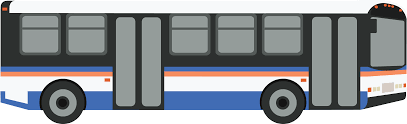


**Post-16 Transport Policy Statement**

**2018 -2019**

***(Easy Read)***

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj8g7j8gJbZAhURJewKHbqoBl4QjRwIBw&url=http://www.vehicles-duty-of-care.com/pcv-licence.html&psig=AOvVaw0L1VAQV8Ltmlr5MU1hy0hK&ust=1518168528643018) [](https://www.google.com/imgres?imgurl=http://sweetclipart.com/multisite/sweetclipart/files/bus_public_transit.png&imgrefurl=http://sweetclipart.com/public-transportation-bus-1329&docid=Nm4XBpNoNJ2HnM&tbnid=IO0KhGni2JiaEM:&vet=10ahUKEwjYwqTuu5PZAhVsLMAKHSjBDqUQMwjeAig4MDg..i&w=8827&h=2686&bih=575&biw=1219&q=bus%20image%20cartoon&ved=0ahUKEwjYwqTuu5PZAhVsLMAKHSjBDqUQMwjeAig4MDg&iact=mrc&uact=8) [](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj6_t3TvJPZAhWqsKQKHeezAEoQjRwIBw&url=http://laoblogger.com/hd-clipart-train.html&psig=AOvVaw0YTYnip0JB4ugYyVPVkyZZ&ust=1518081498822318)

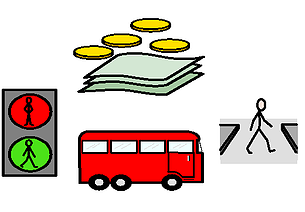
**What is Post 16 Travel Assistance?**

* This is help with travel arrangements and costs for some young people with additional needs aged between 16 and 25 so that they can attend school 6th form or college.

When we look at applications for transport/travel assistance we aim:

* To help support Post 16 learners to get to the school or college of their choice
* To think about the transport costs and different travel options
* To build independence - for example, through travel training



[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiyrbim3pPZAhWCzaQKHc-qCqcQjRwIBw&url=http://www.pcdo.co.uk/travel-training&psig=AOvVaw2AOa89WBUvL9j86A55lJzJ&ust=1518090515400664)

[](https://www.google.com/imgres?imgurl=http://www.mamalifemagazine.co.uk/wp-content/uploads/2017/02/pound-sterling-money-coins-notes-1.png&imgrefurl=http://www.mamalifemagazine.co.uk/money-matters/&docid=C3_D_l1ZKIO8WM&tbnid=SSl_C6pP2h1HcM:&vet=10ahUKEwir1N3K3JPZAhVF3qQKHSF1CLE4ZBAzCBgoFTAV..i&w=1600&h=900&bih=575&biw=1219&q=%20english%20money%20image&ved=0ahUKEwir1N3K3JPZAhVF3qQKHSF1CLE4ZBAzCBgoFTAV&iact=mrc&uact=8)





**What kind of help is available?**

* **Travel discounts on fares and travel tickets**
* **Funding to help with costs**
* **Travel training to promote independence**

**Public transport fares, tickets and travel passes**

If you are a full time student aged between 16-25 living and studying in West Yorkshire you can get reduced travel fares and tickets

|  |  |  |
| --- | --- | --- |
|  |  | Here are some Metro schemes on offer: |
| H:\a working documents from desktop\untitled.png |  | * 16-18 years Photo card which allows half fare travel |
|  |  |  |
| [Image result for bus image cartoon](https://www.google.com/imgres?imgurl=http://sweetclipart.com/multisite/sweetclipart/files/bus_public_transit.png&imgrefurl=http://sweetclipart.com/public-transportation-bus-1329&docid=Nm4XBpNoNJ2HnM&tbnid=IO0KhGni2JiaEM:&vet=10ahUKEwjYwqTuu5PZAhVsLMAKHSjBDqUQMwjeAig4MDg..i&w=8827&h=2686&bih=575&biw=1219&q=bus%20image%20cartoon&ved=0ahUKEwjYwqTuu5PZAhVsLMAKHSjBDqUQMwjeAig4MDg&iact=mrc&uact=8) |  | * Under 19s bus only prepayment card allowing 1 week or 1 month unlimited travel within West Yorkshire |
|  |  |  |
| [Image result for train image cartoon](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj6_t3TvJPZAhWqsKQKHeezAEoQjRwIBw&url=http://laoblogger.com/hd-clipart-train.html&psig=AOvVaw0YTYnip0JB4ugYyVPVkyZZ&ust=1518081498822318)  [Image result for bus image cartoon](https://www.google.com/imgres?imgurl=http://sweetclipart.com/multisite/sweetclipart/files/bus_public_transit.png&imgrefurl=http://sweetclipart.com/public-transportation-bus-1329&docid=Nm4XBpNoNJ2HnM&tbnid=IO0KhGni2JiaEM:&vet=10ahUKEwjYwqTuu5PZAhVsLMAKHSjBDqUQMwjeAig4MDg..i&w=8827&h=2686&bih=575&biw=1219&q=bus%20image%20cartoon&ved=0ahUKEwjYwqTuu5PZAhVsLMAKHSjBDqUQMwjeAig4MDg&iact=mrc&uact=8) |  | * 19-25 Mcard a prepayment card for bus or train unlimited travel within West Yorkshire |
|  |  |  |
|  |  |  |

