

Post 16 Travel Assistance Policy Statement 2023/24

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1. Summary of Policy Statement and Main Objectives

This Policy is intended to inform young people and their parents about the travel options and support available locally in order to make informed decisions when making post 16 choices. Receipt of travel assistance in previous years does not guarantee any assistance Post 16.

Local authorities do not have to provide free or subsidised post 16 travel support but do have a duty under Section 509AA of the Education Act 1996 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.

Bolton Council is served by a vast network of reasonably priced and accessible transport. Transport for Greater Manchester offer many travel concessions for young people including the 'OUR PASS' which provides free travel for 16-18 year old students, further information is listed below. Independent bus companies serving the area may also provide travel concessions and you should check with the company for the details.

Bolton Council does not provide any free or subsidised travel for post 16 students except in very exceptional circumstances. Specific consideration will be given to those learners with learning difficulties and/or disabilities. Please see page 10 for further information.

Every effort will be made to ensure that transport is provided in the most environmentally sustainable manner available.

Please find below details of concessionary fares and other schemes which will assist with the cost of travel.

Please note the Raising of the Participation Age has not created any new entitlement to free or subsidised post 16 travel assistance – students are not required just to stay on at school or college but can work, volunteer or take part in an apprenticeship whilst continuing their education.

2. Details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16–18 and who provides them

Our Pass is a membership scheme for young people who live in Greater Manchester and supports both school leavers and care leavers. Those eligible have the chance to become a member – and potentially enjoy two things:

- **FREE TRAVEL ACROSS GREATER MANCHESTER.** For a one-off £10 fee, members can travel on most local buses, any day of the week, for free. No hassle, no fuss, no tickets: just a card that will get you where you want to go. Members can also get half-price off-peak 1 day and weekend travelcards on Metrolink.
- membership unlocks exclusive offers and experiences: discounts, special offers, free tickets, swimming and leisure passes, merchandise, career taster days and much more. The travel pass can be used for up to two years starting on 1 September after 16th birthday until 31 August after your 18th birthday.

To find out more go to their website <https://ourpass.co.uk/about-our-pass/> or contact 0300 323 0777 for further information.

2.1. Concessionary Fares operated by the Transport for Greater Manchester (TfGM)

TfGM operates and pays for a concessionary fare scheme, allowing children, senior citizens and some disabled people to travel for a reduced rate or free on local buses, trains and trams.

TfGM school weekly ticket £7.60 valid only on schooldays on dedicated school buses. There are some exceptions where this ticket is not acceptable and you should check the [list](#) before purchasing this ticket

2.2. TfGM Scholars Permit

Students aged 16-19 attending a full-time course can obtain the [Scholars Permit](#) entitling them to reduced fares from their home to their place of full-time study. This is only valid on journeys to and from college. If you use the bus in the evening or weekends the System One Travelcards below may work out cheaper.

Application forms are available from Colleges in Greater Manchester, staffed Bus Stations, TfGM (Tel: 0161 244 1050) and Bolton LA. The cost of a permit for the school year is £5.00. There will be a £5.00 charge if you require a replacement.

2.3. County bus and train saver

Available to holders of System One Travel Club Membership Cards, Saver Travel Clubs or Rails Photocards, allows unlimited travel on buses and trains in Greater Manchester and the city centre Metrolink. Valid for seven consecutive days, one month or one year's travel.

2.4. The System One Travelcards

For a full list of available concessions please see the [Transport for Greater Manchester](#) website.

Some of the more relevant ones are:

- County Cards

Available for 7 days (*£47.80) 1 month (*£145.00) and annual (*£1450)

get me there card is a smart ticketing system where you can use a card to buy travel cards for bus*, Metrolink and combined travel. Valid up to age of 21 using any common age ID or up to age 26 using a Student ID card.

