

**Transport Policy Statement for those aged 16–18 and  
students continuing in education who are aged 19**

## 1. Introduction

- 1.1 Local authorities have a legal duty to prepare and publish an annual transport policy statement covering those young people of sixth form age.
- 1.2 This policy statement details the transport provision and financial assistance with transport that the council believes are necessary for Oxfordshire residents of sixth form age who are receiving education or training. Therefore, this statement covers those young people in Oxfordshire aged 16 to 18 and those continuing learners who started their programme of learning before their 19<sup>th</sup> birthday.

## 2. 16 to 19 Bursary Fund

- 2.1 There are two types of 16 to 19 bursaries:
  - a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups;
  - discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.
- 2.2 Schools and colleges are responsible for managing both types of bursary. Students who want to apply for support from the bursary fund should contact their chosen institution to make an application.
- 2.3 To be eligible for a bursary a student must:
  - be aged 16 or over but under 19 at 31 August 2018; or,
  - be aged 19 or over at 31 August 2018 and have an Education, Health and Care Plan (EHCP); or,
  - be aged 19 or over at 31 August 2018 and continuing on a study programme he/she began aged 16 to 18; or,
  - meet the residency criteria in guidance published by the Education & Skills Funding Agency (ESFA) [www.gov.uk/guidance/16-to-19-education-funding-guidance](http://www.gov.uk/guidance/16-to-19-education-funding-guidance); or,
  - be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted) and that is also either funded directly by the ESFA or by the ESFA via a local authority; or,
  - be participating in an otherwise publicly funded course that leads to a qualification (up to and including Level 3) accredited by Ofqual or pursuant to Section 96 or the Learning and Skills Act 2000; or,
  - be on a 16 to 19 traineeship programme.
- 2.4 To be eligible for the vulnerable bursary, a student must also be specifically in one of the following defined vulnerable groups:
  - in care;
  - care leavers;
  - in receipt of Income Support, or Universal Credit in place of Income Support, in his/her own right;

- in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in his/her own right.
- 2.5 Institutions decide how to use the discretionary funding and set their own eligibility criteria, decide on how much is paid, and set their own conditions for students, for example linking receipt to behaviour or attendance.

### 3. Provision made by the Local Authority

#### 3.1 Students with learning difficulties and/or disabilities

- An officer within the School Admissions (Transport Eligibility) Team is responsible for the assessment of eligibility for free travel to school or college for those students aged 16 to 19 who have learning difficulties and/or disabilities. Assessments are made on the basis of individual need.
- A leaflet is sent to all Year 11 students with Education, Health and Care Plans explaining the procedure for September if they wish to take up a college place.
- Independence training for students who face difficulties with transport may be provided on a one to one basis depending on the level of need and the availability of trainers.

#### 3.2 Spare Seat Scheme for travel for those aged 16-19

- Students who do not have learning difficulties and/or disabilities and who are beyond statutory school age, are aged 16 to 19, and attend either a college or a school may use the Spare Seat Scheme where it is necessary to enable them to access school or college. The Spare Seat Scheme makes spare places available on transport provided for those who are eligible for free home to school transport. There is no guarantee that a seat will be available or will continue to be available for the duration of the period of study for the particular student.
- In exceptional circumstances, and only where places on relevant home to school transport routes are unavailable, season tickets on public transport may be provided for travel to the designated college or school from the student's home address at the relevant charge rate (see table below). This is meant to apply where a home to school transport route is full and it would be possible to use public transport and so avoid the unnecessary additional public expense of contracting for additional capacity on that route.
- Seats on coaches provided for home-to-school transport are made available to post-16 students on payment of a distance related charge. The charges for 2018/19 are set out in Table 1.

**Table 1. Post-16 Charges for 2018/19**

Less than 3 miles from home to school/college	£352.99
More than 3 miles from home to school/college	£657.83

- The charge is waived for those students who are eligible for free school meals or those whose parents are in receipt of the maximum level of Working Tax Credit.
- The fares for 2019/20, 2020/21 and 2021/22 are shown in Table 2. The fares include an annual 2% inflation increase and rounding to the nearest whole number (for 2020/21 and 2021/22). The use of the 2% figure reflects the target inflation figure set for the Bank of England. If this target changes or transport inflation rises beyond 2%, the Council reserves the right to consult on the use of a different inflation figure and the amendment of “Spare Seat” Fares.

