



London Borough of Enfield

Travel Assistance Policy

This document incorporates the Annual Policy Statement in respect of Guidance for Young People in post 16 Education and Training

Introduction and Principles

Enfield Council is committed to ensuring that all our children and young people have access to high quality education in a school or setting which meets their needs and enables them to meet their full potential.

This Policy sets out how the Council will identify and support those children and young people who need travel assistance and provide it in a consistent, transparent and fair way.

As a general rule, the Council believes that, as the majority of children and young people, up to the age of 16 (up to 18 if they are in education or training), are able to travel on free public transport this is therefore sufficient to meet their transport needs.

We have used the term “travel assistance” as in practice the form of assistance will vary, depending on the age and needs of the child or young person, the needs of the family and the school or setting the child attends. If the eligibility and need for travel assistance is agreed we will work with parents, carers, families and schools to establish the most appropriate assistance which is both suitable for the individual and the school or setting and makes the most effective use of resources. Any agreement to provide travel assistance will be for a time limited period – usually the current academic year - and must be renewed regularly and/or when there is a change in circumstances.

It is recognised that the needs of the child or young person and the delivery of the service may change over time. Any proposed changes will be discussed with families as part of the review.

In implementing this Policy the Council is committed to the following principles:

- Promoting a healthy and sustainable approach to travel assistance
- Promoting the most independent approach to travel assistance
- Ensuring a genuine partnership with children, young people and their parents and carers in identifying the most suitable travel arrangements
- Utilising the most cost effective travel options

This policy explains

- When Enfield will provide travel assistance
- Who will be considered for travel assistance – the different age groups
- How we will decide if you are eligible for travel assistance
- What kind of travel assistance might be provided
- How to apply
- The appeals process if you are not successful
- How to make a complaint
- The responsibilities of the Council, the school and parents or carers

When would Enfield provide travel assistance?

Parents or carers are responsible for ensuring that their child attends school regularly and on time. It is also their responsibility to accompany their child to school, where it is reasonable to expect them to do so. If a child or young person cannot walk in safety or take public transport on their own and the parent or carer cannot accompany them, the parent or carer must make arrangements for another adult to accompany the child.

The majority of children and young people in Enfield, including those with Special Education Needs or a Disability (SEND), do not require specialised travel assistance. However, in some circumstances, as set out in law, the local authority has a duty to make travel arrangements, as they consider necessary, for an eligible child or young person aged 5-16.

In addition, the local authority has a duty to facilitate access to education for young people aged 16-19 and learners with learning difficulties and/or disabilities aged up to 25.

The full legal framework and government guidance underpinning this Policy is set out in Appendix A.

Who will be considered for travel assistance?

Pre-School

The legal duty to provide home to school travel assistance applies only to children of compulsory school age (5-16) who need to travel to receive full time education or training. Therefore children of pre-school age will not normally be provided with travel assistance other than in exceptional circumstances. For example, Enfield may consider a child to be eligible when it has recommended a place at a nursery unit which is not the local nursery for that child in line with an early intervention approach.

Pupils aged 5-16

The duty to provide travel assistance, where necessary, only applies, in law, to children and young people of statutory school age (aged 5 to 16). However, we know that children in Enfield usually start their statutory education before their fifth birthday, as a "rising 5". Therefore we will treat a rising 5 as if they were already of compulsory school age.

Young people aged over 16

The duty to provide travel assistance, where necessary, also applies to:

- young people over compulsory school - aged 16 to 18
- continuing learners who started their programme of learning before their 19th birthday
- learners aged up to 25, if they have a statement, a Learning Difficulty Assessment or an Education, Health and Care Plan

All young people in full time or equivalent education or training up to the age of 18 are entitled to free transport on buses within London. Students aged 16-25 in full time education are also eligible for a discount on standard rail fares. Enfield considers that this sufficiently meets the transport needs of most young people. However, Enfield recognises that in some circumstances additional assistance may be required. These will include

- Young people aged 16 or 17 who are vulnerable to becoming or are already not in education, employment or training (NEET) to enable them to participate
- Young parents

18+ and Adult Services

Adult Social Care has a duty to assess and meet eligible needs for adults who have a disability, long term condition or mental health problem. From the age of 16 years, Adult Social Care will work with Children's Services to carry out a Moving On assessment which will highlight eligibility, need and how much a person's indicative budget will be.

