

Post-16 Travel Policy Statement for the **2026/2027** School Year

Travel policy for:

- ~~full-time learners aged 16-18 and those aged 19 and over, if they are continuing the same course started before their 19th birthday~~
- ~~continuing adult learners with Education, Health and Care Plans aged 19-25~~

~~in all cases when travelling from the student's home to their post-16 provider permanent base (this is not necessarily door to door but may use local drop off or collection points as appropriate).~~

This policy details the arrangements that will apply during the school year starting from **September 2026**.

Suffolk County Council (SCC) is consulting on changes to the Post-16 Travel Policy from **Monday 2 March 2026 to Thursday 26 March 2026**.

Cabinet approved on xxxxxxxx (**Cabinet meeting on Tuesday 16 June 2026**).

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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.

This policy applies to the 2026/2027 school year.

Except in a few limited circumstances, it is a legal requirement for young people to continue in education or training until their 18th birthday. **They must then do one of the following until they are 18:**

- stay in full-time education, for example in a school sixth form or college;
- spend 20 hours or more a week working or volunteering, while in part-time education or training;
- an apprenticeship (for more information see www.apprenticeships.org.uk)
- supported internship; or
- traineeship.

This Post-16 Travel Policy applies to:

- **students** of sixth form age, from Year 12 aged 16-18 and **those aged 19 and over** continuing the same course started before they were aged 19.
- **relevant** adult learners, aged 19-25, with an Education, Health and Care (EHC) Plan.

This policy does not apply to young people who are planning to take part in a traineeship, an apprenticeship or a supported internship.

Section 1: Sustainable journey planning and travel alternatives

SCC recommends that students plan their journeys to their intended post-16 provision early and that they only apply for subsidised travel from SCC if this proves to be the best option. Use SuffolkOnBoard Journey Planner and route lists to help you at www.suffolkonboard.com/planner. It is important to consider what is the most affordable travel option as this will vary for each student.

- Cheaper tickets can often be purchased directly from bus operator, including weekly or termly passes, so an SCC application may not be needed. Young people can check ticket options with operators listed at www.suffolkonboard.com/operators.
- ~~Students and young people who are planning to take part in a traineeship, an apprenticeship or a supported internship, can use the Endeavour Card to gain a minimum of 25% off the daily adult charges on most public buses. Apply at www.endeavourcard.co.uk.~~
- Some schools and post-16 colleges also run routes for post-16 students. ~~We publish an up to date list and details of these, which can be found at www.suffolkonboard.com/school-travel/travelling-to-school/school-and-college-travel-arrangements.~~
- Young people who are eligible for the English National Concessionary Travel Scheme receive free off-peak travel. Further information can be found below.
- Greater Anglia offers various rail discount schemes for 16-19 year olds such as the Scholar's Season Ticket or the 16-17 Saver Railcard. There is further information on these below. ~~Please see~~
 - ~~www.greateranglia.co.uk/tickets-fares/business-travel/schoolcollege-travel-discounts;~~
 - ~~railplus.greateranglia.co.uk/scholars.html;~~
 - ~~www.greateranglia.co.uk/tickets-fares/discounts/railcards/16-25.~~

SCC also encourages students to think about the impact on the environment when planning their journey. There are many sustainable travel options to consider including:

- Walking to and from school or college
- Using a bicycle
- Using a motorcycle or moped
- Using car sharing options
- Accessing public transport (~~including using the Endeavour Card where applicable~~); or use the local rail network and take advantage of the various discounts on offer from Greater Anglia.

For further information on sustainable travel arrangements see www.suffolkonboard.com/SMOT.

Use the Journey Planner on SuffolkOnBoard to plan journeys to schools and colleges www.suffolkonboard.com/planner.

If you need to make an application for subsidised post-16 travel through SCC, please make the application before the **deadline of 31 May 2026**.

The Endeavour Card

~~Young people aged between 16 and 19 whose journey begins or ends in Suffolk can make use of the Endeavour Card. This card gives young people a minimum of 25% discount on an adult daily bus fare and can be used at weekends, in the evening or during school holidays. The only bus operators who currently do not accept the Endeavour Card are Beestons and Stagecoach.~~

~~The young person does not need to be in full-time post-16 education to benefit from the Endeavour Card. To apply online for an Endeavour Card, go to www.endeavourcard.co.uk. If you have any questions regarding the scheme, please contact 0345 606 6173.~~

Bus Operators

Various discount and pre-payment schemes are available from most bus operators, and these vary depending on the company. Please see www.suffolkonboard.com/buses/contacts.

