



City of Westminster

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Transport policy statement for young people aged 16 - 18 in further education, continuing learners aged 19 and those young people aged 19 - 24 (inclusive) with learning difficulties and/or disabilities

Academic Year 2019 – 2020

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Introduction

Local authorities do not have to provide free or subsidised post 16 travel support but do have a duty to prepare and publish an annual transport policy statement specifying 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.

All young people continuing their education post 16 must reapply for travel support, other than those who attend a special school and are continuing in that school post 16. The need for travel assistance for this group of young people will be discussed at the annual review of their Education, Health and Care Plan in year 11.

'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).

Local 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.

This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

This policy document specifies the support that the City of Westminster (the council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

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.

For information about travel assistance for young people under 16 years of age please follow this link: <http://bit.ly/WCCTravelPolicy>

Aims and Objectives

The council has the following aims and objectives when assessing transport / travel support:

To promote and deliver high quality and efficient travel care and support, which includes alternative travel options aimed at developing independence and is first and foremost about caring for, and understanding the travel and mobility needs of vulnerable adults/young people and children, rather than just about providing transport.

Transport and travel support

Concessionary tickets for young people 16 – 25 from public transport providers

Young people in full time further education under the age of 18 who live permanently in the City of Westminster can travel free by London buses and trams. In addition, there are concessionary fares and reductions available on London Tube trains, the Docklands Light Railway (DLR) and some national rail services.

Oyster Cards

For 16 to 19 year olds (must be age 18 on 31st August 2019 for the 2019/2020 academic year) in full time education and living in a London Borough, Transport for London provides a 16+ Zip Oyster Photocard, which is the name for an Oyster Photocard for young people.

If you already have an Oyster Photocard, you don't need to replace it, just use it until it expires. To get discounted travel you will need to get a 16+ Zip Oyster Photocard. You must touch in on the yellow reader as you board a bus or at the tram stop. If you do not, you may be liable for a penalty fare and your 16+ Zip Oyster Photocard travel concession may be withdrawn.

A 16+ Zip Oyster Photocard will allow you to buy 7 day, monthly or longer travelcards at child-rate and pay as you go at half the adult-rate on the Tube, DLR and London Overground. It will allow you to travel free or at half the adult-rate on London's buses and trams. 16 to 17 year olds who do not have a 16+ Zip Oyster photocard pay adult-rate fees.

How to get your 16+ Zip Oyster Photocard

Application forms are available from Post Offices in Greater London and areas just beyond the boundary that are served by the London bus, Tube and London Overground networks. Some schools have also agreed to distribute forms.

Complete your application form and take it to a Post Office with:

- A passport-sized photograph.
- Your original passport, ID card (from a European Economic Area country) or birth certificate as proof of age.

If you are applying for free bus and tram travel:

- You must get your school or college to sign your application form. This can't be done before you have started your course for the current academic year.
- Take proof that you live within a London Borough to the Post Office with the completed application form. This can be a utility bill, council tax bill or driving licence. These can be in your parent or guardian's name but must be for the same address as your application. Mobile phone bills will not be accepted as proof of address.

To apply for a 16+ Zip Oyster Photocard online visit <https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard>.

If your 16+ Zip Oyster Photocard doesn't arrive within 2 weeks, please call 0845 330 9876, quoting your application reference number.

There is also an 18+ Student Oyster Photocard and with this you receive 30% off travelcard and bus season tickets. Some colleges accept online applications. You will need your enrolment number, your course dates, digital photo and a debit or credit card to pay the £5 application fee. You can get a paper form from your school/college.

There are no restrictions on when the Oyster Photocards can be used.

For more information and to apply online for a 18+ Student Oyster Photocard visit <https://tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard>

More information is available at <https://tfl.gov.uk/fares-and-payments/adults-free-and-discounted-travel>

Freedom Pass

If you have an eligible disability and are a permanent resident in a London Borough, you can apply for a Freedom Pass to help you get around London. The Freedom Pass enables you to travel free on London's public transport which includes buses, tube, trains, DLR and trams. If you think you may be eligible then call the council's accessible transport team on 0207 361 2390 or email accessible.transport@rbkc.gov.uk to request an application form.

More information is available at <https://www.londoncouncils.gov.uk/services/freedom-pass/disabled-persons-freedom-pass>

The Bus and Tram Discount Scheme

This scheme helps London residents receiving Income Support, Employment and Support Allowance and those who have been in receipt of Jobseeker's Allowance for a minimum of 13 weeks. With the Bus and Tram Discount Photocard and accompanying Oyster Card holding the discount, single journeys on buses and trams will cost you just 75p: half the adult Oyster single fare. The daily price cap using pay as you go for making multiple bus and tram journeys within a 24-hour period – from 0430 and before 0430 the next day is £2.25 – half the normal adult price. A 7-day Bus and Tram Pass will cost you just £10.60.

