

# **Bury Council**

## **Post-16 Travel Policy Statement 2024-2025**

## **Post-16 Transport Policy Statement – Academic Year 2024-2025**

**Transport Policy Statement for young people aged 16-18 in further education, continuing learners aged 19 and those young people aged 19-24 (inclusive) with learning difficulties and/or disabilities**

**Name of Local Authority:** Bury Council

**Department Responsible:** Children & Young People

**Contact Details:** School & College Transport Team

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## **Introduction**

This policy is intended to inform young people and their families of the travel options and support available in order to make informed decisions when making post 16 choices.

Local authorities do not have to provide free or subsidised post 16 travel support but do have a duty under Section 509AA of the Education Act 1996 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.

All young people carrying on their education post 16 must reapply for travel support. Travel assistance in previous years does not guarantee any assistance post 16.

'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.

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.

This policy document specifies the support that Bury 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.

## **Aims and Objectives**

The information in this statement describes the support available to students entering or continuing with full time Post 16 Education.

The policy statement gives information from the Local Authority (LA), Further Education Colleges and other relevant sources.

The council's aims and objectives when assessing applications for travel support are to ensure that all children and young people should lead lives that are independent and as free from restriction as possible, thereby contributing to the vision, purpose and values of Bury Council.

[Our Vision, Purpose and Values](#)

## **Transport and Travel Support**

Bury is served by a vast network of reasonably priced and accessible transport.

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

### **Transport for Greater Manchester (TfGM) – Our Pass**

Our Pass offers eligible 16–18-year-olds free bus travel on all registered bus services within Greater Manchester including the new Bee Network buses providing the freedom to travel, work and learn.

Our Pass members are also able to access half price, off peak 1 day and weekend travelcards for the Metrolink at [getmethere.com](http://getmethere.com) as part of the scheme.

A one-off administration fee of £10 allows the pass holder to travel free on local buses across Greater Manchester for up to two years starting from 1 September after the young person's 16<sup>th</sup> birthday and is available to people who live in Greater Manchester. For more information and to apply please visit: <https://ourpass.co.uk> or contact TfGM on 0300 323 0777 for more details.

To be eligible to apply for Our Pass for the 2024-2025 intake you must be resident in Greater Manchester and your date of birth between 01/09/2005 and 31/08/2007. Applications open for year 11 school leavers on 1 May.

In addition to free bus travel the pass offers exclusive offers and experiences such as merchandise, theatre tickets, festival tickets, sports and leisure passes, career taster days and much more.

### **TfGM Scholar's Permit**

Full time students aged 16 -19 who are permanently resident in Greater Manchester can purchase a TfGM Scholar's Permit. The permit allows you to purchase:

- A child single bus ticket for journeys to and from college
- A child single tram ticket or 1 day travel card for journeys to and from school or college
- A child off peak single train ticket or day return for journeys to and from school or college

The permit will indicate a specified journey between the student's residence and place of education and is only valid Mondays to Fridays up to 9.00pm. A second destination may be included on the permit in the case of students who access educational provision at more than one site on a regular basis.

The cost of the permit is £5.00, applications can be made at TfGM travelshops or by post. If the permit is lost a replacement can be purchased at a cost of £5.00. Any further replacements will be charged at a rate of £5.00.

The permit can be used for travel during term time. You cannot use the permit at weekend or bank holidays or for any other journeys except those to and from college.

Further details on the Scholars Permit can be viewed at [www.tfgm.com/tickets-and-passes/scholars-pass](http://www.tfgm.com/tickets-and-passes/scholars-pass)

### **System One Young Person**

Young People/Students between ages 16 and 26 and in full time education can purchase the System One Young Person's ticket. You will need proof of age ID to purchase and

use this ticket.

