**The Royal Borough of Greenwich**

**Post 16 Transport Policy Statement**

**Academic Year 2024/25**

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# Introduction

* + 1. In line with the Raising of the Participation Age (RPA), the Royal Borough of Greenwich (“Royal Greenwich”) is committed to ensuring that young people aged 16 to 18 are encouraged and supported to continue with their education and training where this is appropriate and suitable to their needs. This will enable young people to acquire the knowledge, skills and experience necessary for their personal development and progression into future employment or Higher Education.
		2. This assistance is available to all young people aged 16-18 entering further education and to continuing learners aged 19 to 25 with Learning Difficulties and Disabilities (LDD) who satisfy the eligibility criteria.
		3. This document is Royal Greenwich’s Transport Policy Statement which the Education Act 1996 requires to publish each year, setting out what travel assistance is available from RBG and other bodies, to help young people aged 16-18 (and learners aged 19 to 25 with LDD) to access school or further education institutions.
		4. The policy statement applies to all students participating in the scheme and supersedes all previous transport arrangements and entitlements. Funding for travel assistance is subject to annual budgets and financial affordability. The Transport Policy Statement will be reviewed annually.

# Eligibility Criteria

* + 1. You may be eligible for travel assistance if **all** of the following statements apply to you.

			- 1. You are a **resident of the Royal Borough of Greenwich**.

				*Learners not resident in the Royal Borough of Greenwich, or who are looked after by another Council but live in the Royal Borough, should refer to the Transport Policy Statement issued by their local authority.*
				2. You must be **aged 16-18 but under 19** years at the start of the academic year (i.e., on 31 August 2023).

				*If you have a statement of Special Education Need, a Learning Difficulty Assessment (LDA or s139a) or an Education Health and Care Plan (EHCP) which identifies the need for specific travel assistance you may receive travel assistance* ***up to the age of 25 years****.*
				3. You **live more than three miles**, by the shortest route, away from your learning provider;

*If you have a statement of Special Education Need, a Learning Difficulty Assessment (LDA or s139a) or Education Health and Care Plan (EHCP) which identifies the need for specific travel assistance you may receive travel assistance if* ***you live less than three miles*** *away from your learning provider.*

* + - * 1. You have a **low household income**.

				*Travel assistance will be provided only to students whose families or carers in receipt of one of the support payments listed in Appendix A.*
				2. Your chosen **study programme takes place at a publically funded provider**.

				*A list of eligible providers is supplied in Appendix A.*
				3. Your **study programme is at foundation learning level, level 1, 2 or** **3**[[1]](#footnote-1).
				 *Your study programme should normally be at a higher level than your previous achievements.*
				4. Your **study programme is full-time** – equivalent to a minimum of 18 hours a week;

				*Your study programme does not have to last a full academic year.*
				5. Your learning provider is **the nearest provider** that can meet the majority of your needs.
				 *Transport will not be provided on the basis of one subject being unavailable at your nearest learning provider.*
		1. Before Royal Greenwich will consider any application for travel assistance you must demonstrate you have explored and exhausted all available sources of support as set out in section 3.
		2. You will **not** be eligible for travel assistance if any of the following statements applies.

			- 1. Your study programme is at Level 4 or higher, including a foundation degree;
				2. You are employed and starting or continuing an apprenticeship.
				 *Apprentices aged 16-18 can apply for a 16+ Oyster photo card. Young people aged over 18 years and on the first year of their apprenticeship are eligible to apply for an Apprentice Oystercard.*
				3. Your chosen study programme takes place at a privately funded organisation

# Available Sources of Support

## Transport for London - free and discounted travel

* + 1. For the majority of Post 16 students, transport needs will be met by the provision of free travel by Transport for London (TfL).
		2. Young people travelling by bus should obtain the appropriate Oyster card before starting their programme of study. It is the young person's responsibility to ensure they meet the requirements set by TfL for retaining an Oyster card.
		3. Residents of London boroughs **aged 16-18** and in full-time education or on a work-based learning scheme of at least 12 guided hours per week on courses at level 3 and below can apply for a 16+ Oyster photo card. This includes apprenticeships.
		4. The card gives:

			- free travel on London buses and trams;
			- half adult-rate Oyster single fares on the tube, DLR and London overground;
			- child-rate travelcard season tickets on the tube, DLR and London overground;
			- half adult-rate Oyster single fares on some national rail services;
			- child-rate travelcard season tickets on national rail services.
		5. Free travel and concessionary rates are available until the end of the course or the academic year, whichever is earlier.
		6. 18+ Student Oyster photocards are available to students who are aged 18 and over, and who are attending a full-time course (and in certain circumstances a part-time course) at colleges, schools and universities registered on the TfL 18+ Student Oyster photocard scheme.
		7. The 18+ student card gives a 30% discount on bus, tram, tube, DLR, London overground and national rail travelcard season tickets.
		8. Young people aged over 18 years who live in Royal Greenwich and are on the first year of an apprenticeship that will last for more than 12 months are eligible to apply for an Apprentice Oystercard.
		9. The Apprentice Oystercard gives a 30% discount on bus, tram, tube, DLR, London overground and national rail travelcard season tickets. For further details visit [www.tfl.gov.uk/apprentice-oyster](http://www.tfl.gov.uk/apprentice-oyster).

* + 1. Application forms are available from Post Office branches throughout Greater London and areas that are served by the London bus, tube and over ground networks. For further details visit [www.tfl.gov.uk/zip](http://www.tfl.gov.uk/zip).

## The 16 -19 Bursary Fund

* + 1. The 16-19 Bursary Fund, administered by individual education providers, is available to support any student who faces genuine financial barriers to participation, including transport costs. The 16-19 Bursary Fund has two elements.
		2. Those most in need will be eligible for a **guaranteed bursary** of up to £1,200 a year. To qualify students must meet at least one of the following criteria:

			- Be in receipt of income support;
			- Are a care leaver;
			- Are in care of a local authority (a ‘looked after child’);
			- If a registered disabled student, be in receipt of both Employment Support Allowance and Disability Living Allowance (due to be replaced by Personal Independence Payment).
		3. To receive the maximum bursary the programme of study must last for 30 weeks or more. If the programme is shorter than 30 weeks, the student may receive less.
		4. Education providers may, at their discretion, distribute any remaining funds to young people in ways that best fit the needs and circumstances of their students. The **discretionary bursary** is targeted at young people facing financial barriers to participation, including transport costs.
		5. All education providers must make available a copy of their 16-19 Bursary Fund policy upon request. Applications should be made directly to the school, college or training provider.
		6. If a learner feels aggrieved about how their application for the 16-19 Bursary Fund has been handled, we recommend they should follow the school's /college's /provider's standard complaints procedure.
		7. For further information on the 16-19 Bursary Fund visit <https://www.gov.uk/1619-bursary-fund>. Local providers and contact details are listed in Appendix B.

## Residential Support Scheme

* + 1. For students aged 16-18, if the Level 2 or Level 3 programme of study being followed is not available locally and is more than 15 miles from the home or more than a two hour return journey away, they can apply for help with the cost of term-time accommodation.
		2. How much assistance is offered will depend on household income and where the education provider is based.
		3. For further information on the Residential Support Scheme, including eligibility criteria, visit <https://www.gov.uk/residential-support-scheme/further-information>

## Residential Bursary Fund

* + 1. Students aged 16-18 may be able to get a bursary towards the cost of accommodation from some specialist residential colleges. This is different from the Residential Support Scheme.
		2. Most of these colleges are ‘Specialist Residential Centres’ for subjects like agriculture, art and design or horticulture. Each has its own eligibility criteria, often including parental income. To apply for assistance you should contact the college directly.

## Support for LDD learners 19+ - Discretionary Learner Support (DLS)

* + 1. If you are aged 19 or over and having trouble meeting the costs of participating in further education at your college, you should ask your provider about the Discretionary Learner Support fund (DLS). This is similar to the 16-19 Bursary Fund.
		2. Discretionary Learner Support is available in colleges and sixth form colleges to help with learning costs, including transport.
		3. You should apply directly to your learning provider (e.g. your college). How much you get depends on your circumstances. Local providers and contact details are listed in Appendix B.

