



# Northumberland County Council

## POST-16 EDUCATION TRANSPORT POLICY 2024-25

Local Authority: Northumberland County Council (929)

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## Eligibility for Post-16 Transport

### 1. What is Northumberland County Council's Post-16 Transport Scheme?

This scheme enables eligible young people to access relevant learning. There is a non-refundable £50 administration fee (not applicable for students with Education, Health & Care Plans (EHCPs) or for students from low-income backgrounds who are in receipt of certain benefits, see section 8) which needs to accompany an application for transport so we strongly advise you to check your eligibility carefully (please see Annex 3) before applying for a course or for transport. You can check the availability of courses at your nearest appropriate learning provider by accessing the relevant prospectuses. The cost of the administration fee is non-refundable. There are a very small number of exceptions to this such as where a parent/carer is able to demonstrate that their child has been unable to take up their chosen course of study at their local high school due to their GCSE exam results or where a course is oversubscribed or withdrawn from the curriculum by a further education provider due to low enrolment.

### 2. What are the eligibility criteria for qualifying for free Post-16 Transport?

You may be eligible for free transport if **all** of the criteria as set out in Annex 3 are met by you. You must refer to Annex 3, however, in summary this includes:

- You are a Northumberland resident and
- You live more than three miles away as measured by the local authority (using its approved GIS measuring tool) from your nearest appropriate learning provider. This measuring tool is not publicly available so we advise using Google Maps (Walking Route) to measure the distance as that will (except in the most marginal of cases) provide an outcome consistent with distance measures undertaken by our GIS measuring tool. Where the difference in distance calculations to two or more different educational establishments is slight (within 0.5 miles) please contact the Council using the contact details in Annex 2 for confirmation of your nearest educational establishment prior to submitting an application), and
- Your course is undertaken at your nearest appropriate learning provider (please see Annex 3 for further information on what we define as your nearest appropriate learning provider) and
- You are 16 years old or over, but under 19 on 31 August 2024 and
- You are starting the course in Y13 or earlier and
- Your course is full time, which is a minimum of 540 guided learning hours within each academic year and
- Your course is at a higher level than your previous achievements and equates to foundation learning Level 1, Level 2 or Level 3.
- Your estimated journey time to your chosen educational establishment will be no more than 75 minutes (150 minutes daily travelling time) and
- The cost to the Council of your proposed journey is, in the opinion of Northumberland County Council, an efficient use of public resources and
- You make the appropriate contribution (if applicable), i.e., the standard non-refundable administration fee.

It is recognised that for students with EHCPs education is often delivered differently and therefore it is less likely that progress through mainstream academic levels can be so easily measured. In general, for such students transport assistance will be provided, if: (i) they are attending the

nearest educational establishment that can meet their needs; (ii) the educational establishment is named in their EHCP; (iii) they live over the qualifying three-mile distance.

However, a more comprehensive statement regarding the travel support that is available for students with EHCPs can be found in para 10-13. If unsure about your eligibility owing to academic levels, we advise that you contact the Council for advice using the contact details provided in the Council Contact section, Annex 2.

**You will not be eligible for any assistance with transport costs if any of the following apply:**

- You choose to attend a particular learning provider which is **not** the closest to your home address as defined under Annex 3 of this policy.
- If you live less than 3 miles as measured by the local authority using its approved GIS measuring tool from your nearest appropriate learning provider. This measuring tool is not publicly available so we advise using Google Maps (Walking Route) to measure the distance as that will (except in the most marginal of cases) provide an outcome consistent with distance measures undertaken by our GIS measuring tool. Where the difference in distance calculations to two or more different educational establishments is slight (within 0.5 miles) please contact the Council using the contact details in Annex 2 for confirmation of your nearest educational establishment prior to submitting an application).
- You are outside the age range for the scheme
- You are starting a course in Y14
- Your course is not full-time, ie at least 540 guided learning hours within one academic year
- You are a paid Apprentice.
- Your course is Level 4 or higher education, including foundation degree

For the purposes of determining eligibility for transport assistance, the home address is deemed to be the student's main residence, i.e. where they live most of the time Monday to Friday. Where childcare is equally split between parents living at different addresses the provision of transport assistance is only provided from one address, assuming the eligibility criteria outlined in this policy is met. If both addresses meet the eligibility criteria, then it will be for the child's parents to agree which address is to be used for the purposes of providing transport assistance.

In some cases, the Council may be able to offer transport assistance through its concessionary travel scheme (see para 3 below) to those families where childcare is split between parents living at different addresses on alternative days or weeks. However, there is no guarantee of assistance, and a charge will be made where we can offer transport support from more than one address.

A new application for transport will need to be submitted in the event of a student moving to a new address or embarking upon a new course of study. The application will be assessed in accordance with the eligibility criteria outlined in this policy.