Users must have a **System One Membership Photocard**. Membership is free and students can join online at [www.systemonetravelcards.co.uk/register](http://www.systemonetravelcards.co.uk/register) or at any TfGM travel shop. Holders of a valid membership card can then purchase Young Person tickets from TfGM travel shops, Buy on the Bus, at Train/Tram Stations, any PayPoint kiosk or online at <https://www.systemonetravel.co.uk>

- **System One/7 Day Bee AnyBus Young Person** ticket can be purchased by anyone between the ages of 16 and 21 and allows 7 consecutive days travel on the majority of buses for journeys anywhere within Greater Manchester. The ticket currently costs £18.20 per week.
- **System One/ 28 Day Bee AnyBus Young Person ticket**, which currently costs £61.90 when purchased online, at any PayPoint shop or TfGM travelshop, and is valid for travel for 28 days on the majority of buses for journeys within Greater Manchester.

System One is accepted on all major operators in the System One Network, a full list of bus companies who accept System One can be viewed online at [www.systemonetravel.co.uk/where-can-i-use-system-one](http://www.systemonetravel.co.uk/where-can-i-use-system-one)

The following concessionary schemes are also available to purchase:

### **Bee Network – Bee AnyBus travelcards**

For travel within the Greater Manchester network only:

- **Single Journey:** £2 per adult or £1 per child (up to age 16), Students (over the age of 16) with a scholars permit can also pay £1 for a single ticket or £2 for a return.
- **1 day Bee Anybus travelcard:** Unlimited day travel on routes including Bee Network. Cost £5.00
- **Young Person Week:** Unlimited weeks travel on all routes including Bee Network buses. Cost £18.20 on board, cash only. Tickets can also be purchased at an Information and Ticket Office or any PayPoint retail outlet.
- **Young Person Month:** Unlimited weeks travel on all routes including Bee Network buses. Tickets are available to purchase from the Bee Network app, Paypoint retail outlet or Information and Ticket Office, Cost £61.90.

### **Bee Network – Bee Bus travelcards**

For travel on Bee Network bus services outside of the Greater Manchester area:

- **1 day Bee Bus travelcard:** Unlimited day travel on routes including Bee Network. Cost £5.00
- **7 Day Bee Bus travelcard:** Unlimited weeks travel on all routes including Bee Network buses. Cost £21.00 on board, cash only. Tickets can also be purchased at an Information and Ticket Office or any PayPoint retail outlet.

## Student Bee Bus tickets

Students attending a college or university within Greater Manchester can purchase a Student Bee Bus ticket. Student term tickets can be used at anytime of Bee Network buses up to the last service of the day that the ticket expires. To purchase this ticket you will need evidence that you are a current student.

- **All Terms Bee Bus Student Ticket:** valid between 1 September and 30 June
- **Term 1 Bee Bus Student Ticket:** valid between 1 September and 31 December
- **Term 2 Bee Bus Student Ticket:** valid between 1 January and 31 March
- **Term 2 Bee Bus Student Ticket:** valid between 1 April and 30 June

Student Bee Bus tickets can be purchased on the Bee Network App, as a smart ticket and any an Information and Ticket Office. Pricing for the Student Bee Network ticket will be updated on TfGM's website: [Student Bee Bus Tickets](#)

## Rossendale Transport Limited Inc. Rosso/Transdev:

**Greater Manchester:** valid on any Transdev bus within Greater Manchester, including the Witchway as far as Prestwich and Red Express as far as Edenfield.

- **GM Saver 7:** Unlimited travel on all the company's routes £20.00.
- **GM Saver 7 U19:** Unlimited travel on all the company's routes for under 19's £13.00
- **GM Saver 28:** Unlimited travel on all the company's routes for 28 days £73.00
- **GM Saver 28 U19:** Unlimited travel on all the company's routes for under 19's, valid for 28 days £45.00

## Lancashire:

Lancashire tickets can be used on any bus including Rosso, Blackburn Bus Company, Burnley Bus Company and Transdev within Lancashire.

