



Westmorland  
& Furness  
Council

[westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk)

# Post-16 Transport Policy Statement

2026-2027



## **Post-16 Transport Policy Statement**

### **Academic Year 2026-2027**

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

Department Responsible:  
**Children's Services Directorate**

---

Contact details:  
**0300 303 1591 (Option 2)**

---

Document first release:  
**May 2026 | v2 8.5.2026**

## Contents

<b>Introduction</b>	<b>4</b>
<b>Aims and Objectives of the Statement</b>	<b>4</b>
<b>Transport and travel support</b>	<b>5</b>
Concessionary fares from public transport providers	5
Travel Support from Westmorland and Furness Council	5
<b>Extended Rights/Low Income</b>	<b>6</b>
Westmorland and Furness Council Post 16 “Spare Seat” Scheme	6
Westmorland and Furness Council 16-19 Travel Bursary	6
LA support for young people without special educational needs or disabilities	6
LA support for learners with special educational needs or a disability	7
The 16-19 Bursary Fund	8
<b>LA support in other circumstances</b>	<b>20</b>
<b>Home to School Transport Appeals Process</b>	<b>20</b>

## Introduction

There is no legal duty requiring a local authority (LA) to provide free or subsidised school or college transport to a young person aged 16 to 19. However, where a young person is of 'sixth form age' and attends school or college, the law does require LAs to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

A young person is of sixth form age if they:

- Are over **compulsory school age** (which ends on the last Friday in June in the academic year in which you turn or turned 16) but under 19<sup>1</sup>, or
- Began the course they are studying at school or college before their 19th birthday. They will remain of sixth form age until they complete that course, even if they finish this course after their 19th birthday.

All young people carrying on their education post 16 must reapply for travel support apart from young people with an EHCP who attend LA Special Schools. The Local Authority provides SEND post 16 transport free of charge, however it is important to note this is not a legal requirement.

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training for those aged 19 to 25 and for whom an EHC plan is maintained. The sixth form age duty applies to young people of sixth form age and young people with EHC plans up to age 25 where they are continuing a course started before their 19th birthday.

The overall intention of the sixth form age transport duty is to ensure that:

- Learners of sixth form age can access the education and training of their choice; and
- If support for access is requested, this will be assessed and provided where necessary.

This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

This policy document specifies the support that Westmorland & Furness Council considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers.

delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

## Aims and Objectives of the Statement

The main objective of the Post-16 Transport Policy Statement is to specify the arrangements for the provision of transport or otherwise that the authority and Post-16 education providers consider it necessary to make to facilitate the attendance of all persons of sixth form age receiving education and training.

<sup>1</sup>This also applies to children who have been placed a year behind cohort.

## Transport and travel support

### Concessionary fares from public transport providers

**A2B NowCard** is a bus pass for young people which offers reduced fares on all local bus services in our area. If you are aged 5 to 20 and live in Westmorland and Furness you can apply for the pass. It costs £10 per year.

When using your pass:

- Single tickets are capped at £1.80
- Return tickets are capped at £3.00

You can use your pass at weekends and school holidays, but not before 9.30am or between 3pm and 5pm. You can also travel as far as Carlisle, Keswick and Lancaster with a return ticket purchased in Westmorland and Furness.

Application forms are available at all libraries in Westmorland and Furness or can be downloaded from [NowCard Application Form](#)

The bus companies below provide scheduled bus services in Westmorland and Furness Council. Please note however, that many services do not operate at school times, and some are very limited timetables.

Please follow the links below for further information about their fares, timetables and any discounted travel or concessionary schemes they may operate.

Blueworks	<a href="http://www.blueworksph.com">www.blueworksph.com</a>
CTOT	
Cumbria Classic Coaches	<a href="http://www.cumbriaclassiccoaches.co.uk">www.cumbriaclassiccoaches.co.uk</a>
Fellrunner	<a href="http://www.fellrunnerbus.co.uk">www.fellrunnerbus.co.uk</a>
Go North East (to Alston)	<a href="http://www.gonortheast.co.uk">www.gonortheast.co.uk</a>
Kirkby Lonsdale Coaches	<a href="http://www.klch.co.uk">www.klch.co.uk</a>
Lakeland Commercials	
Little White Bus (service to Garsdale only)	<a href="http://www.littlewhitebus.co.uk">www.littlewhitebus.co.uk</a>
Mountain Goat (Summer only)	<a href="http://www.mountain-goat.com">www.mountain-goat.com</a>
NBM Hire	
Stagecoach	<a href="http://www.stagecoachbus.com">www.stagecoachbus.com</a>
Telfords Coaches	<a href="http://telfordscoaches.com">telfordscoaches.com</a>
Travellers Choice	<a href="http://www.travellerschoice.co.uk">www.travellerschoice.co.uk</a>
Western Dales Bus	<a href="http://westerndalesbus.co.uk">westerndalesbus.co.uk</a>
Wright Bros	<a href="http://wrightscoaches.co.uk">wrightscoaches.co.uk</a>

Information on all scheduled bus services can be found at [westmorlandandfurness.gov.uk/buses](http://westmorlandandfurness.gov.uk/buses)

Details of all rail services in Cumbria can be found at National Rail [nationalrail.co.uk](http://nationalrail.co.uk)

### Travel Support from Westmorland and Furness Council

For the 2026/27 academic year, students attending a full-time course at sixth forms or colleges (educational establishment) must meet the following criteria for travel support

- Students must be under 19 at 31st August 2026
- They must live more than 3 miles by the nearest available walking route to the educational establishment or have a special education need/disability which would prevent them walking the three miles.

## Extended Rights/Low Income

Free transport for Post-16 Students will only be available from Westmorland & Furness Council in the following circumstances:

- Qualifying Post-16 students from 'low income' families;
- Qualifying Post-16 students who have a learning difficulty and/or disability.

## Westmorland and Furness Council Post 16 "Spare Seat" Scheme

Transport support to schools with sixth forms can be provided through a seat on one of the council's contracted home to school transport routes, where a "spare seat" is available. Students of Post-16 age are prioritised and as set out in the council's "spare seat" criteria.

Under the Post 16 "spare seat" scheme, spare capacity on vehicles contracted by Westmorland and Furness Council can be offered to Post-16 Education Providers at a cost of £867.03 per seat for the 2026/27 academic year, payable termly.

Students attending sixth form provision can obtain the application forms for the spare seat scheme directly from their educational establishment. More information is provided under the relevant school.

Visit [Apply for school transport | Westmorland and Furness Council](#) for more information.

