

# POST 16 EDUCATION AND TRAINING

## TRANSPORT POLICY STATEMENT

2025 - 2026

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# 1. Introduction

1.1 Local authorities do not have a duty to provide free or subsidised post 16 travel support but must prepare and publish an annual transport policy statement. The statement should specify the arrangements for the provision of transport, 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.

1.2 All young people carrying on their education, post 16, must reapply for travel support. If travel assistance has been provided in previous years, there is no automatic right for transport support to continue to be provided once a young person moves into post 16 learning, even if the learning establishment remains the same.

1.3 All Post 16 Learners are expected to take advantage of the concessionary tickets available at [www.wymetro.com](http://www.wymetro.com) or 16 – 19 Bursary Funding (where eligible) from the education provider.

1.4 '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 (years 12,13,14).

1.5 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 (subject to eligibility criteria).

1.6 This policy uses the term 'Post 16' which refers to learners of sixth form age. Applications for transport assistance from 'Post 19' learners with learning difficulties/disabilities up to the age of 25 in education or training are dealt with by the Adult Services and Wellbeing team.

1.7 This policy document specifies the support that Calderdale Council (the Council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training. This includes Children Looked After.

1.8 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, 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.

## 2. Aims and Objectives

2.1 Calderdale Council's main objective is to bring about higher participation and retention rates for learners in schools and colleges of further education, including learning provisions noted in the 'General Information' section of this document. This provision is essentially concerned with assistance with transport costs.

2.2 Young people are required to stay in education or training until their 18th birthday. Calderdale is responsible for promoting effective participation in education and training of young people who are subject to the duty to participate. Under the 'September Guarantee' every young person aged 16 or 17 should be offered a suitable place in education or training. 'The September Guarantee is an

offer, by the end of September, of a "suitable" place in learning, for young people completing compulsory education'.

### 3. Local Authority Support

3.1 Post 16 travel support will not automatically be provided, even if support was provided in previous years. This may be due to moving into post 16 education or a change in circumstances that affects eligibility.

3.2 Free travel support will not be provided to Post 16 students under this Policy Statement. Learners may be eligible for a Post 16 Bursary from their education provision, which may be used to purchase subsidised tickets.

3.3 A new application will need to be submitted when a student moves onto post 16 education and/or training.

3.4 The application will be assessed in line with this Post 16 Transport Policy Statement.

3.5 An application will need to be submitted annually for review, between 1 March and 15 June for transport assistance which is due to commence in September of the same year of application.

3.6 Travel support may be withdrawn (or not renewed) if it does not meet the required eligibility criteria of this Post 16 Transport Policy Statement which is applicable at the time of application (if changes to the policy have occurred). Additionally, transport will be withdrawn anytime throughout the academic year, if there has been a change of circumstances which no longer meets the eligibility criteria.

3.7 If travel support is granted one year and the learner is eligible for support in subsequent years (following annual review), the support provided may differ as a variety of efficient approaches to providing such support will be pursued wherever possible.

3.8 Where the Local Authority provides transport to an eligible learner, the Local Authority will determine the type of transport offered.

3.9 Any award will be effective from the date of assessment or successful appeal. Any payments in lieu of transport will not be back dated and no refunds will be given in the event that transport is suspended due to adverse weather conditions or other unforeseen circumstances outside the Council's control.

### 4. Local Authority support for learners without Special Educational Needs or Disabilities (SEND)

4.1 Local authorities do not have to provide free or subsidised post 16 travel support.

4.2 All full-time students aged over 16, within the West Yorkshire boundary are able to take advantage of the subsidised concessionary fares or ticket schemes which are provided by West Yorkshire Combined Authority (Metro) or other travel providers.

4.3 Subsidised tickets are also available for travel outside the West Yorkshire boundary, from the relevant transport provider of the area travelled in.

4.4 Students will be expected to purchase these subsidised concessionary fares and ticket schemes themselves. Details of fares and tickets are shown in Appendix 1.

4.5 Travel assistance may be available to learners from the 16-19 Bursary Fund. Please refer to section 10 of this statement.

## 5. Local Authority support for learners with Special Educational Needs or Disabilities (SEND)

5.1 All post 16 learners will be assessed under this Transport Policy Statement to establish suitability for Independent Travel Training (refer to section 12). If appropriate, these learners will receive training to allow them to travel independently on public transport, allowing them to take advantage of subsidised fares/tickets.