- Get me there 7 day anyBus Young Person (*£17.00)
- Get me there 28 day anyBus Young Person (*£58.00)

*prices as at April which may be subject to change

2.5. 16-25 Rail Card

There are various Day Saver and Season Tickets available from the ticket office at train stations

2.6. 16-19 and 19+ Financial Support

[The 16-19 Bursary Fund](#) which will enable schools and colleges to target support to those young people facing the greatest financial barriers to participation. There are 2 types of 16 to 19 bursary:

- a bursary for students in vulnerable groups
- a discretionary bursary

You must:

- be at least 16 and under 19 on 31 August 2023
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check

Bursary for students in vulnerable groups

You could get up to £1,200 if at least one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

You'll usually get less than the full amount, or no bursary, if one of the following apply:

- your course is shorter than 30 weeks
- you study part time
- you have few expenses

You'll be told what evidence you need, for example benefit letters.

Discretionary bursary

Your school or college will have their own criteria for discretionary bursaries. They'll look at your individual circumstances - this usually includes your family income.

Ask student services about their criteria and any evidence you'll need.

You can apply to a discretionary bursary if you're over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an [Education, Health and Care Plan \(EHCP\)](#)

Please check with the college for details regarding the scheme

2.7 Traineeships/Apprenticeships

Persons attending a work based learning course may be eligible for financial assistance from their learning provider. For further information see [Access to Work](#)

2.8 Further Education providers

Please check with your college regarding the availability of funds via the Bursary Fund.

2.9 Discretionary Learner Support (19+)

[Discretionary Learner Support](#) is available in colleges and sixth form colleges to help with learning costs if you are aged 19 or over.

The funds are prioritised for those who face financial hardship. They can be used to help with:

- financial hardship and emergencies
- childcare costs (for Ofsted-registered childcare)
- accommodation costs, for those who wish to access specialist courses or who are unable to access courses locally
- essential course-related equipment, materials and field trips
- travel costs

Colleges will take into account whether there are alternative sources of help available.

2.10 Care to Learn

If you are under 20 and have one or more children [Care to Learn](#) may be able to help with the cost of childcare and related travel costs whilst you are learning. For further information please contact the Learner Support hotline on 0800 121 8989 or see their GOV.UK webpage.

2.11 Care Leavers

If you're aged 18-21, live in Greater Manchester and were previously in the care system (for example, foster care or residential care), you may qualify for [free travel](#) on buses in Greater Manchester and be able to benefit from membership of Our Pass Exclusives. Apply through Transport for Greater Manchester.

2.12 Local Authority support for Post 19 young people

The Council also has a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with learning difficulties and/or disabilities up to the age of 25 in education and training.

Under the Children and Families Act 2014, the Council may continue to maintain an EHCP for young people over 19 if a young person requires additional time, in comparison to the majority of others of the same age who do not have SEN, to complete his or her education or training. Local authorities may continue to provide special educational provision until the end of the academic year in which the young person turns 25 and the council may provide transport if it is necessary for the duration of the course.

The Council does have a duty under Section 508F (3) of the Education Act to make travel arrangements where necessary where the adult is aged under 25 and is subject to special educational needs and disabilities learning difficulty assessment **and** the local authority has secured the provision of education or training at an institution outside both the further and higher education sector **and** the provision of boarding accommodation. Travel

assistance will be provided free of charge for up to 15 return journeys per academic year. Eligibility for travel assistance is considered having regard to the young person's assessed needs and why it is necessary for the council to make travel arrangements. This could be through your education, health and care needs assessment or the social care assessment.

The criteria that the Council will consider to make a decision on whether the provision of transport arrangements is necessary is as follows:

- An EHCP is in place to support a progression in the young person's education
- The student is attending the nearest appropriate educational placement or training provider and that provision is named in their EHCP and this is more than 3 miles from their home address.
- The student is unable to access public transport due to their special educational needs, disability or mobility difficulty.
- There are no current transport arrangements available

The travel support will be discussed and agreed at the same time as the funding for the placement. There is an expectation that applications for travel support must be submitted on an annual basis; at the same time as the request to extend the education and or training provision.