A support plan will then be drawn up with the young person and their family setting out how the budget will be spent to meet the assessed need. After this, the Council confirms how much the Personal Budget will be.

If a young person is continuing to further education, the adult social care support plan will be incorporated into the EHC Plan, setting out how the person's adult social care needs will be met. The Plan may incorporate transport for some social care activities.

Low income families

You may be entitled to travel assistance if one or both parents are in receipt of a Working Tax Credit or your child is eligible for free school meals. Parents or carers will need to indicate this on their application form and provide evidence that they are currently in receipt of the benefit. Please see the Appendix C for details of qualifying benefits.

Religion or belief

Most parents will want their child to attend the local school, where possible. Some parents, however, may wish their child to attend a school with a particular ethos such as faith or belief. Although we may take this into account when considering your application for travel assistance the local authority does not have a duty in law to provide this apart from for secondary aged pupils in low income families.

How do we decide if you are eligible for travel assistance?

Every child and family seeking travel assistance is different and therefore we will treat each application for travel assistance on its own merit. Appendix B shows the process we follow when we receive an application for travel assistance. Listed below are the factors we will take into account when assessing an application. These will be different dependent on the age of the child or young person.

Children and young people aged 5-16

The following factors will be taken into consideration when determining the eligibility of a child or young person age rising 5 – 16 for travel assistance:

- Special Educational Needs, a disability or mobility issues
- Address

- Distance to nearest school and suitability of route
- Need to be accompanied
- Temporary medical condition
- Low income households

Special Educational Needs, a disability or mobility issues

A child or young person who cannot reasonably be expected to walk to school due to mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability will be considered for transport assistance.

Each child or young person will be assessed on an individual basis to identify their particular transport requirements.

Address

A child or young person will only be considered to be eligible for travel assistance if they are resident in the London Borough of Enfield. "Resident" means the address in the borough where the child or young person lives as their only or main home. If the child or young person lives equally between different addresses the principle home address will be considered as being the address at which the child is registered whilst attending school, with their GP, and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credit.

An exception to this may be made where an eligible child is Looked After by Enfield. An application for travel assistance would be made to the local authority where the child is resident and arrangements on funding for this would be made between the local authorities.

Similarly a carer for a child looked after who is the responsibility of another local authority but who lives in Enfield may apply to Enfield Council for travel assistance if they meet the appropriate eligibility criteria.

Distance to nearest school and suitability of route

Enfield expects parents who choose a school which is not the nearest school which the Council considers suitable to take full responsibility for transporting their child to and from school.

Travel assistance will only be considered if the measured distance from the home address to the nearest qualifying school which Enfield determines meets their individual needs is:

- more than 2 miles (for pupils up to age 8)
- more than 3 miles (for pupils aged 8 and over)
- if the route from the home address to the nearest qualifying school which Enfield determines meets their individual needs is unsuitable

This will apply where Enfield has not made any suitable arrangements to enable the pupil to attend a school nearer to home.

Distance will be measured by the shortest route along which a child or young person, accompanied as necessary, may walk safely. The route may therefore include footpaths and other pathways, as well as recognised roads and may not be the shortest distance by road.

Secondary age pupils

Enfield will also consider travel arrangements for secondary pupils from low income backgrounds to attend the nearest school preferred on grounds of "religion or belief", where that school is between 2 and 15 miles from their home. In this instance the distance will be measured using road routes.

The need to be accompanied

In general Enfield expects that a child or young person will be accompanied by a parent where necessary, unless there is a good reason why it is not reasonable for us to expect the parent to do so. This might be, for example, if the parent also has a disability or other family commitments such as taking children to school in different parts of the borough which means that children would not be able to get to school on time. Applicants will be asked to provide relevant information when they make their application or to update this when their travel assistance is reviewed.

When considering an application for a child or young person with special educational needs, disability or mobility issues, or where there are concerns about the safety of the route we will consider whether the child or young person could be reasonably be expected to walk if accompanied and, if so, whether the parent can reasonably be expected to accompany the child. Factors which will help us reach this decision might include the age of the child or young person and whether one would ordinarily expect a child or young person of that age to be accompanied.

