To request this in another format such as audio, large print or Braille please phone 0303 333 4300 or email hdl@halton.gov.uk
Contents

Section 1  5
Promotion of sustainable school travel within Halton

Section 2  8
Travel Assistance for pupils of statutory school age

Section 3  12
Travel Assistance for pupils of statutory school age with special educational needs, disability or temporary medical condition

Section 4  15
Travel Assistance based on assessed need within Social Care

Section 5  17
Independent Travel Training

Appendix One  18
Transport policy statement for learners aged 16-18 in further education and continuing students aged 19 or over

Appendix Two  26
Assisted Travel Appeals Process
Context

Halton Borough Council has a duty to provide ‘home to school’ assisted travel arrangements for children of statutory school age under the Education and Inspections Act 2006. This Act supersedes earlier legislation, principally the Education Acts 1944 and 1996. Provisions contained within the 1985 Transport Act which require Halton Borough Council to provide certain socially necessary bus services within the Borough remain in force and some of these services provide important links to schools and other education/learning facilities within the Borough.

The Education and Inspections Act 2006 requires Halton Borough Council to produce a Sustainable School Travel Policy. This document incorporates the Council’s policy for the provision of education transport, which was published annually under the Education (School Information) (England) Regulations 2002.

This Policy is reviewed annually and published on the Public Transport section of the Council website at [www.halton.gov.uk/transport](http://www.halton.gov.uk/transport). It is also available in the Education and Learning section of the Council website [www.halton.gov.uk](http://www.halton.gov.uk) and to pick up at any Halton Direct Link or by phoning 0303 333 4300.

It is also intended that this document will assist in meeting the Council’s priorities and support the Halton Children and Young People’s Plan.
Section 1
Promotion of Sustainable School Travel within Halton

Halton Borough Council strongly supports measures which encourage local communities to use environmentally sustainable forms of travel (walking, cycling and public transport). These policies are detailed within the Halton Local Transport Plan (LTP3) found at www.halton.gov.uk/ltp3. The Halton Local Transport Plan contains a wide range of measures to improve access to personal development, education, training and work based learning opportunities for:

- Pre school age children
- Statutory school age children (up to 16 years of age)
- Young people aged 16 and over accessing continuing education, training and work based learning opportunities within the Borough

Each school has developed a School Travel Plan with the aim of improving access by sustainable and safe forms of travel for all children and young people, promoting healthier lifestyles and less car dependency.

When assessing the needs of eligible children and young people for assisted home to school travel Halton Borough Council has adopted a range of sustainable travel options.

Halton has an excellent network of high frequency bus services linking the main residential areas with local schools and the main post 16 education establishments. The majority of local buses are now fully accessible to all in the community.

This Policy is aligned to the Council’s School Admissions Policy and with the principles set out by central government in the “Home to School Travel and Transport Guidance” document (May 2007).
Sustainable School Travel Options

Walking
For journeys of under 2 miles for primary school pupils aged up to 8 and 3 miles for older pupils, walking to and from school is the preferred mode of travel. Walking helps improve levels of personal fitness and aids the personal development of children and young people.

Cycling
For journeys between 0 – 3 miles cycling is an option for primary and secondary aged pupils. Halton Borough Council has introduced a range of measures to make it safe and attractive to travel to and from school by bike.

Public Transport
For journeys over 2 miles for pupils aged up to 8 and 3 miles for older pupils, public transport (buses and trains) offers a convenient and affordable way of travelling to and from school.

Children and Young People with special educational needs, disabilities or temporary medical conditions.

A package of travel support is offered depending upon the individual child/young person’s needs. This could include independent travel training, taxis, seats on specific Halton Borough Council contracted services etc.

Halton Borough Council will use the sustainable school travel options approach to assess the level of transport and assistance required by all children and young people resident within the Borough. A package of travel assistance will then be determined and offered to all eligible children and young people in line with the criteria set out in this Policy.

In assessing an individual child or young person’s eligibility for assisted travel, a comprehensive review of how accessible education and training facilities are in terms of walking, cycling and public transport routes and services is undertaken. Halton Borough Council operates an Independent Travel Training initiative which provides tailored help and support for young people.

The Council and its key partner organisations (providing education and training facilities in the Borough) are working towards promotion of sustainable travel to all facilities within the
Borough. Every school within Halton, along with Riverside College, has a Travel Plan.

