



# Post-16 Transport Policy Statement

## 2022 – 2023

Transport policy statement for students aged 16-25 in further education

\* Subject to June 2022 Cabinet

**School Transport Team**

Solihull Council  
[edtrans@solihull.gov.uk](mailto:edtrans@solihull.gov.uk)

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May 2022

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# 1 Introduction

The statutory responsibility for transport for 16-19 year olds (who have started a course before their 19th birthday) rests with local authorities. Local authorities have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport, or otherwise *that the authority considers necessary to make, to facilitate the attendance of all persons of sixth form age receiving education or training.*

The sixth form age' duty applies to students of sixth form age and young people with EHC plans up to age 25 where they are continuing on a course started before their 19th birthday.

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

- students of sixth form age are able to access the education and training of their choice; and
- if support for access is requested, this will be assessed and provided where necessary.

The legislation gives local authorities the discretion to determine what transport and/or financial support are necessary to facilitate students' attendance. The local authority must exercise its power to provide transport or financial support reasonably, taking into account all relevant matters.

Additionally local authorities have a duty under sections 508F and 508G of the Education Act 1996, as inserted by section 57 of the Apprenticeships, Skills, Children and Learning Act 2009. Under section 508F, the local authority is required to make such arrangements for the provision of transport as they consider necessary in respect of:

- adults (i.e. those who are aged 19 or over) for the purpose of facilitating their attendance at local authority maintained or assisted further or higher education institutions or institutions within the further education sector; and
- relevant young adults with an EHC plan (which can only be maintained up until the age of 25) for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. For those young adults, the local authority's duty only applies where the local authority has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training.

There are different legal requirements in respect of both post-16 travel assistance (age 16 to 19) and adult student travel assistance (age 19 to 25).

The assessment for eligibility for post-16 is different from pre-16, and you must not assume that if you were eligible for pre-16 travel assistance you will be eligible for post-16 assistance. It could also be the case that if you were not eligible for assistance pre-16, you may be eligible post-16.

Similarly, for post-19 compared to post-16, you must not assume that eligibility (or ineligibility) at post-16 will continue from age 19.

You should ensure you have fully thought through how you will travel to your preferred post-16 and post-19 educational provision when making your choice of institution. You should not base that choice on an assumption that travel assistance will be provided by the Council.

This policy document specifies the support that Solihull Council (the Council) considers necessary to facilitate the attendance of post-16 students 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.

## **2 Aims and objectives**

The Council is committed to encourage, enable and assist the participation in education and training of all young people up to the age of 18, or up to the age of 25 for those students with an Education Health and Care plan (EHC plan).

The Council wants all young people to have the same access to opportunities in life: to travel, to get a job, have friends and relationships, to live as independently as possible, to have a good social life and to be valued in their community. Learning to travel on public transport is an essential skill. We actively promote independent travel so that all young people can access their community, training and learning opportunities as well as social and leisure activities.

The post-16 policy is intended to be fully compliant with the document "Post-16 transport and travel support to education and training - Statutory guidance for local authorities January 2019".

### **3 Travel and transport support for sixth form students aged 16-19**

Transport for West Midlands (TfWM), the transport arm of the West Midlands Combined Authority, is the body that is responsible for promoting and delivering public transport across the West Midlands.

Solihull Council pays an annual levy (£8.5m in 2020-2021) to Transport for West Midlands, a proportion of which will support TfWM's spending on subsidised bus, train and tram travel for children and young people. Consequently, for the vast majority of post-16 learners, Solihull Council does not provide travel assistance directly to individual students because they can access their course using the transport network.

Solihull and the wider West Midlands is predominantly a large urban area that is well served by an extensive bus and rail network. The vast majority of schools and colleges are well served by this network.

The Council's contribution to Transport for West Midlands supports and promotes learners of sixth age accessing education or training of their choice within the West Midlands area.

#### **3.1 The 16-19 Bursary Fund**

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

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

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

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.