Temporary medical condition

Some children and young people may have a temporary medical condition which means they will be eligible for travel assistance. In these circumstances any allocation of travel assistance will only be provided for the length of time required to meet the temporary need.

Low Income Households

Where a child is eligible for free school meals or parents are in receipt of maximum Working Tax Credit you may be eligible for travel assistance if the child or young person is aged:

- 8 to 11 and the school is at least 2 miles away
- 11 to 16 and the school is 2 to 6 miles away - as long as there aren't 3 or more suitable schools nearer to home
- 11 to 16 and the school is 2 to 15 miles away - if it's their nearest school preferred on the grounds of religion or belief.

Please see Appendix C and the application form for details of qualifying benefits

Young People aged over 16

Although young people aged over 16 are no longer of compulsory school age, increased participation means they are required to stay in education or training up to the age of 18.

The following factors will be taken into consideration when determining eligibility for travel assistance when the application is made for a young person aged over 16. Enfield may also ask parents to make a reasonable contribution to travel assistance costs.

- Age including learners with Learning Difficulties and/or disabilities
- Address
- Distance to the course
- Low income households
- Qualifying providers
- Suitable course

Age

Learners must be aged 16-18, or be a continuing learner who started their programme of learning before their 19th birthday unless they have a Learning Difficulty or Disability (LDD). Young people with a statement of Special Educational Need, a Learning Difficulty Assessment or an Education Health and Care Plan may be eligible for travel assistance up to the age of 25 years.

Address

A young person will only be considered to be eligible for travel assistance if they are resident in the London Borough of Enfield. "Resident" means the address in the borough where the young person lives as their only or main home. Learners who are not resident in Enfield or who are looked after by another council or are care leavers but live in Enfield should refer to the transport policy statement issued by their home local authority.

Distance to the course

In general, travel assistance may be considered if the learner lives more than 3 miles from their place of learning and is unable to undertake the journey by free public transport. If the journey is possible by free public transport but requires a number of changes which result in an unreasonably long journey time we may also take this into account when deciding on eligibility for travel assistance.

In the case of learners with LDD journeys of less than 3 miles may also qualify.

Travel assistance will be considered if the course being attended is not available at a school or college closer to the young person's home address. If a similar course is available at a closer school/college travel assistance will only be provided if the young person or their parent or carer can demonstrate how their chosen course meets their needs above another similar course.

Low income households

Families and/or young people in low income families who are in receipt of the maximum level of Working Tax Credits or who are eligible for Free School Meals may be entitled to travel assistance – please see Appendix C and the application form for details of qualifying benefits.

If the young person is in receipt of 16-19 bursary funding or has been provided with a Motability allowance or vehicle we may take that into account when assessing your application.

Qualifying providers

As well as schools and academies, travel assistance may be provided to other establishments including:

- A college or other further education institutions
- Establishments funded by the Education Funding Agency

- Providers funded by the local authority which deliver accredited programmes of learning

Travel assistance may also be considered for a young person undertaking an apprenticeship or a traineeship.

Suitable course

When assessing your application we will consider whether the educational programme to be undertaken offers an appropriate programme of study which provides a minimum of 14 hours of education or training over the course of a full academic year. Suitability will be assessed by the learner's personal adviser and/or an Educational Psychologist nominated by Enfield in conjunction with parents and the young person, where appropriate. We would not usually provide assistance to repeat a course of study which has already been completed or is at a lower level than one previously completed.

If I am eligible what travel assistance might I receive?

Enfield Council will consider all new applications or reviews it receives in a fair and consistent way.

If travel assistance is granted you will be advised of this and a Travel Broker will contact you to discuss your options.

If the child or young person has previously received travel assistance, and the review confirms they are still eligible for travel assistance, the Travel Broker will review your current arrangements with you.

There are a number of different options for travel assistance which might be considered and Travel Brokers will work with families to find the most appropriate option for individual circumstances. Options we will consider include:

Support to become an independent traveller

If, following discussions with the child or young person, parents or carers and the school, it is considered that a child or young person is ready and able to travel to school independently they may be offered access to Independent Travel Training (ITT). This may begin at primary school but would not usually be before secondary school age.

The ITT provider will provide a full programme of training and support and the final assessment will be shared with parents or carers.

