

# Kirklees Council Post-16 Transport Policy Statement

September 2024 to July 2025 academic year

## Section One: Introduction

### Background to this policy

This document is the Kirklees Council Post-16 Transport Policy Statement covering the 2024 to 2025 academic year. All local authorities are required by law to publish a Statement each year and this document replaces all previous versions.

The policy outlines what travel assistance is available to support young people of sixth-form age to access further education/training. It covers:

- people who are over 16 years of age, but under 19 years of age
- people who become 19 partway through a course of education (continuing learners), and
- young people aged 19 to 25 for whom an Education Health Care Plan is maintained, where the course commenced before they turned 19.

The duty of the Council to provide free assistance with transport to education establishments ends at the age of 16. Responsibility for making, and covering the cost of, appropriate transport arrangements for people aged over 16 rests primarily with the student and/or parent/carer.

However, young people are now required to stay in education or training until their 18th birthday. As such, Kirklees Council offers discretionary travel assistance to young people meeting the eligibility criteria, with the aim of promoting effective participation in full-time education. The service is particularly focussed on ensuring young people with special educational needs and/or disabilities (SEND) can lead lives that are as independent as possible.

### Kirklees Shared Outcome: Aspire and Achieve

People in Kirklees aspire to achieve their ambitions through education, training, employment and lifelong learning.

We want children to achieve well and leave school ready for life and work. We want people to enjoy and value learning throughout their lives and businesses to support a skilled workforce. The council has a role in making sure that education and learning is accessible and relevant to needs and opportunities, both now and in the future.

Kirklees Council works in partnership with other public bodies to support young people in further education. The partnership includes the Special Educational Needs Assessment and Commissioning Team in the Council, Kirklees College, Huddersfield New College, Kirklees sixth form schools including special schools, and Calderdale & Kirklees Careers Service.

## What is included in this policy

This policy summarises the eligibility criteria, application process, and what you can expect to receive if granted travel assistance. It tells you about other help you can get, and who to contact to find out more. It also provides information on making a complaint or submitting an appeal.

The legislation and guidance for travel assistance is different for those aged 16 to 18 (including those who become 19 during their course) and those aged 19 and over. As a result, the two age groups are dealt with separately in this policy.

## Section Two: assistance and concessions offered by other organisations

### Introduction

The Council wants to support all people aged over 16 to continue their education and training. This section outlines details of assistance and concessions offered by local, regional, and national organisations to support students.

### Concessionary fares

Kirklees Council is a member of the West Yorkshire Combined Authority, which runs the West Yorkshire Metro travel network. The Combined Authority spends around £50m annually on concessionary Metro fare schemes to provide reduced cost travel for groups including young people.

All full-time students using public transport are expected to take advantage of the subsidised concessionary fares or tickets schemes provided by Metro, or other travel providers, detailed below, to travel to and from their place of learning.

Metro offers a 16-18 Photo Card, which entitles eligible students to half fare bus and train travel. Metro also offers a 19-25 or Student Photo Card, which enables holders to buy concessionary bus and rail travel weekly or monthly.

For full and latest details, including how to apply, please see: [West Yorkshire Metro](#) or call Metroline on 0113 245 7676 (07.00 to 22.00 daily).

### Bursary fund

Schools and colleges are allocated funding to award bursaries which can help to meet the costs of transport. The amount paid, and eligibility criteria will be decided by the school/college, except in the case of the most vulnerable students.

Vulnerable students, such as those in care, care leavers, those claiming Income Support or disabled students claiming Employment Support Allowance and Disability Living Allowance could get a Bursary up to £1200 for a full academic year. This will be adjusted pro rata for courses less than a full academic year.

The college / school are also able to award discretionary bursaries to students who face genuine financial barriers to participation, such as the cost of transport, meals, books and equipment.

Schools and colleges set their own eligibility and decide how much to award. To find out if a student is eligible for a bursary from school/college please contact the relevant school or college directly.

You can find more information at: [Bursary Fund: Overview](#)

## Learner Support Fund

The Learner Support Fund can help towards the costs of starting or following your course. These costs could include:

- Transport, including fares to and from college.
- Books and equipment,
- Extras, like visits, field trips and placements,
- Emergencies affecting your living or learning arrangements,

Students who attend colleges should contact Student Services at the college being attended. Students who attend schools with sixth forms should contact their school's Head of Sixth Form for details and an application form.

