



London Borough of Barking and Dagenham

Post 16 Travel Assistance Policy

2016/2017

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## 1. Introduction

- 1.1 The information provided here only concerns entitlements for young people who wish to remain in education beyond the age of 16.
- 1.2 Post-16 learners can use this statement as a guide to their eligibility for travel assistance to and from college or a sixth form provision. Further information is provided to explain how to make an application for assistance.

## 2. 16+ Oyster Photo Card

- 2.1 Students who are 16 – 18 year olds, who live in London and are in full time education, can apply for free travel on public transport using a 16+ Oyster photo card if they are:

- Under 19 on the 31<sup>st</sup> August prior to the start of the current academic year;
- Living in a London Borough; and
- In full-time education<sup>1</sup>

- 2.2 This enables students to travel for free on Buses and Trams. Students can also get reduced travel fares on the Tube, DLR and London Overground Services.

Students may apply for an Oyster Card through the Transport for London website:

[Zip Oyster photocard - Transport for London](#)

## 3. Freedom Pass

- 3.1 The freedom pass is for people who have permanent disability that imposes a mobility problem or who are registered blind.

Students may apply<sup>2</sup> for a Freedom Pass through the London Borough of Barking and Dagenham by following the link below:

[Freedom Pass - London Borough of Barking and Dagenham Council](#)

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<sup>1</sup> Full-time education means a minimum of 12 hours of guided learning per week for a minimum of 10 weeks on further education courses at Level 3 or below (up to and including A level or equivalent vocational qualifications). This must be based at a school sixth form, sixth form college or Further Education college, or be part of a Programme Led Apprenticeship or similar scheme delivered through the Skills Funding Agency or Young People's Learning Agency. The guided learning must take place between 09:00-18:00 Monday-Friday. If you were 18 or over on 31 August prior to the start of the academic year and are following a Level 4 course (e.g. at a University or FE college) you should apply for an 18+ Student Oyster photocard instead.

<sup>2</sup> Please note: if the mandatory criteria is not met a discretionary pass may be provided

## 4. The 16-19 Bursary Fund

4.1 This is a discretionary award that may be available from colleges for young adults who face financial barriers to participating including the cost of transport. Applications should be made directly to the college and they will be assessed on a first-come first-served basis. More information is available at:

[16 to 19 Bursary Fund - GOV.UK](#)

## 5. Dial-a-Ride

5.1 Some students may be eligible for travel assistance from Dial-a-Ride (TFL) if they meet any of the following criteria:

- A Taxi Card Member
- In receipt of the Higher Rate Mobility component of Disability Living Allowance
- Registered blind or partially sighted
- In receipt of Higher Rate Attendance Allowance
- Other students can apply but will need to complete a paper based assessment to determine their eligibility

5.2 Apply for Dial-a Ride: you may apply for this service by downloading the application form from the website below or calling the number provided:

[Dial-a-Ride - Transport for London](#)

Contact number: 0343 222 777

## 6. General Principles

6.1 This policy is underpinned by the following general principles:

- It is the responsibility of a parent to ensure their child attends college regularly.
- The local authority will consider all applications for assistance where a student needs additional assistance to travel to and from college/6<sup>th</sup> form.
- Students who can travel independently or use public transport will always be encouraged to do so.
- The use of existing provision such as free travel on public buses in London will be encouraged.
- The local authority will consider all applications for travel assistance for students placed in a specialist educational setting.

- The local authority will usually support the most independent and personally enabling travel solution.

## 7. SEN Travel Assistance Guidelines and Eligibility

4.1 Applications can be made for travel assistance up to the academic year in which the student becomes 19 years old. In exceptional circumstances, consideration will be given to students up to the age of 25. For travel assistance to be considered the local authority will look at the following criteria:

- The young person wishes to attend the nearest appropriate educational establishment offering a suitable course, and that there is evidence of progression (i.e. the young person is not seeking to repeat a course of study that has already been completed); and
- The young person has a medical need or impairment which renders him/her unable to travel safely walking, cycling or on public transport without support and without risk of harm (medical reports will need to be provided by a senior medical practitioner, for example, a hospital consultant or community paediatrician);
- Pupil's must also have a valid Education Health & Care Plan/ S139A form from that details the recommended support needed for the pupil.

4.2 Types of Support: In these circumstances the following forms of assistance with travel may be available.

- Mileage allowance
- Direct Payment/Personal Budget
- Reimbursement of travel fares
- Seat on a LA bus from a pick-up point
- Seat on a LA bus from home
- Independent Travel Training

4.3 If you believe one of the above scenarios applies an application should be made using the on-line application form via the link below.

[Special Educational Needs Travel Assistance - London Borough of Barking and Dagenham Council](#)

The Council's Home to School Travel Assistance Policy for Children and Young People with Special Educational Needs and/or Disabilities" contains further details and can be found by clicking [here](#).

## 8. Promoting Independence

- 8.1 The local authority will encourage and support students in becoming independent travellers. Travel training is a bespoke training programme which is tailored to individuals and includes all aspects from road safety to journey planning. When a student is referred for travel training an external organisation will carry out a full travel assessment and a training package will be designed.

## 9. The Role of the Parent

- 9.1 The local authority appreciates the difficulties faced by families when their child needs to be supported to get to and from school/college. However, parents have responsibility to ensure that their child attends regularly and to support their child in accessing any travel assistance that is awarded.

## 10. Appeals and Complaints

### **Appeals**

- 10.1 If travel assistance has been declined or you disagree with the travel assistance that has been awarded you can make an appeal. Appeals must be made in writing and sent to [transport.appeals@lbbd.gov.uk](mailto:transport.appeals@lbbd.gov.uk). Appeals can take up to 20 working days to be considered.
- 10.2 If you are dissatisfied with the outcome of the appeal you can make a second appeal. To make a second appeal you must submit further evidence and information to [transport.appeals@lbbd.gov.uk](mailto:transport.appeals@lbbd.gov.uk). A stage 2 appeal is considered by an independent panel and can take up to 40 working days to be considered.

### **Complaints**

- 10.3 If your child receives travel assistance and you are unhappy with the service that is being provided you can contact the Transport Commissioning Team on 020 8227 3623/020 8227 2486 or via email [transport.request@lbbd.gov.uk](mailto:transport.request@lbbd.gov.uk).

## 11. Contact Details

### **Transport Commissioning Team**

Opening times – 6.30am – 17.00pm

Contact Numbers – 020 8227 3623/020 8227 2486



e-mail – [transport.request@lbbd.gov.uk](mailto:transport.request@lbbd.gov.uk)

Address – 115-119 Barking Town Hall, 1 Town Square, Barking, IG11 7LU

### **Mobility Services**

Contact Number – 020 8227 2334/020 8227 2325

e-mail – [mobility@lbbd.gov.uk](mailto:mobility@lbbd.gov.uk)

### **Community Learning Development Team**

Contact number – 020 8227 5432

E-Mail – [cldtintake@lbbd.gov.uk](mailto:cldtintake@lbbd.gov.uk)

### **Colleges**

Barking & Dagenham College, Dagenham Road, Romford, RM7 0XU – 020 8090 3020

Redbridge College, Little Heath, Barley Lane, Romford R6 4XT – 020 8548 7400

Havering College, Ardleigh Green Road, Hornchurch, RM11 2LL – 01708 455 011

### **Department for Education - National Advice**

The government published 'Statutory guidance for local authorities on the provision of transport for post-16 students to a place of education or training' in February 2014. This is available on the GOV.UK website.

For more information please use the link below:

[Post-16 transport to education and training - Publications - GOV.UK](#)