Home to College Transport Policy 2026-2027

Effective for employees, students, governors and volunteers September 2026

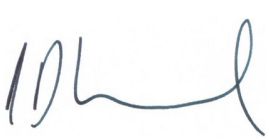
Overall responsibility:	Principal
Implementation:	Assistant Principal of Student Services
Date issued:	September 2026
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Endorsed and approved by People, Culture and Inclusion

Date: September 2026

Jason Lancaster

Principal & CEO



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1. INTRODUCTION

The College Transport Policy sets out the range of support available to students when travelling between a single home address and college and includes provision made by the college and by North and West Northamptonshire Councils in Northamptonshire.

There is no automatic entitlement to support with transport to college and students must meet the published criteria for the support they are requesting.

This policy should be read in conjunction with the information provided by the North Northamptonshire Council and West Northamptonshire Council who set out details of the help they provide with transport to qualifying students including those in financial need or with learning difficulties and /or disabilities.

Students attending Northampton College from neighbouring counties should refer to their local authority for details of the help available.

2. QUALIFYING CRITERIA

Students applying for support with transport to college must be:

- Undertaking a full-time course (12 hours or more)
- Aged 16-18 at the start of the academic year
- Living more than 3 miles, walking distance, from the College site where the substantive portion of their course is delivered, as indicated as a safe walking route on 'Google Maps'.

The College will seek to make available a bus passes to students who meet this criteria, however, will review any requests for exceptional support where circumstances dictate that accessing a bus may not be possible.

3. COST OF TRAVEL

All students aged 16-18 who are entitled to travel assistance and purchase a termly bus passes from the college, will be asked to contribute a maximum **£650** a year towards the costs of their transport.

Students who are eligible for the college bursary and meet the criteria set out in section 2 may be eligible for further financial support for travel.

4. STUDENTS AGED 16-18 WITH A SPECIAL EDUCATIONAL NEED OR DISABILITY (SEND)

Northampton College administers the Special Educational Needs Post 16 Transport scheme on behalf of North Northamptonshire Council and West Northamptonshire Council
The qualifying criteria for this support is that a student:

- Has an education, health and care (EHCP) plan which necessitates travel assistance
- Is attending their nearest suitable further education setting which is named in their EHCP
- lives within the administrative boundary of Northamptonshire and more than 3 miles from their nearest suitable educational establishment

Although independent travel is encouraged where it is safe to do so, the college will, in the first instance, explore whether a parent or carer is able to provide transport and be remunerated for their fuel costs, if the student is eligible.

Other forms of transport considered under this scheme are:

- Public bus services

- Shared taxi/minibus transportation

Northampton College chooses to subsidise the costs of SEN transport set out in the polices of North Northamptonshire Council and West Northamptonshire Council and students whom are entitled travel assistance due to a special educational need or disability will be asked to contribute **£650 a subsidised rate per year** towards the costs of their transport.

Where parents or carers of a 16- to 18-year-old student qualify on the grounds of low income the young person will receive transport free of charge.

5. YOUNG ADULT LEARNERS (AGED 19 TO 25) WITH A SPECIAL EDUCATIONAL NEED OR DISABILITY (SEND)

Free travel assistance will be provided to a young adult learner (not being a person of sixth form age) where:

- The local authority has secured the provision of education or training for an adult learner aged under 25
- They have an EHCP plan
- It is considered necessary to facilitate that person's attendance at the place of education or training

Please note that this policy does not relate to young adults who are not in education or training and who do not have an education, health and care plan.

Although independent travel is encouraged where it is safe to do so, the college will, in the first instance, explore whether a parent or carer is able to provide transport and be remunerated for their fuel costs, if the student is eligible.

Forms of transport considered under this scheme are:

- Public bus services
- Shared taxi/minibus transportation
- Mileage allowance

6. FINANCIAL SUPPORT

In most cases students applying for assistance are expected to contribute towards the cost of such support however students in receipt of bursary, who meet the criteria for transport assistance, are able to apply for their contribution to be paid on their behalf.
Students whom are seeking financial support from the college bursary are responsible for the cost of travel until they are granted an award. The college does not reimburse transport costs.

7. WITHDRAWAL/CANCELLATION OF TRANSPORT

Transport, paid for by the college, may be withdrawn at the discretion of the college in the following circumstances:

- Where a student's attendance drops below an acceptable level in agreement with the student's personal tutor/academic coach
- Where the student is found to have abused or misused the support provided.
- Where the student has left the college.
- Where a student fails to abide by the transport code of conduct.

8. MONITORING AND REVIEW

This policy will be reviewed and amended annually in line with the polices of North NorthamptonshireCouncil and West Northamptonshire Council.