You can find more information at: [Learner Support: Overview](#)

## Care to Learn for young parents

The Care to Learn scheme can help with [childcare costs](#) while you study.

You must be aged under 20 at the start of your course.

The scheme is available for [publicly funded courses](#) in England.

You can find more information at: [Care to Learn: Overview](#)

## Huddersfield New College transport

The college manage a fleet of vehicles which provide transport direct to the college from the following areas: Holme Valley, Dewsbury and Batley, Thornhill and Mirfield, Heckmondwike, Cleckheaton and Liversedge, Brighouse and Rastrick, Hebden Bridge and Halifax.

Students need a pass to use the college buses: either a pre-paid pass or a hop on/hop off pass. The pre-paid passes cost £80 for the first term or £185 for the academic year 2023 – 2024. The hop on/hop off passes are free to obtain, but each journey costs £1. Please see the college website for more details.

## Independent Transport Training

Schools and colleges work together to encourage students to take full advantage of independent travel skills training where possible as this will provide them with more opportunity to access a wider range of facilities including public transport. However, not all students with a learning difficulty and/or disability will be capable of using public transport therefore, each case will be considered on its own merits. Students should contact their education provider to enquire what, if any, independent travel training they offer.

## **Section Three: Post 16 transport assistance for eligible children**

### **Introduction to ‘sixth form transport assistance’**

This section covers 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). Eligible people with an Education Health and Care Plan can continue to receive help under this duty up to age 25 where they are continuing a course started before their 19th birthday.

The overall intention of ‘sixth form transport assistance’ is to specify support the Council considers necessary to facilitate the attendance of Post 16 students receiving education or training. The support that Kirklees Council can offer is limited by available resources and will be targeted towards people with special education needs and/or disabilities. Most people should rely on the assistance and concessions offered by other organisations as outlined in Section Two above.

For those who do apply to Kirklees for assistance, we will look at each case individually following receipt of an application form and supporting evidence. The Council will consider the needs of the young person, the eligibility criteria, and the available resources. See Section Seven for more information about how to apply.

Eligibility for support from Kirklees Council under its transport policy statement

The Council will generally provide transport assistance only if the following statements apply:

- Not able to travel independently and safely to education EITHER because they have a special educational need or disability, which may be identified in an Education Health and Care Plan OR because they can demonstrate other exceptional circumstances. Exceptional circumstances will be assessed on a case-by-case basis.
- Resident in the administrative area of Kirklees Council and are over 16 years of age but under 19 or a continuing learner who started their programme of learning before their 19th birthday (years 12, 13, 14).
- Attending a programme of learning at a suitable school or college

### **Exclusions under the ‘sixth form transport policy statement’**

The Council will generally not provide travel assistance if any of the following statements apply:

- Where transport is subject to parental contributions, there is an outstanding balance from previous years, which must be paid in full for transport assistance to recommence.

### **What travel assistance we will provide your people of sixth form age**

The normal offer of travel assistance for students aged over 16 but under 19 under, ‘sixth form assistance’ is a Post 16 Personal Transport Payment (PTP). A PTP is a direct payment and is designed to help you to get your child to school/college. It replaces council-organised transport (COT), although requests for traditional transport methods will be considered on a case-by-case basis. You can use the PTP in any way you wish that enables a young person to get to school or college.

A PTP is granted at the discretion of the Council, therefore even if a young person is assessed as being eligible for travel assistance, you may not be granted a PTP if it is not cost effective for the Council to do so, for example if your child could be placed onto existing transport at no, or limited, additional cost to the authority.

Unless continuing a course started before their 19th birthday, people aged 19 and over are generally dealt with under 'adult transport assistance' – see Section Five below. These students may still be offered council-organised transport instead of a PTP.

For more information, see Section Four on Post 16 Personal Transport Payments.

## **Council-organised transport and charging**

As noted, the Council will usually give support to eligible young people and others under the 'sixth form transport assistance' by providing a Post 16 Personal Transport Payment. However, on some occasions, the Council may consider it necessary to organise transport directly. For example, where the Council considers the needs of the student are so great that it would not be possible for a parent or carer to arrange the transport needed.

