



Transport policy statement for learners aged 16-19 in further education

2020/2021

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1 Introduction

- 1.1 Local authorities do not have to provide free or subsidised post 16 travel support but do have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.
- 1.2 All young people carrying on their education post 16 must reapply for travel support. 'Sixth form age' refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12,13,14). 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.
- 1.3 This policy 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.
- 1.4 This policy document specifies the support that The City of Wolverhampton Council (the Council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training. Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency,

learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

2 Aims and Objectives

- 2.1 The Council is determined to see that people in the City of Wolverhampton live independent and healthy lives, whilst supporting the most in need and providing the most sustainable and efficient travel-assistance option.
- 2.2 The Council will support young people to access Post-16 education according to the policy set out below.
- 2.3 The Transport policy statement for learners aged 16-19 in further education is underpinned by the Council's All Age Travel Assistance Policy linked here:
www.wolverhampton.gov.uk/all-age-travel-assistance-policy
- 2.4 The Transport policy Statement for young people of sixth form age is underpinned by the principles to:

1. Promote independence

To help people live independent lives and ensure they get the best travel assistance option to meet their individual needs.

2. Safeguard

The Council will make sure that all decisions made about travel assistance uphold our safeguarding duties to promote wellbeing and protect people from harm.

3. Promote sustainable travel

In line with the Council's climate commitment this policy will seek to ensure the most sustainable mode of travel and transport is used when providing travel assistance, which will cause the least impact on the environment.

3 Transport and travel support

3.1 The City of Wolverhampton has a comprehensive public transport network which includes buses, trains and metro. Transport for West Midlands (TfWM) is the transport arm of the West Midlands Combined Authority (WMCA) and is the local transport authority for the area covered by the seven metropolitan district authorities of the West Midlands.

3.2 TfWM is responsible for developing the statutory Local Transport Plan for the WMCA. The current Local Transport Plan, Movement for Growth acknowledges the importance of effective, accessible transport for young people. TfWM also has responsibility for administering the statutory English National Concessionary Travel Scheme and delivers a number of Supported Travel Policies which includes administering child concessions, which allows young people from the age of 5, up until the age of 18 to receive half price travel on public transport. TfWM also subsidises socially necessary bus services in the region; many of which support Wolverhampton's young people to access education. Finally, Ring and Ride (primarily funded by TfWM) is

the region's main demand-responsive transport service for people in the West Midlands with limited mobility. A total of 112 buses provide around 671,000 trips a year for its 13,000 registered users with a number being children and young people.

3.3 The WMCA's Strategic Economic Plan and Local Industrial Strategy also has a strong focus on raising the skills of our existing workforce and enabling young people to pursue careers in a range of areas.

3.4 For more information on WMCA's our policies, please visit the following websites: www.wmca.org.uk and www.tfwm.org.uk

4 Concessionary tickets for young people 16 – 25 from public transport providers

4.1 Details of concessionary fares, discounts, subsidies, passes or travel cards including any charges available for Post 16 young people are set out in Appendix 1.

4.2 Ticketing resources (concessions)

4.2.1 TfWM's concessionary tickets are funded by a transport levy which is paid for by each of the metropolitan district authorities of the West Midlands, based on published population figures. As a result, a range of concessionary tickets are provided through TfWM, to support young people across Wolverhampton.

4.3 Young person tickets

4.3.1 Children under the age of 16 (and 16-18 year olds with a photocard) pay a 50% discounted fare on all buses, trams and trains in the West Midlands.

4.3.2 Most child tickets are also available as part of the TfWM Swift photocard it offers. This gives you quicker access at rail gates and on buses, where cardholders just scan and go. Plus, the cards are more durable and replacements are easier to process and often cheaper.

4.3.3 Some operators also have an additional range of passes available to use on their services only, and we advise parents and students visit individual operator websites for more details.

4.3.4 A full range of operator tickets are available at the below website link:
www.wmnetwork.co.uk/tickets-and-passes/child

Or for more information contact TfWM Customer Services Team on 0345 303 6760.

4.4 Student travel

4.4.1 TfWM delivers a wide range of student tickets for those in full-time education and offers tickets for students over 18 in full-time education or 16-18-year olds who are not eligible for the 16-18 Photocard.

4.4.2 In addition, if students are living on campus and do not think they will need to travel every day, a Swift Pay As You Go card may be another option. The smart card offers single and day ticket fares on all buses in the area and can be topped up easily.

