ADOPTED POLICY

London Borough of Bromley

Post 16 Education Travel Assistance Policy

For children and young people resident in Bromley including those with Education, Health and Care Plans

Author:	Admissions & Transport
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Date	Type	Author
1 June 2022	Draft Proposed Policy	Scott Bagshaw Head of Access to Education and Inclusion Simon Harrington-Whitnall Admissions & Transport Manager
January 2023	Final Adopted Policy	Scott Bagshaw Head of Access to Education and Inclusion Simon Harrington-Whitnall Admissions & Transport Manager
May 2025	Policy review – no changes made	Scott Bagshaw Head of Access to Education and Inclusion Simon Harrington-Whitnall Admissions & Transport Services Manager
May 2026	Policy review – no changes made	Angie Hill Head of Access to Education and Inclusion Simon Harrington-Whitnall Admissions & Transport Services Manager

Policy Details

This policy relates to 16 - 19 year olds in the pursuit of, or receiving education or training at schools, academies, and other institutions within the further education sector.

Young people aged 18 and 19 years are included in this policy, only to the extent that it relates to a course of education that they began before they reached the age of 18.

1.
Bromley Council considers that in most circumstances the provisions of the Post 16 discounted transport offer provided through Transport for London (TfL) is sufficient to facilitate the attendance of persons aged between 16 – 19 years at their chosen education or training provider. This may be at schools, academies, colleges or in the workplace though an apprenticeship or other work-based training provision.

Further details of the TfL offer for Post 16 learners is available from the link below:
https://tfl.gov.uk/fares/free-and-discounted-travel

2.
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 2 types of 16 to 19 bursaries:
a) 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 transport, meals, books and equipment

b) Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at the start of their course
- be aged 19 or over at the start of their course and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over 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 and to confirm, their eligibility criteria.

Further information can be found at www.gov.uk/ search for post 16 bursaries.

3.
Bromley Council aims to make active travel an attractive and realistic choice for short journeys in Bromley. Active travel means walking or cycling as a means of transport, in order to get to a particular destination such as school, Active travel can be for complete journeys or parts of a journey, and more people in the community making more active travel journeys can lead to a range of positive individual and shared outcomes. These include improved health, reduced traffic congestion, reduced pollution, and financial savings to the individual

CYP not eligible for bursary support and unable to engage in active travel or for whom the transport options available through the 16+ Zip Oyster Photo Card is not suitable due to individual special circumstances can contact Bromley Council directly.

If, however, you have special circumstances which you believe should make you eligible to receive help of an alternative nature to that set out above you should write to **Home to School Transport - Eligibility Team, Admissions & Transport, 1st Floor Stockwell, Civic Centre, Stockwell Close, Bromley BR1 3UH** setting out those circumstances, in full. You may rely upon any circumstances which are relevant to your application.

The way that Bromley Council exercises its duty and powers to enable access to education, be it with financial or practical support is entirely at the discretion of Bromley Council, including where appropriate a decision to meet the cost of your transport or alternatively to offer no additional support.

The following considerations will be given greater weight by us when we consider your application, but do not guarantee you will be eligible to receive additional assistance from Bromley Council:

(i) that you have special educational needs and/or a disability and/or mobility problems, which mean that it is not/would not be reasonably practicable for you to attend the educational establishment at which you are registered or at which you would like to register to receive education or training using the 16+ Zip Oyster Photo Card on the terms described above.

Bromley Council recognises that in some circumstances public transport may not be appropriate as a result of special educational needs, a disability or a mobility problem and again in these exceptional circumstances other means of support will be considered. In these circumstances you must provide copies of documentation to support your application including a copy of your Education, Health and Care Plan (if applicable) and evidence from appropriate specialists or professionals, for example consultant/health/educational.

Learners aged 16 – 19 years for whom Bromley maintains an Education, Health and Care Plan are also expected to seek a 16+ Zip Oyster Photo Card. It would be expected that where students have not accessed public transport previously, that they will engage with Bromley's Independent Travel Training offer to be trained to use public transport. Refusal to embark on such training where this is considered appropriate, may affect any future decisions where additional support for transport is being requested. Where the learners are unable, even with appropriate independent travel training, to access public bus travel because of their levels of need, consideration will be given to other means of support.

(ii) that it is not/would not be reasonably practicable for you to attend the educational establishment at which you are registered or at which you would like to register to receive education or training using a 16+ Zip Oyster Photo Card on the terms described above

(iii) that the distances and/or journey times, between your home and the educational establishment at which you are registered or would like to register makes the use of a 16+ Zip Oyster Photo Card, on the terms described above impractical or not practical without additional assistance.