- **Lancashire 1:** Unlimited day travel on all the company's routes £8.50
- **Lancashire 1 U19:** Unlimited day travel on all the company's routes for under 19 years of age £5.70
- **Lancashire 7 day:** Unlimited 7 day travel on all the company's routes £27.00
- **Lancashire 7 day U19:** Unlimited day travel on all the company's routes for under 19 years of age £18.00
- **Lancashire 28:** 28 days unlimited travel on all the company's routes £105.00
- **Lancashire 28 U19:** Unlimited 28 day travel on all the company's routes for under 19 years of age £70.00
- **Lancashire Term YP:** Lancashire are able to offer a travel ticket for each

academic term, for up to date costs visit <https://www.transdevbus.co.uk/>

The **System One County Card** is available to people of all ages and will allow travel on any train within Greater Manchester any day of the week up to 4am. The county card can also be used on the city centre tram, zone 1 only (not wider tram network).

**7 Day** County Card is £50.40

**Monthly** County Card is £153.00

**Annual** County Card is £1530.00

### **How students can use a travel pass or obtain concessionary fares**

Holders of a **TfGM Scholar's Concessionary Permit** are entitled to travel at the concessionary rate for one specified home to school / college journey in the morning and one specified home to school / college journey in the afternoon. Journeys must be completed by 9.00pm. For travel outside these times the permit holder must obtain a variance voucher validated by the school / college or have a second destination listed on the permit.

The **System One** range of tickets allows travel at all times throughout the period of validity of the ticket. However these tickets cannot be used on night bus services after 4am or other premium fare services.

**TfGM Travel pass for disabled people** allows you to travel free on all buses, Metrolink trams within Greater Manchester and trains and is valid between 9.30am and midnight only Monday to Friday, all day at weekends and on public holidays. Outside of these hours the holder will pay the standard concessionary fare where available or otherwise the full adult fare. It is valid in other counties between 9.30am and 11pm on local buses Monday to Friday, all day at weekends and on public holidays.

You will qualify if you:

- Are a registered partially sighted
- Are profoundly or severely deaf
- Have been, or would be, refused a driving licence on medical grounds

Before 9.30am you will have to pay the current standard adult fare in greater Manchester for the journey. At all other times you pay the standard concessionary fare where available for each journey inside the Greater Manchester bus boundary and the full adult fare outside the Greater Manchester bus boundary.

Applications should be submitted to the Passes and Permits Department of TfGM, with supporting medical evidence. Those in receipt of higher rate DLA will automatically qualify.

**TfGM Travel plus pass for disabled people** entitles the holder to free bus and Metrolink tram travel at all times within GM and throughout England free between the hours of 9.30am and 11.00pm Monday to Friday, all day at weekends and on public holidays. After these times the holder will pay full adult fare.

The Travel pass for disabled people and the Travel plus pass for disabled people are subject to an assessment of the applicant's disability. Students should initially contact TfGM's Travel Concessions Department who will advise on how to obtain a free pass.

Students of any age with a disability may be entitled to a TfGM Travel plus pass for disabled people if they live permanently in Greater Manchester and have one of the following disabilities:

- Registered blind with the local authority
- Profoundly deaf and without speech or with speech that cannot be readily understood by an untrained hearing person
- Without natural speech and unable to communicate orally
- With learning disabilities

Applicants are required to complete an application form and provide one passport size (25mm x 30mm) photographs. Application forms can be obtained from the School and College Transport Team at Bury Council or TfGM.

### **Ring and Ride**

Ring and Ride is a door-to-door public transport service for people who have difficulty using public transport. Ring and Ride provides short local trips to any location within Greater Manchester that is within 6 miles of the home address for you and an accompanying adult. All trips must be booked in advance with your local depot. To be eligible to use the ring and ride service you must hold a TfGM Concessionary Plus Pass or a TfGM Concessionary Disabled Person Pass. You must register with Ring and Ride prior to booking any trips.

Ring and Ride buses are small enough to go down almost any road and have been specially designed to be accessible to everyone. They have low entrance steps, lifts or ramps and wheelchair securing devices.

