



# **Post-16 Transport Policy Statement**

**Academic Year 2022-2023**

**DERBYSHIRE COUNTY COUNCIL**

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If you would like this document in another language or reading format e.g. large text, please contact the Authority on telephone: 01629 536771

## **Post-16 Transport Policy Statement - Academic Year 2022 – 2023**

Derbyshire County Council's policy statement on transport and travel assistance for Learners of Sixth Form age and Post-16 Learners for whom an Education, Health and Care Plan (or EHCP) is maintained.

Department Responsible: Children's Services

Policy applicable from: 1 September 2022 to 31 August 2023

### **1. Introduction**

Eligibility for Post-16 transport and travel assistance arrangements for learners of Sixth Form age is not prescribed by statute and a local authority must decide what transport and travel arrangements it considers necessary as a response to local needs. In doing so, however, a local authority must have regard to statutory guidance from the Department for Education: 'Post-16 transport to education and training - statutory guidance for local authorities (January 2019)'.

The Raising of the Participation Age under the Education and Skills Act 2008, requiring young people to participate in education or training up to their 18<sup>th</sup> birthday has not created any new entitlement to transport beyond age 16.

This Post-16 transport policy document specifies the discretionary transport and travel support arrangements that Derbyshire County Council ('the Authority') considers necessary to facilitate the attendance of Learners of Sixth Form age receiving education or training at schools and Post-16 institutions. The policy document also specifies the arrangements which are in place for Post-16 Learners for whom an EHCP is maintained by the Authority as well as specifying the travel and transport arrangements to facilitate the attendance of adults (persons who are aged 19 or over) at institutions in the FE or HE sector maintained or assisted by the Authority or at institutions in the FE sector.

Local authorities must publish their Post-16 Transport Policy Statement by 31 May each year. Exceptionally, it may be necessary for the local authority to amend and republish this policy in-year in response to complaints, or a direction by the Secretary of State, or to provide for additional arrangements / payments / concessions.

## **1.0 Aims and Objectives**

The Authority has the following aims and objectives regarding its Post-16 Transport Policy:

- to ensure, wherever reasonably possible and having regard to the cost of transport, that Learners of Sixth Form age are able to access the education and training of their choice; and
- to assess and provide transport / travel assistance which is appropriate to meeting eligibility and/or needs, having regard to the cost of transport and any alternative means of facilitating attendance; and
- where travel support is deemed necessary, priority will be given to solutions that will help maximise the development of the Learner's independence, for example through independent travel training.

## **2.0 Overview of eligibility criteria for transport / travel assistance**

### **a) Academic Year 2022/22:**

- commences 1 September 2022 and ends 31 August 2023.

### **b) The Learner must be:**

- aged 16-18 and in educational Year 12 or 13; or
- aged 16-18 with an EHCP and attending a special school, post-16 provider or college in educational Year 12, 13, 14; or
- aged 19 or over; or
- aged 19-25 with an EHCP and
- living 3.0 miles or more (measured by the Authority using a GIS tool) from their institution of learning (except where it can be evidenced why learners living less than 3.0 miles should nonetheless be eligible);

The Authority measures distances using a Geographical Information System (GIS).

### **c) The learning establishment the Learner is attending must be:**

- a Sixth Form at an Authority maintained School, Academy School or Special School; or
- a state funded College of Further Education; or
- a Higher Education institute maintained or assisted by the Authority; or

- an establishment where a study programme of residential further education has been secured by the Authority.

d) Type of course:

- the Learner must be enrolled on a full-time Study Programme scheduled to provide at least 580 directed learning hours over 36 or more weeks; this equates to approximately 15 hours per week for 3 or fewer days per week. This is unless the circumstances described in section 5 of this policy document apply to the Learner. In exceptional circumstances, for example where a break in learning is required for medical needs, a lower number of hours might be considered;
- please note, the Authority does not provide transport or travel assistance for part-time courses; higher education; or non-state funded education, unless the Learner is on a course which has been arranged through the Authority or the circumstances described in section 5 apply to the Learner.

e) Residence:

- the Learner's permanent home address must be in the county of Derbyshire (not including Derby City) and will normally be the home address enrolled/registered with the school or college; and
- where a Learner subsequently moves address, eligibility will be re-determined; and
- where a Learner shares equal time between different parental addresses, eligibility will normally be assessed from the property nearest to the school or college attended.

