

Travel Assistance Workshop

April 2025

Presented by:

SEND Team and the Travel Assistance Team.

Working Together.

This workshop is about working together.

We can't promise to answer all your questions, but we will try our best to help.

As part of our Working Together Charter we would politely ask that everyone agrees to follow the principles of coproduction.



Agenda

In preparation for the start of a new academic year and to support children and young people transitioning from primary to secondary school, or from secondary to post-16 education.

This workshop will cover:

- Travel assistance policies
- Differences between post-16 and pre-16 travel assistance
- Application process and timelines. Updated FAQ's
- Types of travel assistance available
- Decision-making criteria
- Any questions

What does the policy say, Pre16?

We want to ensure all children and young people (CYP) are as independent as possible in their adult lives.

Because of this we want to enable CYP to:

- Get a job. Become employable or be engaged in meaningful activity;
- Live as independently as possible;
- Actively participate in community life – have friends and personal interests;
- Be as healthy as possible.

Travelling as independently as possible plays an important role in preparing CYP for adulthood. Where CYP are not able to travel independently, we want them to be able to get to their educational setting in as ordinary a way as possible.

To ensure this we consider:

- How far and how long they travel;
- Who they travel with (can they travel with the people who know them best? Family and friends)
- How to provide opportunities to develop independence skills.

What does the policy say, Pre-16?

Statutory duty:

- The local authorities' statutory duty in relation to eligible CYP is limited to facilitating the attendance at an education setting of CYP resident in the Telford & Wrekin area only.
- Local authorities must make free-of-charge travel arrangements for eligible children & young people.

Eligibility:

A child & young person is eligible if they are of compulsory school age and attend their nearest suitable school and:

- Live more than the statutory walking distance from that school (under 8 more than 2 miles from their home, 8 and over, over 3 miles from their home);
- Could not be reasonably be expected to walk to the educational setting because of their SEN, disability or mobility problem, even if accompanied by a parent carer;
- Would not be able to walk to school in reasonable safety, even if accompanied by a parent carer.

What does the policy say, pre-16?

Suitable School:

- For travel assistance purposes, a suitable school is a school which is suitable for a child & young person's: age, sex, ability, aptitude and any special educational needs they have.

Special educational needs, disabilities & mobility problems:

- Eligibility criteria applies;
- To be eligible under these grounds the child & young person does not need to have an EHCP;
- Not every child with an EHCP or attending a special school will be eligible for travel assistance – eligibility is assessed on a case-by-case basis;
- The assessment will consider the child & young person's ability to walk to their educational setting (accompanied or unaccompanied) and any health and safety needs.
- Information considered will include:
 - Information from the parent carer;
 - Professional information;
 - Information from school;
 - Relevant information from the EHCP or healthcare plan

What does the policy say, Pre 16?

Extended rights (reviewed annually):

Travel assistance will be provided to CYP who are entitled to free school meals, or if their parent carer is in receipt of the maximum amount of working tax credits and they attend their nearest suitable school which is:

- More than 2 miles from home and they are 8 or over and under 11;
- More than 2 miles, but not more than 6 miles when they are between 11 and 16 and attend one of their 3 nearest suitable schools;
- More than 2 miles but not more than 15 miles from home, when they are 11 to 16 and their parent carer has chosen a school on grounds of their religion.

**Any questions so far
on pre 16?...**

What does the policy say, Post 16?

- Statutory entitlement to free travel assistance ceases once the student has completed compulsory education in Year 11.
- Telford & Wrekin Council provides discretionary travel assistance to Post 16 students.

We are ambitious for all our young people and have a commitment to support and encourage young people aged 16-18 to continue with their education and training.

- So that they acquire the knowledge, skills and experience necessary for their personal development and progression into future employment or Higher Education.
- The post 16 travel assistance policy supports access to further education with a particular focus on enabling young people to be as independent as possible in preparation for their adulthood.

What does the policy say, Post 16?

Considerations:

- To be eligible for assistance, the young person must be a resident of the Borough of Telford & Wrekin.
- The chosen study programme must take place at a publicly funded provider.
- the study programme must be full time (equivalent to a minimum of 16 hours per week).
- the young person must attend the nearest provider that can meet their needs.

What does the policy say, Post 16?

The vast majority of students do not receive or require travel support from the Council to enable them to participate in education and training.

- Making sure the needs of young people for who it would not be reasonably practicable to attend a particular setting/provider to receive education or training if no arrangements were made.
- Making sure young people who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17, or who have already become NEET.
- The needs of students who are parents.
- Making sure that young people in the borough have reasonable opportunities to choose between different providers where education or training is provided.