# Assistance offered by the Royal Borough of Greenwich

## Principles

* + 1. For the majority of students, post-16 transport needs will be met by the provision of free travel through the Transport for London (TfL) Oyster card scheme and/or the applications to the 16-19 Bursary Fund.
		2. Where these schemes are insufficient to subsidise the transport costs incurred to attend post-16 education the Royal Greenwich may provide travel assistance. Learners in receipt of a 16-19 Bursary will be expected to use a proportion of the award towards transport costs. The value of any bursary/grant awarded to the learner must be identified on the application for travel assistance.
		3. To qualify for travel assistance the student will be required to demonstrate how their chosen study programme meets their needs. Support will be provided only to the nearest available school or college where a suitable study programme is available. The Royal Borough of Greenwich will not provide travel assistance to students who choose not to attend the nearest school or college offering a suitable programme. Transport will not be provided on the basis of a single subject being unavailable at the nearest learning provider.
		4. Where young people meet the eligibility criteria identified in section 1 the Royal Borough of Greenwich will fund 50% of the cost for the most economical mode of transport. The distance calculations and most economical forms of transport will be determined by the RBG using the transport direct website [www.transportdirect.info](http://www.transportdirect.info) and the Transport for London Website [www.tfl.gov.uk](http://www.tfl.gov.uk). This may not be a student's preferred mode of transport.
		5. Any transport assistance agreed by the Royal Borough of Greenwich will be paid on a termly basis. The continuation of assistance is subject to satisfactory attendance for the previous term (as confirmed by the education provider).
		6. Students who apply for travel assistance before the start of the academic year in which they reach the age of 19 will remain eligible for the full academic year, subject to remaining on the course. The academic year is 1st September to 31st August.
		7. Travel assistance will cease on 1st September immediately after a student attains their 19th birthday except where a case is made to disregard the age criteria on the basis of LDD.

## Additional information for students with learning difficulties and/or disabilities

* + 1. The Royal Borough of Greenwich encourages learners aged 16+ to travel independently on public transport because of the beneficial effects this can have on the individual's development.
		2. We expect that the previous education or training provider will have started to prepare young people with independent travel skills, and that the parents and carers of young people will continue to practice independent travel throughout the summer holiday prior to starting any study programme.
		3. The Royal Borough of Greenwich recognises that independent travel, including the use of free public transport, is not always a possibility for students with severe and complex learning difficulties and disability, and additional assistance with travel will be required.
		4. The eligibility criteria (section 2) and principles (section 4) apply, with the following exceptions:

			- 1. young people with learning difficulties and disability may receive transport assistance up to the age of 25 years; and
				2. may receive assistance for journeys of less than 3 miles.
		5. Travel assistance will be provided only to the nearest available school or college offering a programme of study that will reasonably meet the identified needs of the learner. The study programme must provide an educational or training benefit to the student. Royal Greenwich will make this judgement based on discussions held throughout the transition reviews. Royal Greenwich will not provide assistance to students who choose not to attend the nearest school or college offering a study programme that reasonably meets these identified needs.
		6. Learners who qualify for travel assistance and who are attending the same provider may be expected to travel together at the start and end of the day. This may mean students will need to be prepared to attend earlier or later than their course starts or finishes. It is the responsibility of the student and/or parents and carers of the student to discuss the programme timetable with the provider.
		7. If the learner is attending residential provision, for example an Independent Specialist College, the travel assistance offered by the Royal Borough of Greenwich will be limited to a maximum of three return journeys i.e. at the beginning and end of each term.
		8. Existing sources of support must be identified at the point of application, including but not limited to any mobility allowance, direct payment and awards made under the 16-19 Bursary Fund, and will be taken into account when making a decision about the level and type of travel assistance that may be provided. A decision may be taken that additional travel assistance will not be provided.
		9. Policy changes on a yearly basis and in the near future the Royal Borough of Greenwich may expect a contribution from parents for transport. The amount of travel assistance offered may depend on household income.

# Making an application

* + 1. Application forms for Post-16 Travel Assistance are available to download from [www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk). The Scheme operates on an annual basis. All students are required to apply annually and to confirm their eligibility annually.
		2. Applications for travel assistance should be made before the beginning of the academic year or before the start of the study programme. Travel assistance will only be considered from the date the application for travel assistance is received and cannot be backdated.
		3. The application form will ask for the following information:

			- how the eligibility criteria are met;
			- the name of the education or training provider and whether an offer of a place has been received and accepted;
			- reasons for the choice of named learning provider;
			- what form of travel assistance is sought;
			- details of any benefits or support which are or may be relevant to the application;
			- details of any exceptional circumstances;
			- evidence to support the application.

## The decision

* + 1. Where the eligibility criteria are met, Royal Borough will decide whether to provide travel assistance and the level and type of assistance that will be offered. Applications which do not meet the above eligibility criteria will only be considered in exceptional circumstances.
		2. In making a decision Royal Greenwich will have regard to the following:

			- 1. The needs of those for whom it would not be reasonably practicable to attend a particular establishment to receive education or training if no arrangements were made;
				2. The need to ensure that persons in Royal Greenwich reasonable opportunities to choose between different establishments at which education or training is provided;
				3. Royal Greenwich’s general duties to ensure that enough suitable education and training is provided to meet the reasonable needs of 16-18 year olds;
				4. Distance and journey time from the student’s home to the learning provider, the cost of transport and alternative means of facilitating attendance at establishments;
				5. The nature of the route or alternative routes which the young person could reasonably be expected to take;
				6. Any preference to attend a particular educational establishment based on religion or belief;
				7. The nature of the young person’s special educational needs, disability or learning difficulty;
				8. Anything said in a statement of Special Educational Needs or Transition Plan about transport;
				9. Whether there is a nearer learning provider which is suitable and can provide the same or similar qualification(s);
				10. The best use of Royal Greenwich’s resources.
		3. If your application for assistance with transport is refused, you will receive a written notification outlining the reasons for this decision. The letter will tell you that you have a right of appeal and advise you how to exercise that right.