## **2.1 Overview of transport / travel support – persons of Sixth Form age**

Where a person of Sixth Form age (a person who is over compulsory school age but under 19 or a young person aged under 25 who has a current EHCP and is on a course that started before their 19<sup>th</sup> birthday) makes a request for travel assistance, the Authority will assess what arrangements or support may be required by having regard to all the circumstances of the application and considering:

- The needs of those for whom it would not be reasonably practicable to access education or training provision if no arrangements were made;
- The need to ensure that young people have reasonable opportunities to choose between different establishments at which education and training is provided;
- The distance from the Learner's home to establishments of education and training;

- The journey time to access different establishments;
- The cost of the transport in question;
- Alternative means of facilitating attendance at establishments
- Any preferences based on religion or belief
- Non-transport solutions to facilitate learner access

Whilst the Authority encourages the participation in education and training of persons who are over compulsory school age but under the age of 19, and persons aged 19-25 for whom an EHCP is maintained, Learners will normally be expected to meet the cost of travel between home and the establishment at which they are receiving education or training, except in the circumstances set out above where the Authority decides that support is required. Generally, the Authority will offer support and assistance to Learners by providing information about: any schemes under Section 93 of the Transport Act 1985 providing travel concessions; local transport providers and services; and other sources of additional support.

(a) Support for Learners in educational years 12 & 13 includes:

- 'b\_line2' - Derbyshire County Council's travel concession card for young people
- 'spare seats' - school Sixth Formers may purchase a seat (where available) on a contracted school bus service;
- College bus services (arranged by colleges; not the Authority);
- student fares offered by public transport operators;
- financial assistance from the 16-19 Bursary Fund (and other funding) may be available from Schools, Academies and Colleges;

These options are further detailed in section 3.

Where, in the opinion of the Authority, the above arrangements cannot meet the transport/ travel needs of persons of Sixth Form age, then the support provided may include the following:

- Independent Travel Training;
- Car mileage reimbursements paid to parents/carers;
- Bus or rail pass (including disabled person's Gold Card);
- Minibus: shared occupancy (with escort if deemed necessary);
- Taxi: shared occupancy normally;
- Taxi: solo occupancy (evidence of need would be required);
- Passenger Escort: if deemed necessary, supported by evidence of need
- Specialist vehicle, e.g. one with medical support equipment and/or staff.

## **2.2 Apprenticeships and Traineeships**

The Authority does not provide transport for Apprenticeships or Traineeships. The Authority does, however, contribute towards 'Wheels to Work' in Derbyshire, a low-cost scooter hire and travel support scheme, providing affordable transport to individuals who are unable to access training, employment or education due to a lack of suitable public or private transport. To find out more call 01629 592976 or go to the [Rural Action Derbyshire website](https://www.ruralactionderbyshire.org.uk/wheels-to-work) (<https://www.ruralactionderbyshire.org.uk/wheels-to-work>)

## **2.3 Eligibility Criteria for Transport assistance for Students with Special Educational Needs and/or Disabilities, including those over 19 with an Education Health Care Plan (EHCP)**

Most young people with special educational needs and disabilities will be able to travel to school/college in the same way as students who do not have special educational needs, i.e. they will walk to school/college, travel on public transport or be taken by parents/carers.

A small number of young people with special educational needs and disabilities will be assessed by the Authority as requiring special transport assistance in order to be able to access school/college.