4.4.3 A full range of the student tickets available can be found at:
www.wmnetwork.co.uk/tickets-and-passes/students

Or for more information contact TfWM Customer Services Team on 0345 303 6760.

4.5 16-18 Photocard

4.5.1 Students aged 16-18 can also obtain a free 16 - 18 Photocard (Valid for up to two years or until 31st July of the academic year they turn 18).

4.5.1 The photocard is free to all 16 -18 year olds in education, training and employment with weekly, monthly and season tickets being half price but singles, returns and day saver tickets also half price with the photocard. Further details can be found at:
www.wmnetwork.co.uk/tickets

Or for more Information contact TfWM Customer Services Team on 0345 303 6760.

4.6 Young People mTicket (National Express West Midlands)

4.6.1 National Express have a wide range of tickets available through their Ticket app, which allows young people to purchase bus tickets on their mobile phone. Search 'nxbus mticket' to download the app. This allows tickets to be purchased in seconds and at any time and place.

4.6.2 Tickets can also be purchased from a range of news agents across the City of Wolverhampton. These are available on the National Express website; <https://nxbus.co.uk/west-midlands/contact-us/travelcard-agents>.

4.6.3 Visit the National Express West Midlands website for more information:
<https://nxbus.co.uk/travelcards/results/west-midlands>

4.7 Disabled Persons Free Travel Pass

4.7.1 The English National Concessionary Pass (Disabled Person's Free Travel Pass) gives disabled young people (who are eligible and meet the criteria) free travel by bus, anywhere in England during 'off-peak' times - between 9.30am and 11.00pm Monday to Friday, all day at weekends and on public holidays.

4.7.2 Disabled persons that are residents of the West Midlands are also entitled to:

- Free local train and metro travel during off peak times - between 9.30am and 11.00pm Monday to Friday, all day at weekends and on public holidays.
- Free local train and metro travel is available outside peak hours including the last service of the day on all buses, trains and metro in the area. For 24-hour services, end of daytime service will be defined as 11:59pm.

4.7.3 Where young people need to travel before 9.30am, they can do so Monday-Friday for £1 single-fare on all National Express West Midlands buses. Tickets can be purchased from the bus driver by presenting their pass and asking for a £1 single-journey ticket.

4.7.4 If you need to travel frequently before 9:30am, a pre 9:30am add-on ticket can also be purchased.

4.7.5 For more information on eligibility and how to apply please visit:
www.wmnetwork.co.uk/tickets-and-passes/disabled-persons-pass

Or for more information contact TfWM Customer Services Team on 0345 303 6760.

4.8 Network Class pass

4.8.1 TfWM offers group Class Pass travel tickets for young people and adults travelling together from schools, colleges and youth groups. This offer gives 30 students and six adults unlimited travel from 9am for the rest of the day.

4.8.2 For more information and how to apply please visit:
www.wmnetwork.co.uk/information-for/teaching-professionals/class-pass-travel-ticket

5 Additional travel support

5.1 Active Travel Options

5.1.1 TfWM also encourages cycling and walking wherever possible. It is suitable for all ages and is a great way to get fit and stay healthy and can help fight obesity, reduce traffic congestion and improve air quality.

5.1.2 Therefore, where it is a viable option, TfWm aims to ensure cycling and walking is at the forefront of people's travel choices by providing a range of tools to help young people make more sustainable journeys.

5.1.3 For more information on safe cycling and walking options, please visit:
<https://wmnetwork.co.uk/ways-to-travel/cycling>

5.2 Additional information for student finance

- 5.2.1 For details of other student finance including loans, bursaries and grants please visit www.gov.uk/browse/education/student-finance

5.3 Accessibility products

- 5.3.1 TfWM delivers a range of resources to support travel training. The resources take individuals through the process of making a journey and keeping safe. The resources also have an emergency contact card and journey record card to assist users with their journey.
- 5.3.2 For more information please visit: www.wmnetwork.co.uk/information-for/transport-accessibility

5.4 Teaching Professionals

- 5.4.1 TfWM's also offers a range of online journey planning resources free for Education professionals to download and deliver to students at key transition stages. These curriculum led lesson plans support young people to travel more independently and confidently from primary to secondary and then onto college or university and into the world of work.
- 5.4.2 For more information please visit: <https://wmnetwork.co.uk/information-for/teaching-professionals>
- 5.4.3 The Safer Travel Partnerships provides Safer Travel Education Sessions to support young people gain independence; to travel safely and confidently. The sessions are suitable for schools/colleges and are designed to support PSHE, enrichment days, well-being, and assemblies or can be tailored to

particular safety issues.

