

## **Application for Travel Assistance Pupils Below Compulsory School Age (Aged 0 – 4)**

### Notes for Guidance

**Sections 1 to 3** must be completed by the parent/carer(s).

**Section 4** must be completed by the nursery.

Please read the relevant part of the Council's "Travel assistance policy for 0-25 year olds in education" (available [here](#)) before completing this form. As that document makes clear, the Council's policy is not to provide travel assistance to pre-schoolers except where the pre-schooler has an Education Health and Care (EHC) plan and the circumstances can be said to be exceptional. Even where the Council does provide travel assistance to a pre-schooler it will make a charge for this, which is payable by the parent/carer(s). Please complete this form carefully, ensuring all information provided is accurate and that you include everything you want to say in support of your application.

**All sections must be completed or the form will be returned and there will be a delay in processing your application.**

Travel Assist, PO Box 16541, Birmingham, B2 2DD

Telephone: 0121 303 4955

Email: [travelassist@birmingham.gov.uk](mailto:travelassist@birmingham.gov.uk)

Website: [www.birmingham.gov.uk/travelassist](http://www.birmingham.gov.uk/travelassist)

# Application for Travel Assistance

## Pupils Below Compulsory School Age (0-4)

Sections 1 to 3 must be completed by the parent/carer(s).

Section 4 must be completed by the nursery.

**All fields are mandatory and must be completed**

### **SECTION 1: PUPIL INFORMATION**

1. Personal details:			
Surname		Date of birth	
First Name		Gender	
Home Address i.e. the pupil's only or main residence		Post Code	
Name of both Parents or Carers	Mother:	Father:	
Telephone Number:			
Email Address:			
Are you residing at the same address?	Mother: Yes / No If no, please confirm address:	Father: Yes / No If no, please confirm address	
Name and number of emergency contact			
Is the pupil a LAC Child			Yes No
If Yes, please confirm which Local Authority is responsible:			
Name of Social Worker, Contact Number and if applicable, Foster Agency Name:			
Does your child have an Education Health and Care Plan			Yes No
If yes, please confirm which Local Authority is responsible:			

If Birmingham City Council is not the Local Authority, please attach a copy of the plan.

#### Study, Training or Work Placement Details

Are you attending college, university, a training programme or work placement:	Mother:	Yes	No	Father:	Yes	No
Please indicate the days that you attend college/university/training programme/work placement plus start and finish times of seminars/lectures/training/placement undertaken each day.	Monday: Tuesday: Wednesday: Thursday: Friday:	Monday: Tuesday: Wednesday: Thursday: Friday:				
Name & Address of College/University/Training Provider/Work Placement attended (including postcode):						

#### Employment Details

Are you employed?	Mother:	Yes	No	Father:	Yes	No
Please indicate the days that you work from Monday to Friday plus start and finish times of shifts undertaken each weekday.	Monday: Tuesday: Wednesday: Thursday: Friday:	Monday: Tuesday: Wednesday: Thursday: Friday:				
Name & Address of Employer and Current Workplace (including postcode):						

#### 2. Details of nursery/pre-school

Name of nursery/pre-school		Telephone number	
Address		Postcode	

Has your child started attending this nursery/pre-school?	Yes	No
Date Started/Date due to start		

<b>3. Details of Application</b>
Please tell us why assistance is being requested, providing as much information as possible.
What prevents you from taking your child to nursery or pre-school or making arrangements for someone else to do this? If you are unable to take your child to school as a result of your medical needs, you will need to provide evidence of this.

<b>4. Type of Travel Assistance Sought</b>		
Travel Pass	Yes	No
Personal Transport Budget	Yes	No
Guided Public Transport	Yes	No
A Transport Vehicle	Yes	No
Other	Yes	No
Please give your reasons for the type(s) of travel assistance requested:		
Guides are not automatically provided to accompany a child to school or nursery. If you are asking for your child to be transported on a transport vehicle, do you believe that a pupil guide required?	Yes	No
If yes, please tell us why you believe that a pupil guide is required?		
Would a guide require any special training?	Yes	No
If yes, please state what training would be required?		