Vulnerable group students include those who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

Independent schools are responsible for assessing eligibility for vulnerable groups, and communicating that outcome to the local authority.

### **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.

The 16-19 Bursary discretionary Fund does not apply to independent or private schools.

Further information can be found at <https://www.gov.uk/1619-bursary-fund>.

## **3.2 Young parents / Care to Learn**

The Care to Learn scheme can help with childcare costs, up to £160 per child per week, 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. This includes courses in:

- schools
- sixth-forms in schools
- sixth-form colleges

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 the childcare provider

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

### **3.3 Council support for young people without special educational needs or disabilities**

The Council considers that all students aged 16-19 will be able to travel to their provision on the West Midlands transport network by purchasing their own travel pass, available from Network West Midlands.

Low income families can apply to their college or institution for financial support through the 16-19 Bursary Fund.

### **3.4 Council support for students aged 16 to 19 with special educational needs or a disability**

Students who have had applications considered under the policy for children and young people of statutory school age cannot assume the same outcome. Applications are considered against legislation which is different for post-16 applicants.

The majority of students will be able to access their course using the public transport infrastructure as described above, or s/he will be transported by a family member or carer. Over 90% of buses operating within the West Midlands network are low-floor and wheelchair accessible. More information can be found at <https://www.networkwestmidlands.com/information-for/transport-accessibility/during-your-journey/>.

Students with severe mobility or learning difficulties who live in Solihull and are unable to travel to their course independently and can demonstrate that there is no other family member or carer who can meet their travel needs may apply for discretionary travel assistance providing they are:

- aged 16-18 years at the time of application, or have started the course before their 19<sup>th</sup> birthday, and
- attend a suitable course at a school, college, institution or 16-19 academy within the West Midlands transport region.

Students are entitled to exercise reasonable choice of course and institution, for example, the Council would accept that a student may be eligible if they chose to attend a college, rather than a nearer school sixth form.

However, where the Council is satisfied that:

- the course on which a student has chosen to enrol is substantially the same as, or very similar to, a course that is offered by a different institution which is nearer to the student's home;
- the nearer institution is, in the Council's opinion, suitable for the student (i.e. it is suitable for their age, ability, aptitude and any special educational needs they may have); and
- discretionary transport assistance would not have been provided if the student had chosen to attend the nearer institution (for example, because the nearer institution can be easily accessed by public transport and/or on foot),

transport assistance will not be provided to the more distant institution chosen by the student.

Reasonable choice does include enabling students to choose an establishment of education or training that is not the closest to where they live if it makes sense to do so.

### **3.5 Type of support available**

#### **3.5.1 Travel training**

The Council has a team of fully trained and accredited travel trainers who have years of experience of working with young people with learning difficulties and/or disabilities. They work with students to train them to travel safely and independently to and from their school or college, on foot or on public transport.

The benefits extend far beyond travel to and from school, such as improving social skills, increasing independence, self-esteem and access to social life and leisure activities.

#### **3.5.2 Seat on a vehicle to Reynalds Cross School, Merstone School or sixth form provision provided by Forest Oak School or Hazel Oak School**

Students may be offered a seat on an existing vehicle which is travelling to Merstone School, Reynalds Cross School or sixth form provision provided by Forest Oak School or Hazel Oak School. The applicant must pay a contribution (see below). A travel guide will only be provided where the Council deems it necessary to do so.

#### **3.5.3 Seat on a Council commissioned bus service**

Students with learning difficulties and/or disabilities who purchase their own Network West Midlands travel pass may use Council-run school bus services, for example, the T1 bus which runs from Meriden, Balsall Common, Knowle and Dorridge and stops near Solihull College, Blossomfield campus.



### **3.5.4 Contribution towards assistance**

Students offered a seat on any Council commissioned specialist transport to post-16 provision must pay a contribution towards the cost.

The current average cost to the Council, of providing a door-to-door vehicle service, is £5,000 per student. The applicant's payment represents a contribution towards the Council's actual costs. Payment must be made termly in advance.

The contribution for 2022-2023 is £705 per annum or £235 per term.

