1. Introduction

1.1. There is a general statutory duty on Local Authorities to promote and facilitate sustainable travel to school and this document sets out how the City of London’s current activities in this area and its planned activities for the coming year.

1.2. This strategy is a requirement of Section 508A of the Education Act 1996 and the Education and Inspections Act 2006 (Part 6: all local authorities are required to promote the use of sustainable travel and transport for school travel).

Guidance from the DCSF proposes content for this strategy including:

- Assessing the travel and transport needs of children and young people including data of how children currently travel to and from school and needs identified through school travel plan consultation;
- Audit of infrastructure to support sustainable school travel
- Strategy to develop infrastructure to support the travel needs of pupils
- Promoting sustainable travel and transport to and from school

1.3. This strategy will also highlight all City of London policies/strategies and practices that relate to the promotion and facilitation of sustainable travel to/from school for pupils. Sustainable modes of travel are those which:

- Improve the physical well-being of those who use them; and/or
- Improve local environmental well-being

1.4. This strategy is applicable for children and young people of who are either:

- Resident in the authority’s area;
- and/or studying in the authority’s area;

It discusses journeys to and from home-school and takes into account journeys between schools during the day. It also considers the travel implications of extended schools including Children’s Centres.
The City does not have a travel advisor because of the small number of schools in the City. The City’s transport planner acts as the City’s principle point of contact for school travel plan matters.
2. City of London Overview

2.1. The City of London has a unique travel context with extremely high rates of public transport use and extremely low rates of private car ownership and use. Less than 5% of the City’s workforce commutes to work by private car and City residents have the lowest rate of car ownership of any local authority area in the United Kingdom.

However, car use for pupils’ travel to school in the City is higher than for the City workforce’s travel to work, so there remains some scope for improvement.

2.2. There are five schools in the City of London, one maintained voluntary aided school and four independent schools. A large majority of children attend schools in the neighbouring local authorities of the London Borough of Tower Hamlets and Islington.

However, since 2003 many pupils reaching secondary school transfer age have gone on to the City of London Academy in the London Borough of Southwark, which the City sponsors and where City pupils have priority admission along with pupils from the London Borough of Southwark. From September 2009, City children will also be attending the two other City of London Academies in Islington and Hackney. An unknown majority attend private schools.

There are no further education (FE) establishments within the City.

2.3. The City’s aims for travel associated with the City’s schools reflect those for travel and transportation within the City generally: to increase the use of sustainable modes of travel, in particular walking and cycling, in order to reduce traffic volumes and traffic congestion and improve the health and enhance the quality of life of everyone living, working and studying in the City.

2.4. The City participated fully in the previous metropolitan safer routes to school programme and is now involved with the school travel plans programme in order to further advance the sustainability of school travel in the City.
2.5. The City does not have a school travel advisor because of the small number of schools in the City. The City’s transport planner assists the City’s schools with their travel planning, with advice given by the Regional School Travel Advisor at Transport for London.

This information is important in helping to identify strengths, weaknesses and opportunities for travel within the City so they can be addressed accordingly, as set out in the work programme.

3. Aims

The City aims to increase the level of school travel made using sustainable modes, particularly walking and cycling; to increase awareness among pupils, staff and parents and guardians of the issues around sustainable and healthy travel and to encourage the adoption of healthy active lifestyles amongst everyone travelling to and from the City’s schools. Where appropriate and cost effective, the City aims to improve safe and convenient access to the City’s schools through infrastructure improvements, particularly on routes between school entrances and transport nodes such as railway stations, bus stops and cycle parking facilities.

