can be found at [www.hull.gov.uk](http://www.hull.gov.uk).

#### 4.3 Disability +C Bus Pass.

A disability +C bus pass is intended for use by anyone who cannot use public transport alone. This pass will allow the holder to travel with a companion (who must not be accompanying the person as part of their paid employment) free of charge.

Further information can be found at [www.hull.gov.uk](http://www.hull.gov.uk).

#### 4.4 Travel support from schools and colleges

Several sixth form colleges offer dedicated free transport from various destinations around the city to their establishment and/or offer reimbursement opportunities for bus passes purchased. Please contact individual sixth form colleges for their own specific arrangements.

### 5. HELP WITH TRAVEL COSTS – STUDENTS AGED 16-19 YEARS

5.1 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, as detailed in 5.1.1 and 5.1.2:

5.1.1 A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:

- They are in care;
- They are care leavers;
- They are in receipt of Income Support, or Universal Credit in place of Income Support, in their own right;
- They are in receipt of Disability Living Allowance (DLA) in their own right and either Employment and Support Allowance (ESA) or Universal Credit;
- They are in receipt of Personal Independence Payment (PIP) in their own right and either ESA or Universal Credit.

5.1.2 Discretionary bursaries, which institutions award to meet individual needs, help with the cost of transport, meals and equipment. To be eligible for the discretionary bursary young people must be either be:

- aged 16 or over but under 19 at 31<sup>st</sup> August 2025;
- be aged 19 or over at 31<sup>st</sup> August 2024 and have an Education, Health and Care Plan (EHCP);
- be aged 19 or over at 31<sup>st</sup> August 2025 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.

5.1.3 Schools and colleges are responsible for managing both types of bursary. They will look at individual circumstances which usually includes the family income. Young People who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

5.1.4 The school or college will advise how the bursary will be given. It is subject to certain criteria and may include:

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

Further information can be found at [www.gov.uk/](http://www.gov.uk/) search for post 16 bursaries or [www.hull.gov.uk](http://www.hull.gov.uk).

## 6. LOCAL AUTHORITY SUPPORT FOR LEARNERS WITH SEND

Hull City Council has a small amount of funding available for young people with Special Educational Needs and/or disabilities (SEND) in relation to transport to and from their place of learning or training. This is only available for learners who meet the qualifying rules (see below) and are unable to access suitable support from their school, college or training provider.

6.1 Transport assistance is offered to a learner who meets the qualifying rules, submit a completed application and make the required contribution.

6.1.1 To qualify for transport assistance you must be all the following:

- be a resident in Hull;
- have an Education, Health and Care Plan (EHCP) or an identified SEN need or disability \* and;
- be in year 12 or above and 19 years old or under on 31 August 2025, or be a continuing learners over 19 years if you have started a course prior to your 19<sup>th</sup> birthday.

Additionally, you must:

- be a full-time learner (12 hours or more timetabled sessions per week) - the course can be at entry level or at level 1, 2, or 3;
- not be paying fees for your tuition, or studying as part of a paid apprenticeship;
- be studying at the nearest school, college or training provider offering the level of course (this would normally be expected to be within the city boundary).

- 6.1.2 In exceptional circumstances, support may be available for learners without an EHCP. Decisions will be made by the transport panel who will review each application.
- 6.1.3 An application for post-16 transport must be completed each year. In April invitations to apply will be sent to learners currently in years 11, 12 and 13 for the following academic year.
- 6.1.2 Travel will typically only be provided at the beginning and end of the school/college day and a student will normally be expected to share a vehicle with other students. The council's commissioned transport will not be provided:
- To access breakfast or after school clubs, including out of school activities;
  - To and from work experience placements, taster or open days, or transition visits;
  - To any provision off the school site organised by the school;
  - **To two or more addresses. Transport is provided to the main residence, typically where the young person is registered with a GP. This also applies to parents who have joint custody, single parents, parents with work commitments;**
  - For transfers between educational establishments during the school day;
  - To and from medical, dental, psychiatric, speech therapy or similar appointments;
  - Following detention, suspension or exclusion;
  - At times to suit the convenience of family arrangements;
  - For late arrivals or early departures;
  - For those whose level of attendance is a cause of concern and there is no eligibility for transport under the SEN criteria;
  - For pupils on exchange visits.