### 5.2 Eligibility Criteria

5.2.1 Learners will be aged 16-19 with an Education Health and Care Plan and attending an educational provision in Year 12, 13 or 14, or;

5.2.2 Learners will be aged 19-25 with an Education, Health and Care Plan and will have enrolled on their course prior to their 19th birthday, or enrolled after their 19th birthday if the Local Authority deems it necessary to meet their needs (refer to section 14).

5.2.3 Learners will need to be living within the Calderdale boundary and be full time learners attending their nearest school, college or education provision, or where the closest provision does not offer an equivalent (or similar) course of study.

5.2.4 Learners will need to be receiving at least 12 guided learning hours per week (450 hours within the academic year).

5.2.5 Learners will need to be travelling in excess of 3 miles (measured by road route using the Council's GIS system only) to their nearest education provision offering an equivalent (or similar) course of study (up to a maximum road route distance of 15 miles).

5.2.6 Whichever form of transport support is provided by the Local Authority; specialist provision or taxi for example, a contribution from the parent or carer will be payable. This will be the equivalent cost of a monthly concessionary bus pass, per month. (See Appendix 1 for costs).

5.2.7 A monthly invoice will be issued for parental/applicant contribution, where transport assistance has been approved for an eligible learner. The Council reserves the right to withdraw transport assistance where the contribution is not made.

5.2.8 Alternatively, for those students who qualify for transport support, parents may request to receive a personal budget to enable them to arrange their own transport to and from school/college. Personal budgets will be paid at a rate of £7.90 per day, for each day of attendance at school/college, directly to the parent to a maximum of £1,500 per academic year. Students will

need to provide evidence of their attendance at school or college. All payments are made in arrears, usually at the end of each month/term. Personal budgets will only be offered where the Local Authority cannot provide Transport for less than £1,500 per academic year.

Example: Term	Days attended	Personal budget per day	Weeks in Term	Termly personal budget
Autumn Term 2021	3 days	£7.90	13	£308.10
Summer Term 2021	4 days	£7.90	13	£410.80
Spring Term 2021	5 days	£7.90	12	£474.00

5.2.9 Where an education provision is situated outside the travel area covered by a concessionary bus pass, the contribution required by parent will be the equivalent of the cost that would be incurred to travel by public transport.

5.2.10 Where a learner has a disability, but no EHC Plan, the learner will be assessed for transport support, in line with the criteria as described in section 4. Medical evidence of the learner's disability will need to be submitted with the application.

### 5.3 Additional information regarding a learner with SEND or a learning difficulty

5.3.1 A young person would be regarded as having a disability or learning difficulty, if the Local Authority is satisfied that he or she has a significantly greater difficulty in learning than the majority of learners of the same age; or

5.3.2 A young person has a disability which either prevents or hinders him or her from making use of an educational facility, usual to those providing Post 16 education or training.

5.3.3 English not being the Learner's first language is not considered a learning difficulty for the purpose of this policy.

5.3.4 Travel capabilities may be assessed by Calderdale's Independent Travel Trainers, taking into account an assessment of need and information provided by the learner and/or parent or carer at the application stage and additional advice supplied by other relevant professionals.

*It should be noted that even if a learner meets the eligibility criteria, transport support may not be granted if they are able to access public transport where concessionary fares are available.*

Support available for Post 16 SEND learners, include (but is not limited to):-

- Concessionary fares shown in Appendix 1
- A bus pass or direct payment equivalent
- A bus pass or direct payment equivalent, plus a companion pass or direct payment equivalent

- Independent Travel Training
- A fixed mileage allowance
- Direct payments made to applicant to arrange own transport provision (£7.90 per day)
- Provision of actual transport with contribution made by parent/applicant (if eligible under the criteria in section 5)

The Local Authority will determine the form of transport assistance award. This will be the most cost-efficient transport method suitable to meet the needs of the student.