3. During what times during the day can students use their travel pass or obtain concessionary fares?

Our Pass - FREE TRAVEL ACROSS GREATER MANCHESTER. For a one-off £10 fee, members can travel on most local buses, any day of the week, for free. No hassle, no fuss, no tickets: just a card that will get you where you want to go. Members can also get half-price off-peak 1 day and weekend travelcards on Metrolink.

3.1. TfGM Scholars Permit

- Available from the student's home address to the school/college they attend.
- Travel is available up to 6pm.
- Any changes to the journey times/routes must be authorised by producing a Journey Variance Voucher available from school or college.

3.2. System One Travel Cards

Allows unlimited travel around Greater Manchester on any bus operating within the System One Travel Network at any time during the week and weekends. **Some concessions may only be available off peak and you should check the terms and conditions of usage with the travel company**

4. Support for students who reach 19 whilst continuing on a course

Scholars Permit

Available until the end of the academic year in which the student attains the age of 19.

The Young Person's Rail Card

Available to students aged 16-25 or over 26 and in full time education.

The County Card

Available to people of all ages.

16-19 Bursary Fund/Discretionary Support Fund

Funding may be available through the [16-19 Bursary Fund](#) or if over the age of 19, [Discretionary Support Funds](#). Further details are available from your college, school or training provider.

5. Eligible for support?

Full details of eligibility for Transport for Greater Manchester concessionary fares are available on their website or by calling 0161 244 1050. Transport for Greater Manchester do not use an income assessment to determine eligibility. Proof of age and evidence of enrolment on a full time course may be required

Details of the 16-19 Bursary Fund and the Discretionary Support Fund eligibility are available from the college or training provider.

Care to Learn

You can get Care to Learn if all of the following apply to you:

- you're a parent 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 have a legal right to live and study in England
- your course qualifies
- your childcare provider qualifies

Care Leavers Grant

- You must be classed as a relevant, former relevant or qualifying care leaver* under the care of one of the 10 local authorities which make up Greater Manchester Combined Authority.
- You must be actively working with your local authority and engaged with their services.
- You must be aged 18-21 and live in Greater Manchester.
- You must not have a valid Our Pass card. Our Pass gives the same benefits and you cannot have both. You can apply, as a care leaver, four weeks before your Our Pass card is due to expire.
- *If you don't know which definition applies to you, please check with your social worker or personal adviser.*

6. Help for students with disabilities and/or learning difficulties

Local Authority support for young people with SEND. Please see the [SENDAS Travel Assistance Policy](#) for full details.

Application Process

All requests for transport should be submitted on the appropriate form available from Bolton Council's website '[Assistance with travel costs to school and college](#)' at the time that College/Sixth Form provision is being considered i.e. October and should be submitted as soon as possible.

Any help with travel provided will be subject to an annual review. The type of transport or level of support may change to reflect the changing needs of the pupil. Travel support may not be necessary as the child grows older and if they become more independent.

There will always be a review of the provision when a young person :

- Changes post 16 education or training provider
- Moves house; or
- Experiences a change in their physical /medical or other condition

[National Concessionary Pass](#) provided by Transport for Greater Manchester for use on buses, trains and Metrolink trams if you are a permanent resident in Greater Manchester and have one of the following disabilities, whatever your age:

- Have severe walking difficulties;
- Are registered partially sighted; or
- Have a profound or severe hearing loss or
- Have been or would be refused a driving licence for medical reasons

This pass will allow you to travel free between 9.30am and Midnight Mon – Friday and all day at weekends and on public holidays, on buses trains and Metrolink trams. Before 9.30am you must pay the current standard concessionary fare in Greater Manchester and the full adult fare outside Greater Manchester. To apply for this permit, application forms are available from the Local Authority Information Centres, or GM Travel shops.