(iv) that you and your family cannot afford the 16+ Zip Oyster Photo Card on the terms described above. This will normally require proof of receipt of certain benefits i.e.
- Income support
- Income based jobseekers' allowance
- Child Tax Credit (TC602 for the current tax year with a yearly income of no more than £16,190pa)
- Guaranteed element of state pension credit • Income related employment and support allowance • Maximum Level of Working Tax Credit

Assistance on this ground will normally only be given where the educational establishment is not more than 6 miles from your home. Any additional provision or assistance would be reviewed on an annual basis and your parents would be required to provide the Transport Eligibility Team with up to date proof of the family's income at that time. Bromley Council will usually only provide one form of support for Low Income Families.

(v) that the nature of the route, or alternative routes, which you can reasonably be expected to take with a 16+ Zip Oyster Photo Card makes the use of the Card impractical or not practical without additional assistance.

(vi) that reasons relating to your religion or belief (or that of your parents) mean that the use of the 16+ Zip Oyster Photo Card is not practical or is not practical without additional assistance.

Where a learner is attending an educational establishment of the same denomination as themselves (or religion in cases where the religion does not have denominations) in order to be considered for transport assistance, they must also have the application form signed by a vicar/priest or religious leader of the same denomination (or religion where there are no denominations) as the school stating that the learner is a regular and practising member of a church or other place of worship of the same denomination (or religion where there are no denominations) as the educational establishment concerned.

Where a learner is attending a church school of a different denomination or religion to that of the parent, in order to be considered for transport assistance, they must also have the application form signed by a vicar/priest or other religious leader stating that the learner is a regular and practising member of that religion or denomination. The learner will also need to explain why their religion or belief makes it desirable for the learner to attend that particular educational establishment rather than another educational establishment nearer to the learner's home, given that the chosen educational establishment is not of the same religion or denomination as that practised by the learner.

Where a learner is attending an educational establishment for reasons connected with his or her non-religious belief, in order to be considered for transport assistance the learner will need to explain what that belief is and why the belief makes it desirable for the learner to attend that particular educational establishment rather than another nearer educational establishment. The learner will also need to provide evidence to prove that they do indeed

hold the belief in question. This could be confirmation from a person of good standing in the community who knows the learner, for example a councillor, a doctor, a social worker, or a lawyer or alternatively proof of the learner or his parent's medium or long term membership of a society or other institution relating to that belief.

Transport assistance will only be awarded under any of the three categories above where Bromley Council is persuaded that the religion or belief is genuinely held and that the placement of the learner at the institution in question will be of significant benefit to the learner because of the relationship between the religion or belief of the learner and the nature of the educational institution in question.

The Council will normally only agree to such requests for a maximum period of one year. Arrangements would then be reviewed. The Council can then agree such requests for the duration of the course up until the end of the year in which the young person reaches the age of 19.

You should also state what additional or alternative steps you would like Bromley Council to take to assist you in attending the educational institution at which you are registered/would like to register.

4.

Please note you will be asked to provide evidence to support any case that you may present, for example and where relevant:

(i) proof that you have applied to or are registered at a particular educational establishment such as a copy of your acceptance/offer letter from the college;

(ii) proof of your and/or your family's income and savings e.g., TC602 from HM Inland Revenue;

(iii) proof of any special educational needs, disability, or mobility problems that you have; (for example- a copy of your EHC plan, a copy report from consultant or from your local authority's Special Educational Needs Department providing confirmation that you are unable to access a suitable educational establishment nearer to your home and/or are unable to access public transport);

(iv) proof that you have applied to colleges or other educational establishment closer to your home (for the same course or for a similar course), which if accepted would have meant that you would not have required additional assistance from us and proof that that those applications were turned down. (Copies of refusal letters would be required);

(v) details of the unsuitable route that you say you would need to travel and detailed reasons why you consider the same to be unsuitable;

(vi) proof that you are a member of a particular religion or religious denomination or (where possible) that you have a particular belief where that is relevant to your argument. Ordinarily, where you are making an application on faith grounds, you will be required to attend an establishment with the same religious denomination as your place of worship.

Please note that we cannot return documents that you supply to us, and so you are requested to only provide copies of documents that you may wish to send accompanying or supporting your application.

5.

Please send the details of your special circumstances to **Admissions & Transport – SEN Transport Team, London Borough of Bromley, Civic Centre, Stockwell Close, Bromley, BR1 3UH** .

We will let you have a written decision as to whether we are able to make any additional financial or other support available to you within 20 working days of you providing any supporting evidence that we may require and of you answering any additional questions that we may raise. In the event that transport assistance is refused, details of the appeals procedure will be included in the decision letter.