

# The Royal Borough of Windsor and Maidenhead Post-16 Home to School Transport Policy 2022-2023 Supporting Statement



## Introduction

To view the Home to School Transport policy in full and use the active links please go on-line at: <https://www.rbwm.gov.uk/home/schools-and-education/school-transport>

Further guidance on the operation of the 2022/23 post-16 home to school transport policy is set out in the main Home to School Transport policy in sections 'General Guidance', 'When transport is not provided', 'Types of Transport and their operation', 'How to apply', 'Decisions, Reviews and Appeals' and 'Definitions'.

In brief, there is no free home to school (or college) transport for young people aged over 16 unless:

- they are aged 16 to 18 years old, and
- attend the nearest appropriate school or college, and
- are from a low income family, and
- have a special educational need that means they can't walk or use public transport to get there, and
- the necessary contribution to the cost of transport for the year is made.

All young people carrying on their education post 16 must reapply annually for travel support.

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25.

This policy statement uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

For full details about eligibility please see the policy document. The policy also includes information about what type of assistance may be offered, how it operates on a day to day basis, how to make an application and how to make an appeal against a decision not to provide assistance with transport. [School Transport Application Webpages](#)

## Transport and travel support

### Local Bus and Train services

You can plan your public transport journey throughout the Southeast with the door to door route planner from [Traveline](#)

There are a variety of concessionary fares available for students from public transport providers. Once you have planned your route, please use the contact details shown on Traveline to purchase your pass/ticket directly from the transport provider.

### National Rail 16-17 Saver Scheme and the 16-25 Railcard

Students aged 16-17 can apply for the **16-17 Saver Scheme** which enables a student to purchase a child fare, (Season, Anytime, Off-Peak and Advance) on any rail network

(excluding ScotRail or Caledonian Sleeper services), which is valid for one year or until the student's 18th birthday (whichever is sooner).

Students aged 16-25, or a full-time student aged 26 or over can apply for a **16-25 Railcard**, which offers 30% off most standard class rail fares.

Further information regarding National Rail schemes for students of all ages can be found at: <https://www.16-17saver.co.uk/are-you-eligible/>

## LA support

### Concessionary fare paying seats

The concessionary fare paying scheme allows young people to buy a pass for a spare seat on an operating Royal Borough home to school transport route, when they are not eligible for free home to school transport. This is available for young people in post-16 education. More details about this can be found on pages 14 to 15 of the [home to school transport policy document](#).

The list of routes that currently have spare seats for 2022/23 is published on the [School Transport Application Webpages](#) in the 'Pay for school transport' section.

### Cost of concessionary fare paying seats

The cost of concessionary fare paying seats for applicants is set out in the Royal Borough's Fees and Charges document. This is updated by the full Council annually, and the charges for the 2022/23 academic year have now been set:

- Annual concessionary ticket for Royal Borough resident £702
- Annual concessionary ticket for non-Royal Borough resident £1050
- Annual concessionary ticket for 16-18 year old residents of the Royal Borough who qualify under the Post 16 'low income' criteria £351

The average actual cost to the local authority of a concessionary fare paying seat for a school year is:

- For children without SEN £1,210
- For children with SEN £5,987

The cost of the concessionary seats will be waived for children and young people aged between 5 and 16 years of age from low income families that are resident within the Royal Borough.

### Withdrawal of concessionary fare paying seats

The Royal Borough reserves the right to withdraw a concessionary seat if the place should be needed for an entitled child.

### National free bus passes for disabled people

Free bus passes are available, nationally, to all disabled people (including students) who meet the criteria, as set out on the [Concessionary Fares Webpages](#). An additional Companion pass is also available for those who cannot travel unaccompanied. Residents of the Royal Borough of Windsor and Maidenhead have an additional concession whereby they can travel at any time to suit their school or college timetable. Further information on how to apply for a national bus pass can be found on the [Concessionary Fares Webpages](#)

## Local Offer

The [Local Offer](#) website provides information about services for families and young people with Special Educational Needs and Disability (SEND), including details of local schools; the Disabled Person's Railcard; Disabled Parking – Blue Badge Scheme; Access to work grant (which may include transport costs); Motability (which can help with the lease of a car if you are eligible) and People to Places who provide the local dial a ride service for people with SEND.

## School/College support

### 16 to 19 Bursaries

Young people in education or training can apply for a bursary from their school, college or institution for financial support to help them remain in education. There are two types of bursary:

- A vulnerable person's bursary, which is worth up to £1,200 per year and available to young people in specific vulnerable groups.
- A discretionary bursary that schools, colleges and institutions award to meet individual needs, including help with the cost of transport, meals, books and equipment.

The government decides how these work, and you can find their latest guidance on the [16 to 19 Bursary Fund](#) website. Applications for both types of bursary are made through schools, colleges and institutions. We have provided links to school and college websites below.