Travel to schools in the City of London – current pattern

The table on the following page sets out the current modal share achieved for travel to each City of London school where this is known.
## City of London School Travel Data

<table>
<thead>
<tr>
<th>School</th>
<th>Data Date</th>
<th>Walking</th>
<th>Cycling</th>
<th>Bus</th>
<th>Train</th>
<th>Car</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charterhouse Square School</td>
<td>11/2008</td>
<td>34</td>
<td>5</td>
<td>33</td>
<td>29</td>
<td>67</td>
<td>7</td>
<td>175</td>
</tr>
<tr>
<td>City of London School</td>
<td>10/2007</td>
<td>188</td>
<td>13</td>
<td>233</td>
<td>533</td>
<td>79</td>
<td>0</td>
<td>1,051</td>
</tr>
<tr>
<td>City of London School for Girls</td>
<td>11/2008</td>
<td>48</td>
<td>13</td>
<td>207</td>
<td>271</td>
<td>87</td>
<td>14</td>
<td>640</td>
</tr>
<tr>
<td>Saint Paul's Cathedral School</td>
<td>3/2008</td>
<td>31</td>
<td>7</td>
<td>63</td>
<td>15</td>
<td>54</td>
<td>7</td>
<td>177</td>
</tr>
</tbody>
</table>
4. Assessing the travel and transport needs of children and young people

4.1. As part of the school travel plan process schools must consult with their school communities – including pupils, parents, teachers, governors and other stakeholders to ascertain barriers to travelling sustainably as well as things that would encourage them to do so.

4.2. Key road safety concerns are fed through to the Planning and Transportation Department to be considered in developing engineering and educational measures to improve safety. These measures may include:

- Pedestrian crossings
- Improved footways
- Traffic calming
- Road safety education, training and publicity
- Health information
- Personal security advice

4.3. Schools use the outcomes of their STP consultation as a basis for devising actions to promote sustainable travel to and from school. In a number of instances schools have found that pupils and parents are keen to cycle to school and have changed their minds from initial concern regarding the promotion of cycling to introducing measures such as cycle parking and cycle training.

4.4. All schools have already consulted with their school communities as part of the STP process. However, schools should re-consult as a part of a STP rewrite every three years, to ensure that the information and actions in the STPs remain relevant. Schools must participate in this process in order to ensure that they remain eligible for funding and initiatives from the LA, TfL and occasionally from the DCSF.

5. Travel Plan Preparation

5.1. As a result of the small number of schools in the City, the City does not have a dedicated school travel advisor. The City’s schools prepare their travel
plans with assistance from the City’s transport planner and advice given by the Regional School Travel Advisor at Transport for London. Wherever possible, however, schools are encouraged and supported in undertaking these activities themselves, particularly in situations where there is a possibility of pupils getting involved.

The City requires that school travel plans comply with the recommendations contained in TfL’s STP Guidance booklet entitled “What a School Travel Plan Should Contain” and will not approve plans that do not meet this standard.

5.2. The City works to ensure that all parties understand the requirement for the school to lead on the preparation of its travel plan, in order for commitment to be developed and so that ownership of the plan and its objectives and targets is clear and real. Support is offered by City officers and consultants to the school in carrying out the more prosaic parts of preparing the travel plan, such as detailing local transport facilities and links, leaving the school to concentrate on what it wants to achieve from its travel plan and how best to go about getting there.

5.3. Both “hands up” surveys and written questionnaires are used to obtain baseline data on travel patterns.

5.4. The City’s experience is that success in the process of preparing a school travel plan is greatly dependent upon identifying the key contacts at the school who will be actually responsible for developing and maintaining the school’s travel plan at an early stage and then providing them with appropriate support throughout the process.

5.5. Finalised school travel plans are agreed between the school contact and the City’s Transportation and Planning Policy Officer, and then sent for final agreement and sign off by the head teacher or other appropriate senior school officer on behalf of the school; the City’s Director of Community and Children’s Services; the City’s Director of Transportation and Projects on behalf of the City Planning Officer; and the Regional School Travel Advisor on behalf of the Mayor of London and Transport for London.

