



Post-16 Home to School Travel Service Bulletin May 2023

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Eligibility criteria for post 16-19 Home to school travel 2023/2024

There are **no changes to the eligibility criteria** for discretionary home to school travel assistance however, Derby City Council (the Council) is making some changes to the way that travel assistance is offered to eligible learners of sixth form age.

The criteria to decide eligibility for discretionary support is determined on a case-by-case basis. Where it would be unreasonable to expect a learner to walk or use public transport to access the nearest suitable education setting the following reasons will be considered but are not limited to:

Where the Council decides a young person is eligible for support this will be provided in accordance with the Council's Travel Assistance Offer set out in section C of the post 16 policy statement for 2023-2024 which is available to view online at [Home to School Travel Assistance - Derby City Council](#).

Personal Travel Budget (PTB)

A PTB will be calculated according to distance between the home address and the school or college and the number of days per week that an eligible sixth form learner is required to attend. For fairness and consistency, all PTB distance calculations will be measured to the shortest available walking route using Google Maps. The table below indicates how much could be received with a PTB.



Single journeys miles travelled	Attending 5 days	Attending less than 5 days
0 – 1.9	£1,060	£860
2 – 4.9	£1,590	£1,272
5 – 10.9	£3,180	£2,544
11 – 15.9	£4,240	£3,392
16+	£5,300	£4,240

The benefits of a PTB

- Fixed regular payments – you will always know what you are going to receive. Payments are made termly in advance.
- Freedom and flexibility to choose the most appropriate travel arrangements to fit with your own personal circumstances.
- Greater control over the services or resources you would like to support your young person's needs.
- The opportunity to explore shared travel options with other parents and potentially increase what you can do with your PTB, such as arranging group travel.
- Total flexibility on where and when your young person is picked up e.g. if you want your young person to attend an after-school/college club or go to a grandparent's/carers after school/college.
- Opportunity to use the PTB to develop your young person's independence around travel and develop your young person's independence around travel and develop life skills using public transport (where appropriate)
- Enables a young person to attend the doctor/dentist and still travel to school/college, or to leave school/college to attend a medical appointment.

A PTB can be used in a variety of ways and provide a family with the flexibility to make travel arrangements to meet their own individual circumstances. For example,

- To purchase an annual bus pass(es)
- To contribute towards fuel costs
- To contribute to the cost of a taxi
- To contribute towards childcare costs for younger siblings, to allow parents to take their post 16 young person to school or college

The Council recognises that there are learners of sixth form age for whom a PTB will not be suitable. Exceptional circumstances will be considered in line with the revised Post 16-19 home to school travel policy statement and based on any evidence provided by the parent to support the application.



Independent Travel Training

The Council has a new and enriched independent travel training (ITT) offer, which many children and young people can benefit from. Delivery of the new ITT offer is by Transition 2 (T2) who are local experts in working with young people with Special Educational Needs and Disabilities (SEND).

We have seen many young people take part in the ITT programme over the past year.

Here Miya tells us about her thoughts and feelings about travel training,

“It has changed my life. It has helped me to get out to different places, to town, to exercise and to work. It has made me feel happy because I can do things on my own”



Miya's mum shared with us,

“Travel training has been a positive experience. It's really helped to build her confidence”

Look out for more information about our enriched independent travel training programme.

Applying for Post 16-19 home to school travel assistance

Who needs to apply?

Parents and carers of sixth form learners (year 12 and 13 upwards) must submit a new application every year.

When to apply

The application window opened on **01 April 2023**.

Applications for home to school travel assistance must be submitted by **31 May each year**, for the start of the new academic year. Parents are responsible for submitting applications by this deadline. Applications received after this date will be assessed and processed, but the Council cannot guarantee that travel assistance arrangements will be in place for the start of the academic year.



However, we do understand that for some post 16 learners', college placements and timetables are not confirmed until late summer. Parents/carers are encouraged to apply as soon as their post 16 placement is confirmed.

How to apply

From 01 April 2023, parents and carers must complete an application, using the **online application form**, which can be accessed on the Council's website [Home to School Travel Assistance - Derby City Council](#) This is the **quickest way** to apply and the preferred way for applications to be received.

Parents and carers will need to have a Derby City Council My Account to complete an online application form <https://myaccount.derby.gov.uk/>

Parents and carers will need to **attach and upload any supporting information** for example, evidence of free school meals or medical information to their online application. You will not be able to progress to the next stage of the application until the relevant documents have been successfully uploaded.

Parents and carers who do not have access to the internet on a smartphone, PC, or tablet device, can use the free computer and internet access, which is available at the Council House and at all Derby City Council library sites, to submit an online application.

Parents and carers who do not have access to the internet and can visit the Council House or their local Council library site to support them to make an online application.

How my application will be assessed

All applications will be assessed on an individual basis. The travel assistance offer for an eligible young person will take into account their individual needs and ensure the offer meets those needs. In most cases, the offer will be a bus pass, ITT, a mileage allowance or PTB.

For further information visit our website and our social media pages for all the latest information.

[Home to School Travel Assistance - Derby City Council](#)

https://www.facebook.com/DCCLocalOffer/?locale=en_GB