### Concessionary transport provided by schools and colleges

Schools and colleges may provide their own assistance with home to school transport. This includes, but is not limited to:

- [Desborough College](#) and [Newlands Girls' School](#) operate a minibus that travels between the two schools on Tuesdays and Thursdays, allowing pupils to attend lessons at the other school campus, as part of their 'consortium' arrangements.
- [The Windsor Boys' School](#) and [Windsor Girls' School](#) are currently planning to operate minibuses in 2018/19, which will allow pupils to attend lessons at the other school campus.
- [Churchmead School](#) currently runs transport for pupils who also take courses at the Windsor campus for [Windsor Forest College Group](#) (formerly East Berks College).

In all cases you should contact the school direct for more information.

### Further education colleges

There are a number of further education colleges serving the area, and you can find information about their bursary schemes and any transport they offer at the links below. Please note that whilst we make every effort to keep these links and contact details up-to-date, they may change without notice.

#### [Berkshire College of Agriculture](#)

Hall Place, Burchetts Green, Maidenhead, Berkshire, SL6 6QR  
01628 824444

[Contacting the college](#)

[Getting to the college](#)

[Financial support](#)

### **Windsor Forest Colleges Group** (formerly East Berks College)

Langley College, Station Road, Langley, Berkshire, SL3 8BY  
Strodes College, High Street, Egham, Surrey TW20 9DR

Windsor College, St Leonards Road, Windsor, Berkshire, SL4 3AZ  
01753 330796

[info@windsor-forest.ac.uk](mailto:info@windsor-forest.ac.uk)

[Getting to the college](#)

[Financial support](#)

### **The Henley College**

Deanfield Avenue, Henley-on-Thames, Oxfordshire, RG9 1UH  
01491 579988

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

[Getting to the college](#)

[Financial support](#)

### **Amersham & Wycombe College**

Amersham Campus, Stanley Hill, Amersham, Buckinghamshire, HP7 9HN  
Flackwell Heath Campus, Spring Lane, High Wycombe, Buckinghamshire, HP10 9HE  
0800 614016

[Contacting the college](#)

[Getting to the college \(Amersham\)](#) [Getting to College \(High Wycombe\)](#)

[Financial support](#)

### **Bracknell & Wokingham College**

Church Road, Bracknell, Berkshire, RG12 1DJ  
01344 868600

[Contact Bracknell and Wokingham College](#)

[Getting to the college](#)

[Financial support](#)

### **Reading College**

Kings Road, Reading, Berkshire, RG1 4HJ  
0800 371434

[Contacting the college](#)

[Getting to the college](#)

[Financial support](#)

## **Support for young parents in education**

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning.

Care to Learn can help with the cost of:

- childcare, including deposit and registration fees
- a childcare 'taster' session (up to 5 days)
- keeping your childcare place over the summer holidays
- taking your child to the childcare provider

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card.

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

## Transport Decisions

Decisions in relation to home to school transport are taken by Royal Borough officers with authorisation to do so. This includes decisions on:

- Eligibility for free home to school transport or assistance with home to school transport.
- The type of transport offered (e.g. bus pass, place on a minibus or taxi).
- Any other practical matters of transport assistance.
- 

Parents/carers and young people can challenge these decisions by contacting the School Transport Team at [transport@achievingforchildren.org.uk](mailto:transport@achievingforchildren.org.uk)

## Home to school transport appeals process

What decisions can be challenged through the appeals process?

Appeals can be made against decisions by the Royal Borough in relation to:

- Eligibility for home to school transport.
- The home to school distance measurement.
- The safety of the route.
- The transport arrangements offered.

The 2022/23 home to school transport appeals process is set out in full on pages 30-33 in our main [home to school transport policy document](#). In brief, the Appeal Process is comprised of two stages:

- Appeal stage 1: review by a senior officer:  
Parents/carers have 20 working days from receipt of the Royal Borough's decision to make a written request with detail of why the decision should be reviewed by the School Transport Team. The request can be emailed to [transport@achievingforchildren.org.uk](mailto:transport@achievingforchildren.org.uk)  
A senior officer will review the original decision within 20 working days of the receipt of the written request;
- Appeal stage 2: review by an independent appeal panel  
If parents/carers are still unhappy with the decision made the matter can be escalated to stage 2, where an independent panel will consider written and verbal representations from both the appellant and the Royal Borough. To ensure the panel has all the relevant information to review the case, parents/carers should complete the home to school transport appeal form, available on the Royal Borough's website at: <https://www.rbwm.gov.uk/home/schools-and-education/school-transport/school-transport-appeals>

The form can be emailed to [democratic.services@rbwm.gov.uk](mailto:democratic.services@rbwm.gov.uk) If you do not have access to the online forms, please contact democratic services on 01688 796529 or at the email above.

Following the appeal hearing, a detailed written notification of the outcome will be sent to the parents/carers/young person, setting out:

- The decision reached.
- How the review was carried out, including any standard followed, e.g. Road Safety GB guidance.
- What factors were considered.
- The reasons for the decision reached.

- Information about how the parents/carers/young person can complain to the Secretary of State.