Detailed advice on public transport is available from Traveline Phone: 0871 200 22 33 or www.travelline.info or from the Halton Borough Council Website at www.halton.gov.uk/transport.

Halton Borough Council’s Neighbourhood Travel Team (NTT) will prepare individual journey plans for pupils wishing to use public transport when travelling to and from school. Phone: 0800 1953 173, Email: ntt@halton.gov.uk. A School and College Travel Map is available via the NTT, the Council website or at Riverside College. This is a handy, fold out, tube style map of the services in Halton with extra information about School Services and other information and support available including information about ticketing and cycling. All transport information is available on the Council website at www.halton.gov.uk/transport.

Curriculum travel during the school day

It is the responsibility of the individual schools, institutions and education providers to organise and provide pupil’s transport for curriculum activities during the school day.

Children attending pre/after school activities

Halton Borough Council recognises the importance of supporting pre and after school activities through the provision of appropriate travel assistance for eligible pupils. The Council will work with individual schools/institutions to facilitate this on a cost effective basis.

The Local Authority is aware that travel patterns across Halton may alter over future years. The needs of pupils and parents will be continually reviewed as any school organisation programmes progress.
Section 2
Travel Assistance for Pupils of Statutory School Age

Eligibility Criteria

Halton Borough Council will meet its obligations under the Education and Inspections Act 2006 by providing assisted transport to children aged 5 to 16 years who live within the Borough and who attend the nearest qualifying school which is above the statutory walking distance.

Parents/carers are responsible for ensuring that their children attend school regularly. However, the Education and Inspections Act 2006 places a duty on local authorities to ensure suitable travel arrangements are made, where necessary, to facilitate a child’s attendance at school. The duty applies to home to school travel arrangements at the start and the end of the day.

Children who are eligible will receive assistance to the nearest qualifying school. A qualifying school is defined as a school with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs they may have.

Under the terms of the Education and Inspections Act 2006, Section 508(B) defines “qualifying schools” as:

- Community, foundation or voluntary schools
- Community or foundation specialist schools
- Non-maintained special schools
- Pupil referral units
- Maintained nursery schools
- City technology colleges (CTC), City Colleges for Technology or the Arts (CCTA) or Academies

To comply with this duty Halton Borough Council will consider offering assistance with home to school travel for children of statutory school age in the following circumstances:
1. Where a primary aged pupil attends the nearest qualifying school over 2 miles or where a secondary aged pupil attends the nearest qualifying school over 3 miles, respectively from the child’s home address. This will be measured by the shortest walking distance along which the child, accompanied as necessary, may walk with reasonable safety. The route will be determined by the Council. (As such the route measured may include footpaths, bridleways and other pathways as well as recognised roads. The walking distance between home and school is measured from the pupil’s home gate or drive nearest to the school, to the nearest available gate of the school. A risk assessment of the route will be made if needed).

2. Where a pupil attends a faith school for reasons of religion or believe (evidence will be required to support this e.g. baptism certificate or letter from priest/vicar) the nearest voluntary aided or foundation school of the relevant religion/faith will be considered. Where pupils attend a voluntary aided or foundation school for other reasons as a result of parental choice they will not be eligible for assisted transport.

If a place is not available at the nearest voluntary aided school the Local Authority is not in a position to provide assistance with transport to an alternative school unless low income conditions apply.

3. Children from low income families ie those entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit may be entitled to enhanced assisted school transport. This enhanced provision applies to Primary pupils aged between 5 and 11 from low income families attending the nearest qualifying school more than 2 miles from their home. Proof will be required by TC602, confirmation for free school meals, Working Tax Credit statement, Housing/Council Tax Benefit entitlement etc.

4. Secondary Pupils aged between 11 and 16 years may be entitled to enhanced assisted school transport if they attend one of the three nearest qualifying schools which are between 2 and 6 miles from the child’s home or the nearest qualifying school preferred by reason of a person’s religion or belief up to a maximum of 15 miles. Proof of low income will be required as detailed above.

In all cases it is the responsibility of parents/carers to ensure their child’s safe and secure travel to and from school. Parents/carers are responsible for their children until they are
received on school premises and the parent/carer has left the school. Copies of the Code of Practice for Home to School and Day Services Transport are sent to all parents/carers of eligible pupils before the start of each academic year.

Where a pupil lives within the statutory walking distance to school and a risk assessment identifies that there is no safe route that the pupil could reasonably be expected to take, assisted travel may be provided in line with the Sustainable School Travel Policy. This is based on route safety, not personal safety, and any pupil being accompanied by a responsible adult.