### **3.5.5 Financial assistance for low income families**

Low income families are expected to approach their school, college or institution for financial support through the 16-19 Bursary Fund, to meet the contribution for a seat on a Council commission specialist transport vehicle.

Low income families who are requesting financial assistance are expected to have first applied to their school, college or institution for support through the 16-19 Bursary Fund. Low income families who can demonstrate that the bursary does not meet their costs may apply for further assistance. Cases will be considered on an individual basis and in exceptional circumstances financial assistance may be granted. For example, additional financial support paid half-termly in arrears for the number of days' actual attendance at 25p mile for 2 return journeys.

### **3.5.6 Poor behaviour on vehicles**

High standards of student behaviour is expected at all times in line with the code of conduct (annex 1). Where there is repeated failure to adhere to these standards, the school transport offer may be withdrawn.

Where behaviour is linked to a pupil's SEN, then the local authority expects the school/college, family and vehicle contractor to work together to enable transport to continue. If this is not possible, then transport may need to be withdrawn.

## **3.6 Apprenticeships**

The Council considers that young people aged between 16-19 will be able to travel to their apprenticeship location on the West Midlands transport network by purchasing their own travel pass, available from Network West Midlands.

## **3.7 Those not in education, employment or training (NEET)**

Job seekers who are registered on the [Youth Promise Plus programme](#) may be eligible for limited travel assistance.

### **3.8 Residential courses and courses outside the West Midlands**

The Council does not provide travel assistance to young people who attend a residential placement or a course which is outside the region covered by the West Midlands travel infrastructure.

## **4 Transport and travel support for adult students aged 19 to 25, including those for whom an EHC Plan is maintained**

The Council's obligations for transport assistance for adult students to education and training settings, starting a course after their 19<sup>th</sup> birthday, falls under Section 508F of the Education Act 1996.

This requires local authorities to make such transport arrangements they consider "necessary" to facilitate the attendance of eligible adult students at relevant education and training settings. If an adult student chooses to attend an education or training setting which does not fall within the Council's Post-16 transport policy arrangements, transport assistance will not normally be provided.

The Council will consider applications for transport assistance made by or on behalf of adult students for whom an Education, Health and Care Plan ('EHC Plan') is maintained in the following circumstances only:

- A. Where the Council considers it "necessary" to make transport arrangements for the purposes of facilitating the student's attendance at an institution which is maintained or assisted by the Council and is providing further or higher education (or both), or is within the further education ('FE') sector.
- B. Where the Council has secured for the student the provision of education or training and the provision of boarding accommodation under Section 514A of the Education Act 1996 **and** the Council considers it "necessary" to make transport arrangements for the purposes of facilitating the student's attendance at the relevant institution.

When a council finds it is 'necessary' to provide transport for an adult under section 508F, then the transport must be provided and be free of charge (Education Act 1996, s.508F(4)). If the Council does not consider it 'necessary' to provide transport under s.508F, it may still choose to pay some or all of the reasonable travel costs under s.508F (8).

Requests for transport assistance to settings other than education or training settings are outside the scope of this policy, which is published by the Council in the exercise of its education functions (as opposed to its social services functions). Assessments for care and support, including travel support other than travel to education and training setting will be assessed under the Care Act 2014 and Care Act Guidance by the Council's Social Care team.

Independent travel is an important component of adult students (aged 19-25) with special educational needs and/or disabilities ('SEND') making the transition to independent living. Adult students with SEND will normally be expected to make their

own travel arrangements between home and their educational or training establishment and meet their own costs.