Key differences with post 16 travel.

**Any questions so far
on post 16?...**

Considerations, Pre 16.

Suitable Walking Routes:

- When considering whether a route can be walked safely – we look at the whole of the route and consider a range of risks, in addition to the age of the child & young person.

Accompaniment:

- A CYP will not be eligible for free travel to their educational setting on grounds of SEN, disability, mobility or the route being unsafe if they would be able to walk to the setting if accompanied.
- Where it is deemed that student would be able to walk if they were accompanied, the general expectation would be that the parent carer would accompany them themselves or make other suitable arrangements.
- Reasons such as working patterns or children attending more than one school on their own are not normally considered good reasons for a parent carer not to accompany the child & young person.

Considerations, Pre 16.

Journey times:

In line with statutory guidance and including time to get to a pick-up point

- The maximum journey time for a primary school age pupil is 45 minutes;
- The maximum journey time for a secondary age pupil is 75 minutes.

Dual living arrangements:

- Travel assistance can only be provided to one address.

Travel assistance outside of core hours:

Travel assistance will be provided to enable the child/young person to travel to school in the morning and home at the end of the day, **it will not include:**

- Travel between settings during the day;
- To attend extra-curricular activities;
- To allow attendance at before or after school childcare.

Our considerations, Post 16.

- The distance and journey time from the student's home to establishments of education and training.
- The nature of the route or alternative routes which the student could reasonably be expected to take.
- Any preference to attend a particular educational establishment based on religion or belief for students from families on low income.
- The nature of the student's special educational needs, disability or learning difficulty.
- Anything said in an EHC plan about transport.
- Whether there is a nearer institution which is suitable and can provide the same or similar qualification.
- The best use of the Council's resources.

Contributions

A contribution of £600 per academic year from young people or their parents is required towards the cost of travel assistance.

The charge will be £400 per academic year, if a financially dependent student, is from a low-income household.

Students will be invoiced for their contribution at the start of the academic year.

Payment plans can be made available for students who require this.

- Families in receipt of Income Support.
- Families in receipt of Income Based Jobseekers Allowance (IB JSA).
- Families who receive Child Tax Credit and have an annual income below the relevant threshold.
- Families who receive Employment and Support Allowance (Income related).
- Families who receive The Guarantee Element of State Pension Credit.
- Families who receive support under Part VI of the Immigration and Asylum Act 1999.
- Families in receipt of the maximum level of Working Tax Credit.
- Families in receipt of benefits that supersede those listed above.

Young People aged 19+ with SEND

The requirement for the local authority to consider whether travel arrangements are necessary to enable participation in education and training continues after the age of 18 years for young people up to age 25 with EHC plans, who started their programme of learning before their 19th birthday.

The Council has discretion to determine what transport or financial support is necessary to facilitate the student's participation in education and training.

In determining whether it is necessary for the Council to provide transport, the Council will consider on an individual basis why it is necessary for the Council to make travel arrangements.

**Any questions
so far?...**

Risk Assessment

Where a child/young person is eligible for travel assistance, a member of the team will contact them to complete a risk assessment, which will cover;

- the medical needs of the CYP and the likelihood of them requiring emergency medical assistance while travelling to and from education.
- their behaviour, including where this is related to their special educational needs or disability and the likelihood of this causing harm to them or others while travelling.
- the safety of children while travelling on the vehicle and while boarding and alighting.
- the safe loading and tethering of wheelchairs.
- any information that will assist with the CYP person's journey to and from the setting for example their likes and dislikes.

We may also speak to the setting and if required seek specialist advice.

Travel Assistance, Pre 16.

The local authority will award travel assistance that helps children/young people to achieve independence.

Options will be considered in the following priority order:

- Public transport (bus pass)
- Escorted walking / 'walking-bus' or cycling
- A Personal Transport Budget (PTB) for petrol/mileage reimbursements.
- A seat on a minibus or coach.
- A Personal Transport Budget (PTB) for travel or other associated costs.
- A seat within a shared vehicle.

For children/young people with SEND the mode of transport will be determined following consideration of the application, presenting needs and completion of a risk assessment.

During an annual review of the Education Health and Care plan where appropriate, young people and their families will be made aware that travel support will be considered in line with the travel assistance policy.

Travel Assistance, Post 16.

The transport needs of young people with SEND will be assessed when a student moves from school into their post 16 education.

This will happen even if the student is remaining at the same educational setting.

Travel assistance for Post 16 must be applied for each year.