Other schemes are available find out more by contacting Metroline on (0113) 245 7676 or contact student services at your school or college

|  |  |  |
| --- | --- | --- |
| **Funding to help with costs** | | |
| [Image result for  english money image](https://www.google.com/imgres?imgurl=http://www.mamalifemagazine.co.uk/wp-content/uploads/2017/02/pound-sterling-money-coins-notes-1.png&imgrefurl=http://www.mamalifemagazine.co.uk/money-matters/&docid=C3_D_l1ZKIO8WM&tbnid=SSl_C6pP2h1HcM:&vet=10ahUKEwir1N3K3JPZAhVF3qQKHSF1CLE4ZBAzCBgoFTAV..i&w=1600&h=900&bih=575&biw=1219&q=%20english%20money%20image&ved=0ahUKEwir1N3K3JPZAhVF3qQKHSF1CLE4ZBAzCBgoFTAV&iact=mrc&uact=8) |  | **The 16 to 19 Vulnerable Bursary fund**  A bursary scheme which pays £1200 per year to help with costs for the most vulnerable 16-19 year olds in full time education.  **School / college hardship bursary fund**  Money may be available to help pay for transport, books and other items  To find out whether you can claim this award you need to contact your school/college direct to see if you are eligible. |
|  |  |  |
| [Image result for personal budget cartoon](https://www.google.com/imgres?imgurl=http://www.yourfirestarter.com/wp-content/uploads/2017/10/budget-iStock_000041295790_Large-e1508765270803.jpg&imgrefurl=http://www.yourfirestarter.com/budgeting-for-your-personal-brand/&docid=BOjIeVQ05-p-TM&tbnid=aNdHRDX8NA8vYM:&vet=10ahUKEwj_is7A_JPZAhUDesAKHdlhDQMQMwiSAig_MD8..i&w=732&h=310&bih=575&biw=1219&q=personal%20budget%20cartoon&ved=0ahUKEwj_is7A_JPZAhUDesAKHdlhDQMQMwiSAig_MD8&iact=mrc&uact=8) |  | **Personal budget**  If a student qualifies for transport assistance the parent/carer may choose to receive a personal budget of £7.90 per day to help with the costs of arranging transport to and from school/college.  Funding for a personal budget is paid to you in arrears, usually every month. You will need to provide evidence for the days that the student attends school/college. |
| [Image result for mini bus cartoon](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj8g7j8gJbZAhURJewKHbqoBl4QjRwIBw&url=http://www.vehicles-duty-of-care.com/pcv-licence.html&psig=AOvVaw0L1VAQV8Ltmlr5MU1hy0hK&ust=1518168528643018) |  | **Prepayment for dedicated transport (for students aged 16-18)** |
|  |  | For students that are eligible, a shared taxi or minibus might be available. If you qualify, the cost to you would be £370 for the school year. This payment is equal to a student bus pass. |
| [Image result for residential school dormitories cartoon images](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiYupjWoZbZAhVMKcAKHbjHCrYQjRwIBw&url=https://environmentaldashboard.org/building-dashboard-explained&psig=AOvVaw192LLBECDfJRDwiroUv9cO&ust=1518177333999347) |  | **Attending residential schools & colleges**  A student attending school/college on a residential basis could qualify to receive a payment to cover travelling expenses. This is subject to eligibility and is limited to:   * One return journey at the start and end of each academic term and half term * 40p per mile by car or the most cost effective fare by rail, whichever is the cheaper * Payment must not exceed £500 per term |
| [Image result for west yorkshire map images](https://www.google.com/imgres?imgurl=https://upload.wikimedia.org/wikipedia/commons/2/2b/West_Yorkshire_map.png&imgrefurl=https://commons.wikimedia.org/wiki/File:West_Yorkshire_map.png&docid=0UBnQ4yiLwYUpM&tbnid=28JoViNdWlPLmM:&vet=10ahUKEwiL-KPLmJbZAhUqsKQKHTxmC3MQMwhjKBwwHA..i&w=1022&h=790&bih=575&biw=1219&q=west%20yorkshire%20map%20images&ved=0ahUKEwiL-KPLmJbZAhUqsKQKHTxmC3MQMwhjKBwwHA&iact=mrc&uact=8) |  | **Travelling outside the West Yorkshire boundary**  You may qualify for support to cover the additional costs of travel to school outside of the Bradford & District boundary. More information can be found at Bradford.gov.uk |
| [Image result for apprenticeship cartoon images](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjTlOLCnJbZAhUsIMAKHcCPCIMQjRwIBw&url=https://www.newmillennia.co.uk/news/apprenticeship-levy-steps-towards-greater-flexibility-in-scotland/&psig=AOvVaw0EAJUiDp1uUvNO997m6xaj&ust=1518175837948354) |  | **Other groups that might qualify for travel assistance**  As well as students in sixth forms and colleges other groups might be eligible for travel assistance such as:   * non –employed Apprentices * Young people Not in education, employment or training (NEET) who are taking up the offer of a full time place in education or training |
| [Image result for parent & child cartoon images](https://www.google.com/imgres?imgurl=http://illustimage.com/en/photo/2229.png&imgrefurl=https://illustimage.com/en/?id=2229&docid=7oWDCHLI5Pz6uM&tbnid=lIP13OUjYPvlhM:&vet=10ahUKEwi9i4rqlZbZAhUFsaQKHZwsAxoQMwiTAShNME0..i&w=540&h=540&bih=575&biw=1219&q=parent%20&%20child%20cartoon%20images&ved=0ahUKEwi9i4rqlZbZAhUFsaQKHZwsAxoQMwiTAShNME0&iact=mrc&uact=8) |  | **Young Parents**  If you are a young parent under 20 yrs you can get help with childcare and travel costs while you are learning. For more information about this visit <https://www.gov.uk/care-to-learn/how-to-claim> |
| **Travel training to promote independence** | | |  |
| [Image result for travel  training images cartoon](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiyrbim3pPZAhWCzaQKHc-qCqcQjRwIBw&url=http://www.pcdo.co.uk/travel-training&psig=AOvVaw2AOa89WBUvL9j86A55lJzJ&ust=1518090515400664) |  | All qualifying post 16 students will be individually assessed for travel training. If travel training is right for them they will receive training to:   * develop life skills and travel independently on public transport and * be allocated a pass |