Travel Pass

Although children and young people are entitled to free transport on buses it may be necessary for them to be accompanied by an adult to travel to school. In these instances travel assistance may be provided through funding for an adult travel pass.

In addition there may be children and young people who are eligible for travel assistance where the most appropriate journey to school is by using train services. In these circumstances travel assistance may be through funding a travel card.

Personal Travel Budget (PTB)

A PTB is a sum of money provided to parents or carer to organise their child or young person's home to school travel arrangements in a way which best meets their circumstances.

To qualify to receive a PTB parents or carers must demonstrate they are able to make suitable arrangements for their child or young person's travel which ensures they

- are able to travel safely
- attend school regularly and on time

The amount of PTB will be based on the most cost effective form of travel assistance that is available and relevant to the needs of the child or young person.

Directly Provided Transport

If we have considered and ruled out all other options Enfield may provide a standard vehicle to transport the child or young person. In general vehicles are routed to pick up a number of children from different locations who attend a particular school. Therefore the journey tends to take longer and the child or young person will spend more time in the vehicle. All vehicles and drivers will be sourced by a qualified, registered provider, working to contractual standards set by the Council.

How do I apply for travel assistance?

Eligibility for and provision of travel assistance is not automatic and will only be considered on receipt of an application. If granted any travel assistance provided will only apply for a set period, usually the current academic year, and must be renewed regularly.

The application/renewal forms and guidance, including Frequently Asked Questions (FAQs), can be found on the Council website on the Local Offer page, at

<https://new.enfield.gov.uk/services/children-and-education/local-offer/education/travel-assistance/>

How will my application be assessed?

All applications for travel assistance, including renewals, should be sent to the Council as an electronic application, via the email to travel.assistance@enfield.gov.uk or in a paper copy to the address on the form. It is important to provide all the information requested to enable a decision to be made and avoid unnecessary delays in reviewing your application.

The Travel Assistance Assessment Panel will consider all applications, requesting additional information if necessary, and decide whether you are eligible. You will be informed of the panel's decision which could be

- travel assistance is agreed – a Travel Broker will contact you to discuss what assistance will be provided and when it will start; or
- travel assistance is not agreed – we will tell you why you were not successful and give you information about the Travel Brokers who may suggest other options which might apply to you including contributing to travel costs or other funding. We will also explain the appeal process.

What if my application or review is not successful?

If we have received and assessed your application, or renewal, for the provision of travel assistance and have decided that you are not eligible there is an appeals process.

If your application has been refused because you have not provided sufficient evidence or information to support it this will not be considered as an appeal. You will be asked to provide the information and reapply but this will delay consideration of your application, therefore it is important that you provide all the information requested when you make your application.

If you wish to appeal against the Council's decision there is a two stage [appeals process](#). Please refer to <https://new.enfield.gov.uk/services/children-and-education/local-offer/education/travel-assistance/local-offer-information-travel-assistance-appeals-2016.pdf> for full details of the Travel Assistance Appeals Process.

Stage one – you may appeal in writing to the address provided on our decision letter, within 20 working days of receiving this setting out why you believe our decision incorrect. Your application will be reviewed by a Senior Council Officer who was not involved in making the original decision.

Stage two – if your application was turned down at stage one and you wish to appeal you have a further 20 days to do so and your application will be considered by an Independent Review Panel. This is the final stage of our appeals process but if you remain dissatisfied you may also take the matter to the Local Government Ombudsman.

Other potential support available for young people over 16

If you are over 16 and Enfield has decided you are not eligible for travel assistance there are some other funds you may be eligible to apply for, depending on your circumstances.

Details can be found in Appendix D.

What if I am not happy with the travel assistance provided?

If Travel Assistance has been provided and you are not happy with the **type** of assistance agreed you should contact the Travel Brokerage Team to discuss your concerns.

If you have concerns about the **quality** of the travel assistance the provider will have a formal complaints procedure which you should refer to in the first instance.

If you remain unhappy and wish to take your complaint further the Council's [Complaints Policy](#) can be found on our website at <https://new.enfield.gov.uk/contact-us/are-you-unhappy-with-something/enfield-council-information-complaints-policy.pdf>.

You may also refer to this policy to make a complaint about the application of our Policy for young people aged 16 plus.