Ring and Ride operates seven days a week: 8am to 10.45pm Mondays to Saturdays and on Sundays the times vary so please contact your local ring and ride depot for details.

In areas where there are very limited bus services, Ring and Ride support local link services which are door to door public transport services. You can use your national travel pass to travel at a reduced fare.

For up to date fares please visit [Ring and Ride accessible minibuses](#)

## **Travel support from schools and colleges**

### **Local Education Authority (LA)**

For those students with SEN provision is made within post 16 travel

### **Bury College**

Students enrolling at Bury College can apply for a transport support bursary. Those eligible could receive help with travel to College.

Bury College uses the 16–19 Bursary Fund to assist students whose families are in receipt of a means tested benefit. Applications for assistance will be considered in cases of financial hardship where the above criteria are not met, at the discretion of the college.

More information on terms and conditions for eligibility, and details on how to apply for this Bursary, will be available at enrolment or via the Bury College web page at <http://www.burycollege.ac.uk/how-we-support-you/student-services/> 16-19 year old learners who need financial support to help them stay in education or training can apply to the College for 16-19 Bursaries.

Students aged 19 or over can apply for financial support in relation to tuition fees under the government's 19+ advanced learner loan. Loans may be available for students aged 19 and over, studying courses at level 3 or over.

Students who want to study at Bury College will be able to apply for support to supplement the costs of attending college, e.g. transport, college equipment, meals in college, books, trips, specialist kits and other course related costs.

For more information and to make an application students can visit the college web page at <http://www.burycollege.ac.uk/how-we-support-you/student-services/>

Bury College also operate a free coach service on the production of a valid Bury College Student ID. For more information on the service offered see <https://burycollege.ac.uk/how-we-support-you/free-travel-for-bury-college-students/>

### **Holy Cross College**

Students enrolling at Holy Cross College can apply for financial assistance from the 16-19 Bursary Fund. There are two types of bursaries available:

- bursaries for the most vulnerable young people and
- discretionary bursaries based on individual need.

Students who turn 19 during their study programme will remain eligible for the fund until the end of the academic year in which they turn 19 or to the end of their study programme.

Further information on the bursaries available is available at the College's student centre or call the main reception on 0161 762 4500.

### **The 16-19 Bursary Fund**

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

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 because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them.
- In receipt of Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit.
- In receipt of Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

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

Colleges will set their own eligibility criteria for the discretionary bursary but must comply with the eligibility conditions set out by the Education and Skills Funding Agency.

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.

Further information can be found at [www.gov.uk/](http://www.gov.uk/) search for 16-19 bursary.

### **Young parents / Care to Learn**

If you are a young parent under the age of 20 at the start of your course Care to Learn (C2L) may be able to help pay for your childcare and related travel costs, up to £180 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

### **Types of child care**

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

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

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

If you want a relative to get Care to Learn for looking after your child they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child

### **Payments**

Childcare payments go directly to your childcare provider. Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance

- your school or college needs to confirm that you're attending your course

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

### **Attendance**

Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare

### **Eligibility**

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
- you're the main carer for your child
- you're either a British citizen or a national of a European Economic Area (EEA) country
- your course qualifies
- your childcare provider is registered with Ofsted or the Care Quality Commission

### **Type of course**

Care to Learn is only available for publicly funded courses in England. This includes courses that take place in:

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

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>

### **LA Support**

#### **LA support for young people**

Connexions Bury is the independent and impartial information, advice, guidance and support service for 15 to 18 year olds or up to the age of 25 if you have special education needs and/or disabilities (with an EHCP), who are not in education or training (NEET). Connexions services are delivered by qualified professionals who will support you to develop realistic and sustainable plans that are related to your aspirations. Connexions Bury holds the Matrix, a recognized national award, which means, that it has been externally assessed as an organisation that meets the criteria of providing high quality information, advice and guidance.