All eligible students who receive Council-organised transport under this policy will be expected to contribute to the cost. For the academic year 2024/25 that contribution is {TBC}. Overcharges due to absences will be reimbursed at the end of the school year.

The person responsible for payment will be charged for the total annual amount due. Payments should be made directly to the Transport Team. Details of how to do this, including instalment arrangements, will be detailed when the charge notification is sent.

However, families in financial difficulties can apply to their college for assistance through the bursary fund (see Section Two above).

Families in financial hardship can submit a written request to have the charges waived. The Council will generally give consideration as to whether the student has applied for or is in receipt of the 16 – 19 bursary. Where the student receives a bursary, the LA will expect this to be used to contribute towards the student's daily transport costs.

Transport will not be provided if there is an outstanding balance from previous years. Outstanding balances must be paid in full for transport assistance to recommence. Parent/carers who sign the agreement on the Post 16 Transport application form is legally liable for any default in payment and all correspondence will be addressed to this person in pursuance of any debt.

## **Section Four: Post 16 Personal Transport Payments**

### **Introduction to Personal Transport Payments**

The normal offer of travel assistance for eligible students under 'sixth form assistance', is a Post 16 Personal Transport Payment (PTP). A PTP is a payment designed to help students get to college or school. Adults starting a course aged 19 and over will usually be assessed under 'adult transport assistance'. Under this requirement, the rules are different, and the Council may offer alternatives to PTP. See Section Five for more information.

A PTP is granted at the discretion of the Council, therefore even if a student is assessed as being eligible for travel assistance, you may not be granted a PTP if it is not cost effective for the Council to do so, for example if the student could be placed onto existing transport at no, or limited, additional cost to the authority.

A PTP can be used in any way that enables a student to get to college or school.

What are the benefits of a personal transport payment (PTP)?

- Freedom to make your own arrangements – to suit your family.
- Control over how the money is spent.
- Students may feel more secure and relaxed at college or school.
- the money could be used on travel that encourages / helps students become more independent.

You could use a PTP in many ways, the following are some examples:

- Drive a student to college or school yourself
- Arrange for a friend or relative to cycle or walk with the student
- Car share with other parents
- Get a bus pass for a friend to accompany you
- Pay for a bus pass
- Pay for childcare for another child – so you can take your eligible child to college or school
- Work with the college or school to join up with other parents
- Use it towards the cost of a taxi or share the cost of the taxi with other parents

## **Who can apply**

An application for a PTP can be made by:

the parent, guardian, or carer on behalf of the student.

the student themselves if they are 18 years old or over.

a nominated person acting on behalf of the applicant if agreed by the applicant and that nominated person has capacity.

Please see Section Seven for more information on making an application.

## **Calculation of the PTP amount**

The amount of money that is awarded is based on the shortest distance, by means of transport, between the young person's home and the nearest appropriate college / school the young person attends. Many available maps and internet-based measuring tools will give you an indication of the distance from your home to your child's college / school, but this is only an indication. Kirklees Council will use a combination of publicly available online route planning platforms and its own internal mapping systems to calculate the shortest distance. For fairness and consistency, the same process for determining distance is used for all applications.

Please refer to Annex One of this document for further information and guidance on personal budgets and to find out how much money you may receive.

## **Change of circumstances**

You must notify the Council immediately in writing or by email about any change in your circumstances that may affect your eligibility to transport assistance and/or your PTP payment, for example:

- If you move address or change college / school or college / school site.
- Change of timetable that affects your child's college / school hours or days.
- Long term absences (5 consecutive academic days or more).

If you fail to notify the Council of any change to your circumstances, which the Council later decides would have had the effect of reducing or ending your child's entitlement to payments then the Council may terminate your PTP payments and will seek to recover any monies that you should not have received for the period in which you failed to notify.

If you are unsure about whether a change of circumstances will affect the PTP payments, you are advised to discuss this with the Council.

If any change to your circumstances means that your child's eligibility to transport assistance is withdrawn, then the PTP payments will cease.