#### **4.1 Eligibility**

The Council aims to ensure that adult students whose special educational needs and/or disabilities prevent them from being able to travel independently, and who have no other means of transportation (for example, a parent or carer who is able to meet the student's travel needs), are able to undertake further education and training after their 19<sup>th</sup> birthday, until the end of the academic year in which they reach 25 years of age, to help them move towards more independent living providing they:

- are aged between 19-25;
- have an EHC Plan which is maintained by the Council;
- are attending a qualifying college or educational setting in the West Midlands area which can meet their educational needs described in Section F of the EHC plan, and which is funded by the Council
- start the course after their 19<sup>th</sup> birthday

#### **4.2 Assessment**

Each application will be assessed on an individual basis to establish what travel support may be necessary to enable attendance. The assessment will take into consideration all relevant factors, including:

- The age of the adult, the nature of the route, or alternative routes, which the adult could reasonably be expected to take.
- The impact a learning difficulty or disability may have on the student's ability to travel.
- The complexity and duration of the route – so that the student should be able to reach their education or training without incurring such stress, strain, or difficulty that they would be prevented from benefiting from the education provided.
- Assessment by the Travel Training team as being unable to travel independently.
- Use of other sources of funding available for transport from the educational setting or otherwise.
- Use of higher rate mobility component of the Personal Independence Payment.
- Use of Motability vehicle assigned to the applicant.
- Availability of a driver for the Motability vehicle.
- The extent to which there is a parent or carer willing and able to help with transport.

#### **4.3 Types of support available**

Where the Council deems it necessary to make transport arrangements to enable attendance, or where the Council exercises discretion to pay all or part of reasonable

travelling expenses to facilitate attendance, the range of travel assistance that might be offered may include:

- Contribution towards petrol expenses where a Motability vehicle is available and there is evidence that the length and frequency of the journey is greater than a reasonable proportion of benefits or other grants available (using HMRC advisory fuel rates per mile).
- Contribution towards vehicle costs where a Motability vehicle is not available, and there is evidence that the length and frequency of the journey is greater than a reasonable proportion of benefits or other grants available (using HMRC mileage rates).
- Contribution towards cost of a parent or carer transporting the adult student.
- Access to a Council commissioned education bus service.
- Provision of a specific vehicle commissioned by the Council – at no cost to the student. Such a vehicle may also transport other students to the same college. A travel guide will only be provided where the Council deems it necessary to do so.

Any financial contribution paid by the Council would be net of the cost of a TfWM network travel pass, as this is a reasonable expense for all adult learners. Any transport (e.g. specialist vehicle or minibus or bus or coach service) arranged by the Council which is deemed necessary will be provided free of charge.

The Council will not provide a bus pass or reimbursement of normal vehicle expenses (for example, Road Tax, MOT, motor insurance, etc.), as these are costs faced by all students. The Council support for all post-19 students falls within our subsidy to the West Midlands transport network.

#### **4.4 Transition support**

Travel assistance approved before September 2021 for students aged over 19 will continue until the end their course. Any existing arrangement will not be removed or reduced unless there is a change of circumstances, e.g. house move, change of course or college which would require a new assessment.

### **5 Applying for Council transport support**

The application forms can be found on the Council website. The student or a family member should fill it in and send it with supporting evidence to the School Transport Team at [edtrans@solihull.gov.uk](mailto:edtrans@solihull.gov.uk). Any supporting medical evidence submitted with the application should be from a registered medical practitioner. Applications are subject to assessment by our Travel Options Assessment Officer and are normally processed within 20 school days of an assessment.

## **6 Appeals and complaints**

If you are not happy with the outcome of your application, and wish to challenge the Council's decision, a two-stage review and appeals process will be followed.

### **6.1 Stage 1: Review by and Officer Review Panel**

A student or their parent/carer can request a review of the Council's decision by completing an appeal form and sending it to the School Transport Team within 20 working days of the date of on which the student was notified of the decision.

The appeal form should state the reasons why you wish to challenge the decision (i.e. what is it about the decision that you disagree with).

The form should also set details of any personal and/or family circumstances which you believe should be considered when the decision is reviewed, providing supporting evidence as necessary.

Within 20 working days of receipt of the appeal form, an officer review panel will review the original decision and send you a written notification of the outcome of their review, setting out:

- the nature of the decision reached;
- how the review was conducted (including, where appropriate, the standard followed, e.g. Road Safety GB);
- 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; and
- where appropriate (i.e. if the officer review panel has upheld the original decision), information about how you can escalate your case to stage 2 of the review / appeals process.