- 5.4.4 For more information please visit: <https://wmnetwork.co.uk/ways-to-travel/travelling-safely>
- <https://wmnetwork.co.uk/information-for/teaching-professionals/free-education-resources>

5.5 Internet journey planner

- 5.5.1 The WMNetwork website has a Journey Planner available which enables young people to see which public transport routes they would need to use to travel from home to the school/college or training provider they are attending.
- 5.5.2 Swift ticketing is an electronic ticketing scheme developed by TfWM for use on public transport in the West Midlands. It provides cashless travel across – covering a range of ticketing options including Pay-As-You-Go credit and weekly, monthly and season tickets.
- 5.5.3 For more information please visit: www.wmnetwork.co.uk/swift

5.6 On the move, Netnav, Net WM and Walkit apps

- 5.6.1 These apps help locate any bus, train or Metro stop nearby and provide up to date departures for that stop/station. They also provide bus vehicle tracking and real time data - enabling passengers to access Real Time Information for stops without screens.

5.7 SMS

- 5.7.1 SMS TextTime provides live bus timetable updates about local bus services and tells customers when the next buses will arrive at a specific stop.

5.7.2 Network West Midlands Travel Information Centres such as Wolverhampton Bus Station and Birmingham New Street.

5.8 Social media

5.8.1 Twitter – follow Network West Midlands @networkwm or facebook for information on service changes or disruption.

5.9 Network resilience

5.9.1 The Network Resilience Team at Network West Midlands are working with education sites including schools, colleges and universities located in areas of current disruption to encourage staff, students and parents to think about the way they travel. In particular, supporting young people to re-time, re-mode and reroute journeys while championing active travel, and travelling independently, confidently and easily around the region

5.9.2 For more information please visit:
<https://wmnetwork.co.uk/information-for/teaching-professionals/free-education-resources>

5.10 Tackling crime and anti-social behaviour

5.10.1 The Safer Travel Partnership helps to reduce anti-social behaviour (ASB) and promotes safer travel on the public transport network so young people feel safe travelling independently and confidently. In particular, through equipping students with strategies to stay safe when travelling and to understand potential risks and how to minimise them.

5.10.2 The Safer Travel Partnership promotes a Passenger Code of Conduct to promote responsible and respectful behaviour when travelling on public transport. In particular, this is aimed at uniform students representing their school.

5.10.3 The Passenger Code of Conduct is available here:
<https://wmnetwork.co.uk/ways-to-travel/travelling-safely/safer-travel-passenger-code-of-conduct>

5.11 TfWM Youth Forum

5.11.1 TfWM currently runs a Youth Forum. Members are aged from 12 to 24 years old and interested in all things transport related in the West Midlands region.

5.11.2 The Forum meets once a term on a Saturday morning and goes out on the network visiting operators and learning how the network runs the trams, trains and buses. All young people in the West Midlands are welcome to join the forum and help TfWM shape the future of transport in the area.

5.11.3 To find out more please visit:
<https://wmnetwork.co.uk/information-for/young-people/tfwm-youth-forum>

6 Travel support from schools and colleges

6.1 Most schools in Wolverhampton offer sixth form courses on a “consortia” arrangement and schools may offer special travel arrangements for these students to enable them to move between schools at no charge to the student.

6.2 School Travel Plans

- 6.2.1 Most schools in Wolverhampton have a school travel plan. A school travel plan puts together a series of measures to improve safety and reduce car use on journeys to and from school. The travel plan should target measures that school puts in place to encourage more children and families to walk, cycle and use public transport on the school journey.
- 6.2.2 Secondary schools receive promotional material regarding campaigns for new young drivers and the use of mobile phones whilst crossing the road. There is also further advance cycle training available.

6.3 City of Wolverhampton College – Student Services

- 6.3.1 Application for support should be made as soon as the place is agreed.
- 6.3.2 Application forms are available from July.
- 6.3.3 For more information please email: mail@wolvcoll.ac.uk

6.4 Connexions Wolverhampton

- 6.4.1 Connexions Wolverhampton has Internet access available in the Civic Centre for young people to use to search for transport links; support can be provided to access the websites.
- 6.4.2 In cases of financial hardship, Connexions Wolverhampton may provide young people with bus tokens to access the Civic Centre, training and education providers and employers for the purpose of attending interviews.