If a pupil changes home address their entitlement to assisted school transport will be reassessed on the basis of the eligibility criteria. When pupils leave the Borough any travel passes issued by the Council must be returned.

In exceptional circumstances, and at the Council’s discretion, travel assistance may be offered to and from school for pupils of primary and secondary age who have been temporarily relocated. Consideration may also be given to providing assistance to the parent/carer of a primary aged pupil in these circumstances. Each case will be considered on its own merit.

The Council will also make a charge for a replacement travel pass in the event of the pupil/young person misplacing or losing their pass.

Where the travel eligibility criteria are not met parents/carers may apply for a vacant seat on a Halton Borough Council school contract vehicle (where available). However, priority will always be given to providing a place on these services for eligible pupils/young people. Therefore, the provision of “paid for seats” may be withdrawn by the Council (giving parents/carers 5 weeks notice). Parents/carers requiring more information should contact the Council’s Transport Co-ordination team on 0151 471 7382. The Council will levy a charge for this provision and will review its availability annually.

All assisted school travel is made on the provision that the pupil’s behaviour is of an acceptable standard during journeys to and from school. The Council reserves the right to withdraw or reassess the assisted travel arrangements in the light of misuse or poor behaviour. (See the Code of Practice for Home to School and Day Services Transport for further information).

The Children and Enterprise Directorate may consider on merit, and in exceptional
circumstances, providing assistance with transport to a pupil within the “In Year Fair Access Protocol” for whom they consider this to be appropriate in supporting the pupil’s attendance at the school. Assistance will be at the Children and Enterprise Directorate’s discretion and may take the form of a travel pass for use on public transport, or other transport deemed appropriate.

The type of transport provided will be at the discretion of Halton Borough Council on the basis of sustainable school travel. It may be any of the following:

- Cycle maintenance grant
- A travel pass for use on a timetabled public transport service (which may take the form of a conventional public bus service or specific school bus service)
- Travel on specific Halton Borough Council contracted service (including taxis and minibuses where appropriate)
- Mileage payable to parents

**Right of Appeal**

Parents and Carers can appeal to Halton Borough Council through the agreed appeals procedure (outlined in Appendix Two) in the case of disputes regarding eligibility for assisted transport in any of the above categories.
Section 3
Travel Assistance for pupils of statutory school age with special educational needs, disability or temporary medical condition.

Eligibility Criteria

The eligibility criteria set out in Section 2 together with information in this section applies to pupils with Special Educational Needs, disabilities and temporary medical conditions.

It is recognised that some children with special educational needs and/or children with disabilities may be unable to walk even relatively short distances to and from school. Similarly children with a temporary medical condition may also be unable to walk to and from school.

Travel assistance will only be provided where particular transport needs are identified by the SEN Assessment Team.

The following factors will be taken into account when deciding upon the provision of travel assistance for pupils with special educational needs, disabilities or temporary medical conditions. The package of travel assistance will be decided by the Council on an individual basis and will be in accordance with the principles set out in this Policy and influenced by:

• The age of the pupil
• The outcome of the assessment of travel needs as set out in the pupil’s Statement of Special Educational Needs
• The proven need for the provision of specialist transport to meet the particular needs of the pupil
• Whether the pupil has a difficulty that rules out the use of public transport or suitable public transport is not conveniently available (eg for users of wheelchairs, pupils who require specialist seating arrangements – bucket seats etc)
• Whether the pupil is deemed to be vulnerable and at serious risk of danger if they
use public or other transport

• The nature of the route to school including the safety of the route and alternative routes available
• Efficient use of resources

Any travel assistance agreed by the Council for eligible pupils will be reviewed on an annual basis. Transport is not currently provided for pupils attending nursery units or nursery school. However, children with special education needs may be provided with assisted pre-school travel depending upon their particular needs.

Where a pupil’s behaviour during the journey to and from school is unacceptable the Council reserves the right to review the provision, taking into account the special educational needs of the pupil. Halton Borough Council will send out a copy of the Code of Practice for Home to School and Day Services Transport to all parents/carers of eligible pupils before the start of each academic year.

Eligible pupils who attend residential schools outside the Borough of Halton will be entitled to assisted travel from home to school at the beginning and end of terms and half terms.

Eligible pupils who attend non-residential schools out of the Borough will be entitled to assisted transport to and from school on a daily basis.