## 6. Consultation and Publication

6.1 The Post 16 Transport Policy Statement will be reviewed and consulted upon annually. The statement will be published on Calderdale's website, via 'Engage'. Calderdale Council will consult with:

6.1.1 Neighbouring local authorities

6.1.2 Governing bodies/academy trusts of schools/colleges with post 16 provision

6.1.3 West Yorkshire Combined Authority

6.1.4 Young people of sixth form age (from the next academic year)

6.1.5 Other education providers, community groups, voluntary organisations with an interest in disability issues

6.2 The reviewed and updated Post 16 Transport Policy Statement will be published by Calderdale by 31 May 2024 and will be effective from the academic year commencing September 2024.

## 7. General Information

7.1 The Post 16 Transport Policy Statement applies to learners of sixth form age who are receiving an education or training at:

7.1.1 A school;

7.1.2 A further education institution;

7.1.3 A local authority maintained or assisted institution providing higher or further education;

7.1.4 A 16 to 19 academy; or

7.1.5 Any establishment (not falling within the above categories) at which the authority secures the provision of education or training under section 15za of the Education Act 1996

7.2 In order to raise participation of Post 16 young people, Calderdale Council will consider transport support and the needs of the following (subject to the eligibility criteria and appropriate evidence being provided):

7.2.1 Young people who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17

7.2.2 Those young people who have already become NEET

7.2.3 Young parents (Care to Learn information provided under section 11)

7.2.4 Those who live in particularly rural areas where the transport infrastructure may be more limited

7.2.5 Learners who are on free school meals or whose parents are in receipt of Universal Credit

7.2.6 Learners living independently on low income

7.2.7 Learners in care or have previously been in care

7.2.8 Learners within the criminal justice system

7.2.9 Learners who are carers

7.3 Any transport and travel support provided is subject to satisfactory attendance at the education provision attended (over 90% in any one month). If a learner terminates his or her study course, any travel support provided will be withdrawn and any costs incurred in advance may be claimed back by the Local Authority.

## 8. Transport and Travel Support

8.1 Concessionary tickets for young people 16-25 from public transport providers:

8.1.1 West Yorkshire Combined Authority (Metro) offers a range of Concessionary fares. Details are available on 'Metroliner' 0113 3481122 or visit [www.wymetro.com](http://www.wymetro.com)

8.1.2 Concessionary fares and the tickets available from Metro will cover transport within the West Yorkshire boundary. If a learner attends an education provision outside the West Yorkshire area, concessionary fares are also available from the bus operator, First. It is recommended that learners and/or parents or carers seek details of concessionary fares/tickets available in other counties and consider these when making a preference for Post 16 provision.

8.1.3 Please see Appendix 1 for details on Concessionary Fares.

## 9. Travel support from schools and colleges

9.1 Support may be available from a young person's educational provision in the form of The 16-19 Bursary Fund. Young people and/or their carer(s) are requested to contact their specific education provider for further information on the application process.



## 10. The 16-19 Bursary Fund

10.1 The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

10.2 There are 2 types of 16 to 19 bursaries:

10.2.1 Bursary for students in vulnerable groups, up to £1200 per year if one of the following applies:

- You are in or recently left local authority care
- You get Income Support or Universal Credit because you are financially supporting yourself
- You get Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit
- You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

10.2.2 Discretionary Bursary

Your school or college will have their own criteria for discretionary bursaries. They will look at your individual circumstances, which usually includes your family income.

10.3 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, prior to submitting an application for travel support under the Post 16 Transport Policy Statement.

10.4 Further information can also be found at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

## 11. Young Parents Care to Learn

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

‘Care to Learn’ can help with the cost of:

11.1.1 Childcare, including deposit and registration fees

11.1.2 A childcare ‘taster’ session (up to 5 days)

11.1.3 Keeping your childcare place over the summer holidays

11.1.4 Taking your child to the childcare provider

11.2 Types of Child Care

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

11.2.1 Childminder

11.2.2 Pre-School playgroup

11.2.3 Day Nursery

11.2.4 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 for looking after your child they need to be both:

- Providing registered childcare for children
- Living apart from you and your child

### 11.3 Payments

Childcare payments go directly to your childcare provider. Before your childcare provider can be paid:

11.3.1 Your childcare provider needs to confirm your child's attendance

11.3.2 Your school or college needs to confirm that you are attending your course

11.3.3 Payments for travel costs go to your school or college – they will either pay you or arrange travel for you.

### 11.4 Attendance

Payments will stop if:

11.4.1 You stop attending your course

11.4.2 You finish your course

11.4.3 Your child stops attending childcare

### 11.5 Eligibility

You can get care to learn if:

11.5.1 You are a parent under 20 at the start of your course

11.5.2 You are the main carer for your child

11.5.3 You live in England

11.5.4 You are either a British citizen or a national of a European Economic Area (EEA) country

11.5.5 Your course is publicly funded (check with your school or college)

11.5.6 Your childcare provider is registered with Ofsted or the Care Quality Commission

## 11.6 Type of Course

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

This includes courses that take place in:

11.6.1 Schools

11.6.2 School sixth forms

11.6.3 Sixth form colleges

11.6.4 Other colleges and learning providers, including Foundation Learning

11.6.5 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 [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

## 12. Independent Travel Training

12.1 As learners become older and move towards greater independence, particularly those with Special Educational Needs and/or Disabilities, they may want to, or be ready to develop their skills of independent travel. This may mean utilising public transport or walking to their educational provision.

12.2 At Calderdale Council, we employ Independent Travel Trainers who, with the support of schools and colleges, identify young people who may have the skills necessary to become more independent in their travel.

12.3 Schools and colleges work in partnership with the trainers, learners and their families to enable the learner to achieve greater levels of competency in their independent travel. If you would like more information about the Independent Travel Scheme, please contact:

Ann Exton/Jason Oldroyd  
Independent Travel Trainers  
Email: [transport@calderdale.gov.uk](mailto:transport@calderdale.gov.uk)

## 13. Apprenticeships

13.1 Travel support for those undertaking a non-paid apprenticeship may be considered for transport assistance. This may include the costs of travelling to or from the place of learning or work

placement. Employers and learning providers may want to take into account a young person's likely transport arrangements when planning off-the-job training, particularly outside normal working hours.

13.2 The eligibility criteria for support are the same as all other Post 16 learners.

13.3 Any learners with further questions relating to arrangements for apprenticeships should contact Calderdale & Kirklees Careers on 01484 213856, email [enquiries@ckcareers.org.uk](mailto:enquiries@ckcareers.org.uk) or visit [www.ckcareersonline.org.uk](http://www.ckcareersonline.org.uk)

13.4 A summary of fare options is detailed on Appendix 1.

## 14. Applying for Local Authority Transport Support

14.1 Young people or their parents or carer(s) can apply for transport support by completing a Post 16 online application form, available at [www.calderdale.gov.uk/hometoschooltransport](http://www.calderdale.gov.uk/hometoschooltransport). (This online application should only be completed for those young people who do not have SEND).

14.2 If the young person has SEND and/or an Education Health and Care Plan, a Post 16 SEND application will need to be submitted. This can be obtained by emailing [transport@calderdale.gov.uk](mailto:transport@calderdale.gov.uk)

## 15. Appeals

15.1 Please note that the Local Authority does not have to provide free or subsidised post 16 travel support. However, a number of concessions are available, which are discounted and shown in Appendix 1.

15.2 If a young person, or their carer has applied for Post 16 travel support and been refused assistance, they have the right to appeal.

15.3 The Service Manager with responsibility for Home to School Transport has the discretion to approve requests for transport support in special or exceptional circumstances, if applications are found to justify approval outside the Post 16 Transport Policy Statement. If learners wish to appeal the decision not to award support (or withdraw existing support) they should contact the Transport Operations Team at [transport@calderdale.gov.uk](mailto:transport@calderdale.gov.uk) within 20 working days of being refused transport support. Appeals on financial grounds will require evidence of an unsuccessful Post 16 – 19 Bursary claim and subsequent Bursary appeal. Failure to submit the required evidence may result in a delay to the Appeal Hearing. A Stage One Appeal Form and guidance notes will be provided in the first instance.

15.4 If learners are not satisfied with the outcome of the Stage One Appeal, a further appeal can be submitted. This is a Stage Two Appeal and an Independent Appeals Panel will be convened to consider the young person's or carer's request for transport support. Please email [transport@calderdale.gov.uk](mailto:transport@calderdale.gov.uk) for a Stage Two Appeal Form. The outcome of the Stage 2 appeal is final.