#### **LA support for learners with special educational needs or disabilities**

Students with an Educational Health Care Plan (EHC) who received travel arrangements to school up to year 11 may be entitled to support with travel arrangements to sixth

form/college provided that they are attending a full-time course (minimum 20 hours) at the nearest provision to their home.

### **Independent Travel Training**

Independent travel training is a programme designed to provide young people with the skills and confidence to be able to travel independently and safely using public transport or walking routes.

The independent travel training programme will focus on the needs and the capabilities of the young person working closely with parents/carers and college staff. It can enhance the young person's confidence and independence by developing personal, social and life skills. Independent travel training will also develop young people's personal safety awareness and road safety skills when using public transport.

Criteria for successful completion of the training will be based on an agreed comprehensive training programme and a copy of the final assessment will be provided to parents/carers. Successful completion of Independent Travel Training will be signed-off by the Council and parents/carers.

Top up training will be available to support young people with transition on social routes during college holidays. Social routes may include travel to family houses, places of interest and social events such as youth groups.

All applications for travel assistance will be reviewed to determine if an assessment for independent travel training should take place. If an assessment for travel training is deemed appropriate a further assessment will be undertaken by a qualified Travel Trainer and involves contributions from the young person and their parents, school staff and other professionals.

Independent travel training may be considered for all young people that are attending a post 16 provision.

### **Students aged 16-18**

Bury Council provides assistance with travel for continuing students until the end of the academic year in which they reach 19 years of age. In line with the Local Authority's duty under the Education and Skills Act 2008 to encourage, enable and assist participation of learners with learning difficulties in education and learning, the LA will assist in some cases to young people up to the age of 25 subject to an individual assessment of need.

The options that will be considered for eligible students when assessing the travel assistance that may be provided may include:

- **Mileage rate:** The council may re-imburse parents a mileage rate if they choose to transport their young person to college in their own vehicle. Mileage is calculated based on the Council's ICT database measurement tool and will be paid for a maximum of two return journeys per day.
- **Personal Travel Budget (PTB):** It may be possible for the Council to provide parents/carers with an amount of money to enable them to provide personalised travel arrangements that best and most flexibly suit the needs of the young person and their family. The sum provided will be at the discretion of the Council; it will be based on the distance travelled from home to college. Personal travel

budgets consider the route from parents/carers home address to college and the distance is measured using the Council's transport software, the personal budget is then based on the mileage for two return journeys per day.

- Independent travel training: independent travel training may be considered for college students.

Independent travel training focuses on the needs and capabilities of the young person and is delivered through working closely with parents/carers and college staff. It can enhance the young person's confidence and independence by developing personal, social and life skills. Independent travel training will also develop young people's personal safety awareness and road safety skills when using public transport. Criteria for successful completion of the training will be based on an agreed comprehensive training programme and a copy of the final assessment will be provided to parents/carers. Successful completion of Independent Travel Training will be signed-off by the Council and parents/carers.

### **Students aged 19 or over (Adult Learners)**

Local authorities have a duty with regard to transport or travel for adult learners. The overall intention of the adult transport duty is to ensure that those with the most severe disabilities with no other means of transportation are able to undertake further education and training after their 19<sup>th</sup> birthday to help them move towards more independent living.

An adult learner is a student who starts a course of study after their 19<sup>th</sup> birthday. Students must have an Education, Health and Care plan and be able to evidence why you feel the Council should make the travel arrangements rather than yourself or your family.

The Council will consider the evidence carefully and decide what type of travel arrangement will be offered. This decision will be based on the individual needs of the learner and will take into account the Council's duties to make best use of its resources.

If the Council consider it necessary to make such travel arrangements any transport provided will be free of charge.