## Westmorland and Furness Council 16-19 Travel Bursary

Westmorland & Furness Council provide a bursary scheme to support travel for education and apprenticeships and other opportunities for young people aged 16-19. The scheme for the 2026/27 academic year will open for applications in August 2026. Full scheme criteria and application process will be available from the end of June 2026 by visiting.

### [Post 16 Transport and the 16-19 Bursary Scheme | Westmorland and Furness Council](#)

## LA support for young people without special educational needs or disabilities

Post-16 students who meet the 'low income' criteria can apply for free transport through the Student Support Fund if they are:

- A resident of Westmorland and Furness Council;
- Aged 16 years old, but under 19 on 31 August 2026, and have started the course before the age of 19;
- Undertaking a full time course of at least 12 hours study hours per week;
- Attending either:
  - The 6th Form in their catchment secondary school (if the catchment area secondary school does not have a 6th Form, another school is designated as the catchment school for 6th form studies). A-level subject combination is not
  - considered when determining whether a student qualifies for transport support;
  - Their nearest college providing the chosen vocational area;
  - A denominational school based on religion, provided the distance between the school exceeds the statutory walking distance of 3 miles.

A seat on a vehicle contracted by the Council from the nearest pick up point may be provided, or a bus or rail pass may be provided.

To qualify for free Post-16 transport on low income grounds, parents/carers must provide evidence (dated within 3 months of the commencement of their course) that they are in receipt of one of the following:

- Income Support.
- Income based jobseekers allowance.
- An income related employment and support allowance.
- Support under Part six of the Immigration and Asylum Act 1999.

- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs.
- The Guarantee element of State Pension Credit.
- Universal Credit, provided you have an annual net earned income of no more than £7,400

Please note that working tax credit is being phased out as claimants are transferred onto Universal Credit. For further advice about eligibility under Low Income/Extended rights, please telephone **0300 303 1591** (Option 2)

## Applying for low income transport support

Post-16 students who may meet the 'low income' criteria should complete an application form which can be downloaded from [Apply for school transport | Westmorland and Furness Council](#) or by phoning the Integrated Home to School Transport Team on **0300 303 1591** (Option 2). Evidence of low income (for the 2026/2027 financial year) must be submitted with the form. Should the family income increase above the threshold limit for low income families, the free transport will continue up to the end of the academic year.

Continuing students can apply at any time before the start of the new academic year.

Applications are processed in order of receipt and transport arrangements can take time to be actioned. Until an application is approved the Council is not responsible for any travel costs incurred by students.

For details of any transport assistance of support available separately through the school or college, please see page details later in this document

## LA support for learners with special educational needs or a disability

### What is Special Needs Transport?

The criteria are:

a) a long term impairment\* which will affect the student's ability to travel without assistance i.e.:

1. Mobility (although mobility or independence training should be undertaken);
2. Eyesight (although mobility or independence training should be undertaken);
3. Perception of the risk of physical danger.

or

b) an impairment which is likely to last no longer than 12 months and has a medical report signed by a doctor specifying the student's difficulty and implications for independent mobility (This will be time limited but open to continuation should the impairment continue).

1. Has lasted at least 12 months; or
2. Is likely to last 12 months; or
3. Is likely to last for the rest of the life of the person.

## Who is eligible?

Currently any student with an Educational and Health Care Plan (EHCP) and who is attending a full time course of education (12 hours or more per week) and who is:

- Under the age of 19 (on 31 August 2025); or
- Began a course before attaining the age of 19 and continues to attend the course and has special transport needs which prevent him/her from travelling safely.
- Meets the distance criteria set out in the Home to School Transport Policy

The plan is for young people up to the age of 25 and will end when the outcomes have been achieved so plans may change before the age of 25.

Specific transport needs for students with an Education Health and Care Plan (EHCP) will be considered, assessed and communicated as part of the EHCP plan review at transition to Post 16.

Post 16 SEND students who have been directed to one of the Authorities special schools : George Hastwell, Sandside Lodge, Sandgate School or James Rennie in Cumberland Council area will see direct provision of transport continue, however suitability for other transport support options including independent travel training or personal travel budget may be explored.

Other Post 16 SEND students will require a further assessment of their individual needs and abilities to determine the level of transport assistance required. Eligibility for Post 16 transport to College will be determined on a case by case basis.

Transport for eligible students 16-19 is provided free of charge as a discretionary transport policy currently.

## The 16-19 Bursary Fund

### [16 to 19 Bursary Fund: Overview - GOV.UK](#)

#### 1. Overview

You could get a bursary to help with education-related costs if you're aged 16 to 19 and:

- Studying at a publicly funded school or college in England - not a university
- On a training course, including unpaid work experience

A publicly funded school is one that does not charge you for attending it.

#### If you're 19 and over

You could also get a bursary if you either:

- Are continuing a course you started aged 16 to 18 (known as being a '19+ continuer')
- Have an Education, Health and Care Plan (EHCP)

#### What a bursary is for

A bursary is money that you, or your education or training provider, can use to pay for things like:

- Clothing, books and other equipment for your course
- Transport and lunch on days you study or train

#### 2. What you'll get

There are 2 types of 16 to 19 bursary:

- A bursary for students in vulnerable groups
- A discretionary bursary

#### Bursary for students in vulnerable groups

You could get a bursary worth up to £1,200, depending on your circumstances and benefits ([16 to 19 Bursary Fund: Eligibility - GOV.UK](#))

## Discretionary bursary

You could get a discretionary bursary if you need financial help but do not qualify for a bursary for students in vulnerable groups. Your education or training provider decides how much you get and what it's used for.

- If you're over 19, you'll only be eligible for a discretionary bursary.

Your provider will decide how you get your bursary. You might get:

- An instalment paid by cash, cheque or bank transfer
- Things like a travel pass, free meals or books

Some providers also offer one-off payments to cover study trips or travel for university interviews.

**Your provider could stop payments if you break their rules, for example about attendance or how your bursary is used.**

## 3. Eligibility

You must:

- Be at least 16 and under 19 on 31 August 2026
- Study at a publicly funded school or college, or be on an unpaid training course
- Meet the residency requirements - your school or college can check this

## Bursary for students in vulnerable groups

You may be able to get a bursary if at least one of the following applies:

- You're in or you recently left local authority care
- You get Income Support or Universal Credit because you're financially supporting yourself
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

## Discretionary bursary

Your school or college will have their own criteria for discretionary bursaries. They'll look at your individual circumstances - this usually includes your family income.

Ask student services about their criteria and any evidence you'll need.

You can apply to a discretionary bursary if you're over 19 and either:

- Continuing a course you started aged 16 to 18 (known as being a '19+ continuer')
- Have an Education, Health and Care Plan (EHCP)

## 4. How to claim

Apply to your school, college or training provider. Ask student services or your tutor to explain what you need to do.