### **2.4 To apply for Post 16 transport assistance a student must:**

- be a Derbyshire County resident (excluding students resident in Derby City).
- Be attending a full-time course (a minimum of 580 guided learning hours per year, over a period of at least 36 weeks) at a school, further education college or specialist post 16 provider that is funded directly by the Education and Skills Funding Agency (EFSA). The scheme does not apply to Higher Education courses or Universities.
- Be attending the nearest establishment which provides the chosen study programme that can meet the student's special educational needs and has agreed to offer the student a place. This will normally be the establishment named in the student's EHCP (if they have one); this may be an establishment outside Derbyshire, but if a student chooses to attend a provision further afield when a more local educational institution can meet



their needs transport assistance will not be provided.

- Be over the school leaving age (16) but under 19 years of age on the 1<sup>st</sup> September 2022, or continuing to attend a programme which began before they were 19 until it is completed and have an EHCP.
- Or be attending a Supported Internship (in which case the eligibility applies only for transport to and from one agreed placement base).

## **2.5 Travel Assistance Available**

If travel assistance is approved following an assessment in line with paragraph 2.1, the Authority will identify the most appropriate and cost-effective solution for each student.

Students assessed as requiring support will normally receive assistance to travel to and from the nearest suitable school, further education college or specialist post 16 institution that can meet their educational and support needs. This will ensure the effective use of resources whilst promoting choice and managing public funds in a prudent manner.

In determining transport provision/needs, the Authority will, in the first instance, explore if the young person's parent/carer is able to provide transport and receive a mileage reimbursement at 45 pence per mile. If this is not possible, the Authority will consider alternative transport arrangements, which will be looked at on a case by case basis. These arrangements might include:

- Minibus - shared occupancy (with escort, if deemed necessary);
- Taxi - solo or shared occupancy (with escort if deemed necessary – evidence of need would be required);
- Specialist vehicle, e.g. one with medical support equipment and/or staff.

## **2.6 Charges**

From September 2014, Learners of Sixth Form age with SEND (special education needs, or physical disabilities), or LDD (learning disabilities/ developmental delay), for whom transport assistance is provided by the Authority have been required to make a financial contribution towards the cost of the transport.

The contribution will normally be charged at the same rate as the Spare Seats Assistance charge for other Learners of Sixth Form age; with a lower rate for those

Learners with SEND or LDD who meet low income family criteria (see section 2.7 below).

The post-16 charge for academic year 2022-2023, applicable from September 2022 will be as follows: standard rate £438 and lower rate £296 (for those who meet the low- income family criteria in section 2.7 below). A range of payment methods is available.

## **2.7 Low income Criteria**

For the purposes of charges in section 2.6 above, low income family criteria will be met if the Learner's household is in receipt of one or more of the following benefits:

- maximum level of Working Tax Credit
- Income Support
- Income-Based Jobseekers Allowance
- the Guarantee element of Pension Guarantee Credit equivalent to/ less than Income-Based Jobseekers Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- Income Related Employment and Support Allowance
- Universal Credit, provided the annual net earned income does not exceed £7,400 (£616.67 per month)

Documentary evidence demonstrating benefit entitlement must be provided to support the low income criteria.

If you qualify under low income criteria and your circumstances change part way through the year you must let us know.

## **3.0 Concessions / Independent Travel Training / 'Spare Seats' / College bus services / 16-19 Bursary**

### **3.1 b line travel concession card:**

All young people up to their 19<sup>th</sup> birthday, who live in Derbyshire, are eligible for a

free 'b\_line2' card issued by the Authority. This includes young people in full time education and on training courses, apprentices and young people looking for work.

Young people can use a 'b\_line2' card for travel on:

- normal scheduled bus and train services between any two points in Derbyshire;
- a bus service going outside the county, provided that the journey starts or finishes in Derbyshire;
- train services going outside the county as far as Sheffield, Nottingham, Burton, Uttoxeter or Manchester (and intermediate stations on these lines), as long as one end of the journey is in Derbyshire.

There are no restrictions on the times for use of 'b\_line2' travel cards – card holders benefit from concessions on any day of the week and at any time of the day.

Lost or defaced b\_line cards: If a 'b\_line2' card is lost, becomes damaged or defaced the full travel fare must be paid until a replacement card is obtained. £5 is charged for all replacement cards.