### **3. Can I buy a concessionary Pass?**

In some cases, it may be possible for you to buy a spare seat on existing County Council contracted transport that serves a school or college which is not your nearest learning provider to your home address as defined in Annex 3 to this policy. However, you should be aware that the first priority for the allocation of any spare seats is always for those students in pre-16 or post-16 education who are eligible for free transport. Concessionary fares will **not** be allocated until after the start of the school year (usually the end of September) and they can be withdrawn without notice at any time if the seat is subsequently required for students who are eligible for free travel. The cost of a concessionary fare for a Post-16 Student from the start of the 2024/25 Academic Year is **£220** per term, **£660** per year. Further details of the Council's Concessionary Travel

Scheme are provided in the “Your school transport questions answered” section of our [school transport webpage](#)

## Transport Provision

### 4. What kind of transport provision can I expect?

Transport is arranged by the local authority. Usually this will consist of allocating a qualifying student a place on a dedicated school bus or taxi but where it offers better value for money travel on public transport will be arranged. The issue of a free boarding pass to enable travel on dedicated school bus/taxi services, the purchase of a season ticket for travel on local bus or rail services or a travel grant such as payment of a mileage allowance is at the discretion of the local authority.

If successful with your application travel passes will be issued for 1 year at a time (for students with Education, Health & Care Plans (EHCPs) or two years for other students (if using dedicated school bus/taxi services), assuming you continue with your chosen course of study as outlined in your transport application. Season tickets to access local bus and rail services are issued annually following confirmation from the learning provider that the student is continuing onto the second year of their course.

If we make provision through a school bus or taxi a dedicated school transport route will be allocated to the student and indicated on the Student Travel Pass. Travel will only be permitted on this route. This is in order to ensure there is sufficient capacity available for all passengers and will help to prevent overcrowding and passengers being left without a seat.

If you are assigned a pass to enable travel on a local bus or rail service operated by Arriva, Go North East, Stagecoach or Northern Rail for example, you are bound by their conditions of carriage as well as the terms of travel as laid out by Northumberland County Council. For example, the cost of purchasing a replacement travel pass from a bus company will vary to that charged by the Council.

Where appropriate a “feeder” service will be provided to enable transfer onto dedicated school bus services or, if appropriate, provide connections to local bus and rail services. Connections will be made at locations which are safe but are not likely to be under cover.

In all cases the local authority will consider costs and will decide on the appropriate type of transport to provide.

You may need to share transport with other students. You may need to wait for transport after your course of study has ended or arrive early at your learning provider to accommodate other students’ different timetables. Where possible we will try to minimise waiting times.

You will be expected to make your own way to and from the nearest main pick-up/drop-off points, unless you have a disability or medical condition which makes this unreasonable.

### 5. How long can I expect to have transport to a learning provider?

You will normally be provided with transport for two years of further education study in Year 12 and Year 13.

You will not be provided with transport for a third year (Year 14) unless you have already started the first year of a two-year course in Year 13.

You will be allocated transport for three terms each academic year, providing you continue to

attend, but the type of transport may change. Transport during your learning provider's holiday periods will not be provided. If you are required to attend your learning provider during such periods then you should approach the learning provider for assistance with travel costs.

Where a student has an Education, Health and Care Plan (EHCP), the Council will normally make transport arrangements to meet the needs set out in their EHCP. Transport may be provided up to the age of 25 rather than the normal age of 19. This is determined through the annual review of an EHCP during which progression is reviewed.

## **6. What information will be on my *Student Travel Pass*?**

For student travel on council contracted school bus and taxi services travel passes will normally contain the following features:

- Your photograph;
- Your name and student identity reference;
- The learning provider at which you are enrolled;
- Boarding and alighting point description;
- Route number of the school bus service.

You must show this travel pass when you board the vehicle for each journey on each day. If you fail to show your pass on a local authority operated contract service, you will be unable to travel.

## **7. What times during the day can I use my travel pass when travelling on council contracted school transport?**

Passes only cover travel at the start and end of the main education day (i.e. the normal start and closing time of the school or college) and will **not** take account of a student's individual course timetable or extra-curricular activities, access to extended services or travel on days which are not normal working days for that establishment. Transport will not operate during holiday periods.

## **Application Process**

### **8. Will I have to pay for Post 16 Education Transport?**

Notwithstanding payment of the non-refundable administration fee (which isn't applicable for students with EHCPs), Post 16 Education Transport will be provided free for students who meet all the eligibility criteria as outlined in Annex 3 of this policy.

The one-off and non-refundable administration fee of £50 is required with each application. If your application form is accompanied with evidence that as the responsible parent/carer you are currently in receipt of any of the following benefits you will be exempted from paying the fee.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

- Support under Part VI of the Immigration and Asylum Act 1999.

We will only proceed to assess eligibility and to put travel arrangements in place for a student if payment of the non-refundable administration fee has been made in full.

Assuming a student does not change course, payment of the non-refundable administration fee is only required once, at the point of application when a student embarks upon their Post-16 studies. However, if the student subsequently changes course, then a further payment of the administration fee will be due when submitting a new application for Post-16 transport.