## When to apply

Apply once you know where you'll study or train, so you'll get your bursary as soon as possible. You might need to reapply for a bursary for each year of your course. Check with your provider.

## 5. Help

Your tutor or student services can help you decide if you're eligible for a bursary and explain how to apply. Contact the [Customer help centre](#) if your tutor or student services cannot answer your question.

### You think a decision is unfair

Speak to student services if you're unhappy with a decision. Follow their complaints process if you cannot resolve the problem.

### Emergencies and hardship

You might be able to get more support if your circumstances change or you have an emergency. Your provider might also have a separate hardship fund. Speak to student services if you need extra help.

## Young Parents/Care to Learn

[www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

### 1. Overview

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.
- Claiming Care to Learn will not affect your family's benefits or allowances.

### 2. What you'll get

You can get up to:

- £180 per child per week if you live outside London

#### What it covers:

Care to Learn can help with the cost of:

- Your childcare, including deposit and registration fees
- A childcare taster session for up to 5 days
- Keeping your childcare place over the summer holidays
- Taking your child to your childcare provider

#### Payments

Your education provider will make payments directly to your childcare provider. Before they can be paid:

- Your childcare provider needs to confirm your child's attendance
- Your education provider needs to confirm that you're attending your course

Your education provider will either pay your travel costs or arrange travel for you.

## When payments stop

Payments end when:

- You stop attending your course
- You reach the end of your course
- Your child stops attending childcare

## 3. Eligibility

You can get Care to Learn if all the following apply to you:

- You're a parent under 20 at the start of your course
- You're the main carer for your child
- You live in England
- You're either a British citizen or have a legal right to live and study in England
- Your course qualifies
- Your childcare provider qualifies

### Your course

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

- Schools
- Sixth-forms in schools
- Sixth-form colleges
- Other colleges and education providers, including Foundation Learning
- Your community at Children's Centres

Your education provider can tell you if your course is eligible.

### Your childcare provider

To qualify, your childcare provider must be one of the following:

- Registered with Ofsted
- Registered with a childminder agency
- A school

They can be a::

- Childminder
- Pre-school playgroup
- Day nursery
- Out of school club

### Who cannot get Care to Learn

You're not eligible if:

- You're an apprentice who gets a salary
- You're doing a higher education course, for example at university or college

## 4. How to apply

Apply for the Care to Learn scheme through your education provider. They will tell you if you and your chosen childcare provider are eligible.

When you apply, you must give your education provider either:

- A copy of the child's birth certificate
- A letter confirming receipt of Child Benefit for that child

## Travel support from schools and colleges

### Appleby Grammar School, Appleby

Appleby Grammar School operates a Post-16 Spare Seat Scheme in conjunction with Westmorland & Furness Council's Integrated Home to School Transport Team. Free school transport is only provided until a student completes Year 11, but for students who reside within the catchment area, the Westmorland & Furness Council Transport Services Team operate a Post 16 Spare Seat Scheme. This means Sixth Form students can buy bus passes for the spare seats (where they are available) on school transport. This enables students to travel in the morning and afternoon at the standard times, on contracted vehicles.

To obtain a bus pass parents/carers must submit a Post 16 Spare Seat application directly to the Council, please contact School who will provide the application form. The cost of the spare seat passes is determined by Westmorland and Furness Council.

Available seats will then be allocated by the council and they will invoice parents / carers directly for payment. As soon as the Council has received payment, they will issue a travel pass directly to the home address stated on the application. Parents are responsible for contacting the Council's integrated Home to School Transport Team to advise if a seat is no longer required so that the space can be offered to someone else on the waiting list and a refund can be processed. Please consider alternative transport arrangements in the event that a spare seat is not available.

For families on low income, Westmorland & Furness Council offer financial support to cover transport costs via their low-income bursary application process. If families are outside of these criteria but still require financial assistance, then students may apply to the school's 16-19 Bursary Fund, details of this are available on the school website.

#### [Post 16 Transport Policy Statement](#)

#### [Post-16 Transport and the 16-19 Bursary Scheme | Westmorland and Furness Council](#)

### Caldew School, Dalston

The school is committed to maximising access to post 16 study for students who have attended the school in Years 7-11.

For all 6th Form students who reside within the catchment area the school operates a Post-16 Spare Seat Scheme in conjunction with Cumbria County Council's Transport Services Team. Information about applying for transport will form part of the 6th Form welcome pack. All transport applications are sent via the school to the Local Authority and the cost is determined by Cumbria County Council.

The Spare Seat Scheme allows students to travel in the morning and afternoon at the standard times on contracted vehicles.

Provision of assistance for learners with learning difficulties or disabilities will be made on an individual basis in line with Cumbria County Council's Transport Policy.

We would encourage Post-16 students from low income families to apply for free discretionary transport through Cumbria County Council if they fulfil the eligibility criteria. Financial assistance may also be available for eligible students from the 16-19 Bursary Fund.

No assistance is provided for students who attend a further education institution which is beyond their daily travelling distance in terms of accommodation.

The school may consider on an individual basis students who feel they have exceptional circumstances, although a guarantee to school transport cannot be made.

In the first instance contact the school office on **01228 710044** or [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk) if you have a complaint or concern.

## Dallam School, Milnthorpe

**Post 16 Spare Seat Scheme** - For students who reside within the catchment area the school operates a Post 16 spare seat scheme in conjunction with Westmorland and Furness Council's School Integrated Home to School Transport Team. This allows students to travel in the morning and afternoon at the standard times on contracted vehicles. The cost is determined by Westmorland and Furness Council.

**Low Income Families** - Westmorland and Furness Council make direct provision for children from low-income families or with special educational needs, who meet the eligibility criteria. To qualify as 'low-income' in years 12 and 13, the student must satisfy the criteria set out in the policy statement, and:

- Be under the age of 19 years on 1 September 2026
- Have applied for a full-time course (a minimum of 17 hours per week)
- Live over three miles from their catchment sixth form
- Live over three miles from their nearest college offering the vocational area they are studying

Please contact Westmorland and Furness Council for further information and to make an application.

**16-19 Travel Bursary Scheme** - Westmorland and Furness Council also offer a 16-19 Travel Bursary Fund which parents can apply for if Post 16 transport is not available to them. Full details will be published in the final policy document for the 2025/26 academic year and will also be followed up with full information from Westmorland and Furness Council. The Statements will be published on the following website: [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk).

### Students Residing Outside the Catchment Area

For students who reside outside the school's catchment area, or where spare seats are not available through the Local Authority, the school has an agreement in place with KT's Coaches for seven routes running from the Grange/Lindale, North Lancashire or Kendal areas.

Financial assistance is available for eligible students from the 16-19 Bursary Fund.