## 7. CONTRIBUTION

- 7.1 Each eligible learner who qualifies for transport assistant will be required to make a contribution towards their travel this will be £380.00 for the year 2025-26 (this is reviewed annually).
- 7.2 Learners or parents who may require financial assistance with the associated costs of continuing in post 16 education, should make enquiries with the School, College or Training Providers bursary arrangements.
- 7.3 Payments can be made in full or by payment plan throughout the academic year details will be provided with the invoice for the contribution.
- 7.4 **Previous academic years' contributions must be paid in full before a further year of transport will be approved.**
- 7.5 There are several local charities who provide financial support for children and young people with disabilities for further information please access Hull's Local Offer website on: <http://hull.mylocaloffer.org>.

## 8. PERSONAL TRANSPORT BUDGETS

- 8.1 A Personal Transport Budget (PTB) is discretionary. If a learner with an EHCP or identified SEND qualifies for travel assistance, the parent/carer may request a PTB, which is paid monthly by bank transfer.
- 8.2 Payments are based on the learner's home to school/college distance, their individual needs and whether this is a cost-effective use of council resources. Budgets are reviewed on a regular basis throughout the year.
- 8.3 PTB payments for all post-16 pupils include a reduction of the annual contribution amount.
- 8.4 If a PTB is cancelled during the academic year (after the first term) and no alternative transport is arranged, the amount of outstanding annual contribution will still be considered outstanding.
- 8.5 An application must be submitted each year for a post-16 PTB.

## **9. CONCESSIONS FOR LOW INCOME FAMILIES**

The council does not assess applications based on means-testing. All learners, regardless of circumstance, are required to pay the standard contribution. Schools, Colleges and Training Providers offer support that may be means-tested and they should be contacted directly for more information regarding the Bursary Scheme. Please, however, note the vulnerable bursary, as outlined in section 5.1.

## **10. SCHOOLS, COLLEGES AND TRAINING PROVIDERS OUT OF HULL BOUNDARY**

- 10.1 In exceptional circumstances, for learners with Special Educational Needs and/or Disability (SEND), travel assistance to an establishment outside of the city may be considered.
- 10.2 Applications will be considered where the course is not available for study within the city on an individual basis.
- 10.3 The travel needs of the pupil are subject to review and reassessment.

## **11. LEARNERS WHO ATTEND A FURTHER EDUCATION INSTITUTION WHICH IS BEYOND DAILY TRAVELLING DISTANCE AND THEY NEED TO STAY AWAY**

- 11.1 Travel assistance is only available to learners who attend school or college on a daily basis, unless there are exceptional reasons for attending an establishment on a residential basis. Learners who reside away from home to attend a course should contact their school or college about a residential grant.

### **11.2 Residential Support Scheme Enquiries**

Residential support for students who attend an educational establishment which is beyond daily travelling distance and need to stay away should be directed to the Residential Support Scheme.

### 11.3 Dance and Drama Award

You may get a Dance and Drama Award (DaDA) to help with fees and living costs at one of 19 private dance and drama schools. Enquiries regarding a Dance and Drama Award should be directed to [www.gov.uk](http://www.gov.uk).

## 12. Refunds

- 12.1 Should the learner's transport assistance cease before the end of the academic year, only within the first term will a percentage pro-rata reduction be refunded.
- 12.2 Refunds or reductions will not be made for students attending a reduced timetable or part-time; the contribution in full will be invoiced.