For further information about b\_line please visit the [b\\_line webpage on the Derbyshire County Council website](https://www.derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/b-line/b-line.aspx) (<https://www.derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/b-line/b-line.aspx>).

### **3.2 Independent Travel Training**

The Authority funds an Independent Travel Training Scheme (ITT) for young people who might face difficulty with using public transport, to help them live more independently.

This service is currently delivered in partnership with National Star Foundation and is available for Learners with Learning Difficulties and /or Disabilities who are eligible for transport assistance. For further details please contact: Melanie Winter, Travel Trainer (National Star Foundation), email: [mwinter@nationalstar.org](mailto:mwinter@nationalstar.org) or call 07805 745340. However, the current contract with National Star Foundation ends in September 2022; a fresh procurement exercise will invite bids from ITT service providers. When the Authority knows which provider(s) will provide ITT services from September 2022 onwards, this policy will be updated accordingly.

### **3.3 'Spare Seats' available on Derbyshire County Council school transport**

Sixth form learners may be able to purchase a pass that allows them to travel to and from a school or Academy on a contract school bus, minibus or specialised transport service, which does not have a fare paying facility - i.e. not on public buses that call at or near schools.

Charges for the academic year are normally split into three and invoices are issued each Term; a range of payment options are available. To make enquiries, please see section 7.2 further below.

Please note that Spare Seat Assistance is offered on a first come first served basis. Places cannot be guaranteed (priority will be given to providing seats for eligible pupils of compulsory school age).

### **3.4 College bus services**

A number of colleges in Derbyshire provide/arrange bus services for students and some offer a wide network of routes. College buses may be available to students free of charge, whilst others require the purchase of a travel pass from the college at a cost set by the college and not the Authority. Most college bus passes are restricted to specified college services, but some passes also allow subsidised travel on certain public service buses during term time. For further information contact the College directly – see College contact details at section 9.0 further below.

Depending on where the Learner lives and their choice of college, the Learner might need to travel to the college on regular public transport. In this case the b\_line2 card may help to reduce the cost of public transport to the college.

### **3.5 Gold Card for persons with disabilities**

The Derbyshire Gold Card is a free bus travel pass generally issued to older people who have attained state pension age. Younger persons of any age with particular disabilities may be eligible for a Gold Card. Gold Card is operated under the terms of the English National Concessionary Travel Scheme (ENTCS) and allows free travel on local buses anywhere in England after 9.30am and up to 11.00pm

on weekdays, and at weekends and on bank holidays at any time. Any travel before 9.30am on weekdays will be charged at the standard fare.

For further details please phone Call Derbyshire on 01629 533190 or visit the [Gold Card webpage on the Derbyshire County Council website](https://www.derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/concessionary-fares/goldcard/gold-card.aspx) (https://www.derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/concessionary-fares/goldcard/gold-card.aspx)

### **3.6 Financial support from 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 two types of 16 to 19 bursaries:

1. **A vulnerable bursary** of up to £1,200 a year for Learners 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** that institutions award to meet individual needs, such as help with the cost of transport, meals, books and equipment.

To be eligible for the discretionary bursary Learners must:

- be aged 16 or over but under 19 on 31 August 2022; or
- be aged 19 or over on 31 August 2022 and have an EHCP;
- be aged 19 or over on 31 August 2022 and continuing on a study programme they began aged 16 to 18;
- 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. Learners 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 on the [16 to 19 Bursary Fund page of the GOV.UK website](https://www.gov.uk/1619-bursary-fund) (https://www.gov.uk/1619-bursary-fund). Alternatively, enquiries regarding support from the 16 to 19 Bursary Fund can be made directly to the school / college the Learner is, or will be, attending.

#### **4.0 Support for Learners who attain the age of 19 years whilst continuing on a course (“Continuing Learners”)**

**4.1** The b\_line2 student travel concession scheme is only available up to the Learner’s 19<sup>th</sup> birthday. Some public transport operators, however, offer their own young person / student concessions that help reduce travel costs for Learners aged 19 and over. Please make enquiries direct to your local bus or rail operator.