Further information is available on the school's website or alternatively contact the Finance Office on 015395 65168.

### Complaints

Advice on how to submit a complaint is available on the school's website [www.dallamschool.co.uk](http://www.dallamschool.co.uk)

## Furness College including Barrow Sixth Form College, Barrow-in-Furness

Furness College is committed to maximising all opportunities for learners to study at their campuses, and works along with the Transport Services Teams at Westmorland and Furness and Cumberland Councils to identify transport solutions for Post-16 students.

To qualify for help from the College all students must live 2 miles or more from College, and meet the household income criteria for a College Learner Support Fund/Bursary application.

The College will support qualifying students where public transport is available by preferably providing a Stagecoach bus pass or by paying for train travel. There is also a possibility of claiming fuel expenses for those students traveling independently by car to College.

Where students do not qualify for help from Furness College, we are able to offer substantially discounted travel bus passes with Stagecoach. Students at the College can use their Stagecoach bus passes at any time of day during term time.

Learners with an Education Health Care Plan (EHCP) and their families are advised to apply directly for transport support through Inspira and their Local Authority.

There is also a Post-16 transport scheme run through Westmorland and Furness Council. This is the 16 - 19 Education Travel Bursary Fund. Applications for this scheme should be made as early as possible. Details of the scheme can be found here [westmorlandandfurness.gov.uk/schools-and-education/16-19-bursary-scheme](https://westmorlandandfurness.gov.uk/schools-and-education/16-19-bursary-scheme).

### **How will learners be assessed to see if they are eligible for support?**

All applications are means tested. Prospective learners are provided with information when they are interviewed at the College from January onwards or advised to follow the link [www.furness.ac.uk/being-a-student/financial-support/](http://www.furness.ac.uk/being-a-student/financial-support/)

Learners/parents are offered a Furness College Learner Support Fund/Bursary application and are advised to submit it as soon as possible, and provide evidence of household income/benefits. Instructions of what to submit are included with the application form/pack.

If a learner does not strictly meet the funding criteria and there are extenuating circumstances, then the College will assess the application on an individual need case by case basis.

## **George Hastwell School, Barrow**

George Hastwell School is committed to ensuring that all learners of sixth form age can access appropriate education and training opportunities. As a specialist school supporting young people with a wide range of severe and complex learning difficulties and disabilities, we recognise that transport arrangements are essential for promoting attendance, independence, and successful transition into adulthood.

This Statement outlines the transport support and opportunities available to Post 16 learners at George Hastwell School for the 2026/27 academic year.

### **Concessionary Fares, Discounts and Travel Passes**

Learners aged 16–18 may be eligible for concessionary travel options offered by local transport providers, including:

- Discounted bus fares
- Young person travel cards or passes
- Subsidised off peak travel

Families should check with individual operators for the most up to date information.

### **Times of Day When Passes Can Be Used**

Most concessionary passes can be used during standard operating hours, including morning and afternoon travel to and from school. Some passes may have peak time restrictions depending on the provider.

#### **Low Income Support**

Eligibility for low income support is typically assessed through:

- Receipt of qualifying benefits
- Evidence of household income below Local Authority thresholds

Families may be required to provide supporting documentation.

### **Transport Assistance for Learners with Learning Difficulties and/or Disabilities**

All pupils at George Hastwell School have an **Education, Health and Care Plan (EHCP)**. As part of the EHCP process, transport needs are reviewed and considered by the Local Authority.

Our EHCP Coordinators support families with all requests for home to school transport, ensuring that:

- Applications are completed accurately
- Relevant evidence relating to a learner's needs is included
- Families understand the Local Authority's criteria and processes

Transport assistance provided by Westmorland & Furness Council may include:

- Specialist home to school transport
- Passenger assistants where required
- Accessible or adapted vehicles
- Consideration of medical or mobility needs
- Support for transition to Independent Travel Training where appropriate

All transport decisions remain the responsibility of the Local Authority and are based on individual assessment.

### **Independent Travel Training (ITT)**

George Hastwell School is pleased to reference the new Independent Travel Training (ITT) offer, which supports learners in developing the skills and confidence needed to travel independently.

The programme may include:

- Route planning and safe travel practice
- Road safety and community awareness
- Support with using public transport
- Gradual, personalised training tailored to each learner

Where appropriate, learners may transition from Local Authority transport to independent travel, supporting Preparing for Adulthood outcomes.

### **Application Process and Timelines**

Learners requiring transport assistance for the 2026/27 academic year should apply as early as possible. Applications should be submitted to Westmorland & Furness Council, ideally before the end of the summer term.

EHCP Coordinators will support families through this process.

### **Support for Learners Studying Away From Home**

Where a learner attends a further education setting beyond reasonable daily travelling distance, support may be available through:

- Local Authority discretionary assistance
- The 16–19 Bursary Scheme
- Specialist residential placement funding (where applicable)

Eligibility is assessed individually.

### **16–19 Bursary Scheme**

In line with mainstream schools, George Hastwell School signposts families to the 16–19 Bursary Fund, which may support transport costs where Local Authority transport is not available.

The bursary may help with:

- Travel expenses
- Essential course related costs
- Support for learners facing financial hardship

Full details are available on the Westmorland & Furness Council website (link below).

### Exceptional Circumstances

The school and Local Authority will consider exceptional circumstances on a case by case basis. Families are encouraged to contact the school if they believe their situation requires special consideration.

### Complaints Process

Concerns relating to transport arrangements should be raised initially with Westmorland & Furness Council. If the issue relates to school based support or ITT, families may contact George Hastwell School directly.

### Contact Details

#### George Hastwell School

Moor Tarn Lane, Barrow-in-Furness, Cumbria, LA14 3LW

[admin@georgehastwell.org.uk](mailto:admin@georgehastwell.org.uk) 01229 475253

Westmorland & Furness Council – Post 16 Transport & Bursary Information:

[www.westmorlandandfurness.gov.uk/schools-and-education/post-16-transport-and-16-19-bursary-scheme](http://www.westmorlandandfurness.gov.uk/schools-and-education/post-16-transport-and-16-19-bursary-scheme)

### Kendal College, Kendal

Please contact the college for details.

### Keswick School, Keswick

For students who reside within the catchment area, parents are now advised to apply directly to the Council's Post 16 Spare Capacity in Catchment Scheme. This scheme enables eligible students to travel on contracted morning and afternoon transport services, provided that spare seats are available.

As part of the Sixth Form application process (in February of each academic year), students and parents will be informed that the scheme exists and directed to the appropriate Council information and application route. It is important to note that seats cannot be guaranteed: availability and cost are determined by the Council, and any allocated seat may be withdrawn during the year if required for a learner aged 11–16.