### **6.2 Stage 2: Review by an Independent Appeal Panel**

If you are dissatisfied with the outcome of the review, a student or their parent/carer can ask for the matter to be escalated to Stage 2 of the review/appeals process by sending a written request to the School Transport Team within 20 working days of the date on which they received the officer review panel's decision.

Within 40 working days of receipt of your written request for the matter to be escalated to Stage 2 of the review/appeals process, an Independent Appeal Panel will meet to consider your appeal. Whilst the members of the Independent Panel may include councillors and/or Council Officers, they will have had no prior involvement in the case (i.e. they played no part in either the original decision, or the decision of the officer review panel).

All of the documentation from stage 1 review will be submitted to the Independent Panel.

You can add any further information or supporting evidence that you wish. You may also request the opportunity to attend the panel meeting and make your case verbally.

Democratic Services department will arrange for a panel to review the application, the process and the outcome.

Where the independent panel considers a case and finds that the student is not eligible under the terms of the policy but, nonetheless, wishes to make an offer of travel assistance, they may set a contribution at a level that they see fit.

Within five working days of the Panel meeting, you will be sent a letter detailing the outcome of your appeal. A copy of the decision will also be sent to the School Transport Team. The decision letter will set out:

- the nature of the decision reached;
- how the review was conducted (including, where appropriate, the standard followed, e.g. Road Safety GB);
- 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; and
- where appropriate (i.e. if the Independent Panel has rejected your appeal and upheld the original decision), information about your right to complain to the Local Government and Social Care Ombudsman.

Should you wish to exercise your right to complain to the Local Government and Social Care Ombudsman ('LGSCO'), this must be done within 12 months of the outcome of your appeal. This is not a further right of appeal as the LGSCO can only investigate complaints about maladministration. As a guide the LGSCO will usually consider whether:

- the Council's policy for providing travel assistance is objective, clear and fair;
- the Council have applied their policy properly or fairly;
- the Council did not take relevant information into account in reaching its decision, or took irrelevant information into account; or
- the Council delayed dealing with your application.
- The Local Government and Social Care Ombudsman can be contacted by phone on: 0300 061 0614 or [www.lgo.org.uk/making-a-complaint](http://www.lgo.org.uk/making-a-complaint)

### **6.3 Overpayment made in error or as a result of a fraudulent application**

If it is found that we have made an overpayment of public funds to you for any reason, for example: due to our error; your failure to notify of change of circumstances that may affect eligibility; or due to a fraudulent application; any over-payment must be repaid to the Council. The Council will take action, if necessary, to recover the monies. This may include legal action.

## **7 Concessionary fares, discounts, subsidies, passes or travel cards available for post-16 young people**

### **7.1 Disabled person's free travel pass**

Transport for West Midlands can issue an English National Concessionary Pass (Disabled Person's Free Travel Pass) which gives disabled people free travel by bus anywhere in England during 'off-peak' times - between 9.30am and 11.00pm Monday to Friday and all day at weekends and on public holidays.

Travel before 9:30am Monday-Friday costs £1 single-fare on National Express West Midlands buses. A ticket can be bought from the bus driver by presenting a disabled person's pass and asking for a £1 single-journey ticket.

<https://www.networkwestmidlands.com/tickets-and-passes/disabled-persons-pass/>

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### **7.2 Network West Midlands 16-18 Photocard**

Students aged 16-18 and living in the West Midlands can apply for a 16-18 photocard which allows the purchase of single, return and season tickets for the bus, train and tram with a saving you up to 50%. The 16-18 photocard is free of charge.

<https://www.networkwestmidlands.com/tickets-and-passes/child/16-18-photocard/>

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### **7.3 Student tickets**

Students over 18 in full-time education or 16-18 year olds who are not eligible for the 16-18 Photocard can buy the following student tickets:

n-bus Student  
n-network Student

<https://www.networkwestmidlands.com/tickets-and-passes/students/>

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### **7.4 Ticket finder**

A range of tickets is available for the bus, train or Metro. Choose a ticket for just one day, one month, one term or one year. Best value tickets are available when you pay by direct debit.