[National Concession Plus Pass](#) which will enable you to travel for free at all times on buses, trains and Metrolink trams in Greater Manchester and on local buses elsewhere in England between 9.30am and Midnight Monday to Friday, and all day at weekends and on public holidays if you:

- Are a permanent resident in Greater Manchester
- Are registered blind.
- Are profoundly deaf and cannot speak or have limited speech that is difficult to understand; or
- Have a learning disability which is a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning.
- Cannot use both of your arms

- Cannot talk
- Would be refused a driving licence as a result of severe and long term mental-health problems or as a result of having epilepsy, dizziness or fainting or sight impairment;
- Are an ex-serviceman or ex-servicewoman with serious walking difficulties as a result of losing a leg

You can also use your national concessionary travel pass to travel at a reduced fare on Ring and Ride services.

Application forms are available from TfGM Travel shop or by post from:

Travel Concessions
Customer Services
PO Box 429
Manchester
M60 1HX Telephone 0161 244 1050

To see the full terms and conditions you may visit www.tfgm.com

For pupils aged 18+ you could also contact Bolton Council's Passes and Permits Service on 01204 337266, who will advise on eligibility or telephone TfGM Passes & Permits Department on 0161 244 1050/6116 for more information.

Travel Vouchers

Travel vouchers are for people who are not able to use ordinary buses, trains or Metrolink and who have serious walking difficulties or are registered blind. They can be used to pay for taxis and for on accessible bus services such as Ring & Ride and community transport. Please contact TfGM Passes & Permits on 0161 244 1050 or Textphone 0161 242 6386 for further information regarding eligibility and an application form.

Disabled Persons Railcard

Save a third off standard and first class tickets and is available to disabled adults and children for rail travel. It also allows one accompanying adult to travel at the same discount. Application forms can be obtained from:

Disabled Persons Railcard Office
PO Box 6613
Arbroath
DD11 9AN

Or as a download from: <http://www.disabledpersons-railcard.co.uk/>

7. Mobility/ independence training for students who face difficulty with transport

If you are studying at Bolton College, mobility/independence training is provided if you have a visual impairment. The training is not done as part of the curriculum, but it is carried out during college time. The training is designed to assist students to find their way around the College.

You should contact Bolton College in the first instance for more information.

For pupils with a visual impairment up to the age of 18 and still in full time education the Sensory Support Service may be able to provide assistance. Contact 01204 333120.

8. When should students start to apply for transport support?

All requests for travel assistance from Bolton Council should be submitted on the appropriate form available from Bolton Council's website or by emailing ITU.applications@bolton.gov.uk at the time that College/Sixth Form provision is being considered.

16-19 Bursary Fund/Discretionary Support Grant

As there are limited funds it is advisable to contact the College/Sixth Form immediately regarding the application process.

TfGM Concessionary Passes/Permits

Scholars' permits are available to students who have accepted a definite place on a course. The school/college needs to endorse the application. The Bus card and County card require Travel Club Membership. Students must apply for membership at their local bus station a couple of weeks prior to starting school/college. Weekly, monthly, or annual tickets can then be purchased.

Residential Support Grant

It is advisable to apply to the college as soon as they have been offered a place on the course.

Local Authority support

As soon as you are aware of the provision the young person will be attending.

9. Help available for travel beyond Bolton

Transport for Greater Manchester Bus Cards and Permits are available to all students for travel throughout Greater Manchester. Route maps can be obtained from local Bus Stations and details are also available on the [TfGM website](#):

10. Help available for students who attend a further education institution which is beyond daily travelling distance and they need to stay away

Residential Support Grant /Residential Bursary Fund

If you want to do a specialist course that's not available in your local area there are two main sources of potential support with the extra costs of studying away from home:

- Studying at a college that offers residential bursaries for certain courses.
- Applying for finance under the Residential Support Scheme.

For more information on the [Residential Support Scheme](#) call 0800 121 8989 or visit their webpage.