**Table 2. Charges for 2019/20, 2020/21 and 2021/22**

	2019/20	2020/21	2021/22
Under 3 miles	£370.64 per annum	£378 per annum	£386 per annum
Over 3 miles	£690.72 per annum	£705 per annum	£719 per annum

- Where there are more requests to pay for seats on a route than there are seats available they will be allocated in the descending order of priority shown in the table below:

**Table 3. Priority for Spare Seat Scheme**

Priority	Category
1	Those with an Education, Health and Care (EHC) Plan naming the school
2	Looked After Children
3	Years 12 and 13 (if there is no available service bus route)
4	Those in receipt of Free School Meals or whose parent /parents are in receipt of the maximum level of Working Tax Credit
5	Those who travelled on the route the previous term
6	By year group, in ascending order of priority from Reception to Year 11 (or to Year 13 if there is an available service bus route)
7	Those living closest using the shortest designated public route on the County Council's Geographic Information System

- NB There is no guarantee that a spare seat will be provided.
- An explanatory leaflet, and an application form, is available online at [www.oxfordshire.gov.uk/concessionarytransport](http://www.oxfordshire.gov.uk/concessionarytransport) or can be obtained from individual schools or from

Oxfordshire County Council  
Supported Transport Team  
PO Box 867  
Oxford  
OX1 9NR

Tel: 01865 323500

Email: [mainstream.schooltransport@oxfordshire.gov.uk](mailto:mainstream.schooltransport@oxfordshire.gov.uk)

- Seats on contract coaches provided by Oxfordshire County Council are available only for the journeys provided at the beginning and end of the school/college day.
- In order to receive free travel on routes operated by the council students will need to provide evidence that they are in receipt of free school meals or that a parent is in receipt of the maximum of Working Tax Credit.
- Application Forms for the Spare Seat Scheme are available from Easter onwards. These are sent directly to all Year 11 students with a covering letter explaining the process. A limited number of forms are sent to schools that do not have post 16 provision.

## **4. Support for students aged 19-25**

- 4.1 Applications for travel assistance for students with learning difficulties and/or disabilities aged between 19 and 24 years of age will be considered on an individual basis for a first course of study. An assessment will be made of the application taking account of the particular circumstances of the applicant and the case for assistance with travel.
- 4.2 Where travel assistance is agreed, it will normally continue during the agreed course of study until the end of the academic year in which the student's 25<sup>th</sup> birthday occurs. However, travel assistance will be reviewed throughout the course and independent travel encouraged.

## **5. Transport Appeals**

### **5.1 Two-stage process**

- The Local Authority annually publishes the appeals process on its website (with paper copies available on request). This sets out the two-stage process for parents who wish to challenge a decision about:
  - the transport arrangements offered;
  - their young person's eligibility;
  - the distance measurement in relation to statutory walking distances;  
and
  - the safety of the route.

## 5.2 Stage one: Review by the Admissions and Transport Services Manager

- A parent has 20 working days from receipt of the local authority's home to school transport decision to make a written request asking for a review of the decision.
- The written request should detail why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.
- Within 20 working days of receipt of the parent's written request the Admissions and Transport Services Manager will review the original decision and send the parent a detailed written notification of the outcome of the review, setting out:
  - the nature of the decision reached; and
  - how the review was conducted (including the standard followed, for example route safety assessments that have followed Road Safety GB guidance); and
  - information about other departments and/or agencies that were consulted as part of the process; and
  - what factors were considered; and
  - the rationale for the decision reached; and
  - information about how the parent can escalate their case to stage two (if appropriate).
- Complex Stage 1 cases may take longer than the timescale given above.