Connecting Communities

When students need to make a journey and there is no public transport available locally, there may be a Connecting Communities service available in the area. This may be able to connect to an appropriate bus route or train link for onward travel so that the student can reach their destination. For journeys where connecting to other services is inappropriate, end to end journeys may be possible.

The Connecting Communities service is charged like a bus fare ~~and the Endeavour Card can be used to receive a discount on the fare~~. Contact the local area operator up to a week before the journey is to take place. Local operators and further information can be found at www.suffolkonboard.com/cc/myarea.

English National Concessionary Travel Scheme

Young people who are eligible for the English National Concessionary Travel Scheme receive free off-peak travel between the hours of 9.30am and 11.00pm Monday to Friday, all day travel on weekends and bank holidays. Further information can be found at www.suffolkonboard.com/concessionary-travel.

Some students may be able to use their disability living allowance to support their travel needs. Further information is available at www.gov.uk/disability-living-allowance-dla-rates.

Getting Ready for September 2026

Some sixth forms and post-16 centres also run routes for post-16 students. [For further information, please contact the individual sixth form or post-16 centres directly.](#)

Moped Hire

Parents could consider investigating options with moped hire companies such as:

www.scoots-hire.com

www.kickstartmopeds.org.uk

It is a parent's responsibility to consider the suitability of these companies and the young person's abilities/capabilities/needs.

Rail Operators

Greater Anglia offers a variety of discount options for those over 16 years:

- Scholar Season tickets are open to students up to and including 19 years of age at the time of purchasing their scholar pass, travelling from the station nearest their home address to the nearest station of their school, college or post-16 provision. Greater Anglia offers Academic Full Year, Short Year, One Term and individual Monthly tickets. Further details can be found at <https://railplus.greateranglia.co.uk/scholars.html>
- Young people aged 16-17 years are eligible for the 16-17 Saver card that gives a 50% discount off most rail fares for a payment of £35 per year. For further information go to www.16-17saver.co.uk.
- There is the 16-25 national railcard which costs £35 per year or £80 for three years. Students aged 16-25 can save one third off most rail fares with a 16-25 national railcard. Discount train tickets, available with the 16-25 national railcard, include all Advance Standard Class tickets and some Advance First Class fares. Please note that not every ticket type is available for every journey that the student may wish to make, and that time and train restrictions and/or minimum fares may apply. For example, a £12 minimum fare applies for journeys starting between 4.30am-9.59am Monday to Friday excluding Advance fares. This minimum fare does not apply on public holidays or throughout July and August. Railcard discounts do not apply to tickets bought on trains. For further information see www.16-25railcard.co.uk.

National Rail provide a disabled persons railcard which costs £20 per year or £54 for three years. There is a third off most rail fares for the card holder and an adult companion (people with a disability must meet the eligible criteria). For further information see www.disabledpersons-railcard.co.uk.

Spare Seats

Spare seats may be available on a SCC dedicated route running to schools. After seats have been allocated to all pupils who are eligible to SCC funded school travel, there may be spare seats available to purchase. The availability of spare seats is not usually known before mid-August each year.

SCC can only sell up to 20% of the seats on a vehicle under Public Service Vehicle Accessibility Regulations (PSVAR) 2000 and so it is possible that SCC may be prohibited from offering spare seats on some routes, even though there would appear to be seats available.

Note: Routes are subject to routine review and demand and this may mean that the routes are redesigned or cease. Therefore, an offer of a discretionary spare seat cannot be guaranteed to continue to be available. This is because demand for those with eligibility may

increase and they will have priority. This may mean that the offer of a spare seat is removed.

The application process opens on [1 July 2026](#). A discretionary spare seat may be available upon request. Spare seats will be allocated according to the criteria as set out in the Spare Seat guidance. Passes may not be received before the start of the school year. The termly charge for a spare seat for the [2026/2027](#) school year will be £350 (£1,050 per year).

For students with SEND (not eligible for post-16 travel provided by SCC) (see Section 3 below) who wish to purchase a spare seat, where available, the charge will be £780 per annum for the [2026/2027](#) school year. The termly charge will be £260 per student per seat.

For more information, please see www.suffolkonboard.com/school-travel/spare-seats.