We would encourage Post-16 students from low-income families to apply for free discretionary transport through the Council's Support Fund if they fulfil the eligibility criteria. We also operate a Sixth Form Discretionary Bursary Scheme for students who are not eligible for free transport through the Council. Any student who applies to the Bursary Scheme will have their application considered by the bursary panel against a set of criteria outlined within the policy, which can then be used to pay for or subsidise travel to and from school.

Keswick School does not have the capacity to make additional provision for catchment transport to or from school outside of that offered by the Council through their spare seat scheme. Therefore for students for whom spare seats are not available through the Local Authority, the school will endeavour to advise families on alternative means of transport that may operate within their area. Any queries about cost, routes or seats awarded should be directed to the Council.

## Kirkbie Kendal School, Kendal

When a young person begins post-16 education or training, it is up to the local authority to decide the level of support they offer. Post-16 transport is not guaranteed and is assessed on an individual basis. To help enable Post 16 students to access their choice of education and training, School works with the Westmorland and Furness Integrated Home to School Transport Team, to provide access to a range of transport options:

- Low income or learning difficulty/disability – Applications to W&F Council
- Post 16 Spare Seat Scheme – Applications to W&F Council
- 16-19 Travel Bursary Fund – Applications to W&F Council
- 16-19 Kirkbie Kendal Discretionary Bursary Fund – Applications to Kirkbie Kendal School

We encourage Post-16 students from low-income families or for students with a learning difficulty/disability to apply for free discretionary transport. Transport Assistance for Post 16 students is only available if students are Qualifying Post 16 Students from 'low income' families or are Qualifying Post 16 students who have a learning difficulty and/or disability. The criteria and application forms are available from the Westmorland & Furness Council website through the Student Support Fund.

The Post-16 Spare Seat Scheme allows students to travel to and from school at standard times on contracted vehicles, if spaces are available. The cost for 2026/27 is determined by Westmorland & Furness Council. For an application form contact Kirkbie Kendal School and then return the application form to Westmorland and Furness Council. Places are not guaranteed and are offered on a first come, first served basis. Applications should be made from the end of June 2026. Availability of spare seats will not be known until after the start of the academic year. This is likely to be as late as October half term. **Until you are advised by Westmorland & Furness Council that a seat is available, you must make appropriate arrangements to get your child to school.**

[www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-transport](http://www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-transport)

If Post 16 transport is not available, Parents can apply for financial support to help students with the cost of transport on regular bus services through the 16-19 Travel Bursary Fund from Westmorland and Furness Council to enable students to remain in education and training.

[www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-transport/post-16-transport-and-16-19-bursary-scheme](http://www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-transport/post-16-transport-and-16-19-bursary-scheme)

Kirkbie Kendal School may be able to offer financial assistance for eligible students from the **Kirkbie Kendal Discretionary 16-19 Bursary Fund**. Applications should be made by contacting Sarah Timms, Head of Sixth Form by emailing [stimms@kksa.co.uk](mailto:stimms@kksa.co.uk).

Assistance may also be available for Post 16 Train Travel on the Windermere to Kendal line, applications are to be made at Windermere Train Station.

Kirkbie Kendal School Telephone Number: 01539 727422 or email [info@kksa.co.uk](mailto:info@kksa.co.uk)

## Kirkby Stephen Grammar School, Kirkby Stephen

Please contact the college for details.

## Queen Elizabeth Grammar School, Penrith

Queen Elizabeth Grammar School, Penrith operates a Post-16 spare seat scheme in conjunction with Westmorland and Furness Council to make school transport available to sixth form students who live within the catchment area.

This allows students to travel in the morning and afternoon at the standard times on contracted vehicles.

The cost of the spare seat passes is determined by Westmorland and Furness Council. To obtain a bus pass parents/carers must submit a Post 16 Spare Seat application directly to the Council, this form is available on the School website and is to be returned to the Council. This will then allow the Council to offer seats where available on a first come first serve basis and the Council will invoice parent/ carers directly for payment allocated in date order of receipt of application forms.

As soon as the Council has received payment, they will issue a travel pass directly to the home address. Parents are responsible for contacting the Council's integrated Home to School Transport Team to advise if a seat is no longer required so that the space can be offered to someone else on the waiting list.

Most bus passes are available to students before the start of term in September, but this is not always the case. It is always advised to have a plan B for transport for the first week of term.

For families on low incomes the school encourages applications via the Westmorland & Furness Council's low-income application process. As a school we aim to support students wherever possible to access our Sixth Form and if families are outside of these criteria but still require financial assistance then students may apply to the school's 16-19 Bursary Fund, detail of this are available on the school website: <https://qegspenrith.education/sixth-form/>

## Queen Elizabeth School, Kirkby Lonsdale

Queen Elizabeth School operates a Post-16 Spare Seat Scheme in conjunction with Westmorland and Furness Council's Transport Services Team. Applications are made directly to the Local Authority. The cost of the seats are determined by Westmorland and Furness Council and are offered on a first come, first served basis and only if seats are available.

We would encourage students from low income families to apply for free discretionary transport through Westmorland and Furness Council's Student Support Fund. Financial assistance is also available through our Sixth Form Bursary Fund. Please contact the school for further information 015242 71275.

## QESTudio School, Kirkby Lonsdale

QESTudio School operates a Post-16 Spare Seat Scheme in conjunction with Westmorland and Furness Council's Transport Services Team. Applications are made directly to the Local Authority. The cost of the seats are determined by Westmorland and Furness Council and are offered on a first come, first served basis and only if seats are available.

We would encourage students from low income families to apply for free discretionary transport through Westmorland and Furness Council's Student Support Fund. Financial assistance is also available through our Sixth Form Bursary Fund. Please contact the school for further information 015242 71275.

