

## Post-16 Students – Transport Statement 2016/17

This statement sets out the way in which West Berkshire Council has decided to exercise its powers and duties in relation to the provision of school and college transport for learners aged 16-19 in accordance with Section 508 and 509 of the Education Act 1996, as amended by Section 83 of the Education and Inspections Act 2006, and in accordance with the statutory guidance dated February 2014.

The Local Authority only has a statutory duty to provide free home to school transport to eligible pupils of statutory school age. However, the Local Authority also has a statutory duty to formulate a transport policy for young people (over compulsory age) aged 16-18, and those continuing learners who started programmes of learning before their 19<sup>th</sup> birthday.

The Local Authority has the discretion, under section 5 of the guidance, to determine transport of financial support, and must act reasonably taking into account all relevant matters.

The statement summarises the provision of transport schemes for 16-19 year old learners who live in West Berkshire and study in or outside of West Berkshire and supports learners to access the education and training of their choice.

The ***Travel Guide for 16-19 year old students*** provides details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16-19, and who provides them. The Guide covers Colleges, Training providers and 6<sup>th</sup> form at schools, as well as bus and train discounts. The content is applicable to learners at school 6<sup>th</sup> form, Colleges, apprenticeships and traineeships.  
<http://info.westberks.gov.uk/index.aspx?articleid=27824>

The ***Home to School Transport Policy*** outlines the provision for post-16 pupils (including arrangements for post-16 pupils with special educational needs) who wish to access 6<sup>th</sup> form in school or The Porch Pupil Referral Unit. This includes use of the existing school bus routes provided by West Berkshire Council at a subsidised flat rate.  
<http://info.westberks.gov.uk/index.aspx?articleid=29687>

Students must apply for a place using the Fare Payers Application Form on our website. The details of the Scheme and the application form are available here:  
<http://www.westberks.gov.uk/index.aspx?articleid=28171>

Transport on a school bus is subject to the provisions of the ***Behaviour Code***.  
<http://info.westberks.gov.uk/index.aspx?articleid=29687>

The ***16-19 Bursary Fund*** is provided by the government to support the most financially disadvantaged 16-19 year olds with the cost of staying in education and training. The Fund is administered by schools, colleges and other establishments and students are advised to contact their school or college in cases of financial hardship. Comments from school and Colleges about the 16-19 Bursary and any financial support they offer for transport are included in the Travel Guide.

## **Exceptional Circumstances**

Where a post-16 student requires additional support to be able to access education or training, the Council may take exceptional circumstances into account and could offer support.

There is **no automatic entitlement**, and the phrase “exceptional circumstances” primarily refers to the circumstances of the student rather than those of the parent. However, this could include families on low income (in receipt of maximum working tax credit (i.e. with no deductions due to income) – although most providers hold a bursary to support low income families. Evidence may be requested.

Parental work commitments would not be considered “exceptional”.

A request for support should explain relevant personal and/or family circumstances you believe should be considered and what support you are seeking.

Please send your application to:  
[pupiltransport@westberks.gov.uk](mailto:pupiltransport@westberks.gov.uk)

Or write to:  
Service Manager (Access, Planning and Trading),  
West Berkshire Council, West St House, Newbury RG14 1BZ

Within 20 working days of the application, a senior Council Officer will review your application and make contact with you about your request.

## **Feedback**

If you believe that the Council’s post-16 Transport Statement is not objective, clear and fair, please email or post your comments to the address above.

## **Complaints**

If you believe that the Council’s post-16 Transport Statement does not fulfil the Council’s statutory duty, this can be raised through the Council’s corporate complaints process, using the address above.

If you remain dissatisfied with the outcome of the complaint and believe that the Council has acted unreasonably, you can appeal to the Local Government Ombudsman. Your complaint must have been considered by the Council in the first instance.

## **Consultation**

The Council consults annually on its transport policies for pupils and 16-19 students. The consultation appears on the Council’s consultation finder and information is provided to schools to pass onto to its families to make them aware of the consultation. The Transport policy will be available on the Council website. The website also contains a link to [www.gov.uk/subsidised-college-transport-16-19](http://www.gov.uk/subsidised-college-transport-16-19).