- 6.4.3 During a young person's final year at school, the Connexions Service will produce a Career Pathway Plan (CPP). For those students with special educational needs the CPP will identify appropriate learning needs and outline the support that a young person will require to access provision.

- 6.4.4 For more information please visit: www.wolvesworkbox.com/learner/connexions/index.html

Where to find Connexions:

Wolverhampton Connexions, Civic Centre, St. Peter's Square, Wolverhampton WV1 1SH.

Telephone: 01902 554499

Facebook: search Connexions Wolverhampton

7 The 16-19 Bursary Fund

- 7.1 The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
 - in care
 - care leavers
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right

- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 2020 or
- be aged 19 or over at 31 August 2020 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2020 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority

7.2 Schools and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

7.3 Further information can be found at www.gov.uk search for post 16 bursaries.

8 Young parents / Care to Learn

8.1 For young parents under 20, Care to Learn can help pay for childcare and related travel costs, up to £160 per child per week, while learning activities are being undertaken.

8.2 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

8.3 Types of child care

8.3.1 The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

8.3.2 If a child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

8.3.3 If a parent/carer wants a relative to get Care to Learn for looking after their child, they need to be both:

- providing registered childcare for children they are not related to
- living apart from both the parent and child

8.4 Payments

8.4.1 Childcare payments go directly to childcare providers. Before childcare providers can be paid:

- the childcare provider needs to confirm the child's attendance
- the school or college needs to confirm that the applicant is attending the course

Payments for travel costs go to the parent's school or college – the school or college will either pay the parent or arrange travel for the parent.

8.5 Attendance

8.5.1 Payments will stop if:

- Attendance on the course ceases
- the course finishes
- the child stops attending childcare

8.6 Eligibility

8.6.1 A young parent can get Care to Learn if:

- they are a parent under 20 at the start of your course
- they are the main carer for your child
- they live in England
- they are either a British citizen or a national of a European Economic Area (EEA) country
- the course is publicly funded (check with your school or college)
- the childcare provider is registered with Ofsted or the Care Quality Commission

8.7 Type of course

8.7.1 Care to Learn is only available for courses in England that have some public funding. This includes courses that take place in:

- schools
- school sixth forms
- sixth form colleges
- other colleges and learning providers, including Foundation Learning
- the community at Children's Centres

8.7.2 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.

8.7.3 For more information please visit www.gov.uk/care-to-learn/how-to-claim

8.8 Discretionary Learner Support

8.8.1 For those aged 19 or over, on a further education course and facing financial hardship, Learner Support may be available. Applications can be made to the learning provider (for example a college) for Learner Support. How much support will be provided depends on a person's circumstances. The money can help pay for things like:

- accommodation and travel
- course materials and equipment
- childcare – (for qualifying applicants).

8.8.2 Further details can be obtained on 0800 121 8989 or visit www.gov.uk/discretionary-learner-support

9 Local Authority support

9.1 Councils are not required to provide any free or subsidised post 16 travel assistance and most students do not receive or require travel support from the Council, unless their circumstances are exceptional. Students should in the first instance apply to their school or college for bursary funding to help with their travel costs.

9.2 The Council has an All Age Travel Assistance Policy which sets out the Council's travel assistance offer for children, young people and adults. Please find the All Age Travel Assistance Policy linked here: www.wolverhampton.gov.uk/all-age-travel-assistance-policy

10 Local Authority support for learners with special educational needs or a disability

10.1.1 The Council can offer support to those students whose ability to attend or to complete a course may be affected by travel assistance not being arranged.

10.1.2 All young people carrying on their education post 16 must reapply for travel assistance.

10.1.3 Post 16 pupils may qualify for travel assistance based on the outcome of assessment if:

- they are ordinarily a resident of the City of Wolverhampton; AND
- over compulsory school age but under 19; OR
- continuing to attend a course which started before they were 19; AND

- attending a full time (a minimum 15 taught hours per week) course at the nearest suitable educational establishment; AND
- it would not be reasonably practicable for them to attend an educational establishment if no arrangements were made; AND
- they are able to demonstrate other arrangements have been considered or tried and why they are not suitable.