## The Lakes School, Troutbeck Bridge

The following provisions are in place for post-16 students attending The Lakes School:

**Transport Assistance for Post-16 Students: Low-Income Families:** Students from low-income families are encouraged to apply for free discretionary transport through the Council's Student Support Fund, provided they meet the eligibility criteria. [Post 16 Transport and the 16-19 Bursary Scheme | Westmorland and Furness Council](#)

**Spare Seat Scheme:** The Lakes School collaborates with the Council's Transport Services Team to offer a Spare Seat Scheme. This allows students to travel on contracted vehicles during standard morning and afternoon times, subject to seat availability. Applications for this scheme are coordinated through the school, with costs determined by the Council. Westmorland and Furness Council [If your child is not eligible for home to school transport \(Spare Seats Scheme\) | Westmorland and Furness Council](#)

**A2B NowCard:** An alternative support option is the A2B NowCard, a reduced-fare bus travel card for individuals aged 5 to 20 residing in Westmorland and Furness. This card currently provides bus travel within the region at £1.80 for a single journey and £3 for a return trip. Westmorland and Furness Council

**Application Process:** Students seeking transport assistance are advised to contact The Lakes School directly for detailed information and application procedures. Further information can be found using the following link- [Westmorland and Furness Council](#)

Note: Policies and provisions are subject to change. For the most current information regarding the 2026/27 academic year, please contact The Lakes School or visit the Westmorland and Furness Council's official website. [Westmorland and Furness.](#)

## The Queen Katherine School, Kendal

The Queen Katherine School works with the Westmorland and Furness Integrated Home to School Transport Team to help Post 16 students access their chosen education or training provider. A range of transport options and financial support schemes are available:

<b>Scheme / Support</b>	<b>Administered by</b>
Spare Seat Scheme	Westmorland & Furness Council
16–19 Travel Bursary Fund	Westmorland & Furness Council
16–19 Discretionary Bursary Fund	The Queen Katherine School

### The Spare Seat Scheme

Sixth Form students can buy bus passes for spare seats (where available) on contracted school transport. This allows travel to and from school at the standard morning and afternoon times.

Places are limited and allocated on a first come, first served basis. Availability may not be known until after the start of term, possibly as late as October half term. Financial assistance may be available through the Council's 16 19 Travel Bursary Fund (see below) [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

Application forms are available from The Queen Katherine School.

Important: Until a seat is confirmed by the Council, parents must make alternative travel arrangements.

### 16-19 Travel Bursary Fund (WaFC)

Students can apply for help with transport costs through the Council's 16–19 Bursary and Transport Schemes at [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

### 16–19 Discretionary Travel Bursary (QKS)

Households with incomes between £30,000 and £50,000 may be eligible for a discretionary bursary to cover 25% of transport costs. To apply contact

Ms S. Pittman (Sixth Form Administrator) on [sian.pittman@queenkatherine.org](mailto:sian.pittman@queenkatherine.org)

## Sandgate School, Kendal

### 1. Purpose of the Statement

This statement sets out the transport support arrangements for **Post 16 learners aged 16–19, for learners with an Education, Health and Care Plan (EHCP), attending Sandgate School.** It explains:

- What transport assistance may be available
- How learners are assessed for support
- How and when to apply
- What to do in exceptional circumstances
- How to raise a complaint

Transport for Post 16 learners is not automatic and is subject to eligibility criteria set by the Local Authority (LA).

### 2. Responsibility for Post 16 Transport

Post 16 transport is **not provided directly by Sandgate School.**

Transport assistance is arranged and funded by:

- **Westmorland and Furness Local Authority (or relevant home Local Authority)**
- In partnership with approved transport providers

Sandgate School supports families by:

- Providing evidence of need
- Supporting applications
- Participating in transport reviews

### 3. Concessionary Fares, Discounts and Travel Passes (Aged 16–18)

#### Available Schemes

Learners may be eligible for:

- **16–18 Travel Passes or Concessionary Bus Passes**
- **Discounted travel cards** offered by local bus or rail operators
- **LA supported transport arrangements** (e.g. minibus, taxi with escort) where public transport is not suitable

These are typically provided by:

- Local transport operators
- The Local Authority

Sandgate School does not issue travel passes directly.

### 4. Times Travel Passes or Concessions Can Be Used

Travel passes or concessions are normally valid:

- **During term time**
- **For standard school or college start and finish times**
- **Monday to Friday**

Use outside of these times (e.g. evenings, weekends, extracurricular activities) is usually **not covered**, unless explicitly agreed by the Local Authority.

### 5. Low Income Support

Low income transport support is assessed by the **Local Authority**, not the school.

Learners may be considered eligible if:

- Parents/carers receive **qualifying benefits**, such as:
  - Universal Credit
  - Income Support
  - Income related Employment and Support Allowance
- The learner receives **Free School Meals** or **Post 16 bursary support**
- The family meets LA means testing thresholds

Evidence such as benefit letters or income statements may be required.

## 6. Provision for Learners with SEND

As a SEND school, Sandgate School expects Post 16 transport decisions to consider:

- The learner's **EHCP outcomes**
- Mobility, medical and behavioural needs
- Ability to travel safely and independently
- Need for an **escort or specialist vehicle**
- Suitability of public transport

Transport support may include:

- Specialist vehicles
- Taxi transport
- Passenger Assistants
- Door to door provision where justified

Each case is assessed individually by the Local Authority.

## 7. When to Apply for Transport

As Sandgate is a through school, the majority of our learners will have transport in place prior to joining post 16. Families new to school at Post 16, should apply **as early as possible**, ideally:

- **During the Spring Term of Year 11, or**
- Immediately once a Post 16 placement is confirmed

Late applications may result in:

- Delays to transport
- Temporary arrangements
- Reduced support

Sandgate School staff can assist with signposting and documentation.

## 8. Learners Studying Beyond Daily Travelling Distance

Where a learner attends a placement that is **beyond reasonable daily travel distance**, the Local Authority may consider support such as:

- Residential placement funding (via EHCP)
- Weekly transport costs
- Boarding or supported accommodation arrangements

Such support is:

- Rare
- Needs led
- Linked directly to EHCP outcomes

Applications must be made through the **Annual Review or SEN caseworker**.

## 9. Exceptional Circumstances

Exceptional circumstances may be considered where:

- A learner's needs significantly change
- There is a serious medical or safeguarding issue
- Family circumstances suddenly alter
- Transport arrangements break down

Evidence will be required and decisions are made by the Local Authority on a case by case basis.

## 10. Complaints Process

If a family is unhappy with a transport decision:

**Step 1** Raise the issue informally with the **Local Authority Transport Team**.

**Step 2** If unresolved, submit a **formal written complaint** to the Local Authority in line with their transport appeals process.

**Step 3** If concerns remain, escalate through the **Local Authority complaints procedure**.

Sandgate School can support families by:

- Providing supporting evidence
- Attending meetings where appropriate

## 11. Contact Details

Sandgate School, Sandylands Road, Kendal, Cumbria, LA9 6JG

Telephone: [01539 792100] Email: [[admin@sandgateschool.org.uk](mailto:admin@sandgateschool.org.uk)]

Website: [[Sandgate School - Achievement for all](#)]

Local Authority School Transport Team

Email: [[SEND.Transport@westmorlandandfurness.gov.uk](mailto:SEND.Transport@westmorlandandfurness.gov.uk)]

Telephone: [0300 303 1591 (Option 2)]

## Samuel Kings School, Alston

Please contact the college for details.

