



**POST 16 APPLICATION FOR ASSISTANCE WITH TRAVEL TO SCHOOL / COLLEGE
ACADEMIC YEAR 2026/2027 (NEW STARTERS)**

Guidance Notes

Please note: There is no automatic entitlement to travel assistance for Post-16 Students. Travel assistance is offered at the discretion of South Gloucestershire Council.

Applicants are advised to read the 'Travel Policy Statement for Post 16 Students Resident in South Gloucestershire' before completing this form, and the FAQ document, available here: [South Glos LIFE | Travel assistance to school or college for post 16 students](#)

Applications must be submitted no later than 4th July to be considered as on time. Any applications received later than 4th July may be delayed with processing due to the high demand for travel assistance.

Students, parents and carers should note that, where support with travel is agreed it will generally be in the form of a mileage allowance. The allowance will be based on the home to school/college distance at a rate of 55 pence per mile (two round trips per day attended).

1) Student Details:	
Do you/did you have an Educational and Health Care Plan? Yes / No	
First Name	Surname
Male/Female:	Date of Birth:
Home Address (including postcode):	
Email address:	
Landline telephone number:	Mobile telephone number:
Are you being taught outside of your chronological year group?	
If yes, please provide details:	

2) Course Details:

Name of School/College you wish to attend:

What is the name of the course that you will be studying:

Is the course expected to be full time? Yes / No

When does the course start:

When is the course expected to finish:

Please give details of the qualifications, part-qualifications or skills that will be attained through attending this course:

3) Previous Study:

Is this your first post 16 application for support with travel?
NOTE a new application must be made for each year of study.

Yes:

No:

If you have answered no to the above question, please provide details of the courses studied:

College	Course and level	To	From

4) Independent Travel Training:

South Gloucestershire Council's policy is intended to actively encourage young people to travel as independently and inclusively as possible and to develop confidence in travel skills, where appropriate. Arrangements are made to develop independent travel training, and we strongly encourage students to take advantage of this training.

Have you been assessed as unable to travel to the education setting independently?

Yes:

No:

- * If you have answered 'No' please provide further information regarding your circumstances,
- * If you have answered 'Yes' please provide date of assessment:

5) Spare Seat Scheme (also known as concessionary seat):

Please note spare seats may be available on some existing routes into Special Schools. These will be allocated from Autumn half term onwards.

(Please see the FAQ document, or website, for more information about this scheme)

Do you wish to apply for a spare seat?	Yes:		No:	
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6) Extenuating or Exceptional Circumstances:

If you feel that a mileage allowance is not appropriate for your circumstances, please use the space below to explain why.

Please note circumstances that **are not usually** considered as exceptional are for example, parental working arrangements, having children at different schools, families who do not have a car.

7) Declaration

I declare that the information provided on this form is correct at the time of submission. If the council agrees to provide travel assistance to school/college, I understand that:

- Following this assessment, the council will write to you confirming whether support is to be offered and if it is refused details of the appeal process will be provided
- Following this assessment, if you are dissatisfied with the support offered you have the right of appeal, details of the appeal process will be provided in your offer letter.
- If any of the circumstances change, I agree to notify the council immediately (e.g. change of address, college days attended, campus attended).
- Any travel assistance agreed will be for one academic year and I will need to re-apply for any following years of study
- I understand that where I am offered a spare seat it will be allocated for the period after the Autumn half term holiday. Should the spare seat be required for a pre-16 student who is entitled under the statutory rules, I will have to give up the seat and will revert to mileage allowance.
- Where a spare seat is allocated, the council may review the travel assistance provided if the behaviour of the student presents a health and safety risk to themselves, or others, while travelling on the transport.
- I confirm that I have read and understand the Travel Policy Statement for Post 16 Students Resident in South Gloucestershire.

Signature of Student:

Date:

(If signing on behalf of student)

Signature:

Date:

Relationship to Student:

Applications will be processed no earlier than 4 July 2026 and should be sent to:

AdmissionsAndTransport@southglos.gov.uk

Alternatively the postal address is:

Admissions and Transport Team, Department for Children, Adults and Health, PO Box 1955
Bristol, BS37 0DE

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018)

South Gloucestershire Council are collecting Personal Identifiable Information to enable them to assess eligibility for travel assistance under the Education Act 1996, as inserted by Part 6 of the Education and Inspections Act 2006. We need to collect this information to consider your request for travel assistance for your child.

This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 – Article 6 (1) c).

South Gloucestershire Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. However, this information will be shared within South Gloucestershire Council and partner agencies (Department of Education, NHS, Schools/settings, and Early Years providers). For further details on the council's privacy arrangements please view the privacy page on the council's website page: <https://www.southglos.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/privacy-statement/>