**ADOPTED POLICY**

## London Borough of Bromley

# 18+ Adult Learners Education/Training Travel Assistance Policy

## For Bromley resident adult learners including those with Education, Health and Care Plans

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| Author: | Admissions & Transport |
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**Contact Details**


Admissions & Transport – Adult Transport Team
London Borough of Bromley
Children, Education and Families
Civic Centre, Stockwell Close, Bromley, BR1 3UH

Tel: 020 8313 4507
E-mail: adulttransport@bromley.gov.uk


| Date | Type | Author |
|---|---|---|
| December 2022 | Policy | Scott Bagshaw<br>Head of Access to Education and Inclusion<br>Simon Harrington-Whitnall<br>Admissions & Transport Manager |
| January 2023 | Final Adopted Policy | Scott Bagshaw<br>Head of Access to Education and Inclusion<br>Simon Harrington-Whitnall<br>Admissions & Transport Manager |
| April 2025 | Policy Review – no changes made | Scott Bagshaw<br>Head of Access to Education and Inclusion<br>Simon Harrington-Whitnall<br>Admissions & Transport Services Manager |
| April 2026 | Policy Review – no changes made | Angie Hill<br>Head of Access to Education and Inclusion<br>Simon Harrington-Whitnall<br>Admissions & Transport Services Manager |

## Introduction / Background

**This policy is designed for Adult Learners aged 18 and over, in the pursuit of, or receiving education or training.**

***Please note that there is a separate policy for young people aged 16 – 19 receiving further education.***

Bromley Council will normally expect adult learners to take full responsibility for their own transport costs to and from their place of learning or training. Bromley Council does recognise that for some adult learners free or subsidised transport will be required. Bromley Council will consider the provision of free or subsidised transport in the following circumstances:

**Part A:**

Adult Learners receiving education or training in the further education sector or with certain higher education providers and with certain providers outside of the further and higher education sector

1.
The following provisions apply only to adult learners (aged 18 or over but under 25) and who are:

(i) Receiving education or training in the Further Education Sector; or

(ii) Receiving higher education at an institution maintained or assisted by Bromley Council; or

(iii) Receiving education or training outside of both the Further and Higher Education Sectors but only where Bromley Council has secured the provision of the training or education in question for that individual and has secured the provision of boarding accommodation under section 514A of the Education Act 1996.

2.
Bromley will consider requests for free transport from the Adult Learners to which the above paragraphs apply. Bromley is highly unlikely to award free transport unless the award of free transport is necessary to ensure that the Adult Learner can attend the place of education or training in question.

3.
Bromley is highly unlikely to provide any type of transport assistance where the provision of free transport is not considered necessary to secure the attendance of the learner at the place of education or training in question unless exceptional circumstances can be shown.

4.
If you consider that the provision of free transport to your place of education or training is necessary to enable you to attend; or

If you believe that it is not necessary, but you have truly exceptional circumstances that would make an award of free transport or some other form of financial or practical assistance with transport would be of significant and substantial benefit to you because of those exceptional circumstances you should make a written application in accordance with the “How to Apply” section, below.-

**Part B:**

Adult Learners who are do not fall within Part A

5.
But who are:

(i) aged 25 or over and are receiving education or training in the Further Education Sector; or

(ii) are aged 25 or over and are receiving higher education at an institution maintained or assisted by Bromley Council; or

(iii) who are receiving education or training outside of both the Further and Higher Education Sectors but where Bromley has not secured the provision of the training or education in question for that individual and/or where Bromley has not secured the provision of boarding accommodation under section 514A of the Education Act 1996.

6.
Save in truly exceptional circumstances it is highly unlikely that Bromley Council will offer you free transport, any form of financial assistance or any other form of assistance with transport from your home to or from the place of learning at which you are registered or at which you would like to be registered.

7.
If you believe that you can evidence your truly exceptional circumstances you should make a written application in accordance with the "How to Apply" section, below.-

**Adult Learners who do not fall within either Part A or Part B:**

8.
Bromley Council cannot consider any applications for education related transport assistance from adult learners whose applications do not fall within Part A or Part B.

**How to Apply**

10.
You should write to **Admissions & Transport – Adult Transport Team, London Borough of Bromley, 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 full cost of your transport or alternatively to offer no additional support.

11.
When you apply you must tell us-

(i) Whether you are applying under Part A or Part B above.

(ii) Whether you are applying for free transport or for a transport subsidy or for some other form of transport assistance.

12.
Please note that the following considerations will be given greater weight by us when we consider your application, but do not guarantee that you will be eligible to receive assistance or support 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 or training establishment at which you are registered or at which you would like to register to receive education or training without transport or other assistance as the case may be, If you are placing reliance on this ground you should provide a copy of your Education Health and Care plan if you have one and copies of any medical or professional reports that support your claim.

It would be expected that where appropriate, students who have not accessed public transport previously, will engage with Bromley's Independent Travel Training Team 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 practicable for you to attend the educational establishment at which you are registered or at which you would like to register to receive education without Bromley Council providing you with assistance with transport

(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 means that it would not be practicable for you to attend without additional assistance.

(iv) that you cannot afford the cost of transport to and from the institution in question. 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)
- Income related employment and support allowance • Maximum Level of Working Tax Credit

Financial considerations will not be given greater weight where you have a maintenance loan or could have applied for a maintenance loan but chose not to do so.

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 you will be required to provide the Transport Eligibility Team with up to date proof of the family's income at that time.

(v) that the nature of the route, or alternative routes, which you can reasonably be expected to take makes the use of the route impractical or not practical without additional assistance.

(vi) that reasons relating to your religion or belief mean that your attendance at the educational establishment at which you are registered or at which you would like to register to receive education 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 educational establishment 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 an educational establishment of a different denomination or religion to their own, 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.
Free transport or other 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.

13.
The Local Authority will normally only agree to requests for a maximum period of one year. Arrangements would then be reviewed.

14.
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.

15.
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 (where applicable), 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.

16.
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.

17.
Please send the details of your special circumstances to:

Admissions & Transport – Adult Transport Team
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.