We will process all applications within 15 working days of confirmation of payment of the non-refundable administration fee so it is advisable to apply for transport as early as possible.

## **9. When do I need to apply for transport support?**

You should check your eligibility for transport carefully by reading Annex 3 and only submit an application for transport if you meet all the criteria listed. If you are not sure whether you meet all the eligibility criteria then please contact the Council using the contact details provided in Annex 2.

Transport will only be arranged on receipt of an application assuming all the eligibility criteria outlined in Annex 3 are met.

We recommend that you apply before the exam results come out. If you do not have a valid pass for travel you will not be permitted to travel.

**Application forms for Post 16 Education Transport will be available from 31 May 2024.** If you are currently enrolled at a learning provider, you can apply online at the “Post-16 Transport” page through the local authority webpage

<http://www.northumberland.gov.uk/Education/Schools/School-transport-1/Transport.aspx>

Payment of the non-refundable administration fee must be made at the time you submit your completed application form.

If you apply by **15 August** and are successful with your application, a travel pass or season ticket will be sent to you during the summer break for Year 12 and will, generally speaking, be valid for two years (exception being travel passes purchased through bus companies such as Arriva or Go North East which are valid for one school year at a time. If you submit an application after this date, it may not be possible to ensure your application can be processed and a travel pass issued in time for the start of Year 12, and you will be required to make and incur the cost of your own travel arrangements until such time as the travel pass is issued to you. In other words, any travel costs incurred in this way will not be reimbursed.

## **Students with Special Needs and/or Disabilities**

### **10. Is transport provided for students with special needs and/or disabilities?**

This scheme will support eligible young people with special educational needs and disabilities to access relevant learning. You should check your eligibility for free transport carefully before applying for a course.

Where a student has an Education, Health and Care Plan (EHCP), the Council will normally make transport arrangements to the educational establishment that is named in the EHCP. This is determined through the annual review of an EHCP during which progression is reviewed.

All of the eligibility criteria outlined in Annex 3 to this policy will apply.

In other words, students with special educational needs and disabilities will have their application for transport assessed the same way as already described in this policy. However, if they live within three miles of their nearest appropriate learning provider, they may be provided with transport support if following an assessment, it is clear that the nature of their disability or special needs is such as to make it unreasonable for them to travel to school without such support.

### **11. Does the non-refundable administration fee apply to students with special needs and/or disabilities?**

If your child is in receipt of an Education, Health and Care Plan (EHC Plan), they are exempt from paying the fee. If your child has a special need or disability but is not in receipt of an EHC Plan then the non-refundable administration fee will apply unless evidence of low income can be provided with your application - see para 8 above.

### **12. What kind of transport will you provide for a student with special needs?**

Where a student has an Education, Health and Care Plan (EHCP), the Council will normally make the arrangements for and meet the costs of the transport necessary to transport the student to the nearest learning provider which could meet the needs set out in their EHCP. In such circumstances, transport may be provided up to the age of 25 rather than the normal age of 19. This is determined through the annual review of an EHCP during which progression is reviewed. It is recognised that such progression for SEND learners cannot be measured simply through mainstream academic levels, If unsure about your eligibility owing to academic levels we advise that you contact the Council for advice using the contact details provided in the Council Contact section, Annex 2. Where a student is attending a Supported Internship programme it will be expected that the provider will have made an application for transport through "Access to Work" before an application for transport will be considered.

We will make appropriate travel arrangements, making best use of existing education and social care transport as well as community transport and local bus and rail services. We may also contract additional services if necessary, whilst always ensuring best use is made of public money. The transport provided will reflect the access and support needs of the individual student.

We will review taxi and minibus provision termly; this will be based on the development of independent travel skills.

You may be provided with a more personalised mode of transport if you have a specific transport requirement.

You will be allocated transport for three terms in each year for which transport is approved, providing you continue to attend, but the type of transport may change over time.

You may need to share transport with other students. You may also need to wait for transport before travelling home or arrive early at your learning provider to accommodate different timetables. Where we consider it reasonable we will try to minimise waiting times.

### **13. Do you provide independent travel training for students to increase their confidence in using public transport?**

A key aim in determining travel assistance is increasing the independence of the child, the support put

in place will be reviewed on a periodic basis in working toward increased independence. Reviews will consider whether the pupil still requires travel assistance and, if so, whether existing transport arrangements remain appropriate considering their age, development and increasing independence, or if an alternative support package would be appropriate for the child's developmental journey.

Included in the options that may be offered when considering travel assistance is Independent Travel Training. Northumberland County Council aspires to support all young people in Northumberland to achieve their potential. Our independent travel training programme teaches those with additional needs how to transition from taxi to using public transport, travelling independently and safely between home and their school, college, or workplace so that they can take steps toward living a fulfilled and independent life and access more future opportunities.