10.1.4 The student's travel assistance needs will be reviewed annually on the basis that their needs may change as they get older.

10.1.5 Transport is normally only provided for the start and end of the educational establishment day, but adjustments may be made in exceptional circumstances.

10.1.6 For further information please refer to the All Age Travel Assistance Policy linked here:

www.wolverhampton.gov.uk/all-age-travel-assistance-policy

For additional information and how to apply please visit:

http://win.wolverhampton.gov.uk/kb5/wolverhampton/directory/localoffer.page?localofferchannel=8_2

10.2 **Students with an Education, Health and Care Plan beginning a new course over the age of 19**

10.2.1 In addition to the above conditions, the following also applies to students with an education, health and care plan beginning a new course over the age of 19 and under the age of 25.

10.2.2 In exceptional circumstances the Council may decide that it is necessary to provide travel assistance to students with an (EHC) Plan, who are aged 19-25 years,

when they begin a new course of education.

10.2.3 In considering whether it is necessary for the Council to make arrangements for the provision of travel assistance, the Council will make a decision based on:

- The individual's age, ability, aptitudes and special educational needs and/ or disabilities; AND
- The nature of the route or alternative routes the applicant could reasonably be expected to take.

10.2.4 In deciding whether it is appropriate for the Council to provide travel assistance, the Council will also consider on an individual basis why the Council and not the individual or their family should be responsible for making travel arrangements. The Council's considerations will be based on whether an individual is:

- ordinarily a resident of the City of Wolverhampton; AND
- continuing to attend a course which started before they were 19, until either it's completed, or they reach 25 years old (whichever is sooner); AND
- attending a full time (a minimum 15 taught hours per week) course at the nearest suitable educational establishment; AND
- it would not be reasonably practicable for them to attend an educational establishment if no arrangements were made; and they are able to demonstrate other arrangements have been considered or tried and why they are not suitable

10.2.5 Further consideration will be made if the individual is:

- in receipt of the higher rate mobility component of Personal Independence Payments, this would be taken into account as a means of securing independent travel assistance. If there are any exceptional factors limiting its' use applicants will need to provide details of them
- in receipt of a 'Motability' vehicle of which they will directly benefit. If a decision has been made not to use the 'Motability' vehicle to enable the individual to attend their post 19 educational placement, the individual or their family will normally be expected to make their own appropriate alternative arrangements or provide details as to why that is not possible or reasonable.

10.3 For further information please refer to the All Age Travel Assistance Policy linked here:

www.wolverhampton.gov.uk/all-age-travel-assistance-policy

For additional information and how to apply please visit:

www.wolverhampton.gov.uk/travel-offer

11 Local Authority support in other circumstances

11.1 Travel assistance may be available if the student is eligible under the All Age Travel Assistance Policy and each case will be considered individually to determine if travel assistance is needed.

11.2 In the first instance students should contact their school or college to find out about the travel assistance options available.

11.3 For further information on what the Council offers please refer to the All Age Travel Assistance Policy linked here:
www.wolverhampton.gov.uk/all-age-travel-assistance-policy

For additional information please visit www.wolverhampton.gov.uk/travel-offer

11.4 Residential Support Scheme

11.4.1 Students may be able to get help with the cost of accommodation from the Residential Support Scheme (RSS).

11.5 Eligibility

11.5.1 Students must:

- be at least 16 and under 19 on 31 August 2019
- meet the residency requirements (the college where the student is studying will check this)
- not be on housing benefit
- have a household income of less than £30,993
- be studying their first level 2 or level 3 qualification (for example 2 or more A levels, a diploma or a national vocational qualification)

A student may be eligible if they are 19 and either:

- continuing on a course they started aged 16 to 18
- have an education, health and care plan (EHCP)

The course must:

- not be at a specialist residential centre (the college where the student is studying will confirm this)
- be full-time at a college in England
- be '16 to 19 funded' (the college where the student is studying will check this)

11.5.2 The course must also be more than either 15 miles or a two-hour round trip from the student's home, and the course must not be available any closer to home than that.

11.5.3 Further information can be obtained from the national helpline on [0800 121 8989](tel:08001218989) or visit <https://www.gov.uk/residential-support-scheme/residential-support-scheme>

11.6 Residential Bursary Fund

11.6.1 Students may be able to get a bursary towards the cost of accommodation from some specialist residential colleges instead of the Residential Support Scheme.

