

**POST 16 TRANSPORT POLICY
2017/2018**

**Transport policy statement for
learners aged 16-18 in further
education and training and
continuing learners with a learning
difficulty and/or disability (LLDD)
aged 19 and over**

ACADEMIC YEAR: 2017/2018

1. SUMMARY OF POLICY STATEMENT AND MAIN OBJECTIVES

- 1.1 **There is no automatic entitlement to free home to school or college transport once a student is over 16 years. Responsibility for making appropriate transport arrangements rests with a student and/or parents/carers.**
- 1.2 **Providing assisted transport (e.g. taxis, specially adapted vehicles) will only be provided in exceptional circumstances.**
- 1.3 Wakefield Council is committed to ensuring that every child and young person can fulfil their potential. The aim of this policy is that all children and young people with a Statement of special educational needs or Education Health and Care Plan or have a learning difficulty and/or disability (LDD) should lead lives that are as independent and as free from restriction as possible and that each child and young person is supported to achieve independent travel wherever practicable.
- 1.4 This policy explains the entitlement to travel assistance for children and young people post 16. Wakefield Council's policies on travel to and from school and other establishments for statutory aged pupils and statutory aged pupils with special educational needs are available separately.
- 1.5 The main objective of the Wakefield Transport Partnership is to provide accessibility to education or training as a means of promoting learning, training, social inclusion, choice and diversity of learning provision. The central principal is that no learner should be prevented from taking part in full-time education (not less than 12 guided learning hours per week) or training because of the lack of support travelling to an education or training or learning provision or where appropriate, an independent specialist institution.
- 1.6 The Partnership is responsible for the Policy relating to the provision of transport for learners who are above the statutory leaving age but less than 19 years. Learners with learning difficulties and/or disabilities (LDD) may be eligible up to the end of the academic year during which their 25th birthday falls.
- 1.7 The Partnership consists of the following:-
- Wakefield Local Authority, Children and Young People Service (Home to School Transport, Independent Travel Trainers, Special Educational Needs Assessment and Review Team);
 - Wakefield College;
 - NEW College;
 - Wakefield Sixth Form Schools/Academies, including Special Schools (please see Useful Contacts for further details);
 - Pennine Camphill Community;
 - West Yorkshire Combined Authority – incorporating Metro;
 - Connexions Wakefield Prospect Services;
 - Representatives of Post 16 pupils and their parents
- 1.8 The partnership will aim to work collaboratively with regard to Post 16 travel to enable learners to access further education and/or training where individuals are facing difficulties accessing courses due to transport issues.
- 1.9 The Partnership has previously worked with Adult Services to develop this policy. This also includes the commissioning of transport for students with LDD.
- 1.10 Learners with special transport needs moving from school to college at the end of Post 16 schooling or year 11 will have their transport needs reassessed when they apply for transport support in order to

ensure that any assistance offered is suitable to meet those needs. Continuing post 16 learners will also have their transport needs assessed on an annual basis.

- 1.11 The Local Authority's (LA) Assisted Transport Panel will consider all such applications and make a determination of whether the applicant qualifies for transport and what form this assistance should take.
- 1.12 In all cases, all Post 16 Learners with special needs are expected to participate in Independent Travel Training wherever possible.

2. CONCESSIONARY FARES, DISCOUNTS, SUBSIDIES, PASSES OR TRAVEL CARDS AVAILABLE

- 2.1 Through the levy it pays to the West Yorkshire Combined Authority (WYCA) Wakefield Council contributes towards the following concessionary fares that allow discounted travel within West Yorkshire for Wakefield students and young people:

Concessionary travel fares on public transport are available to all learners who are aged 16-22 years and attending school/academy sixth form, sixth form college or further education college full time (not less than 12 guided learning hours per week).