All schools have agreed and implemented travel plans.
6. Transportation and Highways

6.1. Local Implementation Plan (LIP)
The School Travel Plan Strategy forms part of the LIP, the City’s plan for implementing the Mayor’s Transport Strategy. The LIP also contains Walking, Cycling and Road Safety strategies – which the Sustainable Travel To School Strategy is linked to.

6.2. School Travel Plan Strategy
This document describes how school travel plans are created and maintained in the City and links to national, regional and local policy. The City has already achieved the target of 100% schools having a school travel plan (nationally the target for this was 2010 and regionally 2009) so the strategy now focuses on how STPs will be maintained through the review process, and the quality and scope of them extended.

6.4. Cycling Plan
This identifies barriers to cycling in the City and aims to overcome these through improving cycling infrastructure, cycle training and the promotion of cycling.

Cycling infrastructure is improved through a consultative process with local cycling groups and other stakeholders. There is a City-wide programme to increase levels of cycle parking.

Subsidised cycle training is provided for everyone who lives, works or studies in the City through training provider Cycle Training UK and the City’s Road Safety Team.

The majority of cycle training is carried out with school pupils in Years 5-6 (age 10 – 11) and meets national standards criteria.
7. Family and Young People Service

7.1. Children and Young Peoples Plan
This plan describes how the City works to fulfil the Every Child Matters agenda. It plans encompasses school travel plans as the main means of promoting sustainable travel to school.

Schools are also encouraged to link their STP to their programme for delivering ECM.

7.2. Healthy Schools
All maintained schools must be a Healthy School, or be working towards being one, by December 2009. Part of being a Healthy School is that the school has a school travel plan to promote sustainable travel. School Travel Plans forms a part of the Healthy School QUAG and data about how many children walk to school and how many children participate in cycle training each year are now included in monitoring data used by Healthy Schools.

7.3. Sustainable Schools
The DCSF would like all schools in the UK to be a sustainable school, according to its programme, by 2020.
As with Healthy Schools, schools are encouraged to link their sustainable school work to their School Travel Plan and vice-versa.

7.4. OFSTED
There are a number of places in Ofsted’s Self-Evaluation Form (SEF) for schools where school travel plans help to deliver aspects of school life which OFSTED measure on. Schools are encouraged to make these links through the distribution of a sample SEF form completed with suggested links to STPs.

8. City of London Home to School Transport Policy
This was revised in the Spring of 2009 to meet new legislative requirements and will promote sustainability in travel to school. Details are in the Appendices

Appendix 1 – Home to School Transport Policy for Statutory school aged children

Appendix 2 – Home to school Transport Policy for further education students
9. Audit of infrastructure to support sustainable school travel

9.1. School Travel Plans

The City works with schools to support the maintenance and development of School Travel Plans. Schools must review their STP annually and rewrite it tri-annually (from the first year they submitted the STP) to ensure that the STP is up-to-date. If schools do not complete the review/rewrite process they cease to be eligible for resources and funding from TfL and/or the City.

Support from the City includes:

- Providing consultation materials and guidance;
- Providing STP materials and guidance (e.g. STP template);
- Supporting schools with ideas and initiatives to promote sustainable travel at their school: e.g. official ‘openings’ of cycle storage, ‘bikers’ breakfasts’, press releases.

The STP programme also contains a number of resources for schools which help them to develop and promote their STPs. Resources are available to schools which have an up-to-date STP (see above). These include:

9.2. WoW

Walk Once A Week – pupils are rewarded for walking at least once each week with monthly badges. If a child cannot walk all the way to school normally they are asked to ‘park and walk’ – walking for at least five minutes. Schools must run the scheme but the materials are provided by the City. The City can also provide assistance such as WoW display, and lending pedometers to develop a WoW walking zone to encourage children/parents to walk further if they are parking and striding. There is also an annual event, ‘The Big WoW’, in September, a one-day promotion of WoW which schools are encouraged to participate in.