The options that will be considered when assessing the travel assistance that will be provided will include, but are not limited to:

- Mileage rate: The council will re-imburse parents/carers a mileage rate if they choose to transport their young adult to college in their own vehicle. Mileage is calculated based on the Council's ICT database measurement tool and will be paid for a maximum of two return journeys per day.
- Personal Travel Budget (PTB): It may be possible for the Council to provide parents/carers with an amount of money to enable them to provide personalised travel arrangements that best and most flexibly suit the needs of their child and family. The sum provided will be at the discretion of the Council; it will be based on the distance travelled from home to college and will not exceed the cost of direct provision of transport by the Council, or a share of that cost where the young person would otherwise travel with other children in a shared vehicle. Personal travel budgets consider the route from parents/carers home address to

college and the distance is measured using the Council's transport software, the personal budget is then based on the mileage for two return journeys per day.

- Transport vehicles: Where assessed as essential, the Council may provide a vehicle to transport a young adult to and from college. Where transport vehicles are provided, these will be either Council vehicles and drivers or those provided by a suitably qualified and licensed commercial provider working to contractual standards set by the Council.

Transport will be provided on shared vehicles and at the beginning and end of the college day only. Transport will not be provided to accommodate individual timetables.

Communal pick up/drop off points may be considered for young adults within a reasonable distance from their home address. Where this option is considered an element of independent travel training may be required to support the young adult travelling safely to the meeting point. A home pick up and drop off will be made where it is deemed essential to the young adults special educational needs or disabilities.

- Independent travel training: independent travel training may be considered for all young people that are attending a post 16 provision. Independent travel training focuses on the needs and capabilities of the young person and is delivered through working closely with parents/carers and college staff. It can enhance the young person's confidence and independence by developing personal, social and life skills. Independent travel training will also develop young people's personal safety awareness and road safety skills when using public transport.

### **Social Care**

Students with a physical, sensory or learning disability will be allocated a transition social worker and assessed using the Fair Access to Care Services (FACS) guidance issued nationally and a decision on their eligibility for support with transport will be made. Future pathways to adulthood will be discussed either in the final years of secondary school (year 9, 11 or 14) or for young people with Learning Disabilities this can be when they are aged 19 years. Whilst in further education the young person and their EHCP will be monitored and reviewed through college with all professionals involved in their package of support.

### **LA Support in other circumstances**

Students can apply for support through the colleges' Learner Support Funds, irrespective of where they live.

Through the Education Health and Social Care Plan (EHCP) process, a young person's Preparing for Adulthood (PfA) Outcomes are determined and discussions around whether specialist provision is required. These discussions involve health, social care and education professionals and may determine that local provision is not suitable and that a young person needs to be placed in a specialist residential college outside of the Borough that will be able to support their specific needs.

Transport and travel costs are factored into the decision-making process and funding decisions and form part of the over-arching funding allocation for the young person and placement through health, social care or education budgets. Transport and travel costs can include home to school, education or social activities, access to clubs, independent

travel training, road safety awareness, mobility and independence skills as part of their required package and are based on the individual needs of the young person.

### **Applying for LA travel support**

All requests for assistance with travel arrangements should be submitted to the School and College Transport Team using the appropriate application form: [Home to College Application Form](#)

### **Appeals**

If an application for travel arrangements is not approved by the Council, or the parent/carer disagrees with the type of arrangements being offered, parents/carers have a right of appeal. The appeal should be made in writing within fifteen working days of the decision letter being received by the parents/carers.

Appeals are administered in two stages:

#### Stage 1: Review by Transport & Contract Manager

Within five working days of the appeal form being received, the parent/carer will be sent confirmation that their appeal has been received and that their appeal is under review.

Further evidence may be requested to support the appeal and consultation with case workers and professional bodies may be required. Stage 1 appeals are decided by the Head of Service Parents should receive their decision letter within twenty working days of their appeal form being received.

#### Stage 2: Independent Panel – Independent Review of Evidence

If the parent/carer remains dissatisfied with the outcome, they should notify the Council in writing within 20 working days of receiving their Stage 1 appeal decision making clear the grounds on which they still wish to appeal.