Details of the concessionary fares, route and timetable information for public transport in West Yorkshire for students aged 16 years and over can be found on Metro's website at www.wymetro.com or www.generationm.co.uk/Post16

For details of smart cards and country-wide bus and rail travel information, concessionary tickets and passes valid on virtually all services within West Yorkshire, including the 16-25 MCard and School Plus ticket:

Phone: 0113 245 7676 (**Metroline**)

Website: <http://www.wymetro.com/TicketsAndPasses/YoungPeople/ScholarsPhotoCard/>

Scheme	User group	Available from	Times available	Cost	Journey cost/concession
16-25 PhotoCard	Available to any young person aged 16-25 years up to the day before their 26th birthday. Valid from the start of the school/college year to the following 15th September.	Available at Metro Travel Centres, bus stations, Leeds Visitor Centre in Leeds Rail Station and MCard web site Needs to be purchased before tickets can be purchased.	Any time of day.	None	Discounted weekly or monthly 16-25 tickets and train within West Yorkshire.
MCard Weekly and Monthly	Available for all travellers.	Available at Payzone outlets or at bus station travel centres (including Leeds Visitor Centre in Leeds Rail Station) when a weekly or monthly	Any time of day.	£2 charge for the initial smartcard when buying from a payzone outlet.	Discounted fares. Unlimited bus travel in West Yorkshire

16-18 Photocard	Available to school aged children under 16 and 16-18 in full time further education (16 hours or more per week).	Available at Metro Travel Centres.	Any time of day, 7 days a week.	£9.75 per week or £36.00 per month.	Unlimited travel on most buses throughout West Yorkshire.
19-25 Student MCard	Available to mature learners in full-time education (16 hours or more per week).	Available at Metro Travel Centres, staffed bus and rail stations.	Any time of day, 7 days a week.	£22.20 per week or £84.00 per month	Unlimited bus and train travel throughout West Yorkshire.
English National Concessi onary Pass	Available to those with a learning difficulty or disability. If you are unable to travel conveniently alone, you may also be entitled to a special pass entitling a companion to the same concessions when travelling with you in West Yorkshire	Wakefield residents should telephone the following freephone number to apply for a Concessionary Travel Pass – 0845 8 506 506.	After 9.30 Mon-Fri, all day Saturday, Sunday and Bank Holidays.	None	The English Concessionary Pass is valid within West Yorkshire and allows free travel on buses after 9.30am, Monday to Friday: all day Saturday, Sunday and Bank Holidays. It allows half-fare rail travel after 9.30am.

For rail travel outside of West Yorkshire, beyond the last West Yorkshire stopping station, full fare is payable for West Yorkshire Young Persons & Scholars Photocard holders, unless they are in possession of a discounted railcard such as a 16-25 Railcard.

Individual bus and train operators also offer tickets that are valid on that operator's own services only. Students must satisfy themselves that individual ticket types are accepted on the service(s) they intend to use before purchase. Please enquire with the following operators for further information:

Arriva – for ticket and passes

Phone: 0344 800 4411

Website: <https://www.arrivabus.co.uk/yorkshire/>

Northern Rail

Phone: 03457 48 49 50

Websites: <https://www.northernrailway.co.uk/> or <http://www.nationalrail.co.uk>

Travel Master

Website: <http://www.sytravelmaster.com/metromaster>

- 2.2 In addition to the arrangements made by the LA, governing bodies of schools and further education colleges may also provide support with transport costs and transport provision.

St Wilfrid's Catholic High School and Sixth Form College, a Voluntary Academy

The school has an agreement with Ross Travel to fund transport (W9 Service) for students who live cross boundary in South Yorkshire (i.e. Barnsley) to enable them to access the school. The school also has an agreement with M Travel to operate a service (520) which covers students being picked up at Swillington,

Woodlesford Midland, North Lane, Haigh Road, Wood Lane End, Half Way House, Oulton Lodge, Methley Cricket Field, Three Lane Ends, Four Lane Ends and then onto St Wilfrid's Catholic High School

All students are however expected to pay for a pass

The following bus services operate to this school:

Number	Destination	Bus Company
520	Swillington/Methley	M Travel (Private Hire)
606	Knottingley	M Travel
W7	Hemsworth/Ackworth	M Travel
W9	Ryhill/Barnsley	Ross Travel (Private Hire)
610	Upton/Darrington	M Travel
613	Altofts	M Travel
147	Snydale/Normanton/Altofts/Wakefield	Arriva
476	Beal/Kellington	Arriva
159	Castleford/Ferry Fryston	Arriva
175	Castleford/Micklefield	Arriva
168	Leeds/Allerton Bywater/Castleford	Arriva
587	Chequerfield/Purston	Arriva
582	Whitwood/Altofts	M Travel
588	Allerton/Kippax/Garforth/Crofton/Xgates	Arriva
590	Streethouse/Wakefield	Arriva
611	Hemsworth/Fitzwilliam	M Travel
612	Minsthorpe/South Kirkby/Hemsworth/Fitzwilliam	M Travel
144/146	Castleford Bus Station/Pontefract Bus Station	Ross Travel
546	Castleford	Ross Travel

Minsthorpe Community College

The 249 and 563 commercial services (M Travel) operates between Upton/South Kirkby and the College and is funded from fares taken in this service. However, the College fund a shuttle service (M Travel) between the College and Hemsworth Arts and Community Academy to facilitate learning on the two sites.

NEW College, Pontefract

The college provides a number of subsidised buses to/from college for students who would have difficulty accessing the college on public transport. Students are required to pay for an annual bus pass to travel on these buses.

3. WHO QUALIFIES FOR SUPPORT?

- 3.1 Post 16 learners and/or trainees will be aged between 16 and 18 years at the start of the academic year (i.e. 1 September) and those continuing learners who started their programme of learning before their 19th birthday where they have an Education, Health and Car Plan.
- 3.2 All post 16 students and/or trainees are expected to take advantage of the concessionary fare schemes so they can access public transport for their daily travel to and from school/college in and around the Wakefield District.
- 3.3 Learners must be permanently resident within the Wakefield District.

- 3.4 Transport is only provided at the beginning and end of the school/college day.
- 3.5 The distance between home and school or college, offering a suitable course, must exceed 3 miles by the shortest available walking route. This may be disregarded where learners require assisted transport as a result of their learning difficulty and/or disability.
- 3.6 Consideration will be given to learners who are vulnerable to becoming NEET (not in education, employment or training) at the age of 16 or 17 or have already become NEET.
- 3.7 Able to prove need. Learners must be able to demonstrate that in the absence of travel assistance they would experience difficulties in accessing or completing their education and training because of financial constraints and/or other barriers
- 3.8 Young people will be engaged in learning or training at:-
- a school or academy
 - a further education institution
 - an Authority maintained or assisted institution providing higher or further education;
 - an establishment funded directly by the Education Funding Agency (EFA) e.g. Independent Specialist Providers for learners with learning difficulties and/or disabilities:
 - a learning provider that is funded by the LA to deliver Foundation Learning or other accredited programmes of learning which lead to a positive outcome (this could include colleges, charities and private learning providers).
- 3.9 Transport support will only be approved in relation to the learner's travel to the nearest learning provider to the student's home address and having a place available and offering a suitable course.
- 3.10 To qualify for transport assistance learners are encouraged to attend courses within the Wakefield District and **only when it is absolutely clear that such provision cannot be met locally will consideration be given for students to receive help with travel to attend colleges out of the district.** Specific details of the course and reasons for choice will need to be given in order that an assessment can be made having due regard to the efficient and effective use of resources.
- 3.11 Where a suitable course is available in the Wakefield district, but the learner or parents/carers wish to attend a college outside the district, unless the out of district college is the nearest, this will be on the clear understanding they will be fully responsible for all travel and related costs. However, where the nearest college cannot meet the learners specific needs (i.e curriculum or care needs) then the college will be expected to provide written evidence to this effect.

The following information may also be requested to support the learner's application for assistance:

- Medical evidence from either a GP or specialist;
- Individual Health and Care Plan;
- Individual Behaviour Plan;
- Evidence of previous assisted transport;
- Supporting evidence/recommendation from Connexions Wakefield Prospect Services;
- Supporting evidence/recommendation from Children and Young Peoples Services, Special Educational Needs Assessment and Review Team.