## **Change of payment**

There are circumstances in which the amount of PTP payment may be reviewed, adjusted, suspended or terminated. These are:

- Your child's attendance falls below 90%.
- Your child regularly arrives late at school/college in the mornings.
- Your child arrives at school/college in an unfit state to learn.
- The travel arrangements that have been put in place for your child using the PTP are deemed to be unsuitable or unsafe.
- Your child accesses short – break stays away from the family home.
- There is a change to national legislation and/or the Council's policies.
- You have more than one child or other member of the same household each receiving a PTP and attending the same school/college or another school/college nearby

## **Review of PTP arrangements**

The PTP will be reviewed on a regular basis. As part of the PTP review, the Council will contact your child's school/ college to request their attendance records to confirm their level of attendance, and that they are able to fully access their learning opportunities.

Once this information has been received and the review has been completed, any decision to adjust or withdraw the PTP will be given to you in writing.

Payment of the PTP will be paid into a nominated bank account every calendar month in advance. In exceptional circumstances alternative payment arrangements may be made by agreement between you and the Council.

## **Annual Review of PTP**

The amount payable under the personal travel payment will be reviewed on an annual basis and any amendments published as part of the transport statement each year.

## **Using the PTP**

The purpose of the PTP is to facilitate the young person's attendance at a programme of learning.

- You can use the PTP in any way you wish to do this, for example:
  - You or someone in your family can drive your child to and from college / school.
  - You can arrange with a friend or relative to cycle with or walk your child to college / school.
  - You can car share with other parents.
  - You could provide a relative or friend with a bus pass to take your child to and from college / school.
  - You could pay for a place on a vehicle that the college / school organises to take children to and from their college/ school.

- You could pay for childcare for another child in order for you to take your eligible child to college / school.

If you use the PTP to employ someone yourself, then you will be responsible for complying with relevant rules regarding Tax and National Insurance, Employment Law, Insurance, Health and Safety or any other relevant rules or legislation in force at that time.

The Council always recommends that you have a check carried out by the Disclosure and Barring Service (DBS) on anyone that you are thinking of employing.

Making use of a licensed private hire or hackney carriage vehicle and driver does not class as 'employing'. All private hire / hackney carriage drivers licensed by Kirklees Council are subject to an enhanced DBS check, if you are using a private hire / hackney carriage driver licensed by another local authority you should check the DBS policy for that local authority to ascertain what level of DBS they are subject to.

If you use the PTP to enter into contracts with organisations e.g., after college / school clubs, or individuals: you are responsible for complying with the terms and conditions of those contracts e.g., payment arrangements, notice of cancellation, etc.

The Council advises you to seek your own independent legal advice on the terms of the agreement that you may be entering into and any obligations that are placed on you.

You will:

- have control over how the payment is used that allows you to get your child to college / school.
- accept responsibility for the decisions made regarding the use of the payments and understand what the consequences are for misuse.

You cannot use your payment:

- for any purpose that does not enable you to get your child to or from college/ school.
- for any activity that is illegal, unlawful, or unsafe.
- for other purposes that may bring the Council into disrepute.

Although you have control over how payments are spent, the money can be reclaimed by the Council if it is not used in accordance with this Guidance.

If you are granted a PTP, you may wish to discuss this with your child's college / school as they may be able to put you in touch with other parents who also receive a PTP. You could look into working collectively to ensure the best use of the PTP for all of the children and families.

## **Terminating the PTP agreement**

You may terminate the agreement by providing at least one calendar month's written notice to the Council but note that when a PTP is awarded to start at the beginning of a new academic year then the earliest date that the agreement can be terminated is 31 October.

You must also tell anyone you have engaged to provide services under the PTP. The Council will provide you with at least one calendar month's written notice if it decides to terminate the PTP agreement with you.

## **Unsuccessful applicants**

If your child or young person is not granted a PTP, you may be able to purchase a concessionary seat on existing transport for their journey, if a spare seat is available.

You may also want to ask your college or sixth form for details of any bursary schemes they may have to help with expenses. If their application for home to school transport has been unsuccessful, they can appeal the decision.



## **Section Five: travel assistance for young adults with SEND attending a course that started after their 19th birthday**

### **Introduction to 'adult transport assistance'**

This section covers people aged between 19 and 25 years of age with special educational needs and/or disabilities (SEND) who start a new course of education after their 19th birthday.

The overall intention of 'adult transport assistance' is to ensure that those with the most severe disabilities with no other means of transportation can undertake further education and training after their 19th birthday to help them move towards more independent living.