More information is available at <https://tfl.gov.uk/fares/free-and-discounted-travel/bus-and-tram-discount>.

<https://tfl.gov.uk/fares/find-fares/bus-and-tram-fares> this page on the TFL website provides examples of other concessionary schemes that are available for young people living and travelling within London.

Appendix 1 provides a summary of the concessionary schemes that are available.

Travel support from schools and colleges

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:

1. 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.
2. 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 31 August 2019; or
- aged 19 or over at 31 August 2019 and have an Education, Health and Care Plan (EHCP); or
- aged 19 or over at 31 August 2019 and continuing on a study programme they began aged 16 to 18 ('19+ continuers'); **and**
- 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.

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

Young parents / Care to Learn

If you are a young parent aged 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:

- childcare, including deposit and registration fees
- a childcare 'taster' session (up to 5 days)
- keeping your childcare place over the summer holidays

- taking your child to the childcare provider

Types of eligible child care

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

- childminder
- pre-school playgroup
- day nursery
- 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 receive Care to Learn for looking after your child, they need to be both:

- providing registered childcare for children they're not related to; and
- living apart from you and your child.

Payments

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

- your childcare provider needs to confirm your child's attendance; and
- your school or college needs to confirm that you're attending your course.

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Attendance

Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare

Eligibility

You can receive Care to Learn if:

- you're a parent aged under 20 at the start of your course
- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a European Economic Area (EEA) country
- your course is publicly funded (check with your school or college) and
- your childcare provider is registered with Ofsted or the Care Quality Commission

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:

- schools
- school sixth forms
- sixth form colleges

- other colleges and learning providers, including Foundation Learning
- your community at Children's Centres

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or those aged 19 and over can apply for the 19 – 25 card.

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

LA support

LA support for young people without learning difficulties and/or disabilities

The council expects that the majority of full-time learners aged 16 to 18 years who need transport to get to and from their place of study will use free and concessionary public transport available.

The council will not offer any form of grant or travel pass to those students aged 16 to 18 years and those continuing learners aged 19 years or over, still at school or in further education, who have an unreasonably long or difficult journey by bus or have to pay due to age.

LA support for young people with learning difficulties and/or disabilities

Young people may require assistance with travel because they have a learning difficulty and/or disability which may include:

- severe or profound and multiple learning difficulties including severe learning difficulties associated with autism;
- severe physical disability, typically those young people dependent on the use of a wheelchair; or who have a severe medical or psychological condition such that their vulnerability would mean that independent travel is likely to put themselves or others at serious risk.

In assessing whether a young person needs assistance with travel between home and their education or training setting, the local authority will take into account the following factors:

- whether appropriate education/training provision is available at a nearer location to the young person's home (subject to the provision of reasonable choice in allowing young people to choose between different establishments at which education and training is provided);
- any preference the individual may have for a particular institution based on their religion or belief;
- whether the young person has received independent travel training prior to the application;
- the outcome of independent travel training carried out prior to the application;
- what alternative options for transport have been considered and could be made available e.g. independent travel training.

Having considered the distance from home to the place of study, if the request is based on the needs of the young person the following issues will be considered:

- (i) If the young person has a medical condition or disability which would result in the walk to the place of study causing him/her undue fatigue, distress, discomfort or pain.
- (ii) If the young person can access public transport without undue fatigue, distress, discomfort or pain (this would include walking to the bus stop/ station and mounting/dismounting the vehicle).
- (iii) Reasons why the parent/carer cannot take the young person to the place of study.

Assistance with travel will only be available to the nearest education setting that provides a suitable course (subject to the provision of reasonable choice in allowing young people to choose between different establishments at which education and training is provided and any preference based on religion or belief). Any offer will take into account the promotion of independent travel skills and cost and, when assistance is given, it will not ordinarily constitute door to door transport.

Travel assistance may be provided for a fixed period to facilitate transition plans, or independent travel programmes.

Individual eligibility for travel assistance will be reviewed at least on an annual basis and may be reviewed at any time throughout the school year. Any change in circumstances, including a change of address or educational placement will require a re-application to be submitted.

Travel training

Independent travel training (ITT) provides tailored and practical help in travelling by public transport, on foot or by bicycle. ITT aims to help people travel independently and without fear, to work, to education, to other key services, or simply for leisure.

Eligibility for ITT is in-line with the eligibility criteria for travel assistance – i.e. a young person will only be eligible to be considered for ITT if they have previously been assessed to be eligible for council funded travel assistance.