9.3. Walk To School Weeks

There is one WTS Week in May and one in October. The City promotes the week, encouraging schools to participate and coordinating promotions. Schools are encouraged to participate with activities such as creative writing/photography focussing on the journey to school; and through classroom packs provided by the LA. Typically schools will be invited to send in their walking figures and the school with the most children walking and the school with the biggest increase in children walking during the week, are rewarded (e.g. book vouchers). The LA
also works with one school to do a WTS event which is normally publicised in local press.

9.4. Cycle Training

This is available to all schools and highly recommended as a means to promoting cycling to school. School Cycle Training focuses on Years 5-6 (age 10-11) and meets the National Standards criteria, with on-road cycle training.

9.5. Mayor of London’s Cycle Parking Programme
Schools who have identified the need for cycle storage through their school travel plan are eligible to receive cycle parking directly through Transport for London. Schools are encouraged to pursue this and supported with the required consultation and application. Two schools have applied, Sir John Cass’s Foundation Primary School and City of London School for Girls.

9.6. Road Safety Education
The Road Safety Team visits Year 6 and Year 7 classes to discuss safety whilst travelling with pupils. The target is to reach all schools each year. This is specifically address the concern that young people who may have been escorted to primary school will travel independently to secondary school. Road Accident Statistics show that this is a vulnerable age for pupils. The programme is called Going Up and uses film and discussion to highlight the potential gravity of accidents on the roads.

9.7. Walking and Cycling infrastructure
Under the LIP schemes to improve walking and cycling infrastructure, including extending and improving the London Cycle Network (LCN) in the borough are bid for. These are co-ordinate with STP’s as appropriate.

9.8. School Travel Plan Engineering
Funding is obtained from TfL to implement engineering schemes in the vicinity of schools to support sustainable travel. A typical ‘Safe Routes to Schools’ scheme would entail a review of the area local to the school in the context of problems that schools have raised through their School Travel Plan process.
All schools have received funding for engineering schemes.

10. Developments for 2009-10

10.1. New home to school transport policy will promote sustainable travel by City resident students

10.2. Walking initiatives by local schools will be supported and promoted.

10.3. Infrastructure improvements will continue to enhance safe routes to schools and encourage walking.

10.4. Free cycle training will be promoted to children and their families

10.5 Schools will be supported to review and update their school travel plans
<table>
<thead>
<tr>
<th>Action</th>
<th>Brief Overview</th>
<th>Time Scale</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Travel Plan Reviews</td>
<td>Annual update of STP. Opportunity to re-engage schools. Main methods: direct contact with schools; STP review template and survey templates; seminars; rewards (t.b.c.)</td>
<td>November 2008 – June 2009</td>
<td>Transport Planner</td>
</tr>
<tr>
<td>School Travel Plan Rewrites</td>
<td>Tri-annual update of STP. Includes new consultation with all aspects of school community regarding sustainable travel to school. Main methods: direct contact with schools; STP rewrite template and consultation materials (developed with Council Depts e.g. STP engineering, LEA); seminars; rewards (t.b.c.)</td>
<td>October 2008 – June 2009</td>
<td>Transport Planner</td>
</tr>
<tr>
<td>WoW (Walk Once A Week)</td>
<td>Coordinate reward scheme to promote regular walking to schools.</td>
<td>Monthly, September 2008 – July 2009</td>
<td>Transport Planner</td>
</tr>
<tr>
<td>Walk To School Week (May)</td>
<td>Week-long promotion of walking to school, materials and activities to be offered to schools</td>
<td>May 2009</td>
<td>Transport Planner</td>
</tr>
<tr>
<td>Cycle training</td>
<td>Work with cycle trainers and other stakeholders to explore ways of promoting cycling to school off</td>
<td>Autumn 2009</td>
<td>Transport Planner with cycling partners</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
<td>Timeframe</td>
<td>Responsible Officer</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>-----------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Complete Sustainable School Travel Strategy</strong></td>
<td>Draws together activities in the borough relating to the promotion of sustainable travel to school</td>
<td>August 2009</td>
<td>P&amp;T Policy Officer &amp; SSO in FYP</td>
</tr>
<tr>
<td><strong>Liaise with STP Engineers and with Cycling and Walking Coordinator</strong></td>
<td>Prepare links with schools who are rewriting their STPs during 2009-10 to see if there are further schemes that can be prepared for bids 2010-11</td>
<td>Autumn 2009</td>
<td>Transport Planner</td>
</tr>
<tr>
<td><strong>Road Safety – links to schemes</strong></td>
<td>Meet with RSO to discuss work and ensure closer working. Possibly launch the Junior Road Safety Scheme.</td>
<td>Autumn 2009</td>
<td>Transport Planner &amp; RSO</td>
</tr>
<tr>
<td><strong>Mayor of London’s Cycle Parking Programme</strong></td>
<td>Support schools who have applied for cycle parking through their STPs. Aim to ensure that no communication issues prevent cycle storage being installed. Approach schools through STP rewrite/review process (see above) who have not yet had this facility to encourage them to identify the need for cycle parking and apply.</td>
<td>Autumn 2009</td>
<td>Transport Planner</td>
</tr>
</tbody>
</table>
13. Funding