## 16. Local Complaints Process

16.1 It may be appropriate for a young person or carer to consider contacting the Local Government Ombudsmen (LGO) or complaining to the Secretary of State for Education. The LGO is an independent organisation that looks into complaints against councils. This is a free service which investigates if the policy has been appropriately implemented and not a further appeals stage if the stage 2 appeal is not upheld. Information can be found online at [www.lgo.org.uk](http://www.lgo.org.uk). To complain to the Secretary of State, a contact form will need to be completed which is available online at [www.gov.uk/help/contact-dfe](http://www.gov.uk/help/contact-dfe)

## Appendix 1 – Concessionary Fares

Metro offers a range of concessionary fares and details are available on “Metroline” (0113) 3481122 or visit [www.wymetro.com](http://www.wymetro.com).

Please note the fares listed below are subject to change.

Scheme	User group	Concession	Times available	Registration cost	Journey cost/concession
MCard *My Week *My Month	Available for all 16 to 18 year old residents of West Yorkshire. Valid from you 16 <sup>th</sup> birthday until the day before your 19 <sup>th</sup> birthday	Travel by bus anywhere in West Yorkshire	Any time of day, including evenings and weekends	MCard App is free	£10.00 per week, or £39.00 per month
MCard Countywide Bus & Rail Zones 1-5 *Weekly *Monthly	Available for all 16 to 18 year old residents of West Yorkshire. Valid from you 16 <sup>th</sup> birthday until the day before your 19 <sup>th</sup> birthday	Travel by bus and/or train across the whole of West Yorkshire	Any time of day, including evening and weekends	MCard App is free	£31.00 per week, or £114.60 per month
19-25 or Student PhotoCard. (MCard)	Available for all young people aged 19-25 and mature students. Valid from your 19 <sup>th</sup> birthday until the day before your 26 <sup>th</sup> birthday Mature students need to evidence enrolment and the card will be valid until the end of the academic year	This is a smartcard which enables you to pre-load discounted bus or bus and rail tickets It provides unlimited bus and train travel throughout West Yorkshire. You just have to be aged 19-25 or a Student	Unlimited travel across West Yorkshire on any bus or train	None	Countywide Bus Only: Weekly ticket £19.20 Monthly ticket £74.40 Countywide Bus & Rail (Rail Zones 1-5) Weekly ticket £31.00 Monthly ticket £114.60 Termly tickets are available. Please visit <a href="http://www.m-card.co.uk">www.m-card.co.uk</a>

Scheme	User group	Concession	Times available	Registration cost	Journey cost/concession
Blind Person's Passes	You are entitled to a Blind Person's Pass if you live in West Yorkshire and you are registered, or entitled to be registered, as blind (severely sight impaired)	Free travel on buses and trains at any time of day in West Yorkshire. Free travel on buses throughout the rest of England between 0930 and 2300, Monday to Friday and all day at weekends and on public holidays.	Any time of day (bus and rail within West Yorkshire)	None	Free
Disabled Person's Passes	<p>You are entitled to a Disabled Person's Pass if you live in West Yorkshire and you are:</p> <ul style="list-style-type: none"> <li>• Partially sighted (sight impaired)</li> <li>• Profoundly or severely deaf</li> <li>• Without Speech</li> <li>• Has a disability or injury which has a substantial and long-term adverse effect on walking ability</li> <li>• Do not have arms or have a long-term loss of use of both arms</li> <li>• Have a learning disability, which includes significant impairment of intelligence and social functioning</li> <li>• Have been (or would be) refused a driving licence on certain medical grounds (excluding misuse of alcohol or drugs)</li> </ul> <p><i>Mental health problems are not a qualifying disability (unless they were so severe that a driving licence would be refused).</i></p>	<p>Free off-peak travel on local bus services in West Yorkshire from 0930 to midnight, Monday to Friday and all day at weekends and on public holidays (09.30 to 23.00 on services throughout England)</p> <p>Half-fare, off-peak train travel within West Yorkshire. Off peak train travel is Monday to Friday after 09.30 until 1600, then from 1830, all day on weekends and public holidays</p> <p>If travelling by train during the weekday evening peak (1601 to 1829) you will need to buy an Anytime Day Single or Anytime Day Return ticket</p>	After 09.30 Monday – Friday, all day weekends and public holidays	None	Free off-peak travel on local bus services in West Yorkshire. Half-fare, off-peak train travel within West Yorkshire