<b>5. Other Information</b>			
Full name of all other children in your family under 16 years of age	Date of birth	Which school do they go to (including postcode)	School start and finish times

Tell us about your child's special educational and/or medical needs. Does your child have: (please tick or circle)			
Social, Emotional and Mental Health needs	Yes	No	
Cognition and Learning difficulties	Yes	No	
Speech, Language and Communication difficulties (including ASD)	Yes	No	
Physical difficulties	Yes	No	
Visual impairment	Yes	No	
Hearing impairment	Yes	No	
Please state any other special educational or medical needs:			
Tell us about your child's behaviour. Does your child: (please tick or circle)			
Have any difficulty walking or using public transport due to their behaviour?	Yes	No	
Challenge Authority?	Yes	No	
Exhibit violent or aggressive behaviour?	Yes	No	
Pose any risk to other passengers (children/driver/pupil guide)?	Yes	No	
<b>If you have answered yes</b> to any of these questions please describe these behaviours, tell us about anything that prompts your child to behave in this way and anything we need to be aware of to prevent these behaviours?			
Does your child have a full statement of special educational needs or an Education Health and Care Plan (EHCP)?	Yes	No	
Do you consent to the Travel Assist Service reviewing a copy of your child's statement or EHCP, including any assessment reports?	Yes	No	
Is this nursery/pre-school named in your child's statement of special educational needs or EHCP because it was the school that you preferred?	Yes	No	
Which nursery/pre-school did your child last attend?			
Has your child received transport assistance before? <i>If yes, please tell us below what assistance was provided</i>	Yes	No	

Do you have a vehicle?	Yes	No
If Yes, please provide the make and model of your car, the names of the people who are insured to drive it and details of any adaptations which have been made to the vehicle:		
If applicable, please provide the reason why the vehicle cannot be used to take your child to and from nursery/pre-school:		
How does your child travel the rest of the time, i.e. when they are not travelling to nursery/pre-school?		
Please use this space to tell us anything else that you would like taken into consideration:		
Your application should include any documents that you would like us to consider, including your child's EHCP or statement of special educational needs. Please list the documents that you have included with your application:		

7. Income		
Are you receiving any income related benefits?	Yes	No
If <b>yes</b> , please list the benefits that you receive below and provide documentary evidence of your entitlement.		

## **PARENTAL/CARERS DECLARATION**

**Please read the following declaration. We will not process your application for travel assistance if you do not sign and date the declaration.**

The information I have given on this form is complete and accurate. I will inform you immediately of any change in circumstances which might affect any entitlement to travel assistance. I understand that if I give you false information, or fail to give complete information the Council may take action against me and travel assistance may be varied or removed. I will write and tell you immediately if the child leaves or transfers to a different educational setting.

If financial assistance is provided to me or on my behalf, and if, for whatever reason, I receive an amount which is more than I am entitled to, I will pay back any amount in excess of my entitlement.

I do/do not (**delete as applicable**) consent to the Travel Assist Service reviewing a copy of my child's EHCP and any assessment reports.

Please note a **minimum of 15 working days** is required from receipt of this form to make an assessment of this application. If a Pupil Guide is required or it is necessary to request specialised information concerning a pupil, extra time may be necessary for arrangements to be made.

Pupils will be transported by the most efficient and cost effective transport option available in consideration of their individual needs and information obtained from their EHCP.

**Parent/Carer 1 signature:**

**Date:**

**Parent/Carer 2 signature:**

**Date:**

### **Privacy notice under the General Data Protection Regulation (GDPR) (EU) 2016/679**

The information you have provided on this form will be used by Birmingham City Council in accordance with the General Data Protection Regulation and any successor legislation to the GDPR or the Data Protection Act 1998.

The information will be used in accordance with the Education Transport Policy and for the purpose of processing applications for pupils travel assistance as required to fulfil the Council's duties under legislation, statutory or contractual requirement or obligation.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with external organisations whose business it is to assist in the service delivery of transport solutions to eligible students and with the Department of Education for statistical purposes only. The personal data is not shared with anyone else and will never be disclosed for marketing purposes.