## 13. APPLYING FOR LOCAL AUTHORITY TRANSPORT SUPPORT

- 13.1 An application form will be made available to parents/carers of learners who are currently in receipt of home to school transport during April 2025. An electronic application form is available on [www.hull.gov.uk/Post-16Transport](http://www.hull.gov.uk/Post-16Transport). Completed paper application forms should be emailed to [hometoschooltransport@hullcc.gov.uk](mailto:hometoschooltransport@hullcc.gov.uk); the application form should be completed and returned to the address on the application form.
- 13.2 Transport arrangements for the September start date are not guaranteed if the application form is received after 1 June 2025.
- 13.3 A letter advising if the application has not met the eligibility criteria will be sent within 10-15 school days of receipt of the application form; only if you receive a letter advising of any issues will you need to contact Children, Young People and Family Services.
- 13.4 All outstanding money for previous contributions will need to be paid prior to the start of academic year 2025-2026; any delay in payment could affect the organisation of transport arrangements for September.
- 13.5 Children, Young People and Family Services will notify Passenger Transport Service of the request for transport; there is no guarantee the transport arrangements received in the current academic year will be the same for academic year 2025-2026. The Passenger Transport Service endeavour to provide consistency, however, due to the contract renewal process and change of learners this is not always possible.
- 13.6 Passenger Transport Service will advise you of the transport arrangements for academic year 2025-26; you will be advised of the collection and drop off time, the operator provider, the drivers name and if provided the name of the escort.



## **14. APPEALS**

14.1 Any parent/carer who makes an application for transport assistance under the provisions set out in the Council's Policies and that application is refused will have the right to appeal the decision.

14.2 The appeal procedure is set out as follows:

The parent/carer will be requested to submit a Stage 1 letter of appeal within 20 working days together with supporting evidence (if applicable) outlining the grounds for appeal. The appeal should be on the basis of:

- Entitlement;
- Distance measured;
- Route safety;
- Consideration of exceptional circumstances.

14.3 Upon receipt of a written appeal explaining the exceptional circumstances as to why the Authority should consider providing assistance with transport outside of policy (together with any supporting evidence), the matter will be presented to a more senior officer not involved with the original decision.

14.4 The senior officer will review the decision and respond to the parent/carer within 20 working days of receipt of the appeal. If the appeal is rejected at this stage the response will be provided, explaining the reasons for the rejection.

14.5 If the applicant remains unsatisfied, there can be a Stage 2 appeal to an independent panel to determine whether support will be provided. This appeal must be submitted within 20 working days of receipt of the Stage 1 rejection letter.

14.6 The documentation, including the reasons for the original refusal and any further information will be presented to an independent panel. This panel will consist of Councillors who have had no involvement in the decision making so far. This review will take place within 40 days of the Stage 2 appeal being submitted.

14.7 The decision will be either to uphold the original decision and not to provide free travel assistance, or to reverse the original decision and provide free travel assistance, which will be sent within 5 working days of the panel's consideration.

14.8 Parents/carers will be advised of the possible escalation to the Local Government Ombudsman or Department for Education in relevant circumstances.

## **15. YOUNG PARENTS/CARE TO LEARN**

15.1 If you are a young parent under 20 years, Care to Learn can help pay for your childcare and related travel costs, up to £180 per child per week, while you're learning. Care to Learn can help with the costs 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.

### **15.2 Types of childcare**

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

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

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

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

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

#### 15.4 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; and
- your school or college needs to confirm that you're attending your course.

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

#### 15.6 Attendance

Payments will stop if:

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

#### 15.7 Eligibility

You can get Care to Learn if:

- you are a parent under 20 at the start of your course;
- you are the main carer for your child;
- you live in England;
- you are 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); and
- your childcare provider is registered with Ofsted or the Care Quality Commission.

16.8 Care to Learn is only available for course 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.

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>.

## 16. ADULT LEARNERS

### 16.1 If you:

- are young adult learner under the age of 25 years;
- have an Education and Health, Care Plan (EHCP);
- are planning on or continuing your learning; and
- you require transport to attend your learning provider

'Hull Connect to Support' is Hull's local information and advice website for adults with health and social care needs and their carers. Connect to Support has been developed in partnership with Hull Adult social care, local people, service providers and community organisations.