This policy should not be read in isolation and should be cross-referenced to other relevant policies and procedures, including:

- North Northamptonshire Council Post 16 Travel Policy
- West Northamptonshire Council Post 16 Travel Policy
- Northampton College Bursaries and Financial Support Policy

9. APPENDICES:

- Appendix 1: CODE OF CONDUCT FOR USING COLLEGE TRANSPORT
- Appendix 2: EQUALITY AND DIVERSITY IMPACT STATEMENT
- Appendix 3: DATA PROTECTION IMPACT STATEMENT
- Appendix 4: COMMUNICATIONS PLAN

APPENDIX 1: CODE OF CONDUCT FOR USING COLLEGE TRANSPORT

Why we have a code of conduct

We know that most young people behave well on college transport, but occasionally the behaviour of a few can make the journey unpleasant for everyone and can sometimes endanger others.

We have a code of conduct because we want everyone to stay safe and travel in comfort. To make sure this happens we need all young people and their parents/carers to agree to abide by this code of conduct.

Our code of conduct should give you a clear idea of what is expected of you, and if you follow the guidelines, it contains your journey to college will be safe and enjoyable. We all have a responsibility to make sure this is the case.

By accepting college transport assistance, you are agreeing to abide by this code of conduct.

a) What you need to do to travel safely and be a good passenger

- Treat the driver and your fellow passengers with respect.
- Do as the driver ask.
- Do follow any guidance issued in regards to safe travel (for example, COVID hygiene, face masks).
- Stay in your seat and keep your seat belt on.
- Look after your possessions.
- Take any litter with you.
- Keep noise to a reasonable level – if you want to listen to music or watch videos, personal headphones should always be worn.
- Don't play any music or videos with explicit content or lyrics on your phone.
- If you see someone behaving badly or bullying others always report it to the driver or staff at college.
- Don't distract the driver except in an emergency.
- Don't carry real or replica weapons.
- Don't throw things.
- Don't eat, drink, smoke or vape (smoking is against the law for everyone on buses, taxis and trains).
- Don't use bad language.
- Don't damage the vehicle – if you do your parents or carers will have to pay for the damage.

College Bus Pass

Your pass is for you only and must always be carried if you want to use college transport. Be ready to show your pass to the driver if its requested; you will not be allowed to travel without it.

Appendix 2: EQUALITY & DIVERSITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equity, diversity and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	Home to College Transport Policy
Is it new or existing?	Existing
Department	Student Services
Policy Author (postholder title, name)	Mark Owen – Assistant Principal Student Services
Author of Equality Analysis	Mark Owen
Date of completion	19/09/2026

Aim and Objectives
Briefly describe the aims and objectives of the policy
The policy sets out how the college manages and supports travel arrangements for students attending Northampton College.

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (√) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings
Race			x	
Religion and/or belief			x	
Sex (Gender)			x	
Gender Identity			x	
Disability	x			The college supports the North and West Northamptonshire Councils home to college transport schemes which provides additional support for students with EHCP plans.
Age	x			The policy sets out how the college will support students who are over the age of statutory support for travel through North and West Northamptonshire Councils home to college transport schemes.
Sexual orientation			x	
Marriage and/or civil partnership			x	
Pregnancy and/or maternity (including surrogacy and adoption)			x	

Other identified group (e.g. carers)			x	

Monitor and Review	
How will you monitor the impact of your policy once it has been put into effect?	
The policy will be monitored through feedback from services users gathered via: • College Complaints Procedure	
Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):	
Name	Position
Mark Owen	Assistant Principal Student Services
Jan Hutt	Deputy Principal – People and Organisational Development
Cathrine Danns	Transport Officer
Equality Analysis Sign-Off Signature and Date: 01/09/2026	
Review Date:01/09/2027	

Appendix 3: DATA PROECTION IMPACT ASSESSMENT

Data Protection Impact Assessment

Does this Policy

- require the collection and use of data in addition that normally collected by the College?

Yes / No (if Yes complete Assessment point number 1)

- require the sharing of data with partners?

Yes / No (if Yes complete Assessment point number 2)

1. Is additional data being collected? If so please detail:

No

Is data collected personal and/or sensitive?

N/A

How will you collect, use, store and delete data?

N/A

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

No

Describe the purposes of the processing / sharing: What are the benefits of the processing/ sharing – for you, and more broadly?

N/A

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

N/A

Describe compliance and proportionality measures, in particular:
What is your lawful basis for processing?

N/A

How will you ensure data quality and data minimisation?

N/A

What information will you give individuals?

N/A

Please attach a Risk Assessment if there are significant risks to data protection

Signed by Data Protection Officer

Name: Rav Garcha

Date: September 2026

Appendix 4: COMMUNICATIONS PLAN

Version	Final
Ratified by	Policy & Strategy Group
Date Ratified	19/09/2026
Date Issued	01/09/2026
Expiry Date	01/09/2027
Lead Manager	Mark Owen
Name of Author	Mark Owen
Audience	College Staff, Students, Parents & Carers.
Communication Plan	Document Library, College Website