The information contained on this application form will be retained until your child no longer requires travel assistance provided by the Council and then for a further 90 days from the date that travel assistance ceases and shall be processed in adherence to your legal rights, which are set out in our privacy notice which can be found at: [www.birmingham.gov.uk/privacy](http://www.birmingham.gov.uk/privacy). Your personal data will be stored and used in accordance with this Policy. Should you require a hard copy of our privacy statement then please contact our Data Protection Officer on 0121 303 4955.

## **SECTION 2: RISK ASSESSMENT**

**IF THE COUNCIL DECIDES THAT IT IS NECESSARY TO PROVIDE TRAVEL ASSISTANCE, THE FOLLOWING INFORMATION WILL BE USED TO MAKE A RISK ASSESSMENT OF THE CHILD'S NEEDS WHEN TRAVELLING.**

In order to ensure each child can travel by the safest and most suitable form of transport we require as much information as possible. To help with this process, Travel Assist produces a Generic Home to School Transport Risk Assessment a copy of which is available from our documents webpage at [www.birmingham.gov.uk/travelassist](http://www.birmingham.gov.uk/travelassist) or a hard copy can be obtained from Travel Assist.

For some children not all of their needs will be covered in this assessment and an individual risk assessment is required. In order to make this decision please can you provide the following information:

2.1 Risk Assessment		
Does your child have any emotional/behavioural/medical/life threatening medical conditions? Please circle the appropriate answer.		
<u>Life Threatening</u>	Yes	No
If yes, please provide further information.		
<u>Behavioural</u>	Yes	No
If yes, please provide further information.		
Does your child currently wear a behaviour harness	Yes	No
<u>Medical</u>	Yes	No
If yes, please provide further information.		
<u>Emotional</u>	Yes	No
If yes, please provide further information.		
Does your child have any allergies? If yes, please provide details below	Yes	No
<b>If you have answered yes to any of the above please provide a copy of your child's individual <b>Health Care Plan</b> or where appropriate <b>Joint Epilepsy Care Plan</b> (dated within the last 2 years).</b>		



### **SECTION 3: TRANSPORT DETAILS**

**TRAVEL ASSIST WILL CONSIDER THE RESPONSES GIVEN BELOW IF YOUR CHILD IS AWARDED SPECIALISED TRANSPORT**

<b>3.1 Seating Arrangements</b> (please tick or circle the appropriate response)		
Does your child require a booster cushion? <b>Note:</b> this must be provided for any child under twelve years old or 1.35 metres (4'4")	Yes	No
Does your child need lifting into a seat?	Yes	No
If <b>yes</b> , please state what type of assistance is required?		
Does your child have an exemption on medical grounds from wearing a seat belt? (If yes, please attach documents confirming the exemption)	Yes	No

<b>3.2 Wheelchair Users Only:</b> If your child is not a wheelchair user please move to <u>Section 4</u> (please tick or circle the appropriate answer)			
Can your child walk at all?	Yes	No	
Can your child transfer to a seat on a vehicle?	Yes	No	
If yes, does your child require assistance to do this?	Yes	No	
Please state what assistance is required?			
Does your child need to travel in a wheelchair on the vehicle?	Yes	No	
What is the make and model of the wheelchair?			
Is the Wheelchair:	Folding	Non-folding	Electric
What is the dimension (in centimetres) of the wheelchair when in use?	Length	Width	Height

**SECTION 4: For Nursery/Pre-School/SENAR Completion only**

Name of nursery/pre-school contact		Tel No		
Email address		Start time		
Date Transport is required to start?		Finish time		
Is the pupil a new starter?			Yes	No
If <b>no</b> , please explain why travel assistance has not been requested in the past				

Which days will the pupil attend school?					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

If specialised transport is provided, is any of the following equipment required? (Please circle or tick)			
Booster Cushion	Child Safety Seat	Postural Harness	Harness for Challenging Behaviour*
<i>* written parental permission is required (please contact Travel Assist for further details)</i>			
If pupil is residential, please state what placement is being paid for e.g. 52 week/termly/weekly/other			