13.1. The City has received funding from Transport for London for both Safer Routes to School and School Travel Plans carried out so far. To date the level of funding provided has proved sufficient to meet the requirements of the schools involved. Should the need for additional funding beyond our allocation arise, most likely for the implementation of physical measures associated with travel plans, other funding sources will be explored as appropriate.

13.2. Funding received to date has provided up to £15K to fund assistance in the preparation of travel plans by schools, with a further £45K available for the implementation of physical measures in the following financial year, conditional on the submission of a travel plan approved by Transport for London. Our experience so far shows that the range of proposed physical measures varies greatly from school to school, depending on local circumstances. Generally though, £45K is considered a realistic budget for implementing such measures.

13.3. Given the importance of the monitoring of existing travel plans, funding in the region of £5K will be sought on an annual basis to support this process as well as to provide training/networking opportunities for those members of school staff responsible for managing the travel plan process.
Appendix 1

City of London Home to school Transport Policy 2009-10

Overview

1. The City of London has regard to a child’s age, the nature of the journey to school and takes into account reasonable safety, and any parental preference for their child to attend a denominational school.

Children can travel free on the bus/tram/tube/DLR and London Overground services under Transport for London’s travel schemes (please see section 2 and 3 for more details).

Assistance will not be provided to parents wishing to send their child/ren to private/independent schools.

It is expected that children will use the free Transport for London transport scheme; however, additional assistance may be available from the City of London. Any additional assistance may be given if the criteria in section 2 and 3 are met.

Free bus/tram/tube/Docklands Light Railway (DLR) travel for under 11’s

2. Children under five can travel free at any time on buses, Tube, trams, DLR, and London Overground services as long as they are accompanied by an adult who has a valid ticket, Oyster card, or has a Freedom Pass or has a Veterans Concessionary Oyster photocard.

On buses and trams:

- Unaccompanied 5 to 10-year-olds can travel free at any time. They do not need a ticket or photocard to do so.

On Tube, DLR and London Overground services:

- A maximum of four 5 to 10-year-olds can travel free when accompanied by an adult who has a valid ticket, is using Oyster to pay as they go, has a Freedom Pass or has a Veterans Concessionary Oyster photocard.

- If they are travelling unaccompanied, 5 to 10-year-olds will need a 5-10 Oyster photocard to travel free at any time.

2.1 Additional support for 5-10 year olds

National Rail Journeys will only be considered for subsidy if the child attends their closest suitable maintained school1; they live further than the statutory

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1 A school where the City deems to be suitable for the aptitude and ability of the pupil
walking distance\(^2\) and the bus/tube/tram/DLR journey is more than one hour via their closest bus stop or train/tram station.