### 16.2 On 'Hull Connect to Support', you can find information on:

- staying healthy;
- various health and social care conditions and support available;
- hospital stays;
- keeping people safe;
- getting out and about, including public and community transport;
- help living at home, including equipment and adaptations;
- learning, jobs, volunteering and daytime opportunities;
- finances, including a financial paying for care handbook and information on direct payments and personnel budgets;
- caring for someone;
- your rights including information on the Care Act 2014 as well as the process for someone to speak on your behalf (advocate);
- accommodation. including a directory of residential and nursing homes for self-funders; and
- local groups and activities directory.

For further information regarding transport arrangements please visit: [Hull Connect to Support](#); contact 01482 300300 and ask to speak to a 'See and Solve' advisor; or contact your Social Worker.

**17. DETAILS OF CONCESSIONARY FARES, DISCOUNTS, SUBSIDIES, PASSES OR TRAVEL CARDS INCLUDING ANY CHARGES AVAILABLE FOR POST-16 LEARNERS**

**Concessionary Fares (Commercial and Concessionary Passes available to young people in the Hull area for use on Public Transport). Charges may change without notice.**

<b>Scheme</b>	<b>User Group</b>	<b>Providers</b>	<b>Times Available</b>	<b>Registration Cost</b>	<b>Cost</b>	<b>Limitation</b>
KAT Card – Hull Card for young people	Children and young people who have not yet reached their 20 <sup>th</sup> birthday	Stagecoach EYMS	Until 11.59 pm	None	£15.80 per week	Hull, Anlaby, Cottingham Hessele, Kirk Ella, Wawne and Willerby
Disability Bus Pass	Children over the age of five years old	Stagecoach EYMS	Anytime	None	n/a	

**The information contained below details how some schools and colleges provide extra transport help. If your school or college is not listed below please contact the directly for information.**

<b>School/College/ Training Provider</b>	<b>Website Link</b>	<b>Providers</b>	<b>Transport/Bursary Information</b>
Hull College	<a href="http://www.hull-college.ac.uk">www.hull-college.ac.uk</a>	Stagecoach EYMS	If you qualify for our Student Maintenance Allowance, are studying a full-time course and live more than 2 miles from your place of study, you will also be eligible to receive FREE Transport to/from the College. Please note that the cost of transport will be deducted from your overall Student Maintenance Allowance and that this will vary depending on where you live.

Wilberforce College	<a href="http://wilberforce.ac.uk">wilberforce.ac.uk</a>	College Buses Stagecoach EYMS	Any of our college buses (W1, W2, W3, W4, W5) currently cost a maximum of 80p per single journey for Wilberforce College Students. For our students who live in Hull, discounts may be available to all Wilberforce College students using stagecoach buses when they buy their ticket each week from Student Services. If a student uses their College Rider to get to and from College every day this offers great value journeys.
Wyke College	<a href="http://www.wyke.ac.uk">www.wyke.ac.uk</a>	College Buses Stagecoach EYMS	Travel passes can be purchased and paid for in half termly/termly instalments and income related transport bursaries are available.

### GOVERNMENT DEPARTMENTS

Organisation/Establishment	Website	Telephone number	Potential Transport Support
GOV.UK Education	<a href="http://www.gov.uk/browse/education">www.gov.uk/browse/education</a>		Get help if you are at school, planning to go on to further or higher education, looking for training or interested in a student or career development loan
GOV.UK Student Finance	<a href="http://www.gov.uk/further-education-courses">www.gov.uk/further-education-courses</a>		Get help if you are at school, planning to go on to further or higher education, looking for training or interested in a student or career development loan
GOV.UK Student Support helpline		0800 121 8989	For generic advice on support available to students.