Section 2: The criteria and how to apply for post-16 travel

Criteria

SCC will provide post-16 travel assistance ~~in Years 12 and 13~~

1. to students who are attending their nearest school sixth form or post-16 centre, irrespective of the county boundary; or
- ~~2.~~ where a Suffolk student's nearest school sixth form is located outside of Suffolk, post-16 travel will be provided to the nearest Suffolk school sixth form; ~~or~~
3. ~~to enable students to attend the sixth form in their previous Transport Priority Area school when travel to that school had been protected under the School Travel Policy for 5-16 year olds in September 2019;~~ when they:
 - a) are full-time learners of sixth form age, ~~in Years 12 and 13~~, aged 19 or aged 19 and over and continuing to attend the same course started before they were aged 19; or ~~relevant~~ adult learners with Education, Health and Care Plans aged 19-25;
 - b) are undertaking an approved ~~full-time~~ course of further education study;
 - c) are normally resident in Suffolk; **and**
 - d) live at least three miles away from either their nearest school sixth form or post-16 centre.

For students wishing to study more specialist subjects or courses which are not available at any of the school sixth form or post-16 centre options above, applications will be considered on an individual exceptional basis. Applications will be offered only to the nearest centre offering this programme where this is needed to enable the student to progress (see Section 4).

~~Learners attending Colleges of Further Education who are pursuing courses such as Higher National Diplomas (HNDs), Diplomas of Higher Education or degrees are not eligible to receive discretionary post-16 travel. Students studying towards a particular Level 4 qualification that is needed to enable the student to progress will be considered on an individual exceptional basis (see Section 4).~~

~~SCC does not provide post-16 travel for apprenticeships on the basis that the young person is earning a wage. The Post-16 Travel Policy is discretionary, and the level of subsidy provided by SCC is for those in full-time education.~~

Distance Measurement

- ~~SCC provides a Post-16 Travel Policy which offers seats on a paying basis to students whose homes are more than 3 miles from any of the school sixth form or post-16 centre options above.~~ Distances are measured by the shortest available walking route which includes Public Rights of Way within Suffolk and roads over county borders. Routes are calculated using a network comprised of the Ordnance Survey MasterMap Highways Network, which includes all roads and urban paths, and Public Rights of Way as shown on the Suffolk Definitive Map. Distances are measured from the point of the network that is closest to the address point selected to the nearest gate or access to the sixth form or post-16 centre.
- Where a route has been considered unsafe by the Education Transport Appeals Committee, we will apply this to post-16 distance measurements.
- ~~The offer of post-16 travel may start from a main road rather than the young person's home. Families are responsible for getting them to and from this pickup point. Students may also be dropped off at a bus stop or collection point and must arrange and pay for any extra travel needed to complete their journey to or from home or their sixth form/post-16 centre.~~
- Post-16 travel arrangements for students with Special Educational Needs and Disabilities (SEND) (see glossary) are specifically covered in Section 3.

~~SCC does however provide the Endeavour Card for all young people, which includes those participating on traineeships, supported internships and apprenticeships. To apply visit www.endeavourcard.co.uk.~~

When to apply for post-16 travel

If the best option for a student is to apply for SCC post-16 travel, they will need to make an application before the **31 May 2026** deadline ~~to ensure you have a travel pass for the start of term~~. You do not need to wait for a formal acceptance on a course before applying for post-16 travel.

~~Apply before 31 May 2026 to ensure you have a travel pass for the start of term.~~ Any applications made after **31 May 2026** will be considered as a late application and may mean that a travel pass will not be received by the start of the autumn term **2026**.

To enable SCC to assess whether students are eligible for post-16 travel, the application must include the student's home address and course details. SCC will assess the application when the student is in Year 11 and planning their post-16 education. Students need to apply once every school year by **31 May**, or whenever they have a change of circumstances, such as a change of address. SCC will assess eligibility each time a student starts a new course.

When examination results are received, students can make changes to their travel application. This can be done online, and you will need to make a new application if it is to a different establishment and/or course. ~~Please note, we cannot guarantee late changes will be implemented for the start of the term.~~

Applications should be made online at www.suffolkonboard.com/apply.

For further information on post-16 travel please visit www.suffolkonboard.com/optin, or contact the Passenger Transport Team on 0345 606 6173.

Tickets and payment arrangements

Post-16 students qualifying for support under SCC's Post-16 Travel Policy are required to pay an annual contribution towards the cost of their travel.