2.2 If the City of London concludes that suitable arrangements could have been made for a child’s education at a school nearer to the home address, additional travel support will not be granted.

**Free bus/tram travel for 11 and over**

3 Children aged 11 to 15 can travel free at any time across the entire London bus network and tram system, including sections outside Greater London using an 11-15 Oyster photocard. Young people 11-15 can also travel at a child rate on the Tube, DLR and London Overground with an 11-15 Oyster photocard.

Children aged 11-15 can have unlimited travel in a single day in Zones 1-6 for £1 using the Oyster photocard on a ‘pay as you go’ basis.

The 11-15 Oyster photocard will expire on 30 September following the end of the academic year in which a young person turns 16.

3.1 **Additional support for secondary school pupils aged 11 to 16**
Tube/DLR or National Railway support will only be considered if the child attends their closest suitable maintained school; they live further than the statutory walking distance\(^3\) and their bus/tram journey is more than one hour via their closest bus stop or train/tram station.

3.2 If the City of London concludes that suitable arrangements could have been made for a child’s education at a school nearer to the home address additional travel support will not be granted.

**Additional Support for parents on low income\(^4\):**

4 For children from low income families aged 8–11 attending primary school, additional support on the tube/DLR or National Railway will only be considered if the child attends their closest suitable maintained school; they live further than the statutory walking distance\(^5\) and their bus/tram/tube/DLR journey is routinely more than one hour via their closest bus stop or train/tram station.

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\(^2\) The statutory walking distance is two miles for pupils aged under eight and three miles for pupils ages over 8.

\(^3\) The statutory walking distance is two miles for pupils aged under eight and three miles for pupils ages over 8.

\(^4\) Parents who are eligible for free school meals or on the highest rate of Working Tax Credit.

\(^5\) The statutory walking distance for primary school students, whose parents are on low income is two miles for pupils aged 11 and three miles for secondary school pupils ages 11 and over.
4.1 For children from low income families, of secondary age, additional support on the tube/DLR or National Railway will only be provided for any one of the three nearest suitable schools, they live further than the statutory walking distance and their bus/tram journey is routinely more than one hour via their closest bus stop or train/tram station. The City of London will also have regard to parents wishing to send their child to the nearest school preferred on the grounds of religion or belief.

4.2 If the City of London concludes that suitable arrangements could be made for a child’s education at a school nearer to the home address for primary school or any or of the three nearest suitable schools for children attending secondary school, funding support for travel will not be granted.

Support

5. If a child is eligible for support under the City of London Home to School transport policy, the City will provide funding for the most economical method of transport.

Residence

6. Applicants must be resident in the City of London at the time of application to be eligible and remain living in the City of London. Students moving out of the City will have their support stopped on their last day as a City resident.

Special Educational Needs

7. The City is able to offer help in some circumstances for children with Special Educational Needs (SEN). If a child goes to a special school or has a statement of SEN, this does not automatically mean that the pupil qualifies for help with transport. The City will consider individual needs of children involving professional advice from the Educational Psychologist and may consult with parents and teachers before arriving at a final decision. Consideration will also be given to the child’s physical requirements (including any disabilities they may have).

Exceptional Circumstances

8. In exceptional circumstances the Director of Community and Children’s Services in consultation with the Chairman of the Community and Children’s Services Committee may agree funding support for travel to pupils not eligible as above. When deciding whether to make a contribution to a pupil’s travelling expenses the City of London will consider the individual circumstances of the pupil including parental means.

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6 Schools must be between two and six miles away from the home address

7 School is between two and 15 miles away from their home address and the bus journey must be routinely more than 1 hour via their closest bus stop
Appendix 3

Policy for 16-19 year olds
City of London Community and Children’s Services
HOME TO SCHOOL/COLLEGE TRANSPORT POLICY 2009/10 FOR THOSE AGED 16 – 19 YEARS OF AGE

1 Overview
The Family and Young People’s Service in the Department of Community and Children’s Services will normally expect students to make use of the free bus/tram facility provided by Transport for London. When this is not appropriate or where the student has special educational needs, travel support may be provided.