Please note: You will need an [Enfield Connected](#) account <https://new.enfield.gov.uk/guide-to-enfield-connected/> if you wish to make your complaint online.

Who is responsible for doing what?

Ensuring the travel assistance provided works well and that children and young people arrive at school on time and ready to learn needs a joint effort. All parties have their own responsibilities as set out below.

The **Council's Education Services** will:

- Fairly assess the eligibility and individual needs of each child or young person for travel assistance based on the policy, legislation and the application received.
- Communicate the outcome of the assessment indicating:
 - if a child is eligible for travel assistance and the application has been agreed, the process for agreeing what will be provided and how this will be decided
 - if a request for travel assistance has been declined. The parent or carer will be contacted in writing with reasons for the refusal, what other assistance might be provided and how an appeal can be made
- Ensure that the child or young person's needs are reviewed regularly, once a new application/renewal has been received, at a point of transition and/or when there is a change in circumstances (e.g. a change in medication, behaviour, address or home situation)

The **Council's Travel Brokerage Team** will:

- Work with parents or carers, SEN Services, Enfield Schools Admissions Service, schools and, where appropriate, the child or young person to identify the most appropriate assistance to be provided
- Give parents/carers half a term's notice of a change to a child or young person's allocated travel assistance

The **Council's People Transport Service** (when a vehicle is provided) will ensure:

- Transport provided is suitable to meet the needs of the child or young person
- Vehicles are safe, fully maintained and clean
- Routing and pickup times are planned to ensure the child or young person can get to school on time
- Drivers are fully qualified, have a current DBS check and have received information and training, as appropriate
- Escorts, when provided, will have a current DBS and have received information and training, as appropriate

Parents/carers/young person will, where relevant:

- Ensure that the child or young person attends school
- Ensure that the child or young person is on time for collection and pick up (if relevant). Parents may be charged for any additional transport costs incurred if the child is not available
- Assist with helping the child or young person on and off the transport
- Inform the transport provider if the child cannot attend school that day with as much notice as possible (e.g. in case of illness)
- Advise the driver/escort of any particular challenge or difficulty that their child is experiencing on a specific day

- Provide a contact number and emergency contact details
- Notify the Council as soon as possible of any and all relevant changes (e.g. address). It is not sufficient to just inform the driver or escort
- Help a child or young person make the transition from one form of travel assistance to another

Schools/educational establishments will:

- Identify those who are suitable for ITT
- Share with the Council the attendance of those who receive travel assistance to ensure the assistance provided does not regularly cause the child or young person to be late
- Report to the Council any changes in circumstance that may warrant a review of travel assistance (e.g. change in a child or young person's needs, attendance or completion of ITT)
- Help parents who receive PTBs to liaise with each in order to share transport or pool their funds
- Inform the Council regarding any school led initiatives that could support travel assistance (e.g. in-school travel training programmes, use of minibuses)
- Help young people make the transition from one form of transport to another

How will travel assistance work in practice and what if I have other questions?

Working with parents, schools and young people we have developed operational guidelines and Frequently Asked Questions. These are available on the Council's website at <https://new.enfield.gov.uk/services/children-and-education/local-offer/education/travel-assistance/>.

Appendix A – The Legal Framework

What legislation (including statutory instruments) does this guidance refer to?

This guidance refers to the following legislation (including statutory instruments):

Education Act 1996 (the Act) sections 444, 508A, 508B, 508C, 508D, 508F, 508G, 508H, 508I, 509AA, 509AB, 509AC, 509AD, 509AE

Schedule 35B of (the Act), as inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006)

The School Information (England) Regulations 2002 - Regulation 5 and Part 2 of Schedule 2 to, as amended

Children Act 2004 section 11

Equality Act 2010

School Admissions Code

European Convention on Human Rights

The School Travel (Pupils with Dual Registration)(England) Regulations 2007

Public Service Vehicles (Carrying Capacity) Regulations 1984

School Standards and Framework Act 1998 Section 48

In addition, local authorities also have a duty to facilitate access to full-time education for young people aged 16-19 and learners with learning difficulties and/or disabilities (LDD) aged up to 25 and this may include assistance with travel in certain circumstances.

