

Westmorland and Furness Council

Post 16 Education Travel Bursary Scheme 2025/2026

Background

1. The Council has committed some funding to help pay for travel to education for young people aged 16 to 19.
2. Following a successful pilot scheme in 2023-24 and formal roll-out in 2024-25, Westmorland and Furness Council has secured funding to run the Post 16 Education Travel Bursary Scheme again for 2025/2026. This bursary is intended for young people who are experiencing difficulty in paying for transport for educational purposes. It is not intended for households where there is an additional rate taxpayer.
3. Public transport, taxi's, bicycles and/or fuel costs for private transport are covered by the scheme.
4. This scheme runs for the 2025/2026 academic year. Claims can be made at the start of Autumn term 2025.
5. This scheme has limited funds and therefore allocations may have to be restricted depending on the level of take up. This will be kept under review.
6. The application window will be open until **noon on 1st October 2025. This may need to be amended should the scheme be over-subscribed.**

Criteria

7. This Travel Bursary has the following conditions:
 - i. Applicants must be under the age of 19 on 1 September 2026
 - ii. Applicants must live within the Westmorland and Furness area
 - iii. Applicants must incur travel costs to access education and learning opportunities
 - iv. Support for students using public transport or a combination of public and private transport is the Council's first preference.

How much is available?

8. The bursary will work on a sliding scale, dependant on how far away the student lives from their place of education:
 - i. Students who travel more than 20 miles in a single journey on public transport to their place of education are eligible for a maximum sum of £800. This value will be pro rata, dependent on the number of days you attend college or school.
 - ii. Students who travel between 10 and 20 miles in a single journey on public transport to their place of education are eligible for a maximum sum of £500.

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This value will be pro rata, dependent on the number of days you attend college or school.

- iii. Students who travel up to 10 miles in a single journey on public transport to their place of education are eligible for a maximum sum of £250. This value will be pro rata, dependent on the number of days you attend college or school.
- iv. Students who are purchasing a Post 16 “spare seat” on Westmorland and Furness Council’s spare seat scheme at a cost of £753.93 are eligible for a grant of £376.96 (50% of seat cost). In the event of the student leaving the Post 16 studies prior to the end of October 2025, then a proportion of the grant will be recouped from the applicant.
- v. Grant provision to support the costs of travel by car, taxi or moped up to the upper end of the payment range will only be considered where individuals are unable to make use of public transport due to reasons of availability, rurality or practical logistics. 12 pence per mile will also be payable for anyone travelling by taxi, car or moped. The maximum grant payment will be capped at £1,500. This goes towards the fuel costs of the journey. Payment will only be made for one return journey per day based on the timetabled expected number of days of travel.
- vi. Students who travel out of county for their education, where the commute takes place on a Sunday and a Friday, with the students boarding out of Cumbria in the town of their education during the week, the bursary payment will be based on the following rules
 - Weekly boarding private transport - 12 pence per mile will be made available for anyone travelling by taxi, car or moped. The maximum grant payment will be capped at £1,500. This goes towards the fuel costs of the journey made on Sunday and Friday. Payment will be made for two return journey per week. The maximum grant payment will be capped at £1,500.
 - Weekly boarding public transport – Students who travel on a Sunday and Friday on public transport to their place of education outside Cumbria and then stay in the town during the week are eligible for a maximum sum of £800.
 - For students who travel by a combination of public transport and private transport (car/moped) full details of the route to and from the place of education should be documented in the application.
- vii. For students who travel by bicycle to school/college, £400 grant payment will be made available.
- viii. For students who travel by a combination of public transport and private transport (car/moped/taxi) full details of the route to and from the place of education should be documented in the application. The grant will be calculated based on a combination of the private and public routes, in line with the above criteria.

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- Payments will be made in one instalment for the whole academic year from September 2025 onwards.
 - For households with more than one student travelling by car to the same place of education on the same days, only one application per household will be accepted.
9. Dependent on interest and the volume of applications received this policy may be amended.

Application process

An electronic application form will be required from all applicants to this scheme. This form is available online on the Westmorland and Furness Council's Integrated Home to School Transport website.

10. The Council will award the grants in a timely manner on receipt of the completed application form.
11. Applicants should not rush their application and take time to ensure all questions have been answered clearly and correctly with the appropriate evidence provided. If not, then this is likely to slow down the process of getting grant funding out to young people or could lead to the grant application being refused for failure to provide the correct information in the requested format.

An online application for the grant fund will be made available via email – school.transport@westmorlandandfurness.gov.uk
Any queries can be directed to the same email address.

12. It will be important that you provide all the information accurately and truthfully and provide all the supporting documents that are requested. Failure to do so could lead to your application being declined or significantly delayed.
13. The Council will seek to reach a decision within 15 working days of the submission of your application. If your application is successful then we will make a payment within 10 working days of notifying you of this decision, or within 10 working days of receiving your evidence of your offer letter, if you are unable to supply this until GCSE results day.
14. Failure to provide the evidence requested will result in a delay to your application being processed.
15. You must answer all questions honestly when completing your application, if the Council suspects any young person is trying to fraudulently claim the grant, it will investigate accordingly. Where evidence of fraud is present, we will prosecute the offending applicant.
16. The Bursary has limited funds and therefore allocations may have to be restricted depending on the level of take up. If there is significant take up that leads to demand exceeding the current level of funding in the Bursary, then consideration will be given to adding more funds for the current year.

Funding will be allocated in priority order:

- Priority will be given to students who received the bursary in 2024-25 and are going into the second year of their course.

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- Cared for Children and Care Leavers
- Young People with an EHCP who are enrolled on a supported internship
- All other applicants on a first come, first served basis.

Appeals Process

17. Appeals will be accepted for consideration if any applicants who do not meet the criteria consider they have a specific case that needs further consideration. Any appeals on a refusal of an application should be sent to school.transport@westmorlandandfurness.gov.uk
18. The Council's interpretation of this document is at its own discretion and it will be the final arbiter of the definitions contained within this policy and regarding any decision made.

What evidence will I need to provide?

19. The Council is relying on young people to be honest and open with the Council and present to us their evidence of need and eligibility for the Travel Bursary Scheme.
20. As part of your application, you will need to provide the following information:

Information	Evidence Required	Comment
Payment details	Copy of bank statement clearly showing name, address, sort code and account number of applicant	This must match the name of the individual listed on the application. This can be either the student or their parent/guardian. If you use internet banking, you can download a statement via your banking app.
Evidence of attendance at local college	Offer letter from said college/ school and GCSE results confirming conditions of offer have been met OR Letter from the school/college confirming you are a current pupil OR Photo of School/College ID card for the academic year	The evidence should confirm the student's name, the student's attendance for the year 2025 and their home address

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Other Subsidy

21. This grant is only available to students who have not received any other funding for their school/college transport costs. It is expected that students contact their Post 16 provider to apply for any other costs under the student support fund. Spot checks will be carried out.

Data Protection

22. We are committed to protecting your personal data and privacy and to complying with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other privacy laws. The information you supply on this form may be shared with our contractors and partners, who help to deliver our services. We will only retain your personal data for as long as necessary to fulfil the purposes it was collected for, after which time it will be securely deleted. For more information on how we protect your personal data, see our [Privacy Notice](#).

Right to update the policy

23. The Council reserves the right to update and change this policy without notification or prior warning in the event that the government updates or changes its guidance to us or in the event of an error or omission.