You do not need to reapply if the young person remains in the same educational setting, completing the same course, as their first year.

Please note: A named setting in an EHCP does not automatically mean that there is an entitlement to transport to and from this named provider.

Students undertaking a work-based learning programme such as an apprenticeship or supported internships can apply for Access to Work funding to support their transport needs.

<https://www.gov.uk/access-to-work>

Travel Assistance, Post 16.

The transport needs of young people with special educational needs and disabilities will be assessed when a student moves from school into their post 16 education

This will happen even if the student is remaining at the same educational setting.

Travel assistance for Post 16 must be applied for each year

Please note: A named setting in an Education Health and Care plan does not automatically mean that there is an entitlement to transport to and from this named provider.

Students undertaking a work-based learning programme such as an apprenticeship or supported internships can apply for Access to Work funding to support their transport needs.

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- A Personal Transport Budget (PTB)

During an annual review of the Education Health and Care plan where appropriate, young people and their families will be made aware that travel support will be considered in line with the Council's post-16 transport policy.

Public Transport – Bus Pass

- Telford & Wrekin Council will issue a bus pass for use to get to an educational setting, the bus pass can be used weekdays only.
- The pass will identify on it what services can be used to travel to and from the educational setting.
- When issuing a bus pass the team will provide timetables, maps and any further information required.
- Telford & Wrekin Council have recently introduced 6 subsidised bus services, the 101, 102, 103, 104, 105 & 106.
- These routes are funded and run by Telford & Wrekin council and are designed to provide travel to education settings.



Cycling

Our bike travel assistance scheme provides a healthy and fun way for young people to travel to and from their education setting.

What's more, your young person has the freedom to choose their own bike and associated equipment!

What will I get?

- You will be provided with a £450 Halfords voucher to purchase a bike and any associated items (safety equipment and maintenance products)
- If you are unable to add the bike to any existing insurance product you have, we will also cover the cost of insuring the bike for the duration of your travel assistance, at £35 a year!

What training will be provided?

- To make sure the School Bike Scheme is suitable for your young person, we will undertake an initial route risk assessment and a 'Bikeability' qualified instructor will undertake an initial cycling assessment. We will provide 'Bikeability', Level 3 training, delivered via our Bikeability qualified instructors.

Please note: Young people must live within 6 miles of the education setting. (which will be approximately a 40/45-minute journey on bike to college).



Personal Travel Budget (PTB).

A Personal Travel Assistance Budget (PTB) is a payment offered to families directly which they then use to ensure their young person can get to and from educational setting every day.

Families nationally are using PTBs and report many advantages. This includes improved children's wellbeing at the start of the school day having travelled to school with familiar adult and greater opportunities for families to meet with staff at the beginning and end of the day.

PTBs have been used to:

- help towards covering costs of running a family car enabling you to make the journey
- arranging with another member of the family or friends to assist with childcare
- Pooling budgets together to arrange joint transport

The payment is a fixed amount (annual) based on the distance between a young person's home address and college.

Please note: personal travel assistance budgets will be reduced to reflect the parental contribution amount at the start of the year.

**Any questions
so far?...**

The 16-19 Bursary Scheme

The 16 to 19 bursary fund supports the most financially disadvantaged 16- to 19-year-olds and those students who most need help with the costs of staying in education.

Those who are 16-19 and who are in the following groups receive a bursary of up to £1,200 a year:

- students in care and care leavers
- students claiming income support or universal credit in their own name
- students who receive both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) in their own name
- Other students facing genuine financial difficulties may be awarded a bursary at the discretion of their school, college or training provider.

How to apply:

Students should speak to their school, college, Academy or training provider as they each have their own application process.

How to apply...

The application process for travel assistance can be found online at the following address:

<https://travelassistance.telford.gov.uk>

Applications for travel assistance can be made throughout the academic year. Once fully completed, we will aim to process them within 20 working days.

In order to arrange necessary travel assistance for young people starting placements in September, applications should be received by: **30th June each year.**





Any questions?...

Useful links:



Telford & Wrekin Post 16 Travel Assistance Policy

[School travel assistance - Telford & Wrekin Council](#)

Travel Assistance – FAQ's

[FAQs - School travel assistance - Telford & Wrekin Council](#)

SEND Local Offer – Travel Assistance

[Travel Assistance](#)

16 – 19 Bursary Information

[Bursary Information 16-19 Year Olds - SEND - Local offer](#)

PTB FAQ'S

[Personal Travel Assistance Budget - SEND - Local offer](#)

Access to Work

[Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK](#)