## 5.3 Stage two: Review by an independent appeal panel

- A parent has 20 working days from receipt of the written stage one response from the Admissions & Transport Services Manager to make a written request to escalate the matter to stage two.
- Within 40 working days of receipt of the parent's request an independent appeal panel will consider written and verbal representations from both the parent and officers involved in the case and give a detailed written notification of the outcome (within 5 working days), setting out:
  - the nature of the decision reached; and
  - how the review was conducted (including the standard followed e.g. Road Safety GB); and
  - information about other departments and/or agencies that were consulted as part of the process; and

- what factors were considered; and
  - the rationale for the decision reached; and
  - information about the parent's right to put the matter to the Local Government Ombudsman (see below).
- Stage 2 appeals will be heard by a panel of three.
  - The Clerk to the Appeals & Tribunals Sub-Committee will be from the Law & Governance Department and will not work for the Admissions Team or the Supported Transport Service.
  - A representative of the Admissions Team will present the LA's reasons for not providing transport and appellants can present a case in writing and/or in person (if the parent wishes, accompanied by a friend). The format of the appeal is set out below:
    1. presentation of the LA's case by the LA representative;
    2. committee members and the parent are able to ask questions of the LA representative;
    3. presentation of the parent's case;
    4. committee members and the LA representative are able to ask questions of the appellant (if present);
    5. summing up by the LA representative;
    6. summing up of the appellant's case;
    7. both the LA representative and the appellant(s) leave the hearing together;
    8. consideration of the case by the Appeals & Tribunals Sub-Committee in private when the independent panel members will make a decision whether to uphold or refuse the appeal.
  - The decision of the Appeals & Tribunals Sub-Committee will be considered binding on the LA and appellant and there is no further right of appeal.
  - The LA will not consider requests for a further transport appeal within the same school academic year unless there has been a significant change of circumstance.
  - Complex Stage 2 cases may take longer than the timescale given above.

## 6. Useful contact information

### Oxfordshire County Council

Admissions Team (Transport Eligibility)  
County Hall  
New Road  
Oxford  
OX1 1ND

Tel: 0345 241 2487

Email: [schooltransporteligibility@oxfordshire.gov.uk](mailto:schooltransporteligibility@oxfordshire.gov.uk)

Supported Transport Team  
PO Box 867  
Oxford  
OX1 9NR

Tel: 01865 323500

Email: [mainstream.schooltransport@oxfordshire.gov.uk](mailto:mainstream.schooltransport@oxfordshire.gov.uk)

### Further Education Colleges

#### Abingdon & Witney College

Abingdon Campus  
Holloway Road  
Abingdon  
OX14 1GG

Witney Campus  
Wootton Road  
Witney  
OX28 6NE

Tel: 01235 555585

Tel: 01993 703464

Email: [enquiry@abingdon-witney.ac.uk](mailto:enquiry@abingdon-witney.ac.uk)

Web: [www.abingdon-witney.ac.uk](http://www.abingdon-witney.ac.uk)

#### Banbury and Bicester College

Banbury Campus  
Broughton Road  
Banbury  
OX16 9QA

Tel: 0808 1686 626

Email: [enquiries@banbury-bicester.ac.uk](mailto:enquiries@banbury-bicester.ac.uk)

Web: [www.banbury-bicester.ac.uk](http://www.banbury-bicester.ac.uk)

City of Oxford College

Oxford City Centre Campus  
Oxpens Road  
Oxford  
OX1 1SA

The Technology Campus  
Cuddesdon Way  
Oxford  
OX4 6HN

Tel: 01865 550550

Email: [enquiries@cityoxford.ac.uk](mailto:enquiries@cityoxford.ac.uk)

Web: [www.cityofoxford.ac.uk](http://www.cityofoxford.ac.uk)

The Henley College

Deanfield Avenue  
Henley-on-Thames  
RG9 1UH

Tel: 01491 579988

Email: [info@henleycol.ac.uk](mailto:info@henleycol.ac.uk)

Web: [www.henleycol.ac.uk](http://www.henleycol.ac.uk)

**Oxfordshire state-funded schools with Sixth Forms**

Banbury Academy  
Ruskin Road  
Banbury  
OX16 9HY

Tel: 01295 251451

Web: [www2.oxfordshire.gov.uk/cms/school/4000](http://www2.oxfordshire.gov.uk/cms/school/4000)