11.6.2 Most of these colleges are "Specialist Residential Centres" for subjects like agriculture, art and design or horticulture.

11.6.3 Each specialist college has its own eligibility criteria, which often include parental income. Direct contact should be made with Colleges to apply.

11.7 Additional eligibility criteria

11.7.1 The All Age Travel Assistance Policy applies to students that are ordinarily a resident a City of Wolverhampton. Students living outside of the City must approach their own local authority.

- 11.7.2 The All Age Travel Assistance Policy sets out that travel assistance will only be provided to the nearest suitable educational establishment.
- 11.7.3 For further information please refer to the All Age Travel Assistance Policy linked here:
www.wolverhampton.gov.uk/all-age-travel-assistance-policy
- For additional information and how to apply please visit:
www.wolverhampton.gov.uk/travel-offer

12 Travel training

- 12.1 Continued provision of travel support will be focused on preparing students for adulthood and will consider building a capability to access employment, live independently and participate in society. Therefore, it may be assessed as appropriate for the Council to provide independent travel training for the young person.
- 12.2 Individual travel training will be a one-to-one flexible bespoke programme specifically designed to meet each individual's needs. This will be delivered by a qualified travel trainer following robust risk assessments. Support will be gradually phased out until the individual feels confident and capable enough to do the journey alone.
- 12.3 Once an individual has been signed off as an independent traveller, the Council will no longer provide another form of travel assistance and a bus pass may be provided.
- 12.4 If an individual is assessed as being appropriate for travel training and the offer is refused by the individual or parent, then no other form of travel assistance will be offered.

- 12.5 Where an individual has been assessed for travel training, but they are on a waiting list they will be provided with another form of travel assistance (e.g. seat on a vehicle) until travel training becomes available.
- 12.6 For further information please refer to the All Age Travel Assistance Policy linked here:
www.wolverhampton.gov.uk/all-age-travel-assistance-policy
- For additional information and how to apply please visit:
www.wolverhampton.gov.uk/travel-offer
- Or email the Travel Training Unit - TT@wolverhampton.gov.uk

13 Apprenticeships

- 13.1 The City of Wolverhampton Council does not offer any specific travel assistance to apprenticeships or traineeships. For more information please contact your learning provider or work placement.
- 13.2 For additional information please visit:
<https://www.gov.uk/government/publications/a-guide-to-apprenticeships>

14 Those not in education, employment or training (NEET)

- 14.1 The Council does not offer any specific travel assistance for individuals that are NEET. Bus companies offer a range of travel passes and options and should be contacted directly for further information:
<https://www.networkwestmidlands.com/tickets-and-passes>

14.2 Workwise

- 14.2.1 Workwise is a transport operator funded scheme offering travel assistance for eligible jobseekers and apprentices who have started a new job by offering a 50% discount off the full-cost purchase price of eligible West Midlands Network (WMN) and National Express buses (NX bus) travel passes for up to 3 months.
- 14.2.2 The scheme can also support those who are currently working and are increasing their working hours to 16 or more per week.
- 14.2.3 For more information and how to apply please visit:
<https://www.networkwestmidlands.com/tickets-and-passes/jobseekers>

15 Applying for Local Authority transport support

- 15.1 To apply for travel support an online application for is available at http://win.wolverhampton.gov.uk/kb5/wolverhampton/directory/localoffer.page?localofferchannel=8_2
- 15.2 For further information please refer to the All Age Travel Assistance Policy linked here:
www.wolverhampton.gov.uk/all-age-travel-assistance-policy
- 15.3 Further information including a downloadable application form can be found at:
www.wolverhampton.gov.uk/travel-offer or you can contact the Travel Unit

By email:

travelunit@wolverhampton.gov.uk

By phone: 01902 554881

By post: Travel Unit

City of Wolverhampton Council
Civic Centre, St. Peter's Square
Wolverhampton WV1 1SH

16 Appeals

- 16.1 If a parent or individual is not satisfied with the Council's decision on the provision of travel assistance based on the All Age Travel Assistance Policy they can appeal. Parents can do this by following the two-stage appeal process which can be found on the Council's website.
- 16.2 During the appeals process no new travel assistance will be provided or in the case of existing arrangements, no change will be implemented. A parent will be responsible for ensuring that the pupil attends the educational establishment until the outcome of the appeal is determined.
- 16.3 For further information please refer to the All Age Travel Assistance Policy linked here:
www.wolverhampton.gov.uk/all-age-travel-assistance-policy
For additional information please visit www.wolverhampton.gov.uk/travel-offer
To submit an appeal please visit <http://win.wolverhampton.gov.uk/kb5/wolverhampton/directory/advice.page?id=Awenx5PVJYw>