~~All students may either make a single annual payment or~~ Students can pay the charge in three termly instalments or half termly payments. You can pay online or by phone, by using the following link www.suffolkonboard.com/pay or by calling our Automated Telephone Payments (ATP) service and the phone number will be included on your invoice statement.

Each term an invoice will be sent for the next term. Payment of this invoice **must be made for** travel arrangements **to** continue.

The average annual cost to SCC for post-16 travel arrangements in the **2024/2025** financial year was:

- **£1,720** per student for a mainstream seat
- **£12,228** for students with SEND.

This means that in **2024/2025** SCC has on average, subsidised each mainstream seat by **£670** and for students with SEND this is **£11,448** per year.

The cost of post-16 school travel and the charge for a seat are reviewed annually and may increase each year. The annual charges for a mainstream seat in **2026/2027** will be the same as in the **2025/2026** school year:

School Year	Autumn term	Spring term	Summer term	Total per year
2026/2027	£350	£350	£350	£1,050

For post-16 students with an EHC Plan, or with SEND but without an EHC Plan who are deemed unable to travel independently due to a disability, the annual charge for a seat in **2026/2027** will be the same as in the **2025/2026** school year:

School Year	Autumn term	Spring term	Summer term	Total per year
2026/2027	£260	£260	£260	£780

For post-16 students who received free school meals in Year 11 at secondary school, or whose family is in receipt of a qualifying benefit for free school meals, a 50% discount will be applied to the charge of a seat for post-16 travel as follows.

Discounted charge for mainstream students whose family is in receipt of a qualifying benefit for free school meals:

School Year	Autumn term	Spring term	Summer term	Total per year
2026/2027	£175	£175	£175	£525

Discounted charge for students with an EHC Plan, or with SEND but without an EHC Plan who are deemed unable to travel independently due to a disability, and whose family is in receipt of a qualifying benefit for free school meals:

School Year	Autumn term	Spring term	Summer term	Total per year
2026/2027	£130	£130	£130	£390

If individual students, aged 19-25, have an EHC Plan stating that travel is a required special educational provision, their travel will be funded by SCC.

Each ticket is issued for a daily return journey on a specific route; these are not transferrable to any other route. Full details are available in the terms and conditions provided when an application is made.

There are usually no concessions for students on low incomes, however, SCC provides a 50% discount for a student whose family has low income and is in receipt of qualifying benefits for free school meals. A bursary scheme is also available on the GOV.UK website at www.gov.uk/1619-bursary-fund (see below for more information).

Bursaries, if available, are administered via the student's post-16 provider. Please check their policy and eligibility criteria.

~~Students should also contact local operators to check for prices to obtain the best possible deals, because it may be that these are less than the SCC charges.~~

Refunds

SCC will not provide refunds when other fares are incurred whilst waiting for a travel pass due to making a late application or failure to provide a photo. However, refunds may be available in certain circumstances. Details about refunds are provided in the terms and conditions at the time of application for post-16 travel.

16-19 Bursary Fund

The Government has committed to fully fund education and training places for all 16-19 year olds. There may be financial help available for students who are struggling with additional costs.

The 16–19 Bursary Fund can provide two types of bursary: the first, known as a “vulnerable bursary” can provide up to £1,200 a year to eligible disadvantaged young people; and the second, known as a “discretionary bursary”, is controlled by schools and colleges who can decide to offer bursaries from a specific budget given to them for this purpose.

The school or college can choose to give a discretionary bursary to any students who are finding it difficult to pay costs like travel arrangements, meals or books and equipment. Except for those most in need, they will decide on the amount, when it is paid, and whether it is linked to behaviour or attendance. You can find more information at www.gov.uk/1619-bursary-fund.

To be eligible the student needs to be:

- at least 16 and under 19 years old on [31 August 2026](#)
- studying at a publicly funded school or college, or on an unpaid training course
- meet the residency requirements - the school or college can check this.

To receive a vulnerable bursary of up to £1,200, the student needs to meet one or more of the following four criteria:

- in or recently left local authority care
- receive Income Support or Universal Credit because they are financially supporting themselves
- get Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- get Personal Independence Payment (PIP) in their name and either ESA or Universal Credit.

The student may receive a bursary if undertaking a full-time course (at least 30 weeks study). The school or college will identify if the vulnerable student meets the criteria and if so, will make a claim to the Student Bursary Support Service.