See Section 12 for contact details.

11. Complaints/Appeals Procedure

Bolton Metropolitan Borough Council will consider complaints from young people and their parents regarding the provision of Post 16 travel assistance to a college or training provider where this provision, or lack of it, prevents access to further education. This should be in writing to: Customer Complaints Officer, 1st^h Floor, Town Hall, Bolton BL1 1RU or by logging on to Bolton Council's [customer portal](#) and using the online facility.

If an application for assistance as a learner with learning difficulties or disabilities has been refused you must, in the first instance, complete a Review of Decision form which will have been sent at the same time as your decision letter and return to the Manager, Integrated Transport Unit ITU.applications@bolton.gov.uk within 20 days of receiving your decision, including information/supporting evidence as to why this decision should be reviewed. Should the review still result in a refusal you may request the matter to proceed to Stage 2 of the process. Your appeal, together with all your supporting evidence, will be scheduled to be heard by Bolton Council's Education Assistance Panel.

If complaints are still unresolved, learners and their families may contact the [Local Government Ombudsman \(LGO\)](#) or complain to the Secretary of State for Education

If your complaint is regarding your application for assistance under the 16-19 Bursary Fund or the Adult (19+) Discretionary Support Fund you must follow the College/Training Providers' appeals/complaints procedure.

Complaints regarding the concessionary fares available from Transport for Greater Manchester should be made to:

Transport for Greater Manchester
2 Piccadilly Place
Manchester
M1 3BG

E-mail: customer.relations@tfgm.com

12. Contact details

Bolton College Deane Rd Campus Deane Rd BOLTON BL3 5BG Cath Barnes Curriculum Leader Sensory Impairment	Telephone: 01204 482000
Bolton Council Integrated Transport Unit Mayor St Depot Ellesmere St BOLTON BL3 5DT	e-mail: ITU.applications@bolton.gov.uk Telephone: 01204 337957
Bolton Council SEND Assessment Service Bolton SICT Smithills Dean Road Bolton BL1 6JT	e-mail: ea.sen@bolton.gov.uk Telephone: 01204 332097
Bolton Council Visual Impairment Team Independent Living Service, Adelaide Depot, Adelaide Street, Bolton, BL3 3NY	Tel: 01204 337 020 Minicom: 01204 337945 Email: independentlivingservices@bolton.gov.uk Web: www.bolton.gov.uk
Bolton NHS Foundation Trust Children's Learning Disability Team Pikes Lane Centre Deane Road BOLTON BL3 5HP	Tel: 01204 463660
Bolton Council Children with Disabilities Team Castle Hill Centre Bolton BL1 6JT	Tel: 01204 337414
Bolton Council Shared Lives at Bolton (formerly Bolton Adult Placement) Thicketford Centre Thicketford Road BOLTON BL2 2LW	01204 337515

Rivington & Blackrod High School (6th Form) Rivington Lane Horwich Bolton BL6 7RU	Telephone: 01204 333266 e-mail: head@rivington.rmplc.co.uk website: http://www.rbhs.co.uk
Rumworth School Armadale Road Ladybridge Bolton BL3 4TP	Tel: 01204 333600 Website: https://rumworth.weebly.com/ Email: head@rumworth.bolton.sch.uk
The Sixth Form Bolton Deane Road BOLTON BL3 5BG	Telephone: 01204 846215 e-mail: misenquiries@bolton-sfc.ac.uk web: www.bolton-sfc.ac.uk
Thornleigh Salesian College (6th Form) Sharples Park Bolton BL1 6PQ	e-mail: contact@thornleigh.bolton.sch.uk website: www.thornleigh.bolton.sch.uk Telephone: 01204 301351
Turton School (6th Form) Bromley Cross Road Bolton BL7 9LT	Telephone: 01204 333233 e-mail: education@turton-high.bolton.sch.uk Website: http://www.turton.uk.com