16.4 Stage 1: Review by a Senior Officer

- A parent has 20 working days to make a request to appeal the decision
- The appeal should provide the reasons for challenging the Council's refusal of assistance or changes to proposed arrangements and include any supporting evidence
- Within 20 working days of receipt of a parent's appeal the appeal application is reviewed by a Senior Officer at the Council.
- The original decision may be upheld or overturned
- Written notification of the decision will be sent out within 5 working days of the decision being made.

16.5 Stage 2: Review by an independent appeals panel

- A parent has 20 working days from receipt of the Council's stage 1 decision to make a request for a stage 2 appeal
- This appeal should provide the reasons for challenging the decision and any new supporting evidence if applicable
- Stage 2 appeals are heard by an appropriately trained independent panel which will be convened within 40 working days of receipt of the parents request for an appeal
- The parent will be invited to attend the hearing and will be informed of the final decision in writing within 5 working days.

16.6 Complaints to the Local Government Ombudsman

16.6.1 If an applicant considers that there is a failure to comply with procedural rules or if there are any other irregularities in the way the appeal is handled, they have a right to complain to the Local Government Ombudsman.

16.6.2 The Local Government and Ombudsman Advice team can be contacted:

By telephone: 0845 602 1983

Or in writing to:

Local Government Ombudsman
PO Box 4771
Coventry CV4 0EH

16.6.3 For further information please refer to the All Age Travel Assistance Policy linked here:

www.wolverhampton.gov.uk/all-age-travel-assistance-policy

For additional information please visit www.wolverhampton.gov.uk/travel-offer

Appendix 1 – Details of concessionary fares, discounts, subsidies, passes or travel cards including any charges available for Post 16 young people

A **16-18 photocard** allows students to purchase child rate Term Plus or Term Extra season tickets. National Express West Midlands also have equivalent tickets valid only on NX buses. The main products are:

	NX West Midlands Term Plus Metro add-on	NX West Midlands Term Plus	Regional Term nBus – child Metro add-on	Regional Term nBus – child	Term nNetwork Zones 1-5 – child
Centro 16-18 Photocard required	✓	✓	✓	✓	✓
Can be used at evenings and weekends	✓	✓	✓	✓	✓
National Express West Midlands Buses	✓	✓	✓	✓	✓
Most Other Buses	✗	✗	✓	✓	✓
Midland Metro	✗	✓	✗	✓	✓
Local Rail Services	✗	✗	✗	✗	(All zones) ✓
Black Country	✓	✓	✓	✓	✓
Birmingham	✓	✓	✓	✓	✓
Solihull and Coventry	✓	✓	✓	✓	✓
Cost per Term	£99.90	£129.90	£109.00	£141.00	£156.00

Young people **aged over 18 and in full-time education** (verification and photograph required) or do not qualify for a 16-18 Card and are still in full time education can purchase the following season tickets:

	NX West Midlands Student Black Country Faresaver	NX West Midlands Student Bham/Black Country & Coventry Travelcard	Term nNetwork Zones 1 & 2	Term nNetwork Zones 1 – 5
Proof of full-time student status required	✓	✓	✓	✓
Can be used at evenings and weekends	✓	✓	✓	✓
National Express West Midlands Buses	✓	✓	✓	✓
Most Other Buses	✗	✗	✓	✓
Midland Metro	✗	✗	✓	✓
Local Rail Services	✗	✗	✓	(All zones) ✓
Black Country	✓	✓	✓	✓
Birmingham	✗	✓	✓	✓
Solihull and Coventry	✗	✓	✓	✓
Cost per Term	£146.90	£166.90	£233.00	£275.00

For full details on the types of passes that can be purchased and Direct Debit schemes/ discounts that are offered please go to the Network West Midlands website:

www.networkwestmidlands.com and the National Express West Midlands website:

www.nxbus.co.uk



If you require assistance or need this information in large print, Braille, audio/CD or in another language, please use the contact details below.

By email: travelunit@wolverhampton.gov.uk

By phone: 01902 554881

wolverhampton.gov.uk 01902 551155

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