In assessing if the vulnerable student meets the criteria for this bursary, the school or post-16 centre will want to seek appropriate evidence from the student. This could be, for example:

- a letter setting out the benefit or benefits to which the student is entitled
- written confirmation of the student's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

We would advise students or families to make contact with the school or post-16 centre for any help or further information. All schools and post-16 centres in Suffolk will be able to provide information as part of their arrangements for entering post-16 programmes.

Section 3: Post-16 travel for students with Special Educational Needs and Disabilities (SEND)

Post-16 Students with SEND without an Education, Health and Care (EHC) Plan

Students with SEND but without an EHC Plan who are deemed unable to travel independently due to a disability, will be provided with a 50% discount on the relevant charge for post-16 travel to their nearest school sixth form or post-16 centre if they satisfy the following four criteria:

- a) are full-time learners aged 16-18;
- b) are undertaking an approved full-time course of further education study;
- c) are normally resident in Suffolk;
- d) live at least three miles away from either their school sixth form or post-16 centre.

For students wishing to study more specialist subjects or courses which are not available at their nearest school sixth form or post-16 centre, applications will be considered on an individual exceptional basis. Applications will be offered only to the nearest centre offering this programme where this is needed to enable the student to progress (see Section 4).

Travel arrangements for students with SEND (see glossary) may be provided irrespective of the minimum distance and other criteria set out in this policy. This is only where it is accepted by SCC that travel arrangements are necessary to enable the young person to access the education they require. SCC will assess students' needs against the list in Section 4.

Students with an EHC Plan

For students with an EHC Plan, funded post-16 travel is not generally available but subsidised travel will be provided to their nearest suitable school sixth form or post-16 centre. If the student or their parents request a placement that is not at their nearest suitable provision, they will need to make their own travel arrangements. Where there are exceptional circumstances, these will be considered (see Section 4).

In accordance with Section 9.215 of the SEN Code of Practice 0-25 Years travel will be recorded in EHC Plans only in exceptional cases. Travel arrangements will be considered as part of the EHC Plan needs assessment or at the annual review.

If individual students, aged 19-25, have an EHC Plan that states that travel is a necessity and they began their course after their 19th birthday, their travel will be funded by SCC. Where travel is not expressly written into an EHCP then any individual exceptional needs will be considered on an individual case by case basis, and, if approved, will also be funded by SCC. Parents will not be required to make a financial contribution.

Notes: Travel arrangements will be discussed with families and young people when looking at the student's options for post-16.

The travel needs of students with SEND should be reassessed when a young person moves from compulsory schooling to post-16 education and subsequently when they start a new course.

SCC will make arrangements to undertake an assessment in Year 11, when their transition to post-16 education is being planned.

Independent travel training for students with SEND

Independent Travel Training (ITT) is a funded service which helps students to become safe and independent travellers. SCC works with schools and colleges to deliver the training. ITT offers a key skill that opens up opportunities for young people as they move into adulthood by giving them the confidence to travel independently to education, employment, training and socially.

Post-16 students with SEND who require travel will be assessed for ITT by SCC's ITT provider. Students who are assessed by SCC as being unlikely to benefit from such training due to severe physical or learning disabilities will not be put forward for this training.

The initial assessment would be completed by the end of the first term of post-16 education. If students are assessed by the training provider as being able to participate in this training, they will be supported to complete it. A training plan will be created for the student, taking into account suitable routes and travel options. A home visit will take place to talk about the plan with the student and the parent or carer.

Our trainers work one to one with all students and adults over a number of weeks to train and assess their ability to make their journeys independently. Once the trainer is confident that the student is ready to become an independent traveller their training will be signed off, and the student will receive a certificate. The training can take from a few weeks to several months to complete, and as long as the student is making progress the trainer will continue to provide this. The trainer will also give parents regular updates on the student's progress.

If appropriate, travel will be provided whilst the training takes place and the student would be required to continue to make the stated post-16 financial contribution. Refusal to participate in the training may lead to the withdrawal of post-16 travel and may affect any future requests for SCC travel.

Once training has been completed successfully, we will arrange for travel passes to be issued for the student to use the travel route identified in the training as their method of post-16 travel. Taxis will not be provided to students once successful training has been completed, unless exceptional circumstances are identified by SCC. If a student is not signed off by the ITT service as having successfully completed the training to travel safely and independently, then travel will continue to be provided.

