



Easy
Read



Help to travel to school, college or training

Our travel support policy for
16 to 25 year olds



This is an Easy Read version
of the Council's annual
Post-16 Policy Statement

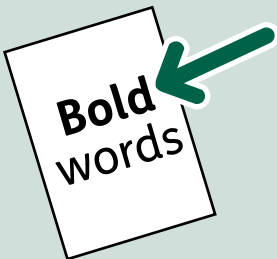
Easy Read



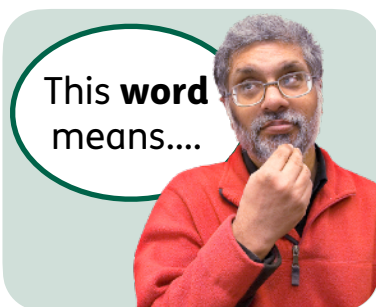
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



Blue and underlined words show links to websites and email addresses. You can click on these links on a computer.

What is in this booklet

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About this booklet



Surrey County Council provides support with travel to school and college for **eligible** children and young people in Surrey.

Eligible means someone is allowed to get or do something.



This includes things like free bus and train passes, fuel money for parents and carers, and council vehicles to take children on their journey.



This booklet explains our **policy** for travel support for 16 to 25 year olds. It is called the **Post-16 Transport Policy**.

The **policy** says:



- How we decide who can get support.



- The different types of support that are available.

Changes to the policy



We have to look into the travel policy every year to see if anything can be improved.



This booklet includes some of the changes we suggest making to the policy after looking into it this year.



You can learn more about the changes and tell us what you think in our separate Easy Read survey.

How we decide who can get support

When we decide which young people can get travel support, we have to think about things like:



- If the young person already gets money towards their travel costs.



- If the young person can travel on their own.



- If the young person has additional needs and how it affects them travelling.



- How far the young person lives from school or college.

We also have to think about things like:



- How much it would cost to support the young person.



- The safest and easiest way for the young person to travel.



- If there are other schools or colleges the young person could go to instead.



- What parents, carers and teachers say about the young person's support needs.



We will also check if a family member or carer can take the young person to school or college. If not, we will ask why this is not possible.

The different types of support that are available



If we decide a young person can get travel support, we will provide it for 1 school year.



The family must apply again if they want support the next year.

The types of support we will offer are:



- **Travel allowance** - this is money that the young person's family can use to make their own travel arrangements.



- A free bus or train pass.

Other types of support we offer include:



- Money towards a bicycle and safety equipment, like a helmet, so the young person can cycle to school or college.



- **Independent travel training** - this teaches young people about things like using public transport and buying tickets.



- A place on one of our council vehicles, like a bus, coach or minibus, that takes young people to school or college.

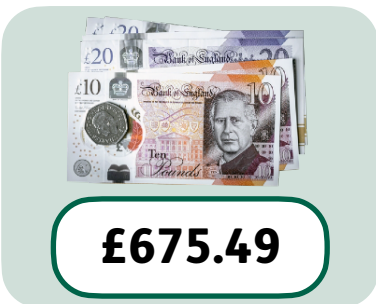


Next, will we tell you more about the support we offer and other types of support that are available.

Paying towards the cost of arranged transport



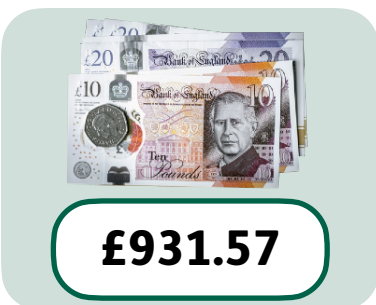
If we are supporting your young person to travel to school or college in one of our vehicles, we will ask you to pay towards the cost.



Families on **low income** will be asked to pay £675.49 per year.



Low income means you live on less money than most other people.



All other families will be asked to pay £931.57 per year.



The money should be paid in 3 parts during the school year.

Bursary

A **bursary** is money that can be used to pay towards a young person's education, including:



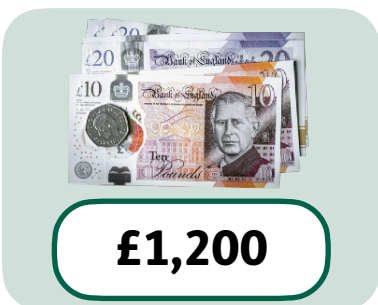
- Clothes, books and equipment for school or college.



- Food at school or college.



- Travel to school or college.



Some young people aged 16 to 19 may be able to get up to £1,200 per year.