**SECTION 7: DECLARATION Nursery/Pre-school/SEN**

I certify that the details included on this form, including sections completed by parent/carer(s) are correct to the best of my knowledge.	
Nursery/Pre-School Representative / SEN signature:	Print name:
Position:	Date:

Please email this form to: [travelassist@birmingham.gov.uk](mailto:travelassist@birmingham.gov.uk) or return it to the following address: Travel Assist, PO Box 16541, Birmingham, B2 2DD

# Application for Travel Assistance

## Pupils of Compulsory School Age (Reception to Year 11)

### Notes for Guidance

**Sections 1 to 3** must be completed by the parent/carer(s).

**Section 4** must be completed by the school.

Please read the relevant part of the Council's "Travel assistance policy for 0-25 year olds in education" (available here) before completing this form. Please note in particular that as that document makes clear, the Council's policy is to provide free travel assistance to the categories of eligible children in the Education Act 1996 but not otherwise unless there are exceptional circumstances. Please complete this form carefully, ensuring all information provided is accurate and that you include everything you want to say in support of your application. **All sections must be completed or the form will be returned and there will be a delay in processing your application.**

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# Application for Travel Assistance

## Pupils of Compulsory School Age (Reception to Year 11)

Sections 1 to 3 must be completed by the parent/carer(s).

Section 4 must be completed by the school.

**All fields are mandatory and must be completed**

### **SECTION 1: PUPIL INFORMATION**

1. Personal details:			
Surname		Date of birth	
First Name		Gender	
Home Address i.e. the pupil's only or main residence		Post Code	
Name of both Parents or Carers	Mother:	Father:	
Telephone Number:			
Email Address:			
Are you residing at the same address?	Mother: Yes / No If no, please confirm address:	Father: Yes / No If no, please confirm address	
Name and number of emergency contact			
Is the pupil a LAC Child?			Yes    No
If Yes, please confirm which Local Authority is responsible:			
Name of Social Worker, Contact Number and if applicable, Foster Agency Name:			
Does your child have an Education Health and Care Plan			Yes    No
If yes, please confirm which Local Authority is responsible:			

If Birmingham City Council is not the Local Authority, please attach a copy of the plan.

Study, Training or Work Placement Details						
Are you attending college, university, a training programme or work placement:	Mother:	Yes	No	Father:	Yes	No
Please indicate the days that you attend college/university/training programme/work placement plus start and finish times of seminars/lectures/training/placement undertaken each day.	Monday:  Tuesday:  Wednesday:  Thursday:  Friday:	Monday:  Tuesday:  Wednesday:  Thursday:  Friday:				
Name & Address of College/University/Training Provider/Work Placement attended (including postcode):						
Employment Details						
Are you employed?	Mother:	Yes	No	Father:	Yes	No
Please indicate the days that you work from Monday to Friday plus start and finish times of shifts undertaken each weekday.	Monday:  Tuesday:  Wednesday:  Thursday:  Friday:	Monday:  Tuesday:  Wednesday:  Thursday:  Friday:				
Name & Address of Employer and Current Workplace (including postcode):						

2. Details of school			
Name of school		Telephone number	
Address		Postcode	
Has your child started attending this school?			Yes      No

Date Started/Date due to start	
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3. Categories of Eligible Children	
Please tell us which of the three categories of eligible children you believe that your child falls into? (The three categories are set out at page xx of the Council's policy referred to above)	
<b>Category 1:</b> Distance – complete part 4 below.	
<b>Category 2:</b> Low income – complete part 5 below	
<b>Category 3:</b> Special educational needs or disability – complete parts 6, 7, 8 and 9 below	
<b>None of the above</b> - (Exceptional circumstances) – complete parts 7, 8 and 9 below	

4. Category 1 (Distance) Applicants				
Distance from Home Address in section 1 above	miles/kilometres			
Approximate journey time	AM		PM	