Travel assistance may be provided to any parent/carer who would be unable to attend their child’s annual review on the grounds of cost or lack of transport. Except in exceptional circumstances the Council will refund the cost of a standard class public transport ticket from home to the venue of the annual review meeting.

Pupils with special educational needs who are over 16 years of age may be eligible for assistance with travel. This may include continuation at a special school or attendance at an agreed special needs course at the nearest appropriate college of further education. This provision will continue for two years and may, in exceptional circumstances, be extended for a further year providing the pupil is continuing to access the same course and has not reached the age of 19.

Public transport is becoming more accessible and easier to use but pupils need the skills
and confidence to make the most of these improvements. With this in mind the Council has an Independent Travel Training scheme, which teaches pupils and young people who need additional help or support to make journeys confidently and safely on their own using public transport. Eligible pupils with special educational needs or disabilities, who are deemed to be sufficiently able to cope with travelling independently on conventional public transport, will be offered Independent Travel Training.

The type of travel assistance provided for eligible pupils will be at the discretion of Halton Borough Council based on the principles set out in this Policy and may include one of the following:

- A cycle maintenance grant
- A travel pass for use on a conventional, timetabled, public transport service
- A place, from an appropriate collection point, on a minibus, taxi or other suitable vehicle, adapted where required, provided under contract by the Council
- Mileage allowance paid to parents, providing that there is no available seat on existing transport. Mileage allowance will not be paid if a pupil has been removed from existing transport for safety reasons. It remains the responsibility of the parent to make alternative arrangements to ensure that their child attends school on a regular basis

Parents and carers can appeal to Halton Borough Council through the agreed appeals procedure (outlined in Appendix Two) in the case of disputes regarding eligibility to assisted transport in any of the above categories.
Section 4
Travel Assistance based on assessed need within Social Care

There is no statutory obligation for Children’s Social Care Services to provide transport for service users. However, to provide an effective and co-ordinated service there are circumstances where transport will be provided in cases of specifically assessed need. Any travel assistance will again be provided in line with sustainable travel principles. Young people who are deemed to be sufficiently able to copy with travelling independently, on conventional public transport, will be offered Independent Travel Training.

Guiding Principles

Wherever possible public transport should be used, Foster Carers are expected to transport children who they are looking after to contact venues, school and short break placements as part of their fostering role and to claim the appropriate mileage. Transport will only be provided following a thorough assessment of need which takes into account the factors detailed below and having concluded it is appropriate.

Fully vetted volunteer drivers may be used to provide assisted travel for eligible children and young people who are clients of the Council’s Social Care service. Following a comprehensive risk assessment of the child/young person’s needs the Council may use volunteers under the following circumstances:

- For children/young people on the brink of being looked after where provision of assisted travel to and from a specific activity would reduce the pressure at home

Families expected to attend a Family Centre because their children are on the Child Protection Register will be expected to use conventional public transport. However, in certain circumstances which place the children at risk the Council may organise transport using a volunteer driver (e.g. the venue being difficult to reach by public transport, poor record of attendance etc.).

There may also be exceptional circumstances where it is impractical for a foster carer to transport a child to a contact venue, school or short break placement. In these cases a volunteer driver may also be considered.
Where carers need to attend a hospital appointment with a ‘looked after’ child and do not have access to their own transport a taxi should be considered in the first instance.

Where a child or young person is placed in an out of Borough residential or foster care placement, but still attending a school within the Borough of Halton, it should be expected that the residential or foster care placement will transport the child to school and this should be agreed at the outset of the placement. Where this is impractical, the provision of transport will be considered for a maximum of 6 weeks ie one half term. If the placement is to continue beyond this period then an alternative school should be identified close to the placement in liaison with Education.

‘Looked after’ children within Halton of secondary school age will be expected to use public transport unless their assessment indicates that they are not able, sufficiently mature or reliable. In these cases foster carers are expected to transport children to school as part of their role. In exceptional cases, where this may be impractical, transport can be provided but will be reviewed after 6 weeks with a view to moving to a school nearer to the placement.

‘Looked after’ children within Halton of primary and junior school age should be taken to school by their foster carer as part of their role. In exceptional circumstances where this may be impractical transport can be provided but reviewed after 6 weeks with a view to moving to a school nearer to the placement.