## Ullswater Community College, Penrith

Ullswater Community College (UCC) aims to support students to access post-16 education, and attend UCC Sixth.

In conjunction with Westmorland and Furness Council (WAF) School Transport, students who reside within the catchment area of our school can apply for the Post-16 Spare Seat scheme. This scheme enables eligible students to travel to and from school at standard times on contracted vehicles for Year 7 – 11 pupils, although places are not guaranteed.

We request that the intent to request a seat on the scheme is made on the UCC Sixth application form, although all formal communication will be between families and WAF School Transport directly. The cost of a bus pass on the spare seat scheme is determined by the council.

Parents/carers must submit a Post-16 Spare Seat application directly to WAF School Transport to allow them to offer seats where available on a first come first serve basis. WAF School Transport will invoice parents/carers directly for payment, and will issue a bus pass directly to the student's home address. Parents/carers are responsible for contacting WAF School Transport to advise if a seat is no longer required.

UCC encourages families on low income to submit a Post-16 Transport Low Income Application Form directly to WAF School Transport. This can be found online on the council's website: [www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-transport/post-16-transport-and-16-19-bursary-scheme](http://www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-transport/post-16-transport-and-16-19-bursary-scheme)

Where families are outside the low income criteria, they may apply for the 16 to 19 Education Travel Bursary Fund; the details of which can also be found on the above link.

Students who live in Westmorland & Furness can access concessionary fares from public transport providers through the A2B NowCard. Applications are available at all libraries, and online, which can be accessed through the council's website (link above).

In some circumstances, parents/carers may be able to apply for support with transport through UCC's independent 16-19 Bursary Fund. More information can be found on our website: <https://ullswatercc.co.uk/sixth-form/bursary-transport/> please check to see if you are eligible.

**Key Contact Information:**

**WAF School Transport:** email: [school.transport@westmorlandandfurness.gov.uk](mailto:school.transport@westmorlandandfurness.gov.uk)

Telephone: 0300 303 1591 (option 2)

Ullswater Community College: email: [admin@ullswatercc.co.uk](mailto:admin@ullswatercc.co.uk) Telephone: 01768 210 206

**Ulverston Victoria High School, Ulverston**

Please contact the school for details.

**William Howard School, Brampton**

The families of students currently using dedicated school transport are contacted by the school in Spring each year to determine potential demand for the following academic year. We ask that families update us with intentions as soon as is practical.

**Post-16 In Catchment**

Cumberland Council's Transport Services Team currently operate a Post-16 Spare Seat Scheme. The cost for 2026/27 is yet to be determined by Cumberland Council. All applications made are ranked in order of receipt and allocated accordingly. No guarantee is given by the council that a seat will be available. A seat, if available, will be allocated prior to the start of the academic year. Until parents are advised by Cumberland Council that a seat is available, they must make appropriate arrangements to get their child to school.

The Post-16 Spare Seat Scheme allows students to travel to and from school at standard times on contracted vehicles, if spaces are available, and once a bus pass has been received.

For families on low incomes, we encourage application via Cumberland Council's low-income application process. If they are outside of Cumberland Council's criteria but still require financial assistance, families are able to apply to the 16-19 bursary fund administered by the school. Details are available on the school website 16-19 Bursary - William Howard School

Any travel queries for students with an EHCP should be directed to our SENCO on 016977 45700 or [mail@williamhoward.cumbria.sch.uk](mailto:mail@williamhoward.cumbria.sch.uk)

**Post-16 Out of Catchment**

We currently operate four bus routes running from Carlisle with pick up points at various locations for students living outside the William Howard School catchment area. All applications made are ranked in order of receipt and allocated accordingly. This service allows students to travel to and from school at standard times on contracted vehicles, if spaces are available, and once a bus pass has been received. Places are not guaranteed, but William Howard School give our assurance that we will do our best to accommodate all requests where it is possible to do so.

More details and further updates for William Howard home to school transport can be found on the schools website Transport - William Howard School

Again, students from low-income families are able to apply to the 16-19 bursary fund administered by the school for financial assistance and details can be found on the school website 16-19 Bursary - William Howard School

Any travel queries for students with an EHCP should be directed to our SENCO on 016977 45700 or [mail@williamhoward.cumbria.sch.uk](mailto:mail@williamhoward.cumbria.sch.uk)

## Residential Colleges

For those attending residential colleges out of Westmorland and Furness, transport will be on the same basis for those attending residential school. Transport to and from the college will be provided at the beginning and end of each designated term/half term. Transport will, where possible and compatible with the needs of the young person and the encouragement of appropriate independence, utilise public transport facilities. Transport will be provided up until the end of the course the student started prior to his/her 19th birthday.

## Refunds

Westmorland & Furness Council does not offer an applicable refund policy. Post 16 transport is payable termly, and if a travel pass is returned part-way through a term, no refund will be made.

## Travel training

Westmorland & Furness Council is introducing a new Independent Travel Training Offer from June 2025. This scheme will encourage learners, initially prioritised at those aged 16 plus to travel independently on public transport where applicable to enable them to develop the skills for successful transition into adulthood. Further information is available by visiting [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk)

## Apprenticeships

Please refer to information regarding Westmorland and Furness Council 16-19 Travel Bursary for available support for apprenticeships.

## LA support in other circumstances

Exceptional circumstances will only be considered for 'low income' students who qualify for assistance through the Student Support Fund.

The Council does not help with learners who attend a further education institution which is beyond daily travelling distance from the student's home address.

## Home to School Transport Appeals Process

There are limited grounds on which you can challenge the Council's decision in respect of school transport. Those grounds are:

- The transport arrangements offered.
- The pupil's/student's eligibility.
- The distance measurement in relation to statutory walking distances.
- The safety of the route.

All other concerns or complaints should be registered via the Council's Corporate Complaints Procedure, please see link below:

The Council's Home to School Transport Appeals Process consists of 2 stages, as detailed below.

### Stage 1 – Review by a Senior Manager

You have 20 working days from receipt of the Council's home to school transport decision to make a written request asking for a review of the decision. The written request should detail why you believe the decision should be reviewed and give details of any personal and/or family circumstances you believe should be considered when the decision is reviewed. Please make sure your request for a review relates to one the grounds of appeal listed above.

Please submit your appeal by completing the form on page 31 of this document and post to the following address:

Integrated Home to School Transport Stage 1 Appeal, Children's Services,  
Westmorland & Furness Council, PO Box 304, Kendal, LA9 9GY.

Within 20 working days of receipt of your written request a Senior Manager will review the Council's original decision and provide you with a detailed, written notification of the outcome of your review setting out:

- The nature of the decision reached.
- How the review was conducted.
- Information about other departments and/or agencies that were consulted as part of the process.
- What factors were considered.
- The rationale for the decision reached.
- Information about how you can escalate your case to stage 2.