5. Category 2 (Low Income)		
Is your child entitled to free school meals?	Yes	No
Are one or both parents in receipt of the maximum level of working tax credit?	Yes	No
Which of the following applies? (please tick)		
a) My child is aged between 8 and 11 years and their school is more than 2 miles from home		
b) My child is aged between 11 and 16 years and their school is between 2 and 6 miles from home		
c) My child is aged between 11 and 16 years, their school is between 6 and 15 miles from home and that school was chosen on the basis of our religion or belief		

6. Category 3 (Special Educational Needs and Disability)		
Tell us about your child's special educational and/or medical needs and/or disability. Does your child have: (please tick or circle)		
Social, Emotional and Mental Health needs	Yes	No
Cognition and Learning difficulties	Yes	No
Speech, Language and Communication difficulties (including ASD)	Yes	No
Physical difficulties	Yes	No
Visual impairment	Yes	No
Hearing impairment	Yes	No
Please state any other special educational or medical needs or disabilities:		

Tell us about your child's behaviour. Does your child: (please tick or circle)		
Have any difficulty walking or using public transport due to their behaviour?	Yes	No
Challenge Authority?	Yes	No
Exhibit violent or aggressive behaviour?	Yes	No
Pose any risk to other passengers (children/driver/pupil guide)?	Yes	No
<p><b>If you have answered yes</b> to any of these questions please describe these behaviours, tell us about anything that prompts your child to behave in this way and anything we need to be aware of to prevent these behaviours?</p>		
Does your child have a full statement of special educational needs or an Education Health and Care Plan (EHCP)?	Yes	No
Do you consent to the Travel Assist Service reviewing a copy of your child's statement or EHCP, including any assessment reports?	Yes	No
Is this school named in your child's statement of special educational needs or EHCP because it was the school that you preferred?	Yes	No
Which school did your child most recently attend?		

<b>7. Other Information</b> (only complete this part of the form if you are applying under category 3 or believe your circumstances are exceptional)			
Please state why you are applying for travel assistance and why you say that the circumstances are exceptional:			
Full name of all other children in your family under 16 years of age	Date of birth	Which school do they go to (including postcode)	School start and finish times

Has your child received transport assistance before? <i>If yes, please tell us below what assistance was provided</i>	Yes	No
Do you have a vehicle?	Yes	No
If Yes, please provide the make and model of your car, the names of the people who are insured to drive it and details of any adaptations which have been made to the vehicle:		
If applicable, please provide the reason why the vehicle cannot be used to take your child to and from school:		
How does your child travel the rest of the time, i.e. when they are not travelling to school?		
Please use this space to tell us anything else that you would like taken into consideration:		
Your application should include any documents that you would like us to consider, including your child's EHCP or statement of special educational needs. Please list the documents that you have included with your application:		



8. Type of Travel Assistance Sought		
Travel Pass	Yes	No
Personal Transport Budget	Yes	No
Guided Public Transport	Yes	No
A Transport Vehicle	Yes	No
Other	Yes	No
Please give your reasons for the type(s) of travel assistance requested:		
<div></div>		
Guides are not automatically provided to accompany a child to school or nursery. If you are asking for your child to be transported on a transport vehicle, do you believe that a pupil guide is required?	Yes	No
If yes, please tell us why you believe that a pupil guide is required?		
<div></div>		
Would a guide require any special training?	Yes	No
If yes, please state what training would be required?		
<div></div>		
All recipients of travel assistance are expected to undertake independent travel training. If you do not think your child should be considered for independent travel training, please explain why below:		
<div></div>		

9. Income		
Are you receiving any income related benefits?	Yes	No
If <b>yes</b> , please list the benefits that you receive below and provide documentary evidence of your entitlement.		
<div></div>		

### **PARENTAL/CARERS DECLARATION**

**Please read the following declaration. We will not process your application for travel assistance if you do not sign and date the declaration.**

The information I have given on this form is complete and accurate. I will inform you immediately of any change in circumstances which might affect any entitlement to travel assistance. I understand that if I give you false information, or fail to give complete information the Council may take action against me and travel assistance may be varied or removed. I will write and tell you immediately if the

child leaves or transfers to a different educational setting.

If financial assistance is provided to me or on my behalf, and if, for whatever reason, I receive an amount which is more than I am entitled to, I will pay back any amount in excess of my entitlement.