4. FURTHER GUIDANCE FOR LEARNERS WITH LEARNING DIFFICULTIES AND/OR DISABILITIES (LDD)

- 4.1 Learners previously in receipt of bespoke transport provision while at school will have their transport arrangements reviewed on transferring into post 16 education regardless of whether the student remains in a school setting or college.
- 4.2 It is the Partnership's intention that subject to their needs, age and ability learners with LDD will be expected to progress towards more independent travel.
- 4.3 Learners attending specialist residential school/colleges. If a learner has to attend a school or college, which cannot be accessed by daily travel, help may be available subject to the criteria set out in this policy.
- 4.4 Learners with learning difficulties and/or disabilities who require assisted transport will have journeys organised to/from school or college at the start and end of each full academic term and half term. Assisted transport will however, only be considered where there are parental/carer health reasons as to why the parent/carer is unable to transport the learner to the residential school/college.
- 4.5 Travel expenses may be provided based upon the most economical public transport rate for the journey in question, or depending on the individual circumstances a Personal Transport Budget may be considered where this is more economical than travelling in a shared vehicle or a taxi.
- 4.6 Learners who attend residential school/colleges will still be subject to the fee although consideration will be given to the limited number of journeys required.
- 4.7 Journey Times. We expect young people to reach their establishment of education and training without incurring such stress, strain or difficulty that they would be prevented from benefiting from the education provided. Best practice suggests a child of secondary school age may reasonably be expected to travel 75 minutes each way to access learning. It is reasonable to apply similar expectations to learners of sixth form age.
- 4.8 However, where the learner has a learning difficulty and/or disability this may necessitate a shorter maximum journey time. Each case will therefore need to be assessed individually.
- 4.9 Support will continue, subject to the learner's satisfactory conduct and only if there is reasonable progression in the learner's studies.
- 4.10 Wakefield Council will not fund additional transport during the day, inter-site transport, work placement transport or induction/enrolment days. Any transport provision made will be limited to one outward journey and one return journey, timed for the start and finish of the school or college day.
- 4.11 Wherever possible the Council expects parents/carers of pupils with Special Educational Needs to make arrangements for the learner to attend school/college in much the same way as for parents/carers of pupils without a Statement or Education, Health and Care Plan. This includes using public transport. It may also be necessary for a student to make his or her own way to and from a transport "pick-up" point.
- 4.12 All decisions made with regards to what assistance will be provided in helping a young person get to school or college will be based on the needs of the young person. The decision to provide help with getting a student to school cannot be made to fit in with parents' social or other family or work commitments.

5. HOW WILL LEARNERS BE ASSESSED FOR ASSISTANCE?

- 5.1 Learners are expected to take advantage of the concessionary travel arrangements available. However, if a learner can demonstrate they have exceptional circumstances as to why additional assistance may be required then he/she must complete and return the appropriate application form together with any supporting documentary evidence.
- 5.2 Irrespective of the school or college to be attended all applications for assistance should be made by completing the application form which you should obtain by contacting:-

Wakefield Council
Children and Young People
Home to School Transport
Room 42, County Hall
Wakefield
WF1 2QL
Telephone : 01924 306980
E-mail : hst@wakefield.gov.uk

- 5.3 The Transport Policy Statement 2017/2018 is available from 31 May 2017, and application forms are available from the Home to School Transport Team for further details or download the information from the Council's website.
- 5.4 Where help with transporting a young person to school/college is requested, an Assisted Transport Request form must be completed in all cases to enable the LA to make the appropriate travel arrangements for the young person. The Assisted Transport Panel will consider all applications and make a determination of whether the young person qualifies for transport and what form this assistance should take.
- 5.5 **COMPLETION OF THE ASSISTED TRANSPORT REQUEST FORM DOES NOT MEAN LEARNERS ARE ELIGIBLE FOR TRANSPORT ASSISTANCE. THE FORM IS AN EXPRESSION OF INTEREST IN ORDER THAT THE ASSISTED TRANSPORT PANEL CAN CONSIDER THE APPLICATION FOR HELP WITH TRANSPORT.**
- 5.6 **It is important that application forms are accompanied by the appropriate supporting information as failure to provide this may result in a delay in your application being processed. Incomplete application forms will be returned to the parent/carer for completion.**
- 5.7 Learners with learning difficulties and/or disabilities will be treated no less favourably than other learners and recognition will be given to the differential costs they may incur in comparison to other learners. Arrangements will not be limited to those learners who have been previously assessed as having a statement of special educational needs or Education, Health and Care Plan. Learners transport needs may change throughout their education and equally their disability status may change.
- 5.8 The LA will however pursue different approaches when considering what is necessary to facilitate attendance at educational establishments by learners in order to make the best use of the limited resources available.
- 5.9 Providing assisted transport (e.g. taxis, specially adapted vehicles) will only be provided in **exceptional circumstances**. If the young person requires special transport, it will operate from and to the nearest pick up point where possible. The nearest pick-up point will be no further than a distance of 400 (four hundred) metres from the home address.