The child, family, carers, school and Independent Travel Training team are closely involved throughout the process during which an independent travel plan is co-produced prior to one-to-one training beginning. Upon completion of the two stage Independent Travel Training programme arrangements will be made for the child to transition confidently from taxi to public transport where continued support will be available from the Independent Travel Training team ensuring that the independence of the child is sustainable in the longer term, supporting an independent future.

More information can be found at:

[www.northumberlandeducation.co.uk/IndependentTravelTraining](http://www.northumberlandeducation.co.uk/IndependentTravelTraining)

On a related matter, the English National Concessionary Travel Scheme (ENCTS) entitles passholders who include people with a disability and resident in England to free off-peak travel on local bus services throughout England. Further details on eligibility criteria and how to apply for a disabled person's bus pass are available via [concessionary travel for disabled people](#)

## Appeal procedure

### 14. If I am refused transport, is there anything I can do about it?

If a parent/carer is refused transport assistance for their child following an application they will be advised via an auto-generated email of the reason for the refusal. The email will also inform them that they have the right to appeal this decision. The appeal process is a two-stage procedure.

#### Stage One Appeal – Request a Review by a County Council Officer

At Stage One, parents can challenge a decision about:

- Their child's eligibility
- The distance measurement in relation to statutory walking distances; or
- The safety of the route

In cases where the provision of travel support has been agreed by the County Council, parents also have the right to ask for a review of the transport arrangements offered.

Parents/carers must set out clearly, in writing, why they believe that the County Council should reconsider their decision, enclosing any relevant information that may support their case. They may only request a review based upon their child's or their family's personal circumstances or the application



of the Post 16 Education Transport Policy but not about the policy itself. If a parent/carer wishes to contest the actual wording in the policy, they should follow the complaints process, further details are provided below under the section entitled "Complaints".

A review of a parent's/carer's case will not normally be triggered or undertaken over the phone. It should be submitted either by letter or email. However, exceptions will be made to take account of a parent's or carer's learning disability. For example, hearing an appeal over the phone may be appropriate in the case of a parent or carer who has dyslexia and doesn't feel confident to effectively articulate their appeal in writing. A parent/carer should write setting out their reasons to the Passenger Transport Manager, County Hall, Morpeth NE61 2EF within 20 working days of the date on the email advising them that they have been refused support or email:

[schooltransportappeals@northumberland.gov.uk](mailto:schooltransportappeals@northumberland.gov.uk). A parent or carer will be advised of the outcome of the review in writing within 20 working days of the receipt of their correspondence. In responding to the appeal reference will be made to the Post 16 Education Transport policy, information provided by the parent, carer or professionals in support of their appeal as well as additional information provided to the Council by school staff or other professionals. If the parent/carer wins their review, then their child will be allocated transport within 10 working days following the date on which they were informed of the decision. They will not be entitled to claim a refund on transport costs incurred before the date when their appeal was received. In the event of a decision being made to decline the appeal a reason(s) will be provided to explain why.

## **Stage Two - Appeal to a Panel**

If a Stage One appeal is unsuccessful a parent/carer can seek a Stage Two appeal. Details of how this process will work will be enclosed with the decision letter if the Stage One appeal confirms the original decision. A parent's or carer's case will be put before a panel for their consideration. The panel members are independent and impartial, i.e. they will not have previously been involved in considering the matter. They will not consider your application without the submission of relevant supporting information.

A parent/carer should submit their appeal form within 20 working days of receipt of the Stage One written decision notification. They will receive correspondence confirming that their appeal form has been received and advising them of the appeal date (which will be within 40 working days of receipt of a written request for a Stage Two appeal). Whilst a parent does not attend the hearing itself a parent can make verbal representation of their case to the chair of the Appeal Panel. A letter outlining the outcome of the Panel's decision will be sent to the parent/carer within 5 working days of the appeal. In responding to the appeal reference will be made to the Post transport policy, information provided by the parent, carer or professionals in support of their appeal as well as additional information provided to the Council by school staff or other professionals. If the parent wins their review, then their child will be allocated transport within 10 working days following the date of the panel hearing. They will not be entitled to claim a refund on transport costs incurred before the date when their request for a panel review was received. In the event of a decision being made to decline the appeal a reason(s) will be provided to explain why. They will not be able to appeal again. If there have been significant and material changes in their circumstances that require a new decision, then a parent/carer may make a separate application to the Council.

Further information and guidance in relation to the Council's school transport appeals process can be found via the [school transport webpage](#)

## **Complaints**

A post-16 transport complaint is a complaint about how the local authority has carried out (or failed to carry out) its transport responsibilities in relation to post-16 students. It can be made by a person who is, or will be, 16-19 (or 16-25 in the case of students in receipt of an Education, Health & Care Plan) at the relevant time, or the person's parent /carer. Any such complaints should be

submitted to the Council under our Complaints Procedure which can be accessed via [Compliments, Complaints & Suggestions](#) However, any complaint solely about the outcome of the review will not be considered under this procedure, i.e. you can only complain about how the appeal was handled. .