Some foster carers also undertake the role of volunteer drivers. It is expected that foster carers will transport children placed with them as they would with their own children and as part of their normal care arrangements.
Section 5
Independent Travel Training

Halton Borough Council provides an Independent Travel Training service for people lacking the skills and confidence to plan and undertake a journey on public transport on their own. The service also trains and supports people with disabilities and learning difficulties to give them the essential skills they need to access public transport and gain independence.

‘Supporting Independence’ Travel Training in Halton provides help with:

- Using money
- Buying tickets
- Finding your way about
- Planning a journey
- Using buses
- Using trains

A Travel Training Toolkit is also available which provides a step by step guide enabling Travel Trainers to develop tailor made, one-to-one programmes to support people to travel independently.

For more information, a referral form or the Travel Training toolkit, contact Derek Donoghue, Independent Travel Trainer:

Phone: 0303 333 4300
Email: derek.donoghue@halton.gov.uk
Appendix One
Transport Policy Statement for learners aged 16-18 in further education and continuing learners aged 19 and over

Students over 16 years of age

The Education and Inspections Act 2006 requires the Council to promote sustainable travel for young people of 6th form age (16-19 years of age). The duty relates to children and young people of 6th form age in general and applies to:

- All those residents within Halton receiving education or training in the authority’s area or in another authority
- Those not resident in the authority’s area but who travel within the authority’s area to receive education and training

Key features of Halton’s provision include:

- The availability of discounted public transport travel passes for eligible learners attending courses at Riverside College
- Discounted travel passes to young people registered with the Greater Merseyside Connexions service
- The provision of a fully accessible Door2Door service for post 16 learners with mobility or learning difficulties
- The provision by Halton Borough Council and Riverside College of specific public transport services linking the main post 16 college sites in the Borough with the main surrounding residential area and key public transport interchanges

Young people aged 16-18 wishing to study at learning providers outside of the administrative area of Halton may be eligible for assistance from the Council. In order to qualify for travel assistance the learner must demonstrate that the course they have been accepted on is not currently provided within Halton.
Students aged 19 years of age and over

Assistance will continue to be provided for students aged 19 years and over where they have begun a particular course of education or training at the establishment before attaining the age of 19 and were deemed eligible for transport, and continue to attend that course.

Summary of Policy Statement and Main Objectives (this section should give an overview/statement of intent of what the Local Authority’s transport policy is and what the subsequent desired outcomes are).

Halton Borough Council’s policy for the provision of transport for learners is contained within this Sustainable School Travel Policy.

Halton Borough Council has a general duty to promote sustainable travel for learners aged over 16 years of age. The Council delivers a number of transport schemes/initiatives to meet these needs in partnership with a range of learning providers and agencies.

Initiatives introduced include:

- Specific local bus services to key college sites and sixth form centres across Halton
- The provision of discounted travel passes for eligible learners at Riverside College Halton and specific sixth form centres
- The potential for young people accessing Connexions support aged 16 or 17 to receive a discounted multi-operator ticket
- Comprehensive travel information and advice delivered through Halton Borough Council’s Neighbourhood Travel Team
- The provision of a fully accessible Door2Door transport service for learners aged over 16 with specific learning or mobility difficulties

Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16-18 and who provides them. Please provide details of any costs to the learner.

The following discounted travel arrangements are available for eligible learners aged 16-18 years of age attending Riverside College Halton.
Learners attending Riverside College Halton (at any campus) on courses in excess of 450 hours per academic year and who live over 1.5 miles walking distance from their chosen campus have the opportunity to purchase either a single operator bus pass or a multi operator travel card (suitable for learners requiring to use bus services operated by more than one bus company) at greatly discounted prices.

The two discounted travel card options are:

- **Riverside College Single Operator Travel Passes**
  Eligible learners have the opportunity to purchase either a discounted Arriva (North West) Riverside College Travel Pass or Halton Borough Transport Ltd Riverside College Travel Pass

These discounted passes which are currently offered to learners allow unlimited travel (on 7 consecutive days) on either Arriva (North West) or Halton Borough Transport Ltd services. Please note that passes are not interchangeable between Arriva (North West) and Halton Borough Transport Ltd services. The Arriva Riverside College Halton Travel Passes are valid on any Arriva services operating within Halton and Merseyside and the Halton Borough Transport Ltd. Riverside College Travel Pass is valid on any service operated by Halton Borough Transport Ltd.