GOV.UK 16-19 Bursary Funding	<a href="http://www.gov.uk/1619-bursary-fund">www.gov.uk/1619-bursary-fund</a>		If you are 16 to 19, you might be able to get support from the 16 to 19 Bursary Fund to help with your studying or training. You cannot apply if you are studying at university
GOV.UK Care to Learn	<a href="http://www.gov.uk/care-to-learn/">www.gov.uk/care-to-learn/</a>		If you are studying and aged under 20 at the start of your course Care to Learn can help with the cost of childcare while you are studying.
GOV.UK Residential Support Scheme	<a href="http://www.gov.uk/residential-support-scheme">www.gov.uk/residential-support-scheme</a>	0800 121 8889	You may get help from the Residential Support Team if you are 16 to 18, a similar course is not available locally, you are not studying at a college offering a residential bursary
GPV.UK Dance and Drama Awards	<a href="http://www.gov.uk/dance-drama-awards">www.gov.uk/dance-drama-awards</a>		You may get a Dance and Drama Award to help with fees and living costs at one of 17 private dance and drama schools.

## 18. FREQUENTLY ASKED QUESTIONS

**Q: Why isn't post 16 transport free for everyone, in the same way as it is for school age pupils?**

**A:** Local Authorities are expected to make reasonable decisions about what support should be available based on the needs of their population, local transport infrastructure and the resources they have available. It is, however, recognised that the cost of transport can be an issue for some young people; to help with this there is further supply available. Information about what support is available locally is available from the local authority in their post-16 transport policy statement. The statement can be accessed on the LA website or through the postcode search at [gov.uk](https://www.gov.uk).

The Bursary Fund for 16-19 year olds has the flexibility to help meet transport costs for these young people who need this support most. You can find out more about the 16-19 Bursary Fund [here](#).

In addition, most transport companies also give some form of discount for young people, such as discounted fares or subsidised travel passes.

Some education and training providers also provide subsidised or free transport, for example college buses, and travel subsidies from private training providers.

**Q: What support is available for young people with special education needs?**

**A:** The post-16 transport duty also applies to young people with special educational needs aged up to age 25 (who have an EHC plan and started a course before their 19<sup>th</sup> birthday). Local authorities' post-16 transport policy statements must include specific arrangements for these young people to ensure they have the necessary support.

The transport needs of young people with special educational needs should also be reassessed by their local authority when a young person moves from compulsory schooling to post-16 education, so that the appropriate support is put in place accordance with the LA's post-16 transport policy.

**Q: How do the duties apply for people with Special Educational Needs and Disability (SEND) as they turn 19?**

**A:** The duty a young person is assessed under is dependent on when they started their current course. If a young person with SEND started the course before their 19<sup>th</sup> birthday then they are assessed under the 16-18 duty. If they have started a new course after their 19<sup>th</sup> birthday then they are assessed under the adult duty.

Young people will qualify for free transport under the adult duty where the local authority assesses that in order to attend education or training they require transport arranged by the local authority, such as a specialised vehicle or minibus. If the young person's requirements are a personal travel budget, mileage allowance or public transport pass then this does not need to be provided free by the local authority as they have not put the travel arrangements in place. However, in these circumstances the local authority has discretion to pay some or all of the travel expenses.

Young people can also receive free transport if they are attending institutions outside of the HE and FE sector and started after their 19<sup>th</sup> birthday in residential provision if the provision, boarding accommodation and transport were all arranged by the local authority. Again, in these circumstances the local authority has discretion to pay some or all of the travel expenses.

**Q: When will the contribution need to be paid?**

**A:** Invoices will be raised by the end of October.

Included with the invoice will be a form for you to set up a payment plan throughout the academic year.

## 19. POLICY HISTORY

Implementation: 20<sup>th</sup> May 2019

Updated January 2025

The information in this document can be made available in other formats (large print, audio, digitally and Braille as appropriate) and different languages. Please telephone 01482 300 300. Textphone users please telephone 01482 300 349.