### **Eligibility for support from Kirklees Council under 'adult transport assistance'**

The Council will generally provide a young adult with travel assistance if ALL the following statements apply to them:

- Resident in the administrative area of Kirklees Council and aged between 19 and 25 years of age and starting a new course of study after their 19th birthday.
- Enrolled on and attending a programme of learning
- Attending a programme of learning at a suitable school or college

### **Exclusions under 'adult transport assistance'**

The Council will not generally provide travel assistance for young adults if any of the following statements apply:

- Their study programme takes place at a privately funded organisation and is not supported by the local authority.
- They are employed and starting or continuing an apprenticeship.
- Their study programme is at Level 4 or higher, including a Foundation Degree.
- Travel assistance is requested for the purpose of accessing work experience and/or work placement.

### **What travel assistance we will provide under 'adult transport assistance'**

Travel assistance may be provided in the following ways (this list is not exhaustive):

- Independent travel training to enable students to use public transport or travel independently.
- Subsidised bus pass/travel card.
- Personal transport payment.
- Taxi or specialist transport to/from home or pick up point.
- A contribution towards mileage expenses.

Unlike under 'sixth form transport assistance', there is no charge for Council-organised transport under 'adult transport assistance'.

## **Section Six: Details which apply to all groups**

### **General**

Transport provision will be reviewed as appropriate on a regular basis in order where possible to move towards a greater degree of independence for the young person.

Where the Council organises transport, it is only provided at the beginning and end of the college/school day. Additionally, Council organised transport will not be funded during the day e.g. Inter-site transport, work placement transport or induction/enrolment days. Any Council organised transport will be limited to one outward journey and one return journey timed for the start and finish of the college/school day.

In considering need, it is generally the needs of the young person, rather than of their parents or other family members that will be relevant.

Where transport assistance is provided this may be shared with other students who may also attend different sites and courses which have different timetables. This could result in longer travelling times and waiting times at college for the student. It may be necessary in certain circumstances (e.g. where students live within the same location and attend the same college but have different course times) for some students to make use of a degree of “positive study time” at college. These arrangements will not exceed a 2-hour “window of opportunity” to combine transport operations in order to achieve sustainable transport outcomes, re, reduce congestion, and overall emissions and secure cost-efficient transport arrangements.

The Council, when considering what provision to make, will need to have in mind the need to make the best use of the limited resources available.

Students who are in receipt of assisted transport and subsequently fail to attend school or college, without a valid reason, may have their transport support suspended or withdrawn. Similarly, travel assistance could be withdrawn in the case of persistent bad or disruptive behaviour during journeys.

Where a student shares equal time between different parental addresses eligibility will be assessed from the property nearest to the college or school attended.

In circumstances where a student requires additional assistance they should, in the first instance, contact their college.

Council organised transport will generally operate from and to the nearest pick-up point where possible.

Where transport assistance is provided it remains the responsibility of parents or carers to ensure the safety of the young person by making the necessary arrangements for their young person to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey if required.

Where assisted transport is provided, no variation can be made to the journey without the prior consent of the transport team. Ten working days notification will be required of all changes or variations to existing journeys.

### **Behaviour**

Where the Council do provide transport for a student, the passenger travel service will collaborate with colleges, schools and other internal / external teams to try and address the behavioural issues on transport. However, where behaviour issues persist transport assistance may be withdrawn as a last resort. Where this occurs the passenger travel service will consider what other assistance can be provided to facilitate the student's attendance at their educational establishment.

## Travel times

We expect young people to reach their establishment of education and training without incurring such stress, strain or difficulty that they would be prevented from benefitting from the education provided. Best practice suggests a child of secondary school age may reasonably be expected to travel 75 minutes each way to access learning. It is reasonable to apply similar expectations to students of sixth form age.

Where the student has a learning difficulty and/or disability this may necessitate a shorter maximum journey time. Each case will therefore need to be assessed individually.

## Specialist Residential schools/colleges

Students attending specialist residential school/colleges which cannot be accessed by daily travel, help may be available subject to the criteria set out in this policy.

Travel expenses may be provided based upon the most economical public transport rate for the journey in question, or depending on the individual circumstances, a personal transport budget may be considered where this is more economical than travelling in a shared vehicle or a taxi.