How much money depends on things like what the family can afford, and if the young person gets any extra money for a disability, like disability living allowance.



Some young people aged 19 to 25 may also be able to get some money from a bursary.



To find out more about bursaries, you can talk to your young person's school or college.



Or visit the government website:
www.gov.uk/1619-bursary-fund

Part-time hours



If we give your young person a place in one of our vehicles, they will be collected and dropped off at the start and end of the school day.



If your young person does part-time hours, and starts late or finishes early, they will not be able to travel in our vehicle.



Instead, you may be able to get a travel allowance to help you pay to make your own travel arrangements.

When a young person goes to more than one school or college



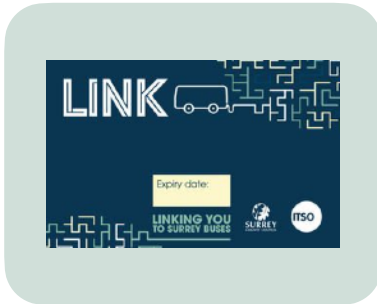
Some young people will need to go to different places to get their education.

For example, your young person may have some lessons in college, and some lessons in another place outside of college.



The school or college should arrange your young person's travel to and from the other place, and pay for it.

Surrey Link Card



The **Surrey Link Card** lets all young people under 21 who live in Surrey, pay child prices on buses.



You can find out more and apply for a Surrey Link Card on this website:
www.surreycc.gov.uk/roads-and-transport/buses-and-other-transport/tickets-and-discounts/apply-for-a-surrey-link-bus-card#fare

Travel allowance for fuel



We may offer travel allowance to pay for fuel to drive your young person to school or college.



The amount we pay will depend on how far away you live from your young person's school or college.

Traineeships and apprenticeships



Traineeships and **apprenticeships** are when a young person learns new skills whilst working in a job.



If we decide to support a young person doing a traineeship or apprenticeship, we will offer travel allowance to use to make their own travel arrangements.

Independent travel training



Independent travel training teaches young people about travelling safely on their own.



After the training, we will decide if the young person can travel by themselves or if we need to offer another type of travel support.

Collection points



Collection points are like bus stops. They are a place where our council vehicles can stop to collect or drop young people off.

Help for 19 to 25 year olds



Surrey County Council will support some 19 to 25 year olds with additional needs, who need help to travel to their college or training.

How we decide who we can support



We must decide which young people need our support with travel to college or training the most.

To help us decide who we will support, we need to know:



- How the young person is able to get to their college or training.

To help us decide who we will support we also need to know:



- What other options have been thought about before asking the Council for support.



- If a family member or carer can take the young person to their college or training.



- If the young person gets any extra money for their disability, like disability living allowance.



- Whether there is a **motability** vehicle that can be used for or by the young person.

Motability is a scheme that helps disabled people get a car or vehicle they can use to get around.

If you disagree with our decision



If we decide that we cannot support your young person to travel to school, college or training, you can **appeal**.



An **appeal** is when you disagree with a decision and ask for it to be changed.



We might decide to stop the support we are giving to your young person now.

How to appeal



If you disagree with our decision, you need to contact us to explain why.



You must explain why your young person will not be able to go to school, college or training without our support.



One of our senior officers will look into your appeal and decide whether or not to change the original decision.



They will let you know their new decision within 20 working days.

If you disagree with the new decision



If you disagree with the new decision, you can appeal again within 20 working days.



This time, your appeal will be looked at by a group of people called a **panel**.



The panel will decide whether or not to change the decision about support for your young person.



They will let you know their decision within 40 working days.

If you still disagree



If you still disagree with the decision after the second appeal, you can complain to the **Local Government Ombudsman**.



The **Local Government Ombudsman** is an independent organisation that looks into complaints about local councils.



You can contact them by:

- Phone: 0300 061 0614

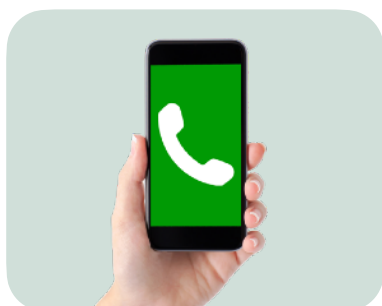


- Or go to their website:
www.lgo.org.uk/make-a-complaint

Find out more



To make an enquiry about travel support, go to our website:
www.customer.surreycc.gov.uk/home-to-school-enquiry



You can contact us by:

- Phone: 03456 009 009



- Email:
contact CENTRE@surreycc.gov.uk

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