Complaints and appeals must first be taken up with the local authority and their appeals process and/or complaints process must be fully exhausted before you consider contacting either the Local Government Ombudsmen (LGO) or complaining to the Secretary of State for Education.

The LGO is an independent organisation that looks into complaints against councils. Further information can be found at [Local Government Ombudsman: Home](#)

To complain to the Secretary of State, the contact form on [www.gov.uk](http://www.gov.uk) [Contact the Department for Education](#) should be used. Any complaint should outline the case, set out the decision taken by the local authority and include any other relevant documentation, for example any advice or decisions from the LGO where appropriate.

## **Student support**

### **15. Is there any further help available for students?**

#### **Post 16 Education Transport to help young people who are NEET or at risk of becoming NEET.**

Northumberland County Council has a Careers Guidance Team. Within the team, fully qualified Careers Assistants work in the community to support young people aged 16-18 who are not in education, employment, or training to find the opportunities they are looking for by offering impartial information, advice and guidance.

Careers Assistants have a range of published resources to support “Information, Advice and Guidance” (IAG) conversations for NEET young people including information on journey times, travel passes and NCC’s Post 16 Education Transport offer and application process.

Contact details for the Careers Guidance Team can be found in Annex 01.

### **Residential Support**

If you attend a further education institution which is beyond daily travelling time and you need to stay away, you may be eligible for residential support.

The Department for Education offers a residential support scheme. If you need to study away from home because the course you need isn’t available locally, you may be able to get financial help with the cost of your term-time accommodation in 2022/23. More information on residential support is available at:

<https://www.gov.uk/residential-support-scheme>

### **Help with Childcare costs**

If you are studying and aged under 20 at the start of your course and have dependent children, Care to Learn can help pay for your childcare costs while you are learning.

More information on the Care to Learn scheme is available at:

<https://www.gov.uk/care-to-learn>

### **16-19 Bursary**

If you are 16 to 19 you might be able to get £1,200 from the 16 to 19 Bursary Fund from your school, college or training provider if you are in one of the groups below.

- student in care or care leavers
- student claiming Income Support in your own name
- disabled students getting Employment and Support Allowance and Disability Living Allowance or Personal Independence Payment

If you are not in one of these groups, you could still get a discretionary bursary depending on your own and your family's circumstances. Contact your learning provider to discuss whether you are eligible for a discretionary bursary which is designed to assist students with low incomes with items such as transport costs. More information on the 16-19 Bursary is available at:

<https://www.gov.uk/1619-bursary-fund>

**You can also ring the Learner Support Helpline on 0800 121 8989 Monday to Friday 9am to 5pm for further information.**

## **Sustainable Modes of Travel**

### **16. What measures does the Council take to provide and develop sustainability within transport for education purposes?**

As a means to promote sustainable school travel by public transport, the council employs a strategy of using local buses to provide school and college transport to students entitled to travel support, where appropriate services exist. For students who are not entitled to transport assistance under the Post 16 Education Transport Policy, the major bus companies operate a range of tickets providing a discount from the normal adult fares, principally aimed at students accessing Post 16 education. To help encourage these travel arrangements, Northumberland County Council promotes travel by public transport via its own website by providing details of the key providers of local bus services and their bespoke travel offers for students.

Developments are underway to calculate the carbon footprint of all education transport commissioned by Northumberland County Council and this will be monitored at regular intervals going forward to ascertain longer-term trend information. Further measures will then be considered to reduce the carbon footprint further.

Terms and conditions require all our contracted transport providers to deploy vehicles with a minimum engine emission standard of Euro V and evidence is gathered through the Council's contract management processes to ensure this vehicle standard is met.

Inevitably, to accommodate children moving through the school system, (for example, from primary to secondary school) changes are made to the school transport network which erodes its efficiency. To counter this, a programme of periodic "clean sheet" route review and re-tendering activity is undertaken which helps eradicate inefficiencies and reduces the number of miles that contracted transport operators are required to undertake, thereby reducing the carbon footprint.

## **Consultation & Collaboration**

### **17. How does the Council consult with and collaborate with neighbouring local authorities on cross boundary activity and local & national transport developments?**

Local Authorities within the North East region meet regularly in Transport Forums to share knowledge on good practice, legislative matters and statutory guidance as well as operational issues. Northumberland County Council takes an active part in these forums, which are run and organised by the Association of Transport Co-ordinating Officers or by the Local Authorities themselves. Officers also represent Northumberland County Council at Northern Regional Local Authority School & College Transport Forums that are organised by the Department for Education where national, regional and local school and college transport issues are discussed.