## How to apply

Students previously in receipt of bespoke transport provision while at school will have their transport arrangements reviewed on transferring to further education / learning.

A new application will be required for each year that a student seeks support. Continuing learners will also have their transport needs assessed on an annual basis.

All applications for assistance should be made by completing the Transport request form which can be obtained by contacting:

Directorate Corporate Strategy, Commissioning & Public Health  
Telephone - 01484 221 685  
Email - [post16transport@kirklees.gov.uk](mailto:post16transport@kirklees.gov.uk)  
[Kirklees Council](#)

This transport statement will be effective from the start of the 2024 academic year. Students should apply in the summer term [by the end of June] prior to the start of the academic year.

It is important that application forms are accompanied by the appropriate supporting information as failure to provide this may result in a delay in any application being processed. Incomplete application forms will be returned to the parent/carer for completion.

Each case is looked at individually and before a decision is taken regarding the provision of specialist transport, it is usual to have obtained the following type of evidence:

- medical evidence as appropriate from either a GP or specialist
- Education Health and Care Plan (EHCP) which explicitly identified transport support as a need at the time of leaving mainstream secondary or special school.

Completion of the Post 16 Transport Request Form does not mean students are eligible for transport assistance. The form is an expression of interest and checks will be in place to ensure that applications meet the criteria as detailed in this policy.

## Section Eight: Appeals and Complaints

### Appeals or complaints – what is the difference?

Complaints arise when you are unhappy about something, for example, you may feel you have not been dealt with properly or in a professional manner, that information given to you was incorrect or that there has been an unacceptable delay. For these issues, please follow the complaints procedure.

With an appeal, you may be perfectly happy with the way that you have been treated but feel that the wrong decision has been made and would like it re-examined. For these issues, please follow the appeals procedure.

### Appeals

Kirklees Council has a two-stage appeal process in place for parents/carers/young people wishing to appeal against a decision on travel assistance.

Stage One is an Officer Appeal, where a Kirklees Council officer considers your appeal and the original decision. The officer will not have been involved in making the original decision. Parents/carers/young people would need to set out the basis of the appeal in writing and provide any information to support the case. A Stage One appeal should be sent to:

Transport Team  
Civic Center 1  
Huddersfield  
HD1 2TG  
Telephone: 01484 221 685  
Email: [post16transport@kirklees.gov.uk](mailto:post16transport@kirklees.gov.uk)

Stage Two is a Member Appeal. If you are unhappy with the result of the Stage One appeal, a further appeal is possible. The form Notice of School/College Transport Appeal – should be completed (available from the SENACT). Again, you will need to provide any information you feel will support your case. Stage Two appeals will be heard by a panel of Councillors.

Further details can be obtained from the following;  
Legal and Governance Service  
Kirklees Council  
Civic Centre 3  
Huddersfield  
HD1 2TG

### Complaints

If you are unhappy about something, for example being given incorrect information or an unacceptable delay, you can make a complaint in line with the Kirklees Council complaints policy, which can be found here: [Complaint to the Council](#)

## Section Nine: Key Contacts

Transport Team  
Civic Center 1  
Huddersfield  
HD1 2TG  
Telephone: 01484 221 685  
Email: [post16transport@kirklees.gov.uk](mailto:post16transport@kirklees.gov.uk)

SEND Administration Team  
Education, Safeguarding and Inclusion SEND Assessment & Commissioning Team  
PO Box 1720  
HUDDERSFIELD  
HD1 9EL  
Telephone: 01484 221 000  
Email: [senact@kirklees.gov.uk](mailto:senact@kirklees.gov.uk)

Students at Kirklees College  
All centres – Financial Support Service  
Telephone: 01484 437 000  
Fax: 01484 437057  
Email: [finsupp@kirkleescollege.ac.uk](mailto:finsupp@kirkleescollege.ac.uk)

Students at Huddersfield New College  
Student Services  
Huddersfield New College  
New Hey Road  
Huddersfield  
Telephone: 01484 652 341  
Fax: 01484 649923  
Email: [info@huddnewcoll.ac.uk](mailto:info@huddnewcoll.ac.uk)  
Website: [Huddersfield New College](http://Huddersfield New College)