**4.2** Where a Learner with SEND or LDD has yet to complete a full time programme of study which they began before their 19<sup>th</sup> birthday, transport and travel support may, at the sole discretion of the Authority, be provided until the relevant course has been completed.

#### **5.0 Support for Adults and Relevant Young Adults**

**5.1** The Authority has a duty to make such arrangements for the provision of transport as it considers necessary in respect of

- a) adults (who are aged 19 or over) and who are attending a course which they started after their 19<sup>th</sup> birthday to facilitate their attendance at FE or HE institutions which are maintained or assisted by the Authority or institutions within the FE sector; and
- b) relevant young adults aged between 19 and 25 with a EHCP to facilitate their attendance at institutions where they are receiving education or training outside the FE and HE sectors and where the Authority has secured the provision of education or training at that institution and the provision of

boarding accommodation in connection with that education or training.

Any transport support provided to an adult or relevant young adult will be provided free of charge

In deciding whether it is necessary for the Authority to make transport arrangements for an adult or relevant young adult, the Authority will consider each case on an individual basis. In undertaking that assessment, the Authority will have regard to the age of the person and the nature of the route, or alternative routes, which the person could reasonably be expected to take.

**5.2 Transport reviews:** The Authority may review the suitability of home to school transport arrangements each year to ensure that the learner's levels of skills and needs are correctly met in the most appropriate way.

## **6.0 Review / Appeal Process**

Where transport assistance is refused, or if a Learner wishes to challenge a decision about the transport assistance offered by the Authority, a two-stage review / appeals process will be followed.

### **6.1 Stage One: Review by a senior officer**

A Learner has 20 working days from receipt of the Authority's transport decision to make a written request asking for a review of the decision by completing a review form (Appendix A), which can also be obtained from the School Admissions and Transport Team (see section 9.0 of this policy for contact details).

The written request should detail why the Learner believes that the decision should be reviewed and give any details of any personal and/or family circumstances the Learner believes should be considered when the decision is reviewed. The Learner's request should be accompanied by any necessary supporting evidence. In the matters of route distance, correction of administrative errors and withdrawal of a temporary seat, the final decision rests with the Authority (subject to the Learner's right of appeal under Stage two of the review / appeals process).

Within 20 working days of receipt of the review form, a senior officer of the Authority

will review the original decision. Where the grounds for the review clearly relate to the special education needs and/or disability of the Learner, the Stage One review will be undertaken by the relevant Lead SEND Officer.

After completing the review, the senior officer will send the Learner a detailed written notification of the outcome of their review, setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed, e.g. Road Safety GB);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about how the Learner can escalate their case to stage two of the review / appeals process (if appropriate).

## **6.2 Stage Two: Review by an independent appeal panel**

If they are dissatisfied with the outcome of the review of their case, a Learner has 20 working days from receipt of the Authority's stage one written decision notification to make a written request to the School Admissions and Transport Team (see section 9.0 of this policy for contact details) to escalate the matter to stage two.

Within 40 working days of receipt of the Learner's request, an independent appeal panel will meet to consider written and (if the Learner and/or their parent/ adult carer wishes to attend the panel meeting) verbal representations from the Learner and/or their parent/ adult carer and the officers involved in their case.

Whist employed by the Authority in a capacity unrelated to School Admissions and Transport, the independent appeal panel members will be independent of both the original decision-making process and the stage one review by a senior officer. This will ensure that a balance is achieved between meeting the needs of the Learner and the Authority, and that road safety requirements are complied with (if applicable) and no Learner is placed at unnecessary risk.

Within five working days of the independent appeal panel meeting, the panel will send both the Learner and the School Admissions and Transport Team a detailed written notification of the outcome of the appeal, setting out:



- the nature of the decision reached;
- how the review was conducted (including the standard followed, e.g. Road Safety GB if applicable);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about the Learner's right of complaint to the Local Government and Social Care Ombudsman (N.B. the Ombudsman can only investigate a complaint if there has been a failure to comply with procedural rules or if there are any other irregularities in the way the appeal has been handled; he/she will not investigate the merits of the panel's decision).