## Policy Schedule

### 18. How regularly does the Council review and update the Post 16 Education Transport Policy?

The Council reviews, updates where required, and publishes the Post 16 Education Transport Policy on an annual basis adhering to the schedule below:

<b>Timeframe:</b>	<b>Activity:</b>
March 2024	Service user consultation.
April 2024	Review of guidance/legislation/sector developments/service user consultation.
April/May 2024	Policy revision.
May 2024	Publish policy for upcoming academic year.

It may be necessary from time to time to revise the policy in addition to this schedule in response to factors emerging in-year, such updates being referenced in the version control table (page 1).

## Useful Contacts

The following provides useful contact information for a number of the key learning providers and providers of public transport within Northumberland only. The list is not meant to be exhaustive and you are advised to undertake your own research before enrolling on a course of Post-16 study.

Information on the availability of courses within Northumberland and Tyne & Wear can be found on the relevant prospectuses of each educational provider..

### Ashington Academy

- Address: Ashington Academy, Green Lane, Ashington, Northumberland, NE63 8DH
- Telephone: 01670 812166
- Email: [admin@ashingtonacademy.co.uk](mailto:admin@ashingtonacademy.co.uk)
- Website: <http://www.ashingtonacademy.co.uk>

### Astley Community High School

- Address: Astley Community High School, Elsdon Avenue, Seaton Delaval, Whitley Bay, Northumberland, NE25 0BP
- Telephone: 0191 2371505
- Email: [reception@svf.org.uk](mailto:reception@svf.org.uk)
- Website: <http://www.SVF.org.uk>

### Bede Academy

- Address: Bede Academy North, Sixth Avenue, Blyth, Northumberland, NE24 2SY
- Head Teacher: Mrs J Roberts
- Telephone: 01670 545111
- Email: [enquiries@bedeacademy.org.uk](mailto:enquiries@bedeacademy.org.uk)
- Website: <http://www.bedeacademy.org.uk/>

### Bedlington Academy

- Address: Site Of Former Bedlingtonshire High School, Palace Road, Bedlington, Northumberland
- Telephone: 01670 822625
- Email: [info@bedlingtonacademy.co.uk](mailto:info@bedlingtonacademy.co.uk)
- Website: <http://www.bedlingtonacademy.co.uk>

### Berwick Academy

- Address: Berwick Academy, Adams Drive, Spittal, Berwick-Upon-Tweed, Northumberland, TD15 2JF
- Telephone: 01289 305083
- Email: [admin@berwickacademy.co.uk](mailto:admin@berwickacademy.co.uk)
- Website: <http://www.berwickacademy.co.uk>

## **Buzz Learning**

- Address: Buzz Learning, 8 Esther Court, Wansbeck Business Park, Ashington, Northumberland, NE63 8AP
- Telephone: 01670 852244
- Email: [info@buzzlearning.co.uk](mailto:info@buzzlearning.co.uk)
- Website: <http://www.buzzlearning.co.uk>

## **Cramlington Learning Village**

- Address: Cramlington Learning Village, Cramlington, Northumberland, NE23 6BN
- Telephone: 01670 712311
- Email: [admin@cramlingtonlv.co.uk](mailto:admin@cramlingtonlv.co.uk)
- Website: <http://www.cramlingtonlv.co.uk>

## **Haydon Bridge High School**

- Address: Haydon Bridge Community High School And Sports College, North Bank, Haydon Bridge, Hexham, Northumberland, NE47 6LR
- Telephone: 01434 684422
- Email: [hbhs@hbhs.co.uk](mailto:hbhs@hbhs.co.uk)
- Website: <http://www.haydonbridgehigh.co.uk>

## **James Calvert Spence College - Acklington Road**

- Address: James Calvert Spence College Upper School, Acklington Road, Amble, Morpeth, Northumberland, NE65 0NG
- Telephone: 01665 710636
- Email: [enquiries@jcsc.co.uk](mailto:enquiries@jcsc.co.uk)
- Website: <http://www.jcsc.co.uk/>

## **NCEA Duke's Secondary School**

- Address: NCEA Duke's Secondary School, Academy Road, Ashington, Northumberland, NE63 9FZ
- Telephone: 01670 816111
- Email: [admin@dss.ncea.org.uk](mailto:admin@dss.ncea.org.uk)
- Website: <http://www.ncea.org.uk>

## **Ponteland High School**

- Address: Ponteland High School, The Crescent, Callerton Lane, Ponteland, Newcastle Upon Tyne, Northumberland, NE20 9EG
- Telephone: 01661 824711
- Email: [p hs@ponthigh.org.uk](mailto:p hs@ponthigh.org.uk)
- Website: <http://www.pchs.northumberland.sch.uk>

## **Prudhoe Community High School**

- Address: Prudhoe Community High School, Moor Road, Prudhoe, Northumberland, NE42 5LJ
- Telephone: 01661 832486
- Email: [enquiries@pchs.org.uk](mailto:enquiries@pchs.org.uk)
- Website: <http://www.pchs.org.uk>