Students at Greenhead College  
Student Services  
Greenhead College  
Greenhead Road  
Huddersfield  
HD1 4ES. Tel: 01484 422 032  
Fax: 01484 518 025  
Email: [college@greenhead.ac.uk](mailto:college@greenhead.ac.uk)  
Website: [Greenhead College](http://Greenhead College)

West Yorkshire Passenger Transport Executive (Metro)  
Wellington House  
40-50 Wellington Street  
Leeds  
LS1 2DE  
Telephone: 0113 245 7676  
Website: [West Yorkshire Metro](http://West Yorkshire Metro)

Calderdale & Kirklees Careers Service  
24 High Street  
Huddersfield  
HD1 2LR  
Telephone: 01484 226 800

Website: [Calderdale and Kirklees Careers Service](#)

Dewsbury Careers Centre

Dewsbury Library

Railway Street

Dewsbury

WF12 8EQ

Telephone: 01924 324 200

Website: [Dewsbury Careers Service](#)

Batley Careers Centre

YPS

Thomas Street

Batley

WF17 8PR

Telephone: 01924 326 235

Website: [Batley Careers Service](#)

# **Annex One: Introduction to Post 16 PTP's**

## **Introduction**

A Post 16 Personal Transport Payment (PTP) is a payment designed to help you to get your child to school. It is available to SEND children who have been assessed as eligible to receive Home to School transport by Kirklees Council.

A PTP is granted at the discretion of the Council, therefore even if your child is assessed as being eligible for transport assistance, you may not be granted a PTP if it is not cost effective for the Council to do so, for example if your child could be placed onto existing transport at no additional cost to the authority.

## **Benefits of a PTP**

Some examples of the benefits of a PTP are:

- Freedom and flexibility to make travel arrangements that best meet your family's needs and circumstances.
- Choice and control on how funding to support your child's needs is spent.
- Your child may be more relaxed at school if they are dropped off or collected by someone close or familiar to them.
- Opportunities to co-ordinate with other parents with PTPs to arrange shared transport.
- Opportunity to use the PTP to support your child's personal development, for example to encourage independent travel such as public transport to enable them to access social and employment opportunities in the future.

## **Applying for a PTP**

An application for a PTP can be made by:

- the parent, guardian, or carer on behalf of the child.
- the student themselves if they are over 18 years old.
- a nominated person acting on behalf of the applicant if agreed by the applicant and that nominated person has capacity.

If you would like to apply for a PTP, then please click on the following link to complete the application form:

## Calculation of the PTP amount

The amount of money that is awarded is based on the shortest distance between your home and the school the young person attends. Many available maps and internet-based measuring tools will give you an indication of the distance from your home to school, but this is only an indication. Kirklees Council will use a combination of publicly available online route planning platforms and its own internal mapping systems to calculate the shortest distance. For fairness and consistency, the same process for determining distance is used for all applications.

There are four distance bands in which you would expect to receive a payment.

| Band | Mileage             | Amount                                |
|------|---------------------|---------------------------------------|
| 1    | <=3 miles           | £300 (equivalent to cost of bus pass) |
| 2    | >3 and <=10 miles   | £1000                                 |
| 3    | >10 and <= 20 miles | £2000                                 |
| 4    | >20 miles           | £3000                                 |

(< means less than, > means greater than)

PTP payments are made on the basis of your child attending a programme of learning at a appropriate college / school.

PTP payments will also not be made for days where your child is not required to attend school/college (e.g., study leave or other authorised absence from school/college premises). This means you may receive less than the total amount outlined above. Kirklees Council will send you a schedule each year that will detail what your expected monthly payments will be, based on 100% attendance (taking into account your child's timetable). Parents must confirm within 14 days if this schedule is incorrect. Failure to do so may mean that it is not possible to remedy underpayments at a later date.

Should your child be absent from school, even if this is through no fault of their own, your following month's payment will be reduced to account for the reduction in required travel. Free school transport is also not available for work experience or additional journeys that the school requires your child to take. You will be notified of the reduction that will be made in the following month's payment before that month's payment is due to be paid.

The Post 16 PTP calculation takes into account the contribution that parents would normally pay for council-organised transport, and no further payment will be required if you are in receipt of the Post 16 PTP.