<https://www.networkwestmidlands.com/tickets-and-passes/>

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## 7.5 Journey planner

Network West Midlands Journey Planner enables students to see which public transport routes they would need to use to travel from home to the school or college they are attending. Or students can use NetNav and Net WM journey planning apps.

<https://journeyplanner.networkwestmidlands.com/>

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## 7.6 Advanced learner loan

You can apply for an Advanced Learner Loan to help with the costs of a course at a college or training provider in England. You may be eligible if you are over 19 on the first day of your course. The course must be a level 3, 4, 5 or 6 qualification, for example A levels or graduate certificate at an approved college or training provider in England.

<https://www.gov.uk/advanced-learner-loan>

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## 7.7 Funding for college accommodation

You may be able to get help with the cost of term-time accommodation if you're studying a further education course that's far from your home. How much you get depends on your household income. You will not be able to get help with boarding school fees.

You may be able to apply to get money from the following:

[Residential Bursary Fund](#) (RBF), if you study at a specialist residential centre  
[Residential Support Scheme](#) (RSS), if you do not study at a specialist residential centre

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

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## 8 Schools in Solihull with post-16 provision

Alderbrook School  
Blossomfield Road  
Solihull B91 1SN  
0121 704 2146

Arden  
Station Road  
Knowle, Solihull B93 0PT  
01564 773348

Grace Academy  
Chapelhouse Road  
Birmingham B37 5JS  
0121 329 4600

Heart of England School  
Gypsy Lane  
Balsall Common  
Coventry CV7 7FW  
01676 535222

John Henry Newman Catholic College  
Chelmsley Road  
Birmingham B37 5GA  
0121 770 5331

Park Hall Academy  
Water Orton Road  
Castle Bromwich  
Birmingham B36 9HF  
0121 748 0400

St Peter's Catholic School  
Whitefields Road  
Solihull B91 3NZ  
0121 705 3988

Tudor Grange Academy Kingshurst  
Cooks Lane  
Birmingham B37 6NZ  
0121 329 8300

Tudor Grange Academy Solihull  
Dingle Lane  
Solihull  
B91 3PD 0121 705 5100

Forest Oak Special School  
Winward Way  
Smith's Wood  
Birmingham B36 0UE  
0121 717 0088  
Post-16 based at Solihull College  
Woodlands Camps

Hazel Oak Special School  
Hazel Oak Road  
Shirley  
Solihull B90 2AZ  
0121 744 4162  
Post-16 based at Solihull College  
Blossomfield Campus

Merstone Special School  
Winward Way  
Smith's Wood  
Birmingham B36 0UE  
0121 717 1040

Reynolds Cross Special School  
Kineton Green Road  
Olton  
Solihull B92 7ER  
0121 707 3012

## 9 Colleges in Solihull

Solihull College  
Blossomfield Campus  
Blossomfield Road  
Solihull B91 1SB  
[enquiries@solihull.ac.uk](mailto:enquiries@solihull.ac.uk)  
0121 678 7000

The campus is a 10 minute walk from Solihull's main bus and train station. Bus numbers 6, 30, 49, 76, 519, A6, A7, T1 stop outside the campus.

Solihull College  
Woodlands Campus  
Auckland Drive  
Smith's Wood B36 0NF  
[enquiries@solihull.ac.uk](mailto:enquiries@solihull.ac.uk)  
0121 678 7000

The following bus routes stop within walking distance of the campus: 55, 71, 94, 94A, 96, 966, X12.

Solihull College student finance offers limited support for trips, equipment and travel. For more information go to the college website: <https://www.solihull.ac.uk/about-us/policies/#student-services>

Solihull Sixth Form College  
Widney Manor Road  
Solihull B91 3WR  
[enquiries@solihullsfc.ac.uk](mailto:enquiries@solihullsfc.ac.uk)  
0121 704 2581

Bus numbers 5, A7, A8 and S20 stops outside the college.