This policy has been developed with full regard to:

The Department for Education Guidance on Home to School Travel and Transport 2014

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

<https://www.gov.uk/government/publications/post-16-transport-to-education-and-training>

The Education Act 1996

<http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-10544006X>)

The SEND Code of Practice: 0-25 years

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

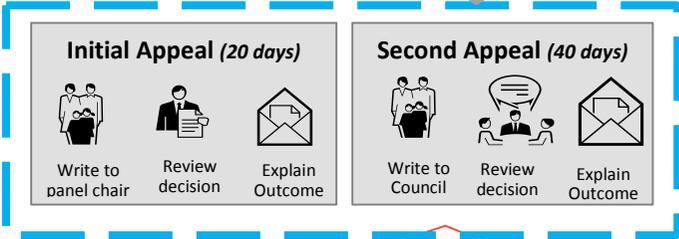
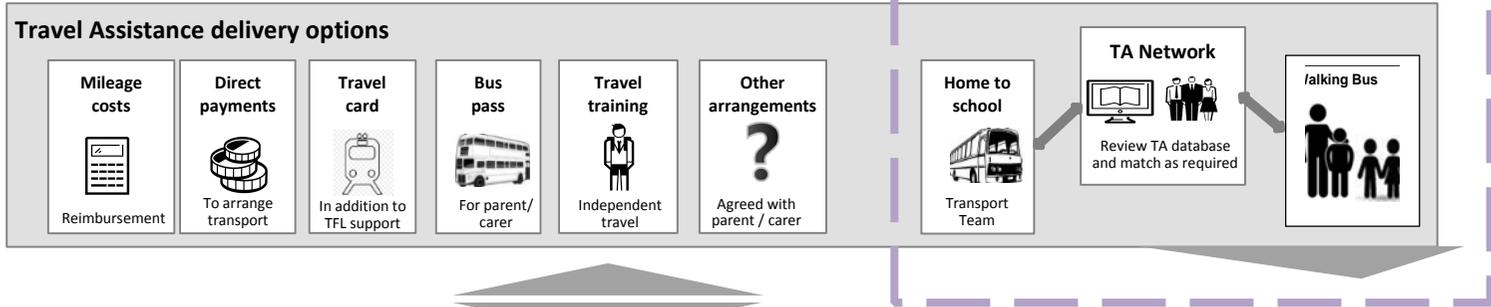
The Participation of Young People Statutory Guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349300/Participation_of_Young_People_Statutory_Guidance.pdf

Travel Assistance for Children and Young People

The result of this process depends on the applicant completing all relevant fields on the Travel Assistance Application Form and being responsive to the Council during the process

Enfield Education Services considers the initial application, to determine if the child or young person meets the eligibility criteria to be considered for travel assistance. For example an application on the grounds of SEND will go to the SEN Travel Assistance Panel for consideration. If the request is approved, it goes to The Brokerage Team. If is not approved, parents will be advised they have the right to appeal



The Chair of the Panel will write to the applicant to advise that the request has been declined. The applicant has 20 working days to appeal to the named Senior Officer for the decision to be reviewed. An appeal can only be made on specific reasons as set out in the Appeals Policy. If the applicant is still unhappy with the outcome a further appeal may be made within 20 working days to the Independent Appeals Panel. If an appeal is successful the application will be passed on to the Brokerage Team

Brokerage will meet with the family, any professionals involved (if identified/needed) and the young person if appropriate to discuss and plan the most appropriate method of travel assistance to be provided. They will record the travel outcome on the Council systems and email the relevant Council team, school or provider to advise of the agreed arrangements.

All Travel Assistance is reviewed regularly to assess if the arrangements are still appropriate and adequate to meet the needs.

Where the outcome is direct transport is provided the Transport Team will put in place the agreed transport method. The Transport Team work with Education Services, Brokerage team, schools/other educational settings and parents / carers / young people to advise on ongoing operational matters.

Appendix C - Qualifying Benefits for Low Income Families

Government statutory guidance on travel and transport defines “low income families” as those where parents are in receipt of the maximum level of Working Tax Credit or where a pupil is entitled to free school meals.