Space Studio Banbury  
Ruskin Road  
Banbury  
OX16 9HY

Tel: 01295 257942

Web: [www2.oxfordshire.gov.uk/cms/school/4006](http://www2.oxfordshire.gov.uk/cms/school/4006)

Bartholomew School  
Witney Road  
Eynsham  
Witney  
OX29 4AP

Tel: 01865 881430

Web: [www2.oxfordshire.gov.uk/cms/school/4054](http://www2.oxfordshire.gov.uk/cms/school/4054)

The Bicester School  
Queens Avenue  
Bicester  
OX26 2NS

Tel: 01869 243331

Web: [www2.oxfordshire.gov.uk/cms/school/4011](http://www2.oxfordshire.gov.uk/cms/school/4011)

Bicester Technology Studio  
Queens Avenue  
Bicester  
OX26 2NS

Tel: 01869 203012

Web: [www2.oxfordshire.gov.uk/cms/school/4012](http://www2.oxfordshire.gov.uk/cms/school/4012)

Blessed George Napier Catholic School  
Addison Road  
Banbury  
OX16 9DQ

Tel: 01295 264216

Web: [www2.oxfordshire.gov.uk/cms/school/4600](http://www2.oxfordshire.gov.uk/cms/school/4600)

Burford School  
Cheltenham Road  
Burford  
OX18 4PL

Tel: 01993 823303

Web: [www2.oxfordshire.gov.uk/cms/school/4040](http://www2.oxfordshire.gov.uk/cms/school/4040)

Carterton Community College  
Upavon Way  
Carterton  
OX18 1BU

Tel: 01993 841611

Web: [www2.oxfordshire.gov.uk/cms/school/4041](http://www2.oxfordshire.gov.uk/cms/school/4041)

Cheney School  
Cheney Lane  
Headington  
Oxford  
OX3 7QH

Tel: 01865 765726

Web: [www2.oxfordshire.gov.uk/cms/school/4120](http://www2.oxfordshire.gov.uk/cms/school/4120)

The Cherwell School  
Marston Ferry Road  
Oxford  
OX3 7EE

Tel: 01865 558719

Web: [www2.oxfordshire.gov.uk/cms/school/4116](http://www2.oxfordshire.gov.uk/cms/school/4116)

Chipping Norton School  
Burford Road  
Chipping Norton  
OX7 5DY

Tel: 01608 642007

Web: [www2.oxfordshire.gov.uk/cms/school/4010](http://www2.oxfordshire.gov.uk/cms/school/4010)

The Cooper School  
Churchill Road  
Bicester  
OX26 4RS

Tel: 01869 242121

Web: [www2.oxfordshire.gov.uk/cms/school/4032](http://www2.oxfordshire.gov.uk/cms/school/4032)

Didcot Sixth Form

Didcot Girls' School Campus  
Manor Crescent  
Didcot  
OX11 7AJ

St Birinus' School Campus  
Mereland Road  
Dicot  
OX11 8AZ

Tel: 01235 812092

Tel: 01235 814444

Web: [www.didcotgirls.oxon.sch.uk/330/sixth-form](http://www.didcotgirls.oxon.sch.uk/330/sixth-form)  
[www.st-birinus-school.org.uk/330/sixth-form](http://www.st-birinus-school.org.uk/330/sixth-form)

Europa School UK  
Thame Lane  
Culham  
Abingdon  
OX14 3DZ

Tel: 01235 524060

Web: [www2.oxfordshire.gov.uk/cms/school/4002](http://www2.oxfordshire.gov.uk/cms/school/4002)

Faringdon Community College  
Fernham Road  
Faringdon  
SN7 7LB

Tel: 01367 240375

Web: [www2.oxfordshire.gov.uk/cms/school/4141](http://www2.oxfordshire.gov.uk/cms/school/4141)

Fitzharrys School  
Northcourt Road  
Abingdon  
OX14 1NP

Tel: 01235 520698

Web: [www2.oxfordshire.gov.uk/cms/school/4127](http://www2.oxfordshire.gov.uk/cms/school/4127)

Gosford Hill School  
Oxford Road  
Kidlington  
OX5 2NT

Tel: 01865 374971

Web: [www2.oxfordshire.gov.uk/cms/school/4060](http://www2.oxfordshire.gov.uk/cms/school/4060)