The college is within walking distance of Widney Manor train station and Solihull town centre.

For financial support go to <https://www.solihullsfc.ac.uk/student-zone/financial-support/>

## 10 Colleges beyond Solihull

Hereward College  
Bramston Crescent  
Coventry  
CV4 9SW

[Student.services@hereward.ac.uk](mailto:Student.services@hereward.ac.uk)  
02476 426101

Queen Alexandra College  
Court Oak Road  
Birmingham  
B17 9TG

[info@qac.ac.uk](mailto:info@qac.ac.uk)  
0121 428 5050

Stratford College  
The Willows North  
Alcester Road  
Stratford-upon-Avon  
CV37 9QR

[hello@stratford.ac.uk](mailto:hello@stratford.ac.uk)  
01789 266245

Travel by train from Shirley Station on London Midland line. The college is a 7 minute walk from Stratford-upon-Avon station. Train journey time is approximately 30 minutes.

Travel by bus on Johnson's Excelbus 20 from Shirley and Solihull. The journey takes 50 minutes followed by a 10 minute walk to the college.

For financial support contact the Student Services Team:  
[studentfinance@stratford.ac.uk](mailto:studentfinance@stratford.ac.uk)

Warwickshire College Moreton Morrell  
Moreton Morrell  
Warwick  
CV35 9BL

[info@warwickshire.ac.uk](mailto:info@warwickshire.ac.uk)  
0300 45 600 47

The college runs bus service 10 from covering Shirley, Solihull, Knowle, Dorridge:

0800	Shirley, Notcutts Garden Centre	1630	Moreton Morrell College
0810	Solihull, Tudor Grange Park	1710	Dorridge, The Station
0825	Knowle, Fish Bar	1715	Knowle, Fish Bar
0830	Dorridge, The Station	1730	Solihull, Tudor Grange Park
0915	Moreton Morrell College	1745	Shirley Notcutts Garden Centre

Bus passes can be purchased via the College online shop at  
<http://shop.warwickshire.ac.uk>.

Financial assistance may be available. Information can be found at:  
[http://www.warwickshire.ac.uk/help\\_advice/transport/financial\\_support.aspx](http://www.warwickshire.ac.uk/help_advice/transport/financial_support.aspx)

## 11 Useful contacts

### **Solihull Council - School Transport Team**

Manor Square

Solihull B91 2QB

[edtrans@solihull.gov.uk](mailto:edtrans@solihull.gov.uk)

[www.solihull.gov.uk/schooltransport](http://www.solihull.gov.uk/schooltransport)

0121 704 6610

### **Solihull Council - Independent Travel Trainers**

[travel.training@solihull.gov.uk](mailto:travel.training@solihull.gov.uk)

[www.solihull.gov.uk/traveltraining](http://www.solihull.gov.uk/traveltraining)

0121 704 8069

Transport for West Midlands part of West Midlands Combined Authority

[www.tfwm.org.uk](http://www.tfwm.org.uk)

### **Network West Midlands**

[www.networkwestmidlands.com](http://www.networkwestmidlands.com)

NetNav mobile app is available for Android, iPhone and iPad

### **Network West Midlands 16-18 Photocard**

Students aged 16-18 in full-time education can purchase a 16-18 Photocard for £10 which entitles the cardholder to pay child fares to and from school or college on buses, trains and trams within the West Midlands area.

[www.networkwestmidlands.com/16-18](http://www.networkwestmidlands.com/16-18)

### **Network West Midlands Disabled Persons Concessionary Travel Pass**

<https://www.networkwestmidlands.com/tickets-and-passes/disabled-persons-pass/>

### **National Express West Midlands Travel Cards and Term Plus**

Travel cards available for use on Travel West Midlands buses.