I do/do not (**delete as applicable**) consent to the Travel Assist Service reviewing a copy of my child's EHCP and any assessment reports.

Please note a **minimum of 15 working days** is required from receipt of this form to make an assessment of this application. If a Pupil Guide is required or it is necessary to request specialised information concerning a pupil, extra time may be necessary for arrangements to be made.

Pupils will be transported by the most efficient and cost effective transport option available in consideration of their individual needs and information obtained from their EHCP.

**Parent/Carer 1 signature:**

**Date:**

**Parent/Carer 2 signature:**

**Date:**

**Privacy notice under the General Data Protection Regulation (GDPR) (EU) 2016/679**

The information you have provided on this form will be used by Birmingham City Council in accordance with the General Data Protection Regulation and any successor legislation to the GDPR or the Data Protection Act 1998.

The information will be used in accordance with the Education Transport Policy and for the purpose of processing applications for pupils travel assistance as required to fulfil the Council's duties under legislation, statutory or contractual requirement or obligation.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with external organisations whose business it is to assist in the service delivery of transport solutions to eligible students and with the Department of Education for statistical purposes only. The personal data is not shared with anyone else and will never be disclosed for marketing purposes.

The information contained on this application form will be retained until your child no longer requires travel assistance provided by the Council and then for a further 90 days from the date that travel assistance ceases and shall be processed in adherence to your legal rights, which are set out in our privacy notice which can be found at: [www.birmingham.gov.uk/privacy](http://www.birmingham.gov.uk/privacy). Your personal data will be stored and used in accordance with this Policy. Should you require a hard copy of our privacy statement then please contact our Data Protection Officer on 0121 303 4955.

## **SECTION 2: RISK ASSESSMENT**

**IF THE COUNCIL DECIDES THAT IT IS NECESSARY TO PROVIDE TRAVEL ASSISTANCE, THE FOLLOWING INFORMATION WILL BE USED TO MAKE A RISK ASSESSMENT OF THE CHILD'S NEEDS WHEN TRAVELLING.**

IN ORDER TO ENSURE EACH CHILD CAN TRAVEL BY THE SAFEST AND MOST SUITABLE FORM OF TRANSPORT WE REQUIRE AS MUCH INFORMATION AS POSSIBLE. TO HELP WITH THIS PROCESS, TRAVEL ASSIST PRODUCES A GENERIC HOME TO SCHOOL TRANSPORT RISK ASSESSMENT A COPY OF WHICH IS AVAILABLE FROM OUR DOCUMENTS WEBPAGE AT

[www.birmingham.gov.uk/travelassist](http://www.birmingham.gov.uk/travelassist) or a hard copy can be obtained from Travel Assist.

FOR SOME CHILDREN NOT ALL OF THEIR NEEDS WILL BE COVERED IN THIS ASSESSMENT AND AN INDIVIDUAL RISK ASSESSMENT IS REQUIRED. IN ORDER TO MAKE THIS DECISION PLEASE CAN YOU PROVIDE THE FOLLOWING INFORMATION:

2.1 Risk Assessment		
Does your child have any emotional/behavioural/medical/life threatening medical conditions? Please circle the appropriate answer.		
<u>Life Threatening</u>	Yes	No
If yes, please provide further information.		
<u>Behavioural</u>	Yes	No
If yes, please provide further information.		
Does your child currently wear a behaviour harness	Yes	No
<u>Medical</u>	Yes	No
If yes, please provide further information.		
<u>Emotional</u>	Yes	No
If yes, please provide further information.		
Does your child have any allergies? If yes, please provide details below	Yes	No
If you have answered yes to any of the above please provide a copy of your child's individual <b>Health Care Plan</b> or where appropriate <b>Joint Epilepsy Care Plan</b> (dated within the last 2 years).		