- **Riverside College Halton Multi Operator Travel Pass**

  Riverside College Halton offers eligible learners the opportunity to purchase a discounted “Student Hopper” Travel Pass, which is available for use on any local bus service within the Borough of Halton. Riverside College Students should apply for passes at the time of enrolling. Further information is available from Riverside College Halton Student Services 0151 527 2020.

**Learners Studying at St. Chad’s Catholic and Church of England Joint Faith Voluntary Aided High School**

Learners attending the Sixth Form at St. Chad’s in Runcorn have the opportunity to purchase a discounted weekly travel card valid on any Arriva service operating within Halton and Merseyside. Tickets are available from the main School Reception. For further information please contact St Chad’s, Grangeway, Runcorn, WA7 5YH. Phone: 01928 564106, Email: admin@st-chads.halton.sch.uk
Learners Studying at Saints Peter & Paul Catholic College

No travel concessions are currently offered for learners attending the Sixth Form at Saints Peter & Paul College, Widnes. However, learners have the option of purchasing the following travel cards:

- Halton Student Hopper Bus Ticket, priced at £14.50 per week.

Halton Borough Council administers the “Halton Hopper” multi operator bus ticket, which is valid on all participating operators’ local bus services within Halton. The ticket is priced at £17.00 and is valid for one week’s travel or £57.50 for one month. Tickets can be purchased from any Halton Direct Link One Stop Shop, Phone: 0303 333 4300 or at www.halton.gov.uk, or at on-street ticket machines at Widnes, Greenoaks, Runcorn High Street bus station or Halton Lea.

- Arriva

Arriva (North West) sell weekly tickets valid for travel on any Arriva local bus service in the North West area (current weekly price £18.00). These can either be purchased from the driver on any Arriva bus or pay point outlet. Arriva also offer a one-day Halton Zone Ticket priced at £3.40. This ticket can be purchased from the driver and is valid on all Arriva services within Halton.

In addition Arriva (North West) also offer full time students, studying at any university, HE/FE college or sixth form college the option of purchasing an “Arriva Student Saver” travel card. For further details contact Arriva on: 08701 20 10 88 or www.arrivabus.co.uk

Halton Borough Transport Ltd

Halton Borough Transport Ltd operates a comprehensive network of local bus services across Halton and to surrounding major centres of Liverpool, St Helens and Warrington. Halton Borough Transport Ltd offers One Day and Weekly Tickets, which are valid on any Halton Borough transport Ltd service (including cross boundary services outside of Halton), with no time restrictions. The current price of the Halton Borough Transport Ltd Day Ticket is £3.80 or £16 for a weekly ticket, both of which can be purchased on any Halton Borough Transport Ltd bus. For further information on any Halton Transport service please contact the company on 0151 423 3333 or www.haltontransport.co.uk.
**Learners travelling to colleges in Merseyside**

For learners travelling to learning establishments in Merseyside Merseytravel sell a range of area season tickets, including Term Time Student Tickets. For further details contact the Traveline Phone: 0871 200 22 33 Web: [www.travline.info](http://www.travline.info) or visit the Merseytravel website [www.merseytravel.gov.uk](http://www.merseytravel.gov.uk).

**Arrangements for young people not in employment, education or training**

Young people can contact Connexions to discuss travel arrangements.

Further details can be obtained from:

- Connexions Runcorn, 9 Orchard Walk, Halton Lea, Runcorn, Cheshire, WA7 2BS Phone: 01928 706 000

- Connexions Widnes, CRMZ, Kingsway, Widnes, Cheshire, WA8 7QE Phone: 0151 257 2520.

**What times during the day can learners use their travel pass or obtain concessionary fares?**

**Learners Studying at Riverside College Halton**

There are no restrictions on the days and times in which a valid travel pass can be used. Learners will need to select the most appropriate type of travel card to meet their needs. Learners selecting a single travel card option will be restricted to using only those services provided by the single operator selected. For impartial advice on what ticket option to choose learners are welcome to contact Halton Borough Council’s Neighbourhood Travel Team Phone: 0800 1953 173, Email: ntt@halton.gov.uk.

**Learners Studying at St. Chad’s Catholic and Church of England Joint Faith Voluntary Aided High School**

There are no restrictions on the days and times in which a valid travel pass can be used on Arriva (North West) bus services within the Borough of Halton and Merseyside.
Learners Studying at Saints Peter & Paul Catholic College

No travel concessions are currently offered for learners attending the Sixth Form at Saints Peter & Paul Catholic College.

Please confirm that support will continue to be made available to learners who reach 19 whilst continuing on a course.