## **7.0 Travel to a course beyond the local authority area**

**7.1** The b\_line 2 card is valid for journeys to and from some destinations just outside Derbyshire, provided the journey starts or finishes in Derbyshire. For further information about b\_line, please visit the [b line webpage on the Derbyshire County Council website](https://www.derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/b-line/b-line.aspx) (<https://www.derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/b-line/b-line.aspx>).

**7.2** Where the normal area school Sixth Form is located in a neighbouring local authority area, Spare Seat Assistance on school buses may be available.

**7.3** For Learners with SEND or LDD, please refer to sections 2 or 5 depending on your individual circumstances.

**7.4** Colleges located within the areas of Derby City Council and other neighbouring local authority areas (e.g. Nottinghamshire County Council, Staffordshire County Council, etc.) may provide college bus routes for students travelling from Derbyshire – please see section 9.0 below for contact details

## **8.0 Learners who attend a further education institution which is beyond daily travelling distance and they need to stay away**

The Authority does not normally provide transport assistance for residential placements. We may, however, provide assistance for Post-16 learners with SEND

or LDD for whom a residential placement has been arranged by the Authority.

## **9.0 Points of contact and sources of information**

**Derbyshire County Council's website** ([www.derbyshire.gov.uk](http://www.derbyshire.gov.uk))

**Information about the 16 to 19 Bursary Fund** ([www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund))

### **Call Derbyshire:**

Tel: 01629 533190

Email: [contact.centre@derbyshire.gov.uk](mailto:contact.centre@derbyshire.gov.uk)

### **School Transport Team:**

Tel: 01629 536740

Email: [Schooltransport@derbyshire.gov.uk](mailto:Schooltransport@derbyshire.gov.uk)

### **Derbyshire County Council's School Admissions and Transport Team**

office:

Tel: 01629 537479

Email: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

### **Colleges with dedicated bus routes serving Derbyshire:**

**Bilborough Sixth Form College** ([www.bilborough.ac.uk](http://www.bilborough.ac.uk))

Tel. 0115 851 5000

For information on **dedicated college bus routes** visit the [Bilborough Sixth Form College Transport webpage](http://www.bilborough.ac.uk/about/transport). ([www.bilborough.ac.uk/about/transport](http://www.bilborough.ac.uk/about/transport))

**Burton and South Derbyshire College** ([www.bsdc.ac.uk](http://www.bsdc.ac.uk))

Tel. 01283 494400

For **transport information** visit the [Burton and South Derbyshire College transport webpage](http://www.bsdc.ac.uk/student-life/learner-services/getting-here) (<http://www.bsdc.ac.uk/student-life/learner-services/getting-here>)

**Buxton & Leek College** ([www.blc.ac.uk](http://www.blc.ac.uk))

Tel: 0800 074 0099

For **college bus information** visit the [transport webpage of the Buxton & Leek College website](http://www.blc.ac.uk/transport/) ([www.blc.ac.uk/transport/](http://www.blc.ac.uk/transport/))

**Cheadle and Marple Sixth Form College** ([www.camsfc.ac.uk](http://www.camsfc.ac.uk))

For **transport information** you can either visit the [Cheadle College contact webpage](http://cheadle.cmcnet.ac.uk/contact/) (<http://cheadle.cmcnet.ac.uk/contact/>) or the [Marple Sixth Form College contact webpage](http://marple.cmcnet.ac.uk/contact/) (<http://marple.cmcnet.ac.uk/contact/>)

**Chesterfield College** ([www.chesterfield.ac.uk](http://www.chesterfield.ac.uk))

Tel: 01246 500500

For **college bus information** telephone 01246 500522,  
or visit the [bus pass webpage of the Chesterfield College website](http://www.chesterfield.ac.uk/bus-pass) (<http://www.chesterfield.ac.uk/bus-pass>)