### **SECTION 3: TRANSPORT DETAILS**

**TRAVEL ASSIST WILL CONSIDER THE RESPONSES GIVEN BELOW IF YOUR CHILD IS AWARDED SPECIALISED TRANSPORT**

<b>3.1 Seating Arrangements</b> (please tick or circle the appropriate response)		
Does your child require a booster cushion? <b>Note:</b> this must be provided for any child under twelve years old or 1.35 metres (4'4")	Yes	No
Does your child need lifting into a seat?	Yes	No
If <b>yes</b> , please state what type of assistance is required?		
Does your child have an exemption on medical grounds from wearing a seat belt? (If yes, please attach documents confirming the exemption)	Yes	No

<b>3.2 Wheelchair Users Only:</b> If your child is not a wheelchair user please move to <u>Section 4</u> (please tick or circle the appropriate answer)			
Can your child walk at all?	Yes	No	
Can your child transfer to a seat on a vehicle?	Yes	No	
If yes, does your child require assistance to do this?	Yes	No	
Please state what assistance is required?			
Does your child need to travel in a wheelchair on the vehicle?	Yes	No	
What is the make and model of the wheelchair?			
Is the Wheelchair:	Folding	Non-folding	Electric
What is the dimension (in centimetres) of the wheelchair when in use?	Length	Width	Height

#### **SECTION 4: For School/SENAR Completion only**

Name of school contact		Tel No	
Email address		School start time	
Date Transport is required to start?		School Finish time	
Is the pupil a new starter?			Yes      No
If <b>no</b> , please explain why travel assistance has not been requested in the past			

Which days will the pupil attend school?					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

If specialised transport is provided, is any of the following equipment required? (Please circle or tick)			
Booster Cushion	Child Safety Seat	Postural Harness	Harness for Challenging Behaviour*
<i>* written parental permission is required (please contact Travel Assist for further details)</i>			
If pupil is residential, please state what placement is being paid for e.g. 52 week/termly/weekly/other			

#### **SECTION 7: DECLARATION SCHOOL/SEN**

I certify that the details included on this form, including sections completed by parent/carer(s) are correct to the best of my knowledge.	
School Representative / SEN signature:	Print name:
Position:	Date:

Please email this form to: [travelassist@birmingham.gov.uk](mailto:travelassist@birmingham.gov.uk) or return it to the following address: Travel Assist, PO Box 16541, Birmingham, B2 2DD

# Application for Travel Assistance Young Persons of Sixth Form Age (16-18)

## Notes for Guidance

**Sections 1 to 4** must be completed by you, the student, or your parent/carer(s).

**Section 5** must be completed by the school/college.

Please read the relevant part of the Council's "Travel assistance policy for 0-25 year olds in education" (available [here](#)) before completing this form. Please note in particular, that as that document makes clear, the Council's policy is that unless the circumstances are exceptional, the Council will only consider providing travel assistance for young persons of sixth form age who have an Education Health and Care (EHC) Plan, a disability or learning difficulties. Even where the Council does provide travel assistance to a young person of sixth form age it will make a charge for this. Please complete this form carefully, ensuring all information provided is accurate and that you include everything you want to say in support of your application.

**All sections must be completed or the form will be returned and there will be a delay in processing your application.**

# Application for Travel Assistance

## Young Persons of Sixth Form Age (16-18)

Sections 1 to 4 must be completed by you or your parent/carer(s).

Section 5 must be completed by the school/college.

### **SECTION 1: YOUNG PERSON / EDUCATION INFORMATION**

1. Personal details of the young person ('you')			
Surname		Date of birth	
First Name		Gender	
Home Address i.e. your only or main residence		Post Code	
Name of person completing this form on your behalf		Relationship to you	
Name of both Parents or Carers	Mother:	Father:	
Telephone Number:			
Email Address:			
Do your parents live at the same address?	Mother: Yes / No If no, please confirm address:	Father: Yes / No If no, please confirm address	
Name and number of emergency contact			
Are you a 'Looked After Child' in Local Authority Care?			Yes No
Name of Social Worker, Contact Number and if applicable, Foster Agency Name:			
Name of Social Worker and Contact Number			
Do you child have an Education Health and Care Plan?			Yes No
If yes, please confirm which Local Authority is responsible:			