Working Tax Credit

You could get Working Tax Credit if either of the following apply:

- you’re aged from 16 to 24 and have a child or a qualifying disability
- you’re 25 or over, with or without children

You must:

- work a certain number of hours a week
- get paid for the work you do (or expect to)
- have an income below a certain level

The basic amount of Working Tax Credit is up to £1,960 a year - you could get more (or less) depending on your circumstances and income. Further information can be found at <https://www.gov.uk/working-tax-credit>

Free School Meals

Free School Meals are available if you are in receipt of

- Income Support
- Income Based Job Seekers' Allowance
- Income Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit or Universal Credit.
- Child Tax Credit (provided you are not also receiving Working Tax Credit and have an annual gross income as assessed by HM Revenue & Customs that does not exceed £16,190).
- Working Tax Credit Run-on – this is the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit. Families in receipt of Working Tax Credit are not entitled to Free School Meals.

[An application form](https://new.enfield.gov.uk/services/children-and-education/children-young-people-and-education/school-welfare-and-information/school-meals/) for Free School Meals is available to download from the Enfield Council website <https://new.enfield.gov.uk/services/children-and-education/children-young-people-and-education/school-welfare-and-information/school-meals/> or can be obtained from your child’s school.

Please note that the Universal Infant Free School Meals (UIFSM) initiative, which provides all pupils in Reception and years 1 and 2 with a free school meal, is not needs based and is therefore not applicable in relation to travel assistance.

A student aged 16+ is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to the institution where they are enrolled.

Appendix D - Other support available for travel for young people over 16

Young Parents

Care to Learn (C2L) may provide help to pay for childcare and travel costs for learners aged 19 and under at the start of their course. Further information can be found at <https://www.gov.uk/care-to-learn>

16-19 Bursary Fund

This fund is administered by individual education providers and is available to support any student who faces genuine financial barriers to participation, including transport costs. Further information is available at <https://www.gov.uk/1619-bursary-fund>

Residential Support Scheme (RSS)

RSS supports students aged 16 to 18 with the costs of living away from home to participate in a study programme where the substantial Level 2 or Level 3 qualification that is part of the programme is not available locally to their home address. Further information is available at <https://www.gov.uk/guidance/16-to-18-residential-support-scheme-for-academic-year-2016-to-2017>

Residential Bursary Fund (RBF)

RBF provides financial help towards the costs of accommodation for students attending a designated institution delivering specialist provision, where that specialist provision needs the student to be resident in order to participate because it is not available locally and/or because it needs students to be available at unsociable hours on a regular basis. RBF enables young people to gain a substantial qualification in a specialist subject that they would not be able to get at a non-specialist institution. Further information is available at <https://www.gov.uk/guidance/16-to-18-residential-bursary-fund-guide-2016-to-2017-academic-year>

Discretionary Learner Support (DLS)

DLS supports learners aged 19 and over on a further education course and facing financial hardship. Further information is available at <https://www.gov.uk/discretionary-learner-support>

Dance and Drama Awards (DaDa)

DaDa can help with fees and living costs at one of 19 private dance and drama schools. You must be aged 16 to 23 and show talent and a likelihood to succeed in the industry. Applications must be made through the qualifying dance and drama school. Further information is available at <https://www.gov.uk/dance-drama-awards>

Appendix E – Other Contact Details and Useful information

SEN Services

Special Educational Needs Team, Civic Centre, Silver Street, EN1 3XQ

Tel: (020) 8379 3364

Email: SEN@enfield.gov.uk

Travel Brokerage Team

Travel Brokerage Team, Civic Centre, Silver Street, Enfield, EN1 3XY

Tel: (020) 8379 4553 or 020 8379 6789

Email: Simone.Campbell@enfield.gov.uk or Nadine.booth@enfield.gov.uk

People Transport Service

Morson Road Depot, 9 Morson Road, Ponders End, Enfield, EN3 4NQ

Tel: (020) 8379 1258

Email: transport.operations@enfield.gov.uk

Joint Service for Disabled Children

Cheviots Children's Centre, 31 Cheviot Close, Enfield, EN1 3UZ

Tel: (020) 8363 4047

Wheel Chair Clinic

St Ann's Hospital 020 8702 3000

Assistance with Planning a Journey

Transport for London provides a range of on-line advice and resources to help you plan a journey.

<https://tfl.gov.uk/plan-a-journey/>

<https://tfl.gov.uk/maps>

<https://tfl.gov.uk/modes/buses/>

<https://tfl.gov.uk/fares-and-payments/travel-for-under-18s>