## Changes in circumstance and reviews

* + 1. Persons of sixth form age in receipt of travel assistance must inform the Royal Borough of Greenwich of any change of circumstance which will (or may) affect their entitlement to assistance.
		2. The Royal Borough of Greenwich reserves the right to withdraw travel assistance from persons of sixth form age where:

			- 1. The education or training provider state that attendance has not been satisfactory (measured over the previous term);
				2. It is proven that assistance was obtained on the basis of fraudulent or misleading information, or
				3. Where changes in the individual or household circumstances of the person of sixth form age result in either the person of sixth form age no longer being eligible for assistance or no longer requiring assistance.

# Appeals

* + 1. This section outlines the appeal procedure to be used where you believe that the decision made by officers with respect to your eligibility for travel assistance is incorrect. This is not a statutory right of appeal.
		2. An appeal must be submitted in writing within **28 calendar days** of the letter refusing travel assistance or proposing changes to existing arrangements to:-
		3. Appeals must be sent to the Head of Admissions at Royal Borough of Greenwich, The Woolwich Centre, 35 Wellington Street, London, SE18 6HQ or by e-mail to school-admissions@royalgreenwich.gov.uk within 28 calendar days of receiving the decision not to provide travel assistance.

## Stage 1

* + 1. This will be considered by the Strategic Lead for Inclusion and Place Planning.
		2. The letter of appeal must provide the reasons for challenging RBG’s refusal of assistance or changes to proposed arrangements and include any fresh documentary evidence.
		3. Your appeal will be reviewed and all evidence submitted will be considered. The original decision may be upheld, overturned or alternative solutions may be identified. If the application is not approved the young person will be notified of the decision in writing and will be informed of the next and final stage of the appeal process.

## Stage 2 – Final Appeal

* + 1. This will be considered by the Senior Assistant Director Inclusion, Learning and Achievement. Final appeals must be submitted in writing within 28 days of the date of the stage 1 decision. This letter of appeal must provide the reasons for challenging the stage 1 decision and may include new documentary evidence.
		2. The young person will be informed of the decision in writing which is final.
		3. If the young person is unhappy with the decision reached they have a further right of appeal to the Secretary of State if it is considered that Royal Greenwich has failed to comply with procedural rules or there were any irregularities in the way the appeal was handled.
		4. If the young person considers that the decision is flawed on public law grounds, they may apply for a judicial review.
		5. During the appeals process no new travel assistance will be provided or in the case of existing arrangements, no change will be implemented. A young person will be responsible for ensuring that they attend the educational establishment until the outcome of the appeal is determined.
		6. There is no right of appeal if a decision is made to vary the form of travel assistance. There is only a right of appeal if an application for travel assistance is refused or if existing travel assistance is ceased.

# Cessation and Complaints

## Cessation of support

* + 1. Royal Greenwich may remove travel assistance with immediate effect where it is proven that assistance was obtained on the basis of fraudulent or misleading information, or where the young person’s individual circumstances have changed, which results in young person no longer being eligible for support or has been assessed as not requiring such support. It may also cease on the written request of the young person who, if necessary, has made alternative arrangements for them to travel to the education provision.
		2. Royal Greenwich expects young people to behave appropriately on transport and must ensure health and safety of all passengers and staff is maintained. Any behavioural issues whilst on transport will be dealt with by Royal Greenwich in conjunction with young person’s educational establishment. Transport will be suspended whilst an investigation is undertaken. In such circumstances, it will remain the responsibility of the young person to ensure that they attend the educational establishment in the interim period.
		3. On-going or serious behavioural issues may result in transport being permanently removed.