<https://nxbus.co.uk/west-midlands/tickets-prices>

<https://nxbus.co.uk/termplus/>

### **16-19 Bursary Fund**

You could get a bursary to help with education-related costs

[www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

### **Care to Learn**

Care to Learn can help with childcare costs

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

# Code of conduct for pupils on school transport



We have a code of conduct because we want everyone to travel in comfort and stay safe. To make sure this happens, all young people must follow this code of conduct. We know that most of you behave well on the journey to and from school, but sometimes the behaviour of a few can make the journey unpleasant or dangerous for others. If you cannot behave properly we may not be able to let you use the school transport and your parents will be responsible for getting you to and from school.

While travelling to and from school you are still subject to your school's rules and behaviour policy. This code of conduct is an extension of your school's policy.

## How to be a good passenger

### Do ...

- ✓ Be ready on time. If you are late the vehicle won't be able to wait for you
- ✓ Be polite to the driver, the guide and the other passengers
- ✓ Follow any instruction from the driver or guide
- ✓ Stay in your seat and keep your seat belt on
- ✓ Look after your own belongings and keep them in a safe place
- ✓ Take your litter home with you
- ✓ Tell your school and parents if you see someone behaving badly or bullying someone
- ✓ Make sure you take any necessary medication before you leave home or school

### Do not ...

- ✗ Shout, use bad language or make signs out of the window
- ✗ Start arguments or verbal bullying
- ✗ Engage in fighting or 'play fighting'
- ✗ Hurt anyone on the vehicle
- ✗ Distract the driver except in an emergency
- ✗ Eat or drink
- ✗ Spit
- ✗ Smoke any form of cigarette, including e-cigarettes or vapour cigarettes
- ✗ Use electronic devices (phones, laptops, etc.) to access the internet or take photos/videos

- ✘ Ask to be dropped off anywhere else - the driver can only take you to your normal destination

### **If you do not behave properly**

- You will be reported to the Head Teacher of your school or college and reminded how to behave
- If you continue to misbehave we will write to your parents telling them what you are doing wrong and warning them that if you carry on you will not be allowed to travel on the vehicle
- If you still do not behave we will write to your parents and tell them you cannot travel on the vehicle and that they will be responsible for getting you to and from school every day.
- If you damage the vehicle you will have to pay for the repairs

### **Information for parents**

The Code of Conduct is written for children with a broad range of abilities and behaviours. Talk to your child about the elements of the code that are relevant to him or her.

Transport arrangements are reviewed annually and subject to change throughout the school year. School transport will let you know about changes.


As parents you can support us in providing a good transport service by following this guide:

- Ensure that your child follows the code of conduct
- Make sure your child is ready in time for their pick up
- Take your child to and collect them from the vehicle. The driver and guide must stay on the vehicle with the other children.
- If your child needs a booster seat, you will need to provide this.
- Speak to the driver and guide in a way you would like to be spoken to
- You must be at home for your child's drop off time
- If, in the event of an emergency, you are not going to be home, you must phone the school and/or taxi company immediately telling them your estimated arrival time and/or alternative instructions. You may be charged for an excessive waiting time.
- If you are not at home to receive your child and have not made an alternative arrangement, and cannot be contacted, the driver will finish his route and return to your home to wait for you. We may charge you £10 for every 15 minutes past the normal drop off time.

- If you want to make a permanent arrangement, to be used all the time or occasionally, for example, leave your child alone, with a with a sibling or another adult you must send your instructions to school and the School Transport Team by email or letter. In doing so, you will be accepting full responsibility for your child.
- You must give us notice, by email, of a house move. If you are still eligible for assistance, it may take time to set this up.
- Let the School Transport Team know if you no longer need transport or if your child's transport needs change.
- If you have concerns regarding any aspect of transport or you think others are breaking the Code of Conduct you should tell your child's school in the first instance then contact us.

**Solihull Council**  
**School Transport Team**

E: [edtrans@solihull.gov.uk](mailto:edtrans@solihull.gov.uk)

 0121 704 6610

**Write your transport provider's contact details here:**