If a student is assessed by the ITT service as not being able to do travel training at that time they will recommend if or when a reassessment may be appropriate. SCC will continue to provide suitable travel for the post-16 student in the meantime.

SCC can offer successful trainees post-16 bus passes for the appropriate termly fee, but it may be more cost effective for the student to use a Disabled Person's bus pass which allows free travel on public bus services after 9.30am. ~~If used in conjunction with SCC's Endeavour Card for journeys before 9.30am, it can significantly reduce travel costs.~~ For rail journeys there is a Disabled Person's railcard which costs £20 per year offering a third off rail fares for the card holder and another adult travelling with them (see www.railcard.co.uk/disabled-persons).

To find out more about ITT, please contact the Passenger Transport Team on 0345 606 6173; or email TransportTravelTraining@suffolk.gov.uk.

Section 4: Exceptional circumstances

SCC has a responsibility to provide travel to help young people participate in post-16 education and training. SCC also has the discretion to charge for such provision. Applications will be considered on an individual basis to determine whether there are exceptional circumstances which justify departure from the general policy.

~~In line with Suffolk's School Travel Policy 2025/2026, Suffolk students of sixth form age fulfilling the criteria in Section 2 will be offered subsidised travel to either:~~

- ~~1. their nearest school sixth form or post-16 centre, irrespective of the county boundary; or~~
- ~~2. where a student's nearest school sixth form is located outside of Suffolk, post-16 travel will be provided to the nearest Suffolk school sixth form; or~~
- ~~3. to enable students to attend the sixth form in their previous Transport Priority Area when travel to that school had been protected under the School Travel Policy for 5-16-year olds in September 2019; when they:~~
 - ~~a) are full-time learners aged 16-18, aged 19 or aged 19 and over continuing to attend the same course started before they were aged 19; or relevant adult-learners with Education, Health and Care Plans aged 19-25;~~
 - ~~b) are undertaking an approved full-time course of further education study;~~
 - ~~c) are normally resident in Suffolk; and~~
 - ~~d) live at least three miles away from either their nearest school sixth form or post-16 centre.~~

Based on individual exceptional circumstances, the policy also provides:

- help for students wishing to study more specialist subjects or courses which are not available at their local school or post-16 centre. Applications will be considered on an individual exceptional basis to the nearest centre offering this programme, where this is needed to enable the student to progress (further information below).
- help for vulnerable students. The intention is that wherever possible no student aged 16-18 in Suffolk will be prevented from continuing in post-16 education at their nearest suitable provision because of the cost or availability of travel.

Where provision of travel is agreed as an exception, SCC will request the student to make the subsidised financial contribution towards the cost of this.

However, when assessing applications SCC will take into account factors such as but not limited to: the financial situation and ability to pay the subsidised financial contribution; the availability of other funds to cover travel costs (for example 16-19 Bursary Fund); and the number of years the post-16 provision is expected to last. SCC will consider all supporting evidence provided.

Exceptional Specialist Provision

For students wishing to study more specialist courses or particular subject combinations not available at their local school sixth form or post-16 centre, applications may be submitted to

SCC for consideration on an exceptional basis to the nearest centre offering the course. The following guidelines will be used in assessing individual exceptions:

Specialist course

Applications will be considered if a student wishes to study a specific course not available at their nearest school sixth form or post-16 centre, and **no comparable equivalent** is available. Applicants should clearly state reasons for the chosen course and how that course will aid their intended career progression. SCC will consider all supporting evidence provided.

A-Level subject combinations

Exceptional applications will be considered if:

- the majority (that is 50% or more) of the student's programme cannot be studied at their nearest school sixth form or post-16 centre – usually this will mean two of four subjects are not available.
- more than 50% of the A-level offer is available at the nearest provider but the student requires a particular A-level subject to access Higher Education for a specific career path and **no comparable equivalent** is available at the nearest provider. For example: A-level Music is usually an essential requirement to study a Music degree so this would be supported whereas A-level Psychology is not an essential prerequisite to study a Psychology degree so this would not be supported.

The following activities or additional subjects will not be considered for an exception:

- Extra-curricular activities, for example, Sports Academies, Drama clubs, Duke of Edinburgh;
- A-level General Studies/Critical Thinking;
- Extended Projects.

If travel is provided due to specialist provision SCC has the right to undertake checks during the academic year.

Those with SEND and vulnerable learners

Usually where travel is provided, it would only be available at the beginning and end of the school/college day. Only in exceptional circumstances connected to an individual's special educational needs and/or disabilities, and where no alternative mode of travel is available, would taxi travel be considered.