## Queen Elizabeth High School

- Address: Queen Elizabeth High School, Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB
- Telephone: 01434 610300
- Email: [admin@qehs.net](mailto:admin@qehs.net)
- Website: <http://w1.qehs.net/>

## St Benet Biscop Catholic Academy

- Address: St Benet Biscop Catholic Academy, Ridge Terrace, Bedlington, Northumberland, NE22 6ED
- Telephone: 01670 822795
- Email: [admin@st-benetbiscop.org.uk](mailto:admin@st-benetbiscop.org.uk)
- Website: <http://www.st-benetbiscop.org.uk>

## The Duchess's Community High School

- Address: Duchess Community High School, Taylor Drive, Alnwick, Northumberland, NE66 2DH
- Telephone: 01665 602166
- Email: [Admin@dchs-alnwick.org](mailto:Admin@dchs-alnwick.org)
- Website: <http://www.dchs-alnwick.org>

## The King Edward VI School

- Address: King Edward VI School, Cottingwood Lane, Morpeth, Northumberland, NE61 1DN
- Telephone: 01670 515415
- Email: [kevi@the3rivers.net](mailto:kevi@the3rivers.net)
- Website: <http://kevi.the3rivers.net>

## Northumberland Skills (delivering on behalf of Northumberland County Council)

Northumberland Skills also run a variety of full-time courses at different locations across the county. The 2024/25 prospectus can be located at:

<https://www.northumberlandskills.co.uk/school-leavers>

**Northumberland College** Tel 01670 841200 and choose option 1 or via the Website for a list of courses offered: <http://www.northumberland.ac.uk>

Northumberland College do commission a number of their own bus services serving their Ashington and Kirkley Hall campuses from various parts of Northumberland. Students who qualify for Post-16 transport assistance through Northumberland County Council will, where appropriate, be provided with a place on one of these services

**Newcastle College** Tel (0191) 200 4000 <https://www.ncl-coll.ac.uk/>

**Tyne Met College** Tel (0191) 229 5000 <https://www.tynemet.ac.uk/>

**Gateshead College** Tel (0191) 490 0300 <https://www.gateshead.ac.uk/>

## Northumberland County Council Careers Guidance Team

[careersteam@northumberland.gov.uk](mailto:careersteam@northumberland.gov.uk), or text or call the team on 07827 244 027

[Visit the Careers Guidance Team webpage here.](#)

The Government's website provides wide ranging information on education and training for work. Please visit: <https://www.gov.uk/browse/education>

Information on bus routes, rail services and timetables is available from the Traveline website: [www.travelinenortheast.info](http://www.travelinenortheast.info) and from NEXUS: <https://www.nexus.org.uk/> or via individual company websites

Arriva: [www.arrivabus.co.uk](http://www.arrivabus.co.uk)

Go North East: [www.simplygo.com](http://www.simplygo.com)

Stagecoach: [www.stagecoachbus.com](http://www.stagecoachbus.com)

East Coast: <https://www.lner.co.uk/>

Northern Rail: [www.northernrailway.co.uk](http://www.northernrailway.co.uk)



## COUNCIL CONTACT DETAILS

If you have a query regarding **Post-16 Education Transport** or the application process, please contact a Transport Network Officer:

email [post16.transport@northumberland.gov.uk](mailto:post16.transport@northumberland.gov.uk)

Telephone **0345 600 6400** or **01670 624839** (Direct Line) Choose Option 1 for Post 16 (mainstream) inquiries and Option 4 for Post 16 (SEND) transport queries

Website <http://www.northumberland.gov.uk>

Asking to speak to a School/Post 16 Education Transport Network Officer.

If you have a query regarding **education and courses**, please contact the Northumberland Skills team:

Telephone **0345 600 6400** or **01670 622 099**

## ELIGIBILITY CRITERIA

Free transport will only be considered if you meet **all** of the following criteria:

- You are a Northumberland resident; and
- You are 16 years old or over, but under 19, on 31 August 2024. Arrangements will not normally be made for new courses that start in Year 14 (except possibly for students with special educational needs, see paragraph 10-13 above), but will be made for courses that start in Year 13 and continue into Year 14; and
- Your course is undertaken at your nearest appropriate learning provider, as defined below or, in the case of students with an EHCP, the educational establishment that is named in the EHCP; and
- Your course is full time as prescribed by the educational setting, which is normally a minimum of 540 guided learning hours within one academic year; and
- Your course is at a higher level than your previous achievements (i.e. embarking, for example, onto a Level 3 course following successful completion of a course at Level 2) or provides appropriate progression in the case of students with EHCPs. If unsure about your eligibility owing to academic levels, we advise that you contact the Council for advice using the contact details provided in the Council Contact section, Annex 2, and
- Your course is foundation learning, level 1, 2 or 3, but not level 4 or higher education or, if you are a paid Apprentice. Students undertaking work placements, paid apprenticeships or traineeships are advised to contact their employer or learning provider; and
- You live 3 or more miles, by the shortest route measured and indicated by the local authority, from your nearest appropriate learning provider, or you live less than 3 miles from your nearest appropriate learning provider but the route is not deemed to be a safe walking route by the Authority or, in the case of students with an EHCP, you live within 3 miles of your nearest appropriate learning provider that can meet your needs, but following an assessment, it is clear that the nature of your disability or special needs is such as to make it unreasonable for you to travel to school or college without such support.