- 5.10 It is the parent/carers responsibility to take the young person to the pick-up point at the designated time at the start of the day and ensure that they access the vehicle safely.
- 5.11 Where assisted transport is provided, no variation can be made to the journey without the prior consent of the Home to School Transport Team.
- 5.12 Metro require 10 working days notification of all changes or variations to existing journeys and may not be able to accommodate changes if the appropriate notice is not provided.

6. ALTERNATIVE TRANSPORT SOLUTIONS

- 6.1 Travel training is designed to help people to get more from life by giving them the confidence to travel independently. Being able to access public transport helps people to make their own choices about how they live and what they want to achieve.
- 6.2 Where appropriate the LA will encourage LDD learners to undertake independent travel training to enable them to use public transport in order to attend school/college. However, not all learners with a learning difficulty and/or disability will be capable of using public transport therefore, each case will be considered on its own merits.
- 6.3 The LA will also consider alternative means of facilitating attendance at establishments of education and training including:-
- independent travel training;
 - a walking escort;
 - an escort to accompany the learner on public transport;
 - a contribution towards mileage expenses;
 - a personal transport budget;
 - a free travel pass as an incentive and support to encourage learners to transfer from assisted transport to public transport.
- 6.4 The LA may also consider whether non-transport solutions could facilitate learner access to education and training.

7. INDEPENDENT TRAVEL TRAINING

- 7.1 As learners become older and move towards greater independence they may want to develop their skills of independent travel and, for some, this may mean using public transport or walking to school/college. For others transport assistance may be required throughout school/college life.
- 7.2 Independent Travel Trainers support schools and colleges in providing identified young people with the skills necessary to support them with more opportunity to access a wider range of facilities including transport.
- 7.3 Schools and colleges work in partnership with the travel trainers, learners and their families to enable learners to achieve greater levels of competency in their independent travel.
- 7.4 If you would like more information about the work of the Independent Travel Trainers' role please contact:-

Wakefield Council
 Children and Young People
 Independent Travel Training
 Room 42, County Hall
 Wakefield
 WF1 2QL
 Telephone : 01924 306348
 E-mail : twilsher@wakefield.gov.uk
jcain@wakefield.gov.uk
tcorbett@wakefield.gov.uk

8. FEE PAYMENT FOR TRANSPORT ASSISTANCE (FOR STUDENTS AGED 16-19)

- 8.1 **Transport fees must be paid on behalf of all Post 16 learners aged 16-19 (ie in educational Years 12, 13 & 14) where they require help in travelling to school or college regardless of whether they are living in the parental home or sheltered/residential accommodation.**
- 8.2 Learners and/or parents/carers will be notified of the fees in advance of the travel arrangements and invoiced as soon as possible after the start of each term. However, arrangements can be made with Wakefield Council for learners and/or parents/carers to pay the fee by smaller, more manageable payments suitable to the learner and/or parent/carer.
- 8.3 Independent travellers may access the concessionary fare schemes detailed in section 2. The Partnership acknowledges young people with learning difficulties and/or disabilities may be unable to take advantage of this scheme and so the level of the fee charged has been designed to ensure there is a “level playing field” in this regard.
- 8.4 **The average weekly cost of assisted transport for students with special educational needs amounts to £70.00 per week. However parents/carers of learners aged 16+ are only expected to contribute £9.75 towards this cost. The amount of the transport fee is based on the cost of a School Plus MetroCard.**
- 8.5 Where it has been agreed to provide help with transport, learners and/or their parents/carers will be invoiced at the start of each term based on the cost of a School Plus Metrocard. Example as follows:

Autumn Term 2017	12 weeks @ £9.75* per week = £117.00
Spring Term 2018	15 weeks @ £9.75* per week = £146.25
Summer Term 2018	11 weeks @ £9.75* per week = £107.25

*This can be subject to change

PLEASE NOTE: The fee may vary depending on the actual number of weeks in each term

- 8.6 Refunds will only be made where a student has been unable to attend school or college for 5 consecutive days or more due to illness. Refunds of transport costs **cannot** be made for occasional days absence. If the student is absent for 5 consecutive days due to illness parents must provide proof of absence from school/college to enable a refund to be made.
- 8.7 **Transport will not be provided unless payment has been arranged and will be withdrawn where the parent/carer/student does not continue with this contribution throughout the academic year. Parent/Carer who signs the agreement on the Post 16 Transport Application form is legally liable**

for any default in payment and all correspondence will be addressed to this person in pursuance of any debt.

9. FINANCIAL HARDSHIP

9.1 Families in financial hardship can apply via the appeals process to have the fees cancelled. Consideration will however be given as to whether the learner has applied for or is in receipt of the 16-19 bursary. Where the learners receive a bursary the LA will expect this to be used to pay the transport fee.

9.2 **Where invoices have been submitted for payment of the transport fee but parents/carers wish to appeal they must do so within 21 days of the date of the invoice.**

9.3 Eligibility for help with transport to school/college is not dependent on means testing however a means test will be used to determine whether the contribution towards the transport costs should be waived for low income families. The Post 16 Transport Policy uses the low income eligibility criteria as set out in the Education and Inspections Act 2006, i.e. Free School Meals eligibility or being in receipt of the maximum level of Working Tax Credit.

A learner/parent/carer may be regarded as on low income if they are in receipt of one of the following benefits:

- Income Support; or
- Income based Job Seekers Allowance (JSAIB); or
- Child Tax Credit with no Working Tax Credit and with an annual income of less than £16,190 (as assessed by the Inland Revenue); or
- Guarantee element of State Pension Credit; or
- Support under Part VI of the Immigration and Asylum Act 1999;
- Employment Support Allowance (Income Related) (ESA (IR)); or
- Maximum level of Working Tax Credit.

9.4 **16 – 19 Bursary Fund**

9.5 The 16 -19 Bursary Fund enables schools and colleges to target support to those young people facing the greatest financial barriers to participation post 16.

9.6 The bursary is made up of two parts:

- A guaranteed bursary of £1,200 a year for the most vulnerable. This includes children in care, care leavers, young people who are claiming Income Support or Universal Credit and young people in receipt of Employment Support Allowance and Disability Living Allowance ;
- Schools, colleges and training providers will also be able to award a bursary, dependant on certain criteria, to any student who faces genuine financial barriers to staying on in education and training to help with costs such as transport, food or equipment.

This means that young people progressing into post 16 learning will be able to apply directly to their learning provider for a bursary which can be used towards the cost of Post 16 transport.

9.7 **Young Parents – Care to Learn (C2L)**

9.8 C2L can help pay for childcare and travel costs for learners aged 19 and under at the start of their course. The additional costs of taking a child to and from childcare may be claimed, within a set weekly limit. C2L does not support the costs of travel to the Learning Provider. Learning Providers should be encouraged to support learners to apply for C2L. Further details are available on the Gov.uk website.

9.9 **Mobility Support**

- 9.10 The LA may take into account receipt of Personal Independence Payments/Disability Living Allowance when assessing what support might be needed by a learner (i.e. as a proxy of the severity of a disability) but may not require the learner to use this to support their transport costs to learning.
- 9.11 Where a parent has not obtained a vehicle the mobility allowance may still be taken into account when determining what (if any) level of assistance to provide.
- 9.12 In certain circumstances it may be more cost effective to offer parents/carers a mileage allowance or personal transport budget in order for them to make their own arrangements to transport the learner to school/college rather than commission a taxi or specially adapted vehicle.
- 9.13 Each case will be assessed individually dependent upon their particular need and personal circumstances.

