

London Borough of Bromley

Education Travel Assistance Policy Statement for Children and Young People aged 16 to 19

Academic Year 2025-2026

The information in this policy statement is to provide a summary of options available for children and young people resident in Bromley, including those with Education, Health and Care (EHC) Plans.

Author: Admissions and Transport
Date: May 2025
Version: 1.1

The information contained in this Policy Statement is correct at the time of publication but may be subject to change.

Contents

	Page Number
Who is this policy statement for?	3
Public Transport options	3
The 16-19 Bursary Fund	3-4
Active Travel	4
Education Travel Assistance Options from the Council	4-5
How to apply	5
How to appeal a discretionary decision or award	5

Contact Details

Admissions & Transport – Education Travel Assistance Team
London Borough of Bromley
Access to Education and Inclusion, Children Education and Families
Bromley Civic Centre, Churchill Court, 2 Westmoreland Road, Bromley, BR1 1AS

Tel: 020 8461 7538

E-mail: SEN.Transport@bromley.gov.uk

Version	Date	Type	Author
1.0	27 April 2025	Draft Proposed Policy Statement	Simon Harrington-Whitnall Admissions and Transport Services Manager
1.1	1 May 20205	Final Policy Statement	Simon Harrington-Whitnall Admissions and Transport Services Manager Scott Bagshaw Head of Access to Education and Inclusion

Local authorities do not have a statutory duty to provide free or subsidised post 16 travel support but are required to prepare and publish an annual Post 16 Transport Policy Statement. This must specify the arrangement for the provision of transport and other support that the authority may make to assist in the facilitating of attendance for all persons over 16 but under 19 who are receiving education, training or work-based learning.

Full details of the London Borough of Bromley Post 16 Education Travel Assistance Policy are available on the Council's website at <https://www.bromley.gov.uk/help-transport/home-school-travel-transport-assistance-sen>.

Who is this policy statement for?

The information in this policy statement and the London Borough of Bromley Post 16 Education Travel Assistance Policy provide information pertinent to 16 to 19 year old Bromley residents in pursuit of, or receiving education, training or work based learning at schools, academies and other education or work based institutions. It relates to the further education sector (not university) even if the provision is outside of Bromley, and includes information for young adults with an Education, Health and Care Plan.

Young adults aged 18 and 19 years old are included only to the extent that it relates to a course of education that they began before they reached the age of 18.

Young people who live outside of Bromley (e.g. Bexley, Croydon, Greenwich, Lambeth, Lewisham, Southwark, Kent, Surrey, etc.) but attend a provision in Bromley **must** contact their home local authority to discuss what travel assistance options they may offer.

The London Borough of Bromley cannot assist young people who live outside of administrative boundary of Bromley.

Please note that there is no travel assistance available from the London Borough of Bromley for travel to universities or higher education provisions.

What support can be expected?

The London Borough of Bromley will not provide transport assistance for post 16 learners except for exceptional circumstances, this is because in most circumstances, the provision of the Post 16 offer provided through Transport for London (TfL) is sufficient to enable young people to access their education or training provision and is available at limited or no cost to the learner.

At the time of publication, TfL offers free or discounted travel on all their transport services with a Zip Oyster photocard. Information regarding this scheme is available on the TfL website at <https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard?intcmp=55578>.

Information on other discounted or free travel option from TfL is available on their website at <https://tfl.gov.uk/fares/free-and-discounted-travel>.

Other support which may be available - 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:
 - Young people who are considered a child in the care of the local authority
 - 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 <https://www.gov.uk/1619-bursary-fund>.

Active Travel

The London Borough of Bromley 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.

Young People 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 the London Borough of Bromley directly who will assess whether exceptional Education Travel Assistance can be provided.

Education Travel Assistance options from the Council

Any decision made by the London Borough of Bromley on the provision of exceptional Education Travel Assistance for a young person aged 16 to 19 is made on a discretionary basis and there is no statutory duty on the Council to provide such assistance.

Families are advised to read the Council's Post 16 Education Travel Assistance Policy before making any application. This can be found on the Council website at <https://www.bromley.gov.uk/downloads/file/13/education-travel-assistance-post-16-policy>.

If a young person is unable to access their education or training provision via public transport or other means, the family can apply to the Council to be assessed for a discretionary award of Education Travel Assistance against the relevant policy.

Families must provide detailed explanations and supporting evidence as to why the young person is unable to access any of the above options at the time of application and why support from the Council is considered necessary.

Once assessed, and if deemed eligible to receive a discretionary award, the Council will determine the form of travel assistance which may be offered.

- **Independent Travel Training** – in order to help build life skills and promote independence in young people, the Council will look to award Independent Travel Training for the young person to enable them to access their education or training provision.
- **Personal Transport Budget** – if a young person is unable to access Independent Travel Training, the Council may award a Personal Transport Budget (PTB) to the family to enable them to make their own arrangements for travel. Further information on what a PTB is and how it works is available on the Council's website at <https://www.bromley.gov.uk/help-transport/home-school-travel-transport-assistance-sen/2>.
- **Transport in a vehicle** – a transport award of a vehicle will only be awarded in the most exceptional of circumstances where sufficient documentary evidence has been provided at the time of application to clearly demonstrate the young person is unable to access their education or training provision via other means and why a PTB is not suitable for the family.

How to apply

Information on the current Education Travel Assistance Policy and options for children and young people aged 16 to 19 years old and details of how to apply are available on the Council's website at <https://www.bromley.gov.uk/help-transport/home-school-travel-transport-assistance-sen>.

How to appeal a discretionary decision or award

Once the application has been assessed, the Council will provide a decision to families on whether the child or young person is eligible to receive Education Travel Assistance or not and, if eligible, what discretionary award has been made.

Families will have the right of appeal against this decision in cases where the child or young person has been assessed as not eligible to receive Education Travel Assistance or where the family feel the discretionary award given is not suitable.

The Council operates a two-stage appeal process and details of how to appeal will be available upon request by emailing SEN.Transport@bromley.gov.uk following receipt of the assessment decision.