## Complaints

* + 1. Once travel assistance has been agreed any concerns regarding the daily provision of the service should be made in the first instance to Royal Greenwich’s transport provider, young persons will be given these details.
		2. Any formal complaints should be handled through Royal Greenwich's formal complaints process by contacting:-

The Children’s Complaints Team
1st Floor, The Woolwich Centre
35 Wellington Street, Woolwich, SE18 6HQ
Tel: 020 8921 2057 / 3560, email: Childrens-Complaints@royalgreenwich.gov.uk

# **Appendix A: Detailed eligibility criteria**

**Eligible learning and training providers**.

Your study programme or training must take place through a publically-funded provider:

* A publicly-funded school or academy (including a free school or University Technical College (UTC));
* A publicly-funded further education institution, including sixth form college and further education college;
* A local authority maintained or assisted institution providing further or higher education;
* An establishment funded directly by the Education Funding Agency (EFA), including independent specialist providers (ISP) for learners with learning difficulties and/or disabilities;
* A learning provider that is funded by a local authority to deliver accredited programmes of learning which lead to positive outcomes (this could include colleges, charities and private learning providers).

**Proof of household income**

Travel assistance will be provided only to students whose families or carers provide evidence that they are in receipt of one of the following support payments:

* Income Support; or
* Income-related Employment and Support Allowance; or
* Income-based Job Seekers Allowance; or
* Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190; or
* Working Tax credit 'run on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit; or
* Guarantee Element of State Pension Credit; or
* Support under part VI of the Immigration and Asylum Act 1999.

Young people who receive Income Support or Income-based Job Seekers Allowance in their own right are also eligible.

Note: A number of the above benefits are being replaced by Universal Credit. This will include: Income Support, Income-based Jobseeker’s Allowance, Income-related Employment Support Allowance, Housing Benefit, Working Tax Credit, Child Tax Credit.

# **Appendix B:** **Useful contacts and local transport arrangements**

Post-16 Provision will supply information on 16-19 Bursary and Discretionary Learner Support (DLS) Applications.

|  |  |
| --- | --- |
| **School/College** | **Transport information** |
| Arden at Stationers’ Crown Woods Academy020 8850 7678infoArden@crownwoods.org.uk<http://www.crownwoods.org.uk> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Bexley College01322 442331<http://www.bexley.ac.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Bromley College020 8295 7000info@bromley.ac.uk <http://www.bromley.ac.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Charlton Park Academy (Special School)020 8249 6844mailbox@charltonparkacademy.co.uk (Addressed to Elaine Coe) <http://www.charltonparkacademy.com> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey.Please also refer to Section 4 of this policy. |
| Corelli Sixth Form College020 8391 3964admin@corellincollege.org.uk<http://www.corellicollege.org.uk> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Eltham Hill School020 8294 2365info@elthamhill.greenwich.sch.uk<http://elthamhill-greenwich.com/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Greenwich Community College020 8488 4800<http://www.gcc.ac.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Harris Academy Greenwich020 8859 0133info@harrisgreenwich.org.uk<http://www.harrisgreenwich.org.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| The John Roan School020 8516 7555info@thejohnroan.greenwich.sch.uk<http://www.thejohnroanschool.co.uk/wp/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Lewisham College020 8692 0353info@lesoco.ac.uk <http://www.lesoco.ac.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Plumstead Manor School020 8320 5244sixthform.info@plumsteadmanor.com<http://www.plumsteadmanor.com/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Ravensbourne College020 3040 3500admissions@rave.ac.uk<http://www.rave.ac.uk> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Royal Greenwich Equestrian Centre (in partnership with Hadlow College)0500 551 434enquiries@hadlow.ac.uk<http://www.hadlow.ac.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Royal Greenwich Trust School020 8312 5480info@rgtrustschool.net[http://rgtrustschool.net/](http://greenwichutc.com/) | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Shooters Hill Post 16 Campus020 8319 9700<http://www.shootershill.ac.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Skills for Growth (delivering Apprenticeships and Foundation Learning)020 8304 8527info@skillsforgrowth.org.uk<http://www.skillsforgrowth.org.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Thomas Tallis School020 8856 0115headteacher@thomastallis.org.uk<http://www.thomastallis.co.uk/> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |
| Woolwich Polytechnic School020 8310 7000enquiries@woolwichpoly.greenwich.sch.uk <https://polygateway.woolwichpoly.greenwich.sch.uk/Default.aspx> | Transport for London provides free and discounted travel for Post 16 students. Go to <https://tfl.gov.uk> to obtain further details and to plan your journey. |

1. Level 2 qualifications include: GCSEs, BTEC First Diploma, NVQ Level 2 and functional Skills qualifications at this level. Level 3 qualifications include: A Level, Access courses, BTEC National Diploma/Certificate, NVQ Level 3, Higher National Certificate (HNC), Higher National Diploma (HND). [↑](#footnote-ref-1)