The walking distance is measured using the County Council's approved GIS system. This measuring tool is not publicly available so we advise using Google Maps to measure the distance as that will (except in the most marginal of cases) provide an outcome consistent with distance measures undertaken by our GIS measuring tool. Where the difference in distance calculations to two or more different educational establishments is slight (within 0.5 miles) please contact the Council using the contact details in Annex 2 for confirmation of your nearest educational establishment prior to submitting an application for Post 16 Education Transport. Distance measures between home and school will be strictly applied. This means that in some cases pupils living in the same street or even adjoining properties may not all be eligible for free post 16 Education Transport. Routes are measured from the main entrance to the property that opens onto a road or street that is maintained at public expense to the main school entrance. Private driveways or roads not owned or maintained by Northumberland County Council are **not** included in the measurements. Decisions about the safety of walked routes follow the guidelines on the Assessment of Walking Routes issued by the Road Safety Officers Association (ROSA). Such assessments of walking routes address issues from a road safety perspective. They do not consider matters of personal security which is deemed to be the responsibility of parents; and

- Your estimated journey time to your chosen learning provider will be no more than 75 minutes (150 minutes daily travelling time). This calculation will be based on using

public transport, typically local bus services, to get to and from your learning provider;  
and

- The cost to the Council of your proposed journey is in the opinion of Northumberland County Council an efficient use of public resources; and
- You make the appropriate contribution (eg. payment of the non-refundable administration fee at the time of application) towards the costs as determined by the Authority. The fee is not required in the case of applications for students with Education, Health & Care Plans (EHCPs) or for students from low-income backgrounds who are in receipt of certain benefits (please see section 8).

For the purposes of this policy the **nearest appropriate learning provider** is as follows:

- the educational establishment you want to attend post-16 is the nearest learning provider to your home address measured using the County Council's approved GIS system (this measuring tool is not publicly available so we advise using Google Maps to measure the distance as that will (except in the most marginal of cases) provide an outcome consistent with distance measures undertaken by our GIS measuring tool. Where the difference in distance calculations to two or more different educational establishments is slight (within 0.5 miles) please contact the Council using the contact details in Annex 2), or
- the educational establishment you want to attend post-16 is not the nearest to home but is the setting named by the local authority as the catchment area setting for your home address; or
- the educational establishment you want to attend post-16 is not the nearest to home but is the nearest which would be consistent with your religion or beliefs and you supply the necessary evidence of that religion or belief; or
- the educational establishment you want to attend post-16 is not the nearest to home but is the educational establishment that is able to make provision as detailed in your EHCP;
- the educational establishment you want to attend post-16 is not the nearest establishment to your home address but it is the nearest that offers the course you wish to study in accordance with the following:
  - i. For a student wishing to study one or more A-levels, this will be the nearest educational establishment that offers 9 or more different A-levels. For the avoidance of doubt, all high school sixth forms will offer at least 9 or more A levels. The student's choice of A-levels, A-level subject combination, timetable clashes etc. will **not** be taken into account when determining eligibility.
  - ii. For a student wishing to undertake a vocational course, this will be the nearest education provider that offers a course in the relevant vocational area of study at the appropriate level.

Transport will only be provided for students who study at their nearest education provider that offers a course under their chosen vocational area at the appropriate level of study. Vocational areas include for example "Travel & Tourism", "Art & Design", "IT & Computing/Media" or "Catering & Hospitality". A list of vocational areas is set out below, this list is not exhaustive and other vocational areas will also be considered.

For the avoidance of doubt, the student's precise choice of course within each of these areas of vocational study will **not** be taken into account when determining eligibility.

Normally, the only exception in applying these criteria will be where an individual has applied to the appropriate provider at the appropriate time but has been refused admission by the school/college due to GCSE exam results, the course being

oversubscribed or cancelled due to low enrolment, in which case that establishment will be ignored when considering eligibility. In such cases, written evidence of refusal will be required.

### **List of Vocational Areas**

Aerospace	Fashion
Accounting	Foundation Learning
Agriculture	Hairdressing
Animal Management & Care	Health & Social Care
Arboriculture	Horse Management & Care
Art & Design	Horticulture
Beauty Therapy	IT & Computing/Media
Business & Administration	Motor Vehicle
Catering & Hospitality	Outdoor Education & Activities
Childcare	Renewable Energies
Construction	Sports & Leisure
Countryside Management	Public Services
Customer Service	Science & Technology
Engineering	Skills for Working Life
Floristry	Travel & Tourism