The above conditions will apply for learners reaching the age of 19 until the end of the respective academic year.

For more information please contact the “National Careers Advice Service” via the Direct Gov website www.direct.gov.uk/NationalCareersService

How will learners be assessed to see if they are eligible for support? Eg means-testing or must they be on benefits?

Learners should contact their local learning provider who will provide details of any appropriate bursary schemes, if applicable.

What help do you provide for learners with learning difficulties and/or disabilities including those over 19 or learners facing other difficulties in following their courses?

Halton Community Transport (HCT) operates a fully accessible minibus ‘Door2Door’ service for eligible learners referred to the scheme by Student Services at Riverside College. Fares are charged equivalent to local bus fares and Riverside College may provide assistance with any travel costs. This service is targeted at those learners with specific learning difficulties or disabilities.

For further information contact Riverside College Student Services 0151 257 2020.

Do you provide mobility/independence training for learners who face difficulty with transport?

Halton Borough Council offers independent travel training to young people with disabilities or learning difficulties, supporting them to travel to and from school or college by public transport or walking. This involves:
• Meeting the young person and their family to talk them through the whole process
• Finding out more about their abilities, where they want to travel to and if they have any specific training needs
• Compiling an individual training and personalised journey plan, which can consist of various topics including road safety, personal safety, communication skills, planning and preparing for a journey depending on the needs of the trainee
• Classroom training in the above skills as appropriate
• Practical training in the above skills as appropriate
• Practical training undertaking the journey
• Gradual ‘stepping back’ until the trainee is able to complete the journey independently and safely, with confidence
• Assistance with other journeys as required

For further information on Independent Travel Training contact Derek Donoghue, Independent Travel Trainer Phone: 0303 333 4300, Email: Derek.donoghue@halton.gov.uk Web: www.halton.gov.uk/transport.

When should learners start to apply for transport support?

Eligible learners should start to apply for transport to either Riverside College Halton or their respective sixth form centre at the time of enrolling.
What help can learners apply for if they need to travel to a course that is beyond your Local Authority area?

Halton Borough Council may in certain circumstances provide travel assistance for learners requiring to travel to accredited learning providers outside of the Borough of Halton provided that the course of study is not available locally within Halton. The decision to provide any travel assistance will take into account the availability of funding directly from the learning provider and other sources.

Please provide information about all points of contact for learners seeking transport support e.g. Local Authority/college, bus company contact. Please include any websites and e-mail addresses.

For further information on transport services to and from institutions offering education, training and work based learning opportunities for post 16 learners please contact Halton Borough Council’s Neighbourhood Travel Team (NTT). The NTT can help to advise learners on how best to travel to sixth form and colleges and can also offer tailored personalised journey plans suited to the individual needs of the learners. For further information please contact the Neighbourhood Travel Team Phone: 0800 1953 173 Email: ntt@halton.gov.uk (during office hours Monday – Friday)

Alternatively travel information can be obtained from:

Traveline

For comprehensive information on public transport services (local bus and rail) operating in Halton and across the North West of England please contact the Traveline on 0871 200 22 33 or www.traveline.info. Alternatively information is available on the Halton Borough Council website www.halton.gov.uk/transport.

National Rail

For comprehensive information on all local and national rail services please contact National Rail on 08457 48 49 50 or www.nationalrail.co.uk. Learners wishing to travel by rail may purchase season tickets between stations.
Appendix Two
Assisted Travel Appeals Process

Home to School Transport Appeal Process

The appeal process will be available in the following circumstances:

- For pupils with a statement of special educational needs where assistance with transport has not been provided as the pupil is not entitled under the policy and parents wish to appeal against the decision

- For non-statemented pupils if an application for transport has been made and the appropriate forms submitted to Halton Borough Council’s Transport Co-ordination Team but have been refused on the basis that the pupil is not entitled under the Policy and parents wish to appeal against this decision. An appeal against the decision not to provide assistance must be submitted in writing to:

  Operational Director
  Children’s Organisation and Provision
  Children and Enterprise Directorate
  Halton Borough Council
  Rutland House
  Runcorn
  WA7 2GW

The written appeal must include the child’s name, date of birth, address, school for which transport has been refused and full grounds for the appeal.

The Operational Director will consider the written appeal for assistance with transport in consultation with the Portfolio Holder for Children and Young People.

The decision will be communicated in writing to the appellant.

The decision is final with no further right of appeal.