**Derby College** ([www.derby-college.ac.uk](http://www.derby-college.ac.uk))

Tel: 0800 028 0289

For **travel options visit the** [Transport Getting to College webpage of the Derby College website](https://www.derby-college.ac.uk/student-support/transport-getting-to-college/) (<https://www.derby-college.ac.uk/student-support/transport-getting-to-college/>)

**Macclesfield College** ([www.macclesfield.ac.uk](http://www.macclesfield.ac.uk))

Tel: 01625 410002

For **college bus information** visit the [Transport webpage of the Macclesfield College website](https://macclesfield.ac.uk/support/transport/) (<https://macclesfield.ac.uk/support/transport/>)

**Vision West Nottinghamshire College** ([www.wnc.ac.uk](http://www.wnc.ac.uk))

Tel: 0808 100 3626

For information on **dedicated college bus routes** visit the [Getting to college webpage of the Vision West Nottinghamshire College website](http://www.wnc.ac.uk/Under-19s/Getting-to-college.aspx) ([www.wnc.ac.uk/Under-19s/Getting-to-college.aspx](http://www.wnc.ac.uk/Under-19s/Getting-to-college.aspx))

**School and College contacts:**

A list of Derbyshire secondary schools with contact details is available on the [Derbyshire County Council website](https://www.derbyshire.gov.uk/education/schools/search-schools/school-names-and-addresses.aspx) (<https://www.derbyshire.gov.uk/education/schools/search-schools/school-names-and-addresses.aspx>)

**Sources of information on Public Transport:**

Comprehensive **information on all public transport** serving Derbyshire (and Derby city) is available from the [public transport section of the Derbyshire County Council website](http://www.derbyshire.gov.uk/buses) ([www.derbyshire.gov.uk/buses](http://www.derbyshire.gov.uk/buses)).

Alternatively, constantly updated [online bus timetables](http://www.derbybus.info) are available at [www.derbybus.info](http://www.derbybus.info). This website includes **online bus route maps**.

For **online train information** visit the [National Rail website](http://www.nationalrail.co.uk) ([www.nationalrail.co.uk](http://www.nationalrail.co.uk))

For information on public transport by phone for Derbyshire or further afield call Traveline: 0871 200 2233 or visit the [Traveline website](http://www.traveline.info) ([www.traveline.info](http://www.traveline.info)).

Many **bus operators** serving Derbyshire have websites with details of fares, timetables, mobile phone apps, etc. Some are listed here:

- [Trent Barton](http://www.trentbarton.co.uk) ([www.trentbarton.co.uk](http://www.trentbarton.co.uk))
- [Stagecoach](http://www.stagecoachbus.com) ([www.stagecoachbus.com](http://www.stagecoachbus.com))
- [Arriva Midlands](http://www.arrivabus.co.uk/midlands) ([www.arrivabus.co.uk/midlands](http://www.arrivabus.co.uk/midlands))
- [High Peak Buses](http://www.highpeakbuses.com) ([www.highpeakbuses.com](http://www.highpeakbuses.com))
- [TM Travel](http://www.tmtravel.co.uk) ([www.tmtravel.co.uk](http://www.tmtravel.co.uk))
- [Hulleys](http://www.hulleys-of-baslow.co.uk) ([www.hulleys-of-baslow.co.uk](http://www.hulleys-of-baslow.co.uk))
- [Midland Classic](http://www.midlandclassic.com) ([www.midlandclassic.com](http://www.midlandclassic.com))
- [Notts & Derby](http://www.nottsderby.co.uk) ([www.nottsderby.co.uk](http://www.nottsderby.co.uk))

## TRANSPORT REVIEW FORM

Please complete fully, by typing (If not, please use black ink and BLOCK LETTERS)

### ABOUT YOUR CHILD

<b>Name of Child:</b>

<b>Child's date of birth:</b>

<b>Child's Home Address:</b>
<b>Postcode:</b>

<b>Does your child have an Education, Health and Care Plan (EHCP)?</b>	
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## **ABOUT YOUR CHILD'S SCHOOL/ COLLEGE**