The appeal will then be considered independently of the School and College Transport service and will involve consideration of all evidence gathered and the reasons for the decision being made. Parents/Carers will be invited to attend an appeal hearing, virtually or in person, to present their case. Where a parent does not wish or is unable to attend a hearing, the panel will make their decision based on written representations from the parent/carer.

Parents should receive their decision letter within forty working days of the parent notifying the Council of their wish to escalate their appeal to stage 2.

This decision is the final stage of the Council's appeal procedure in relation to travel arrangements. If parents/carers remain dissatisfied they can complain to the Local Government Ombudsman.

During the appeals process no new travel arrangements will be provided or, in the case of existing arrangements, no change will be implemented.

If after the appeal, travel assistance is agreed, it will commence from the date of the letter sent to the parent / carer. No backdated payments will be made nor will the

Council accept any claims by parents/carers for costs incurred (e.g. for making alternative transport during the process of appeal.

Appeals should be addressed to:

Transport & Contract Manager  
School & College Transport Team  
The Department for Children, Young People & Culture  
Bury Council  
3 Knowsley Place  
Duke Street  
Bury  
BL9 0EJ

### **Additional Contact Information**

**School & College Transport**  
School & College Transport Team  
Knowsley Place  
3 Duke Street  
Bury  
BL9 0EJ

Telephone: 0161 253 6968

Email: [schoolandcollegetransport@bury.gov.uk](mailto:schoolandcollegetransport@bury.gov.uk)

Monday to Friday (term time) - 7.30am to 4.45pm

Monday to Friday (school/college holidays) – 8:45am to 4.00pm

### **Bury Adult Learning Disabilities Team**

1<sup>st</sup> Floor Windsor House  
Little 66, Roachbank Road  
Hollinsbrook Park  
Bury  
BL9 8RN

Telephone: 0161 762 3263

Adults with Physical and / or Sensory Disabilities  
Physical Disability Team & Sensory Impairment Team

Telephone: 0161 253 5151

Email: [AdultCareServices@bury.gov.uk](mailto:AdultCareServices@bury.gov.uk)

### **Connexions Bury**

Connexions Bury  
Knowsley Place  
3 Duke Street  
Bury  
BL9 0EJ

Telephone: 0161 253 7733

Email: [Connexions@bury.gov.uk](mailto:Connexions@bury.gov.uk)

Telephone operation hours - Monday to Friday, 9:00am to 5.00pm

### **Transport for Greater Manchester (TfGM)**

Travel Shops in main bus stations (including Bury Bus Station)

Public Transport Information Line: Telephone: 0871 200 2233

Leaflet/timetable order line: Telephone: 0871 200 2233

Information about concessionary fares for people with disabilities: Telephone 0161 244 1000.

Website: [www.tfgm.com](http://www.tfgm.com)

<https://tfgm.com/public-transport/bus/contactor>

### **Ring and Ride**

Telephone: Enquiries: 0161 244 1000, select option 2 for Ring and Ride

Email: [ringandride@tfgm.com](mailto:ringandride@tfgm.com)

Website: [www.tfgm.com/public-transport/ring-and-ride-minibuses](http://www.tfgm.com/public-transport/ring-and-ride-minibuses)

### **Colleges**

Bury College

Millennium Centre  
Market Street  
Bury  
BL9 0DB

Telephone: 0161 280 8280  
Email: [information@burycollege.ac.uk](mailto:information@burycollege.ac.uk)  
Website: [www.burycollege.ac.uk](http://www.burycollege.ac.uk)

Holy Cross College & University Centre  
Manchester Road  
Bury  
BL9 9BB

Telephone: 0161 762 4500  
Email: [information@holycross.ac.uk](mailto:information@holycross.ac.uk)  
Website: [www.holycross.ac.uk](http://www.holycross.ac.uk)

Bury Adult Learning Centre  
18 Haymarket Street  
Bury  
BL9 0AQ  
Telephone: 0161 253 5701