The Henry Box School  
Church Green  
Witney  
OX28 4AX

Tel: 01993 703955

Web: [www2.oxfordshire.gov.uk/cms/school/4050](http://www2.oxfordshire.gov.uk/cms/school/4050)

John Mason School  
Wootton Road  
Abingdon  
OX14 1JB

Tel: 01235 524664

Web: [www2.oxfordshire.gov.uk/cms/school/4126](http://www2.oxfordshire.gov.uk/cms/school/4126)

King Alfred's  
Portway  
Wantage  
OX12 9BY

Tel: 01235 225700

Web: [www2.oxfordshire.gov.uk/cms/school/4142](http://www2.oxfordshire.gov.uk/cms/school/4142)

Larkmead School  
Faringdon Road  
Abingdon  
OX14 1RF

Tel: 01235 520141

Web: [www2.oxfordshire.gov.uk/cms/school/4125](http://www2.oxfordshire.gov.uk/cms/school/4125)

Lord Williams's School  
Oxford Road  
Thame  
OX9 2AQ

Tel: 01844 210510

Web: [www2.oxfordshire.gov.uk/cms/school/4580](http://www2.oxfordshire.gov.uk/cms/school/4580)

The Marlborough Church of England School  
Shipton Road  
Woodstock  
OX20 1LP

Tel: 01993 811431

Web: [www2.oxfordshire.gov.uk/cms/school/4560](http://www2.oxfordshire.gov.uk/cms/school/4560)

Matthew Arnold School  
Arnolds Way  
Oxford  
OX2 9JE

Tel: 01865 862232

Web: [www2.oxfordshire.gov.uk/cms/school/4128](http://www2.oxfordshire.gov.uk/cms/school/4128)

North Oxfordshire Academy  
Drayton Road  
Banbury  
OX16 0UD

Tel: 01295 224300

Web: [www2.oxfordshire.gov.uk/cms/school/6905](http://www2.oxfordshire.gov.uk/cms/school/6905)

The Oxford Academy  
Littlemore  
Oxford  
OX4 6JZ

Tel: 01865 774311

Web: [www2.oxfordshire.gov.uk/cms/school/6906](http://www2.oxfordshire.gov.uk/cms/school/6906)

Oxford Spires Academy  
Glanville Road  
Oxford  
OX4 2AU

Tel: 01865 428200

Web: [www2.oxfordshire.gov.uk/cms/school/6907](http://www2.oxfordshire.gov.uk/cms/school/6907)

UTC Oxfordshire  
Greenwood Way  
Harwell  
Didcot  
OX11 6BZ

Tel: 01235 391587

Web: [www2.oxfordshire.gov.uk/cms/school/4008](http://www2.oxfordshire.gov.uk/cms/school/4008)

Wallingford School  
St Georges Road  
Wallingford  
OX10 8HH

Tel: 01491 837115

Web: [www2.oxfordshire.gov.uk/cms/school/4140](http://www2.oxfordshire.gov.uk/cms/school/4140)

The Warriner School  
Bloxham  
Banbury  
OX15 4LJ

Tel: 01295 720777

Web: [www2.oxfordshire.gov.uk/cms/school/4007](http://www2.oxfordshire.gov.uk/cms/school/4007)

Wheatley Park School  
Holton  
Oxford  
OX33 1QH

Tel: 01865 872441

Web: [www2.oxfordshire.gov.uk/cms/school/4077](http://www2.oxfordshire.gov.uk/cms/school/4077)

Wood Green School  
Woodstock Road  
Witney  
OX28 1DX

Tel: 01993 702355

Web: [www2.oxfordshire.gov.uk/cms/school/4052](http://www2.oxfordshire.gov.uk/cms/school/4052)

### **Planning Transport to School/College**

The public transport pages on the Oxfordshire County Council website give details of bus routes by parish as well as links to operators' websites and timetables.

[www2.oxfordshire.gov.uk/cms/public-site/public-transport](http://www2.oxfordshire.gov.uk/cms/public-site/public-transport)

Traveline [www.traveline.org.uk](http://www.traveline.org.uk) is also a useful source of information on public transport.