Apprenticeships

If you are aged 18 or over, live within a London Borough and are in your first year of an apprenticeship you can receive discounted travel with an Apprentice Oyster Photocard. Your apprenticeship must be SASE (Specification for Apprenticeship Standards in England) compliant or an approved standard.

You can apply for an Apprentice Oyster Photocard online by visiting this link to the TFL site: <https://tfl.gov.uk/fares/free-and-discounted-travel/apprentice-oyster-photocard>.

An Apprentice Oyster Photocard will give you a 30% discount off adult rate travel cards and bus and tram season tickets.

Those not in education, employment or training (NEET)

The council will consider the needs of those 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. These young people should be offered a suitable course of education or training and provided with any support that the council considers is necessary with transport to enable them to participate.

LA support in other circumstances

Travel assistance is not available for learners who study outside the City of Westminster unless they meet the eligibility criteria through having a learning difficulty and/or disability and attending the nearest appropriate setting.

Applications for residential courses will be considered on an individual basis.

Applying for LA transport support

If you wish to apply for council funded travel assistance, you will find the application form here [Westminster City Council](#). Your completed application form should be sent to the Travel Care and Support Coordinator via email at travelassistance@rbkc.gov.uk

Applications can be considered at any time but are likely to take up to 14 days to process. For young people with an Education, Health and Care Plan due to their learning difficulties and/or disabilities, it is recommended that you apply as early as possible e.g. as soon as you know which setting the young person will attend as further evidence may be requested to support your application.

If you are applying for travel assistance to start in September it is recommended to apply as early as possible and no later than May to allow plenty of time for the application to be processed and arrangements made in advance of the start of the new school year.

Appeals

If parents/carers or the young person disagree with the council's assessment of the travel assistance that it deems is necessary, including a decision that the young person does not qualify for any travel assistance, they may request an appeal of the decision. This must be made in writing, explaining why they feel that the policy has not been applied correctly. This should be sent to the Travel Care and Support Coordinator at travelassistance@rbkc.gov.uk.

Parents/carers/the young person can also supply new evidence in support of their appeal.

If you are still not satisfied by the response you receive, you can submit an appeal in writing which will be considered at stage 1 by a senior officer. If you are still dissatisfied with the decision you can request for your appeal to be considered at stage 2 which is an independent panel who will write to you with the decision within 5 working days.

The decision following the appeal will be final. If parents/carers/the young person remain dissatisfied with the decision, they can follow the local authority's complaints procedure for concerns with the administration of the appeals process. The complaints procedure is available here <https://www.rbkc.gov.uk/council-and-democracy/comments-complaints-feedback/how-do-i-complain>

Alternatively, they can contact the Local Government Ombudsman:

Phone: 0300 061 0614

Email: advice@lgo.org.uk

Website: www.lgo.org.uk

Write to: The Local Government Ombudsman, PO Box 4771, Coventry, CV4 0EH

Consultation

We will consult with young people in year 11 or above and their parents during the spring/early summer of 2020 before publishing an updated version of this policy statement for the academic year 2020 – 2021. Any consultation will take place through:

- a working group of relevant stakeholders
- our Local Offer website
- contact with local sixth forms and colleges
- direct contact with young people in year 11 or above who are already in receipt of travel assistance
- direct contact with young people in year 11 or above with an Education, Health and Care Plan.

Appendix 1: Details of concessionary fares, discounts, subsidies, passes or travel cards including any charges available for Post 16 young people.

May 2019

Concessionary Fares (Commercial and Concessionary Passes available to young people in the City of Westminster Area for use on Public Transport). Charges may change without notice.					
Scheme	User group	Concession	Times available	Registration cost	Journey cost/ concession
16+ Zip Oyster Photocard	Students aged between 16-18 in full time education	50% off adult bus & tram passes	Can be used at any time	£20 non- refundable administration fee	75p per journey, daily cap of £2.25 or £10.60 for a 7 day bus & tram pass.
18+ Student Oyster Photocard	Students aged over 18 in full time education	30% off 7 day, monthly and longer bus & tram passes	Can be used at any time	£20 non- refundable administration fee	£1.50 per journey, daily cap of £4.50 or £14.80 for a 7 day bus & tram pass.
Apprentice Oyster Photocard	Students aged 18 or over in full time apprenticeships	30% off 7 day, monthly and longer bus & tram passes	Can be used at any time	£20 non- refundable administration fee	£1.50 per journey, daily cap of £4.50 or £14.80 for a 7 day bus & tram pass.
Bus & Tram Discount Photocard / Jobcentre Plus Travel card	Aged between 18- 60 and receiving one of the qualifying benefits.	50% off adult bus & tram passes	Can be used at any time	One-time fee of £10 for the Oyster Card purchase.	75p per journey, daily cap of £2.25 or £10.60 for a 7 day bus & tram pass.