**Qualifying Criteria**

All young people aged 16-25 can apply for a range of reduced fares, tickets and travel passes. Find out more by contacting Metroline on (0113) 245 7676 or contact student services at your school or college

To qualify for any other assistance the student must also:

* Have an Education Health and Care Plan
* Be more than 3 miles away from their place of education
* Between 16 and 25 years old

Appeals

Stage one review

* You have 20 days to ask us if we have made the wrong decision
* Within 25 days we will write and give you our decision

Stage two appeals

* You have 20 days to ask for an appeal again our stage 1 decision
* We will hear your appeal within 40 days
* We will write to you with our decision

Local Government Ombudsman (LGO)

* If you are not happy with our appeal decision you can write to the LGO

[](https://www.google.co.uk/imgres?imgurl=http://virginiahomesgroup.com/wp-content/uploads/2014/10/checklist-310092_640-204x300.png&imgrefurl=http://virginiahomesgroup.com/home-inspection-checklist/&docid=NoErXNuFSBePTM&tbnid=sP6RYYs-IZ2KPM:&vet=1&w=204&h=300&bih=821&biw=1280&ved=0ahUKEwiQpL3d_LTZAhXlJcAKHYXqAFIQxiAIFigD&iact=c&ictx=1)



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| --- | --- | --- | --- | --- |
| **How to apply for transport assistance support** | | | | |
| [Image result for application form cartoon](https://www.google.com/imgres?imgurl=https://www.fiveclipart.com/wp-content/uploads/2017/03/excellent-form-clip-art-form-clip-art-application-form-clip-art-clipart-form-form-clip-art-free-form-clip.jpeg&imgrefurl=https://www.fiveclipart.com/form-clip-art/&docid=9K1RmulucI891M&tbnid=WAhFlFVYGExRiM:&vet=10ahUKEwjlhK-6hJbZAhWdHsAKHfiXA3UQMwjUASgSMBI..i&w=1500&h=1600&bih=575&biw=1219&q=application%20form%20cartoon&ved=0ahUKEwjlhK-6hJbZAhWdHsAKHfiXA3UQMwjUASgSMBI&iact=mrc&uact=8) | |  | You can download an application form, apply online and read the full policy statement at <https://www.bradford.gov.uk/education-and-skills/travel-assistance/assistance-with-travel-to-home-school-and-college/>  Top tips:   * apply for support as soon as a place has been offered at school or college * make sure you complete the whole form * if you complete a paper form send it to the Travel Assistance Service address below | |
| **For further advice please contact:** | | | | |
|  | **Travel Assistance Service**  Margaret McMillan Tower  Princes Way  Bradford Council  BD1 1NN  Tel: 01274 439450  Email: [schooltravel@bradford.gov.uk](mailto:schooltravel@bradford.gov.uk)  **Keighley College**  Bradford Road, Keighley  BD21 4HQ  Tel: 01535 685000  Email: [keighleycampus@leedscitycollege.ac.uk](mailto:keighleycampus@leedscitycollege.ac.uk) | | | **Student Services**  Bradford College, Great Horton Road  Bradford  BD7 1AY  Tel: 01274 433246  Email: [studentfunding@bradfordcollege.ac.uk](mailto:studentfunding@bradfordcollege.ac.uk)  **Student Services**  Shipley College, Exhibition Road  Saltaire, Shipley  BD18 3JW  Tel: 01274 327281  Email: [enquiries@shipley.ac.uk](mailto:enquiries@shipley.ac.uk) |