10. **APPEAL AND COMPLAINTS PROCESS**

- 10.1 Learners and/or parents who wish to appeal against the decision not to award assistance, or where the existing support has been withdrawn, or to appeal to have the transport fees cancelled, should do so by completing and returning the transport appeal form, together with any supporting documentary evidence to Children and Young People Service, Home to School Transport Team, Room 42, County Hall, Wakefield, WF1 2QL clearly setting out the reasons for the appeal.
- 10.2 **Where invoices have been submitted for the payment of the transport fee but parents/carers then wish to appeal against the charge they must do so within 21 days of the date of the invoice.**
- 10.3 Once information has been received this will be presented to the Transport Appeal Panel who will review the case. If the Panel is persuaded to make an exception to the policy the application will be agreed at this stage of the process. If the Panel do not feel able to make an exception to the policy the application will be refused. Those parents who wish to take advantage of the two-stage appeal process can make submission to the Licensing Sub-Committee, which consists of Elected Members of the Council.
- 10.4 The Licensing Sub-Committee's decision is binding on all parties. If you think that the proper procedures have not been followed you can ask the Local Government Ombudsman (LGO) to investigate. A complaint to the LGO must relate to the administration of an appeal rather than the appeal decision.

The LGO can be contacted on:

Advice line: 0300 061 0614

Website: www.lgo.org.uk

Email: advice@lgo.org.uk

Post: The Local Government Ombudsman
PO Box 4771
Coventry
CV4 0EH

11. SCHOOL TRAVEL PLANS

- 11.1 The Council's Sustainable Modes of Travel Strategy sets out how Wakefield will develop and promote sustainable travel within the district, so that the needs of children and young people are better catered for. It has four main objectives:
- Increase the use of sustainable travel on the school journey
 - Work with all Wakefield Schools to develop and implement a school travel plan
 - Provide infrastructure to support sustainable travel
 - Take a partnership approach to sustainable travel to school issues
- 11.2 To find out more about the strategy or download a copy please visit:
www.wakefield.gov.uk/Education/Schools/SchoolTravelPlanning
- 11.3 All Wakefield schools and academies now have School Travel Plans (STP), demonstrating a commitment to sustainable and active travel to school. The travel plans set out practical measures and initiatives for reducing the number of car trips made to and from school. They encompass all the issues relevant to these journeys and include concerns about safety and health and proposals for improvement. The STP Team support schools in the writing and review of their STP and the implementation of associated initiatives and activities.
- 11.4 STP's help and improve the fitness of children and young people by setting targets aiming for the increased adoption of sustainable modes of transport such as walking or cycling. STP's also ease traffic congestion and pollution around schools by reducing the number of vehicles arriving at the beginning and end of the school day. Additionally, STPS' draw attention to local issues of road safety and are used to support requests for highway improvements.
- 11.5 Further details can be obtained from the Council's website:
www.wakefield.gov.uk/Education/Schools/SchoolTravelPlanning

12. GENERAL

12.1 Start/Finish Times

Where assisted transport is provided this may be shared with other learners who may also attend different sites and courses which have different timetables. This could result in longer travelling times and waiting times at college for the learner. Where the college/school has a staggered timetable, assisted transport will however only be provided once in a morning to transport the learner to college/school and then once in an afternoon at the end of the course day. It may be necessary in certain circumstances (eg. where learners live within the same location and attend the same college but have different course times) for some learners to experience a degree of "positive study time" at college.

12.2 Induction

Many learners undertake a period of induction the first two weeks of the Autumn Term (this may involve staggered session times, different attendance days and college sites). It is not possible for transport arrangements to be put in place due to the many variables involved and parents/carers should make their own arrangements during the induction fortnight. This is because Metro requires 10 working days notification of all changes or variations to journeys. The LA will then liaise with the learner once a regular pattern of attendance has been established so that transport arrangements can be put in place following the induction process.