**Name of the school/college to which transport is requested:**

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**If the school/college has more than one site, please specify the site:**

--

**Date your child started at, or will start at, the above school (date/ month/ year):**

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**Names of any other schools your child has previously attended:**

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## **ABOUT YOUR CAR (if applicable)**

**Do you have access to a car that your child is able to ride in?**

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**Are you, or anyone in your household, able to drive, with a valid licence?**

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**If your child uses a wheelchair, do you have use of a wheelchair-adapted car?**

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## **PARENTAL ROLE**

<b>Are you able to transport or accompany your child to their place of education?</b>	
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<b>If NO, please explain your reasons here:</b>

## **HOW YOUR CHILD GETS TO SCHOOL CURRENTLY**

<b>Please explain how your child currently travels to school (please be specific, and if there are different arrangements on different weekdays, please explain):</b>

## **MEDICAL CONDITIONS**

<b>Is the transport assistance required due to a medical condition?</b>	
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If YES – Current, written evidence must be provided from a medical practitioner to support the request.

Please note: Support for medical assistance is reassessed once a year.

**CONTACT DETAILS FOR THE CHILD'S PARENT(S) OR CARER(S)**

<b>Parent or Carer's Full Name:</b>	
<b>Parent or Carer's Mobile number:</b>	
<b>Parent or Carer's landline telephone number:</b>	
<b>Parent or Carer's personal email:</b>	

**OTHER ADULTS LIVING IN THE FAMILY HOUSEHOLD**

If any other adults live in the family home, please give their name, and their relationship to your child (e.g. mother, father, sibling, step-parent, aunt, uncle, grandfather/mother, lodger, family friend, etc.)

<b>Name</b>	<b>Relationship to child</b>

**OTHER CHILDREN LIVING IN THE FAMILY HOUSEHOLD (e.g. brothers, sisters, cousins)**

<b>Name</b>	<b>Date of Birth</b>	<b>School /College Attended</b>



## **OTHER AGENCIES INVOLVED IN SUPPORTING THE CHILD OR THE FAMILY**

<b>Organisation</b>	<b>Contact Name</b>	<b>Telephone number</b>

## **REASONS FOR REVIEWING TRANSPORT TO SCHOOL**

**Please give full details why transport assistance is required. Please include everything you think should be considered as grounds for this review:**

### **Please note:**

- Financial circumstances or normal parental working arrangements will not usually, by themselves, be regarded as exceptional family circumstances.
- Where the parent/ carer is unable to accompany the child, then the Authority will consider the availability of immediate family members, friends and neighbours, and the provision of any other assistance or benefit to the family.
- Please ensure you have included details of any other agency involved with your child or your family e.g. social care, housing, etc.
- To enable consideration, you must supply relevant third party documentation to support the information you provide.

## **DECLARATION**

I understand the Authority may seek advice and information relating to my request from other departments or agencies, including schools, prior to any review.

**Applicant's signature (you may type your signature or insert and electronic signature, or write it by hand):**

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**Applicant's Name (in BLOCK CAPITALS):**

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**Date of this application (date/month/year):**

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## **PRIVACY NOTICE**

The information you release to us will be used for transport related purposes and may be shared, as the law allows, with partner organisations. Further details on the Authority's Data Privacy policies and those of partner organisations can be found on the [Privacy Notices page of the Derbyshire County Council website](https://www.derbyshire.gov.uk/council/gdpr/privacy-notices/privacy-notices.aspx) (<https://www.derbyshire.gov.uk/council/gdpr/privacy-notices/privacy-notices.aspx>). Alternatively a hard copy can be provided on request.

## **SEND YOUR COMPLETED TRANSPORT REVIEW FORM**

Send your completed Transport Review Form, **with supporting documentary evidence:**  
by email: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)  
by post: Derbyshire County Council, School Admissions and Transport Team, School Road, Off Sheffield Road, Chesterfield Derbyshire, S41 8LJ.

CONTROLLED DOCUMENT - TRANSPORT REVIEW FORM 2022/23