Applicants can apply for travel support for the 2009/10 academic year where it follows the academic year in which they became 16, 17 or 18 years old. The academic year is deemed as starting on 1 September 2009.

2 Free bus/tram Travel
Students aged between 16 to 18, living within 1 hour by bus/tram journey of their school/further education college are expected to use the Transport for London (TfL) free provision for their journey. Students should apply directly to TfL for their pass. The Family and Young People’s Service will not be involved in this process.

3 Additional support for travel for 19 years olds
3.1 Support will only be available to those students over the age of 19 where they are undertaking a course started prior to their 19th birthday.

3.2 If the student attends the nearest appropriate establishment and it is more than 1 hour journey time on a bus or tram, support will be provided with the most cost effective ticket option on a termly basis.

4 Additional support for travel for 16 to 18 year olds
4.1 When the time taken by 16, 17 and 18 year olds for each journey is more than one hour and the school/college is the nearest most suitable in terms of course provision, the student will apply for travel support on a term by term basis.

4.2 Evidence will be required that attendance at the educational establishment is continuing and students must ensure applications are completed before the start of each term by the college or school and presented to the Family and Young People’s Service office. Travel support may be in the form of a warrant or other cost effective methods. Where possible, students must incorporate any support on a student/16-17 Oyster card.

4.3 Applications received by the Family and Young People’s Service after the start of the academic year will be funded on a pro-rata basis from the half term in which they are received.
4.4 Support will only be committed for one academic year at a time and the policy is subject to change by the Community and Children’s Services Committee.

5 Residence
Applicants for travel support must be resident in the City of London at the time of application to be eligible and remain living in the City of London. Students moving out of the City will have their support stopped on their last day as a City resident.

6 Recognised schools, colleges and courses
6.1 Travel support can be paid for attendance on any further education course at any public sector school or college or any other school or college that receives funding from the Learning and Skills Council

6.2 Students must be taking an appropriate course that consists of at least 12 guided learning hours per week.

6.3 The Family and Young People’s Service manager will determine what constitutes an appropriate course, taking into account:
   • the availability of nearer courses,
   • the student’s reasons for studying at a particular school or college
   • social factors presented by the student to support his or her application, and
   • denominational choice.

7 Students with special educational needs requiring transport
7.1 Consistent with the City of London’s duties as a local authority this policy sets down the arrangements for the provision of transport for each student with a statement of Special Educational Needs which will facilitate the student’s attendance at a place of education.

7.2 The Special Educational Needs Panel, having sought professional advice and the views of the parents, will make a decision on the most appropriate place of education which will meet the needs of students with a statement of Special Educational Needs. The location will be on either a day or residential basis.

7.3 Applicants with Special Educational Needs will be provided with the most appropriate method of transport in relation to the student’s needs.

7.4 Students without a statement of Special Educational Needs but who have special needs can be considered exceptionally for a travel support under the same conditions that apply to students with Special Educational Needs.
7.5 Students who have a Special Educational Needs (SEN) statement, or who are considered by the Head of Family and Young People’s Service to have special needs can receive travel support for the 2008/09 academic year where it follows the academic year in which they became, 16, 17, 18, 19 or 20 years old.

8 Appeals
In exceptional circumstances the Director of Community and Children’s Services in consultation with the Chairman of the Community and Children’s Services Committee may agree that a travel pass be issued to pupils not eligible as above. Exceptional circumstances can be deemed to exist where:-

- the pupil already attends a school/college in the Greater London area
- exceptional hardship would prevent the pupil’s continued attendance at the school/college and
- it is not a practical solution to transfer the pupil to another appropriate maintained school/college.

September 2009