12.3 Withdrawal/Suspension of Transport Assistance

Learners who are in receipt of assisted transport and subsequently fail to attend school or college, without a valid reason, may have their transport support suspended temporarily or withdrawn.

Learners who are in receipt of a free travel pass must ensure that the conditions of use imposed by the West Yorkshire Combined Authority (Metro) are complied with. Learners who are found in breach of Metro's conditions of use, the LAs guidelines for managing pupil/student behaviour on transport or the school/college's own behaviour policy may result in the temporary or permanent withdrawal of the pass. Where a sanction is applied learners/parents can still apply to have the decision reviewed via the appeals process. Similar action may also be taken for those students with learning difficulties and/or disabilities who are in receipt of assisted transport where it is deemed the behaviour of the learner is likely to place themselves or others at significant risk. This action will only be taken as a last resort after all options have been explored.

12.4 Mid-Year Changes

Although the LA is obliged to publish the Transport Policy Statement by 31 May, the Partnership may make additional arrangements which become necessary as it continues to monitor progress throughout the year, and amend and re-publish the statement in year in response to complaints or as directed by the Secretary of State.

13. USEFUL CONTACTS

Wakefield Council

Children and Young People Service
Home to School Transport
Room 42, County Hall
Wakefield WF1 2QL
Telephone : 01924 306980
E-mail : hst@wakefield.gov.uk

Wakefield Council

Children and Young People Service
Independent Travel Trainers
School Travel Planning Team
Room 42, County Hall
Wakefield WF1 2QL
Telephone : 01924 306348
E-mail : twilsher@wakefield.gov.uk
jcain@wakefield.gov.uk
tcorbett@wakefield.gov.uk

Wakefield Council

Special Educational Needs Assessment and Review Team (SENART)
Children and Young People Service
Block C
Normanton Town Hall
Normanton
Wakefield
WF4 2DZ
Telephone : 01924 302465

Connexions Wakefield Prospect Services

Email: www.connexionswakefield.co.uk

West Yorkshire Combined Authority (Metro)

Wellington House
40-50 Wellington Street

Leeds

LS1 2DE

Telephone : 0113 2457676

E-mail : www.generationm.co.uk

Wakefield College

Financial Support

Margaret Street

Wakefield WF1 2DH

Telephone : 01924 789283

E-mail : student.finance@wakefield.ac.uk

NEW College

Student Services

Park Lane

Pontefract WF8 4QR

Telephone : 01977 702139

E-mail : studentservices@newcollpont.ac.uk

Oakfield Park School

Barnsley Road

Ackworth

Pontefract

WF7 7DT

Telephone : 01977 613423

Highfield School

Gawthorpe Lane

Gawthorpe

Ossett

WF5 9BS

Telephone : 01924 302980

Hemsworth Arts & Community Academy

Station Road

Hemsworth

Pontefract

WF9 4HW

Telephone : 01977 624220

Minsthorpe Community College

Minsthorpe Lane

South Elmsall

Pontefract

WF9 2UJ

Telephone : 01977 723810

Ossett Academy & Sixth Form College

Storrs Hill Road
Ossett
WF5 0DG
Telephone : 01924 302830

Outwood Grange Academy

Potovens Lane
Outwood
Wakefield
WF1 2PF
Telephone : 01924 303815

St Wilfrid's Catholic High School and Sixth Form College, a Voluntary Academy

Cutsyke Road
Featherstone
Pontefract
WF7 6BD
Telephone : 01977 691000

Pennine Camphill Community

Wood Lane
Chapelthorpe
Wakefield
WF4 3JL
Telephone : 01924 255281
E-mail : enquiries@pennine.org.uk

Kirklees College, Dewsbury Centre

Halifax Road
Dewsbury
WF13 2AS
Telephone : 01924 465916

Kirklees College, Huddersfield Centre

New North Road
Huddersfield
HD1 5NN
Telephone :

Barnsley College

Church Street
Barnsley
South Yorkshire
S70 2AX
Telephone : 01226 216248