Any request for a review of individual travel needs for students with SEND or vulnerable students (as published in Section 3 of the policy) will follow the appeals procedures. The initial appeal will be considered at Stage 1 review of the appeals process, supporting evidence would be required – this can include the information held by SCC in the young person's EHC Plan. If the Stage 1 review is refused, a parent or student may decide to make a Stage 2 appeal.

More information on School Travel Appeals can be found in Section 5 and on our website at www.suffolkonboard.com/appeals.

Assessment for learners with SEND

When determining whether to provide post-16 travel SCC will consider:

- The needs of those young people, who without post-16 travel support, would be unable to attend an education or training establishment;
- Distance and journey time from the young person's home to establishments of education and training and the cost of travel. Reasonable maximum one-way travel is usually considered to be 75 minutes;
- The nature of the route or alternative routes which the student could reasonably be expected to take;
- The reasons why a student wishes to attend one establishment rather than another, where it makes sense to do so;
- Anything recorded in an EHC Plan about travel to the post-16 provider;
- Where there is a nearer institution which is suitable and can provide the same or similar qualification(s) or course;
- The best use of SCC's resources;
- The nature of the student's SEND. This includes the physical ability of the young person to walk, accompanied as necessary by a responsible adult to the learning provision or a pick-up point;
- Whether the young person has received ITT skills, is able to travel independently and his or her ability to access public transport or transport operated by others;
- Information contained in the assessment made under the Children and Families Act 2014 and, where applicable, the Chronically Sick and Disabled Persons Act 1970, the Children Act 1989, and the Care Act 2014, together with any other relevant information supplied;
- SCC's legal obligations and, in particular, those imposed by the Equality Act 2010 and Human Rights Act 1998.

When considering such matters, SCC will seek to consider supporting evidence from professionals and others currently working with the student and/or their family. This may include the education setting and relevant information provided in an EHC Plan.

Section 5: What you can do if you are unhappy with the decision made

SCC's Post-16 Travel Policy is applied consistently and fairly throughout Suffolk. If students or families are advised that they are not eligible for post-16 travel and they disagree with the decision, they can take the following steps:

Contact the Passenger Transport Team **within 20 working days** of the decision date and ask for a Stage 1 review. Further details can be found at www.suffolkonboard.com/appeals.

If, having completed Stage 1 and Stage 2 of the appeal process, students or their families remain dissatisfied, they can raise their concerns through the Corporate Complaints procedure, by contacting the SCC Complaints team (Customer Rights), Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich IP1 2BX. Telephone 0345 606 6067 or email customerrights@suffolk.gov.uk.

If the above does not result in a satisfactory outcome, students or their families can contact the Local Government and Social Care Ombudsman (LGSCO) or complain to the Secretary of State for Education. The LGSCO is an independent organisation that looks into complaints against councils. This is a free service and information can be found online at www.lgo.org.uk.

To complain to the Secretary of State, students or their families should use the contact form on the Department for Education's website www.education.gov.uk/help/contactus.

Section 6: Contact information and useful links

Information about this policy is available on SCC's website www.suffolkonboard.com/policies. General information about public transport arrangements in Suffolk can be found at www.suffolkonboard.com.

Contact information for all schools with post-16 provision in Suffolk can be found at www.suffolk.gov.uk/children-families-and-learning/schools.

SCC annually produces the guide 'Admissions to Schools in Suffolk' and Directories of Schools in Suffolk which provide detailed information about education in Suffolk, including contact points for all schools and sixth form colleges. These can be accessed through the SCC website at www.suffolk.gov.uk/admissions.

Contact information for colleges and post-16 centres in Suffolk can be found on their websites.

Information about railcards for 16-17 year olds, 16-25 year olds and disabled people can be found at www.nationalrail.co.uk/railcards.

For information about the English National Concessionary Travel scheme contact SCC at www.suffolkonboard.com/concessionary-travel.

If you live in a rural area and have difficulty in accessing public transport, find out about eligibility to loan a moped to get to college or work at:

www.scoots-hire.com

www.kickstartmopeds.org.uk.

The Department for Education's website on subsidised travel to school or college for young people over 16 years can be accessed using the following link www.gov.uk/subsidised-college-transport-16-19.