If Birmingham City Council is not the Local Authority, please attach a copy of your plan.						
<b>Employment Details</b>						
Are your parents employed:	Mother:	Yes	No	Father:	Yes	No
Please indicate the days that they work from Monday to Friday plus start and finish times of shifts undertaken each weekday.	Monday:  Tuesday:  Wednesday:  Thursday:  Friday:			Monday:  Tuesday:  Wednesday:  Thursday:  Friday:		
Name & Address of Employer and Current Workplace (including postcode):						
<b>Study, Training or Work Placement Details</b>						
Do your parents attend college, university, a training programme or work placement:	Mother:	Yes	No	Father:	Yes	No
Please indicate the days that they attend college/university/training programme/work placement plus start and finish times of seminars/lectures/training/placement undertaken each day.	Monday:  Tuesday:  Wednesday:  Thursday:  Friday:			Monday:  Tuesday:  Wednesday:  Thursday:  Friday:		
Name & Address of College/University/Training Provider/Work Placement attended (including postcode):						
<b>2. Which college/sixth form/other educational institution will you be attending?</b>						
Name of College/Sixth Form/other				Telephone number		
Address				Postcode		
Do you already attend this college?				Yes		No



Date started/date due to start			
Title of course studied/due to be studied			
Pick up / drop off address (if different to home)		Postcode	
Whose address is this?			

<b>3. Details of Application</b>
Please tell us why assistance is being requested, providing as much information as possible.
What prevents your parents from taking you to school or college, or making arrangements for someone else to do this?

<b>4. Type of Travel Assistance sought</b>			
Please tick what type of assistance is required:			
Train Pass		Personal Transport Budget	
Bus Pass		Guided Public Transport	
A Transport Vehicle <b>(Complete all sections below)</b>		other	
Please give your reasons for the type(s) of travel assistance requested:			
Guides are not automatically provided to accompany a young person to school or college. If you are asking to be transported on a transport vehicle, do you believe that a guide is required?	Yes	No	
If yes, or you have asked for guided public transport, please tell us why you believe that a guide is required?			
Would a guide require any special training?	Yes	No	
If yes, please state what training would be required?			

Are you eligible for a Post 16 Bursary?	Yes	No
Are you eligible for help from the Discretionary Learner Support Fund?	Yes	No
Do you have a Concessionary Pass to use on public transport?	Yes	No
Is the young person <u>only</u> applying for a Bus/Train pass?	Yes	No
<b>If yes, you do <u>not</u> need to complete Section 3.</b>		

5. Other Information			
Do you have any other children?			
Full name of all other children in your family under 16 years of age	Date of birth	Which school do they go to (including postcode)?	School start and finish times
Tell us about your special educational and/or medical needs. Do you have: (please tick or circle)			
Social, Emotional and Mental Health needs		Yes	No
Cognition and Learning difficulties		Yes	No
Speech, Language and Communication difficulties (including ASD)		Yes	No
Physical difficulties		Yes	No
Visual impairment		Yes	No
Hearing impairment		Yes	No
Please state any other special educational or medical needs:			
Tell us about your behaviour. Do you: (please tick or circle)			
Have any difficulty walking or using public transport due to their behaviour?		Yes	No
Challenge Authority?		Yes	No
Exhibit violent or aggressive behaviour?		Yes	No
Pose any risk to other passengers (children/driver/pupil guide)?		Yes	No
<b>If you have answered yes</b> to any of these questions please describe these behaviours, tell us about anything that prompts you to behave in this way and anything we need to be aware of to help to prevent these behaviours?			
Do you have a full statement of special educational needs or an Education		Yes	No

Health and Care Plan (EHCP)?		
Do you consent to the Travel Assist Service reviewing a copy of your statement or EHCP, including any assessment reports?	Yes	No
Is this college/sixth form/other educational institution named in your statement of special educational needs or EHCP because it was the school that you or your parents preferred?	Yes	No
Which school/college/sixth form/other educational institution did you last attend?		
Have you received transport assistance before? <i>If yes, please tell us below what assistance was provided</i>	Yes	No
Do your parents have a vehicle?	Yes	No
If yes, please provide the make and model of their car, the names of the people who are insured to drive it and