## Stage 2 – Review by an Independent Appeal Panel

You have 20 working days from receipt of the Council's stage 1 written decision to make a written request to escalate the matter to stage 2. The two grounds on which the Independent Appeal Panel can allow an appeal are as follows:

- That the Council has not applied its Home to School Transport Policy.
- That there are compelling grounds to justify making an exception to the terms of the Council's Home to School Transport Policy.

Please submit your appeal by completing the form on page 19 of this document and post to the following address:

Home to School Transport Stage 2 Appeal, PA to Assistant Director – Quality, Resources and Transformation,  
Westmorland & Furness Council, PO Box 304, Kendal, LA9 9GY

### Stage 2 Procedure

Within 40 working days of receipt of your request, an Independent Appeal Panel ('the Panel') will convene to consider your appeal. You are entitled to attend your appeal hearing and to make representations. You may be accompanied by a maximum of 2 individuals to provide you with support and/or assistance.

You will be given at least 20 working days' notice of the appeal hearing.

At this stage you will be asked to confirm if you are able to attend and who will be attending. If you fail to attend the appeal hearing without prior notification the Panel clerk will endeavour to contact you to establish the reasons for this. Unless there are mitigating circumstances the Panel will proceed in your absence and will consider your representations based on your written submission. Any additional representations must be submitted to the Council 10 working days prior to the appeal hearing unless there are extenuating circumstances.

The Panel will consider any documentation submitted by the above stated deadline, along with any papers submitted with your application and/or with your stage 1 review. They will also carefully consider any representations made at the appeal hearing.

An officer from the Integrated Home to School Transport Team will attend the Panel to present the case on behalf of Council ('the Council's Representative').

The appeal hearing operates in accordance with 'natural justice'. This means that every effort will be made to ensure the appeal hearing is fair, impartial, and as far as possible, informal and accessible. Hearings are not to be recorded except where this may help a parent/carer with a stated disability. Permission must be sought prior to the appeal hearing if a recording is needed.

The Panel will consist of the following representatives from the Council who will all be independent of the original decision making process:

- The Chair, a Council officer.
- Two other panel members will be officers from other service areas within the Council.
- There will be a clerk at the Panel who will take a formal note of the discussion, but not take part in the decision making. The usual format of the Panel will be as follows:
- The Chair will welcome you and introduce everyone present. The Chair will explain how the proceedings will be conducted.
- The Council's Representative will explain the Council's decision.
- You will be given the opportunity to question the Council's Representative as will the Panel.
- You will be given the opportunity to present your appeal. We recommend you prepare a summary of your case to assist you with this.
- The Panel and the Council's Representative will be allowed to ask you questions.
- The Chair will ask you if you have raised all the issues you wanted to and give you the opportunity to sum up your case. It is important that you have told the Panel everything at this point, as there will be no further opportunity to introduce additional information at the summing up stage.
- The Chair will explain the decision making process as stated below.

### **Stage 2 Decision**

In making their decision the Panel will consider the Council's Home to School Transport Policy, any timely information/documentation provided by you and/ or the Council's Representative, along with any verbal representations you and the Council's Representative make at the appeal hearing.

The Panel will reach their decision and will provide you with a detailed, written notification of the outcome, within 5 working days, setting out:

- The nature of the decision reached.
- How the review was conducted.
- Information about other departments and/or agencies that were consulted as part of the process.
- What factors were considered.
- The rationale for the decision reached.
- Information about your right to put the matter to the Local Government and Social Care Ombudsman.

### **Referral to Local Government and Social Care Ombudsman**

The decision of the Panel is final. When you receive the decision letter, if you consider that there has been a failure to comply with the procedural rules, or if you feel there are any other irregularities in the way your appeal was handled, you may have a right to refer the matter to the Local Government and Social Care Ombudsman for further investigation, please see link below. Please note that this is not a further right of appeal.

[lgo.org.uk](http://lgo.org.uk)

Alternatively, you may be able to seek a Judicial Review of the decision. However, this is a complex process and it is advisable to seek legal advice prior to pursuing this route.

### **Further Appeals**

Please be aware that a further appeal will not be agreed unless there has been a significant and/ or exceptional change to your circumstances, and this change directly affects your application for transport.

## Stage 1 Appeal Form – Review by a Senior Manager

Parent/carer name(s):

Parent/carer postal address(s):

Parent/carer telephone number(s):

Parent/carer e-mail address(s):

Accessibility or other requirements which we need to be aware of to assist with processing your appeal:

Pupil's/student's name:

Pupil's/student's date of birth:

Pupil's/student's place of education:

Please select the main ground which your appeal is based on from the list below:

- The transport arrangements offered.
- Pupil's/student's eligibility.
- The distance measurement in relation to statutory walking distances.
- The safety of the route.

Please outline the reasons for your appeal and attach documentation to support your case, where applicable.

When complete post to the following address:

Home to School Transport Stage 1 Appeal, Children's Services, Westmorland & Furness Council, PO Box 304, Kendal, LA9 9GY

## Stage 2 Appeal Form – Review by an Independent Appeal Panel

Parent/carer name(s):

Parent/carer postal address(s):

Parent/carer telephone number(s):

Parent/carer e-mail address(s):

Accessibility or other requirements which we need to be aware of to assist with processing your appeal:

Pupil's/student's name:

Pupil's/student's date of birth:

Pupil's/student's place of education:

Please select the main ground which your appeal is based on from the list below:

- That the Council has not applied its Home to School Transport Policy.
- That there are compelling grounds to justify making an exception to the terms of the Council's Home to School Transport Policy.

Please outline the reasons for your appeal and attach documentation to support your case, where applicable.

When complete post to the following address:

Home to School Transport Stage 1 Appeal, Children's Services, Westmorland & Furness Council, PO Box 304, Kendal, LA9 9GY



## Translation Services

If you require this document in another format (e.g. CD, Braille or large type) or in another language, please telephone: **0300 373 3300**.

للوصول إلى هذه المعلومات بلغتك، يرجى الاتصال **0300 373 3300**

আপনি যদি এই তথ্য আপনার নিজের ভাষায় পেতে চান তাহলে অনুগ্রহ করে **0300 373 3300**

如果您希望通过母语了解此信息，请致电 **0300 373 3300**

Jeigu norétumète gauti šią informaciją savo kalba, skambinkite telefonu **0300 373 3300**

W celu uzyskania informacji w Państwa języku proszę zatelefonować pod numer **0300 373 3300**

Se quiser aceder a esta informação na sua língua, telefone para o **0300 373 3300**

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen **0300 373 3300** numaralı telefonu arayınız