Alternatively, information about SCC's Post-16 Travel Policy, details of other points of contact and application forms are available by contacting:

Suffolk County Council Passenger Transport Team

**Endeavour House,
8 Russell Road,
Ipswich, IP1 2BX**

Phone: 0345 606 6173

E-mail: transport.service@suffolk.gov.uk

Section 7: Glossary of terms

Adult Learner

A person who is receiving education and is aged nineteen or above but is not a “young person of sixth form age” as defined below.

Apprenticeship

An Apprenticeship is a paid job where the apprentice will receive a wage and other employment benefits such as paid holiday. Apprenticeships combine on and off the job training and although they may possibly be working towards accredited training, they will be classed as ‘in employment’.

An Apprenticeship combines on the job learning with a working environment. An Apprenticeship includes on the job learning with an employer as well as learning with a college or training provider to achieve a combination of qualifications. All apprentices earn a salary, have a full-time placement and take between one year and five years to complete, depending on the level of Apprenticeship and the industry sector. Apprenticeships range from Level 2 (equivalent to 5 GCSEs) to Higher Apprenticeship and Degree Apprenticeships (equivalent to a foundation degree and above).

Education, Health and Care Plan (EHC Plan)

The majority of young people with SEND will have the support they need within local mainstream schools or colleges. For some young people, an EHC Plan will be written following an assessment. This sets out the young person’s additional education, health and social care needs and the support that is necessary to help them to progress in their learning and to develop skills that will support them in adulthood. The EHC Plan will name the education setting that the young person will attend. EHC Plans are reviewed at least once a year, checking whether details need to be updated, progress is being made and the education setting does not need to change. For a small number of young people, an EHC Plan can remain active until they are aged 25.

Local Offer

The policy documents on post-16 travel are published on Suffolk’s Local Offer website www.suffolklocaloffer.org.uk.

Special Educational Needs and Disabilities (SEND)

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Special educational provision is required where the child or young person has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions. Please note, post-16 centres often use the term Learning Difficulties and Disabilities (LDD), but the term SEND is used in this policy, and may be used between ages 19-25 where a young person continues to have an EHC Plan.

Public Rights of Way

Public Rights of Way include footpaths, bridleways, and other pathways, as well as

recognised roads.

Supported Internship

A supported internship is one type of study programme specifically aimed at young people aged 16 to 24 who have an EHC plan, who want to move into employment and need extra support to do so.

Supported internships are structured study programmes based primarily at an employer. They are intended to enable young people with learning difficulties and/or disabilities to achieve sustainable, paid employment by equipping them with the skills they need for work through learning in the workplace. Internships normally last for a year and include unpaid work placements of at least six months. Wherever possible, they support the young person to move into paid employment at the end of the programme. Students complete a personalised study programme which includes the chance to study for relevant substantial qualifications, if suitable, and English and mathematics to an appropriate level.

Sustainable Journey Planning

To plan sustainable journeys by using a range of travel options and information available.

Sustainable Modes of Travel (SMOT)

Those that may improve the physical well-being of the individuals who use them, the environmental well-being of all or part of the local authority's area, or a combination of the two. SCC's SMOT plan can be found at www.suffolkonboard.com/SMOT.

Travel Arrangements

Includes different modes of travel. Priority will be given to public bus services, the offer (where applicable) of a mileage allowance or an individual alternative, and sustainable modes of travel. These alternatives may include for example walking (with a travel assistant/aid) and cycling. Travel support may also include the supply of a discount travel card, where applicable.

The mode of travel may be a local bus route, a SCC route, a route run by a school or college, or train travel. This will take account of cost-effectiveness and ensuring travel is available to meet a young person's individual circumstances.

Traineeship

Traineeships are demand led study programmes which can benefit young people if they are within six months of being able to get sustainable employment or an Apprenticeship. Traineeships last a minimum of six weeks and a maximum of six months and have a core component of work experience. They should also include study towards English and mathematics qualifications. Young people on a traineeship are classified as 'students' and do not get paid for their work experience.

The primary objective of a traineeship is to progress the trainee to an Apprenticeship or other sustainable jobs. Alternatively, the trainee could enrol on a course of further learning including a full-time study programme at level 2 or 3.

Young person of sixth form age

Those over compulsory school age, which ends after completion of the school year during which the child turns 16 years old, who are aged 16-18 and those continuing learners who started their programme of learning before their 19th birthday. This also includes young people up to the age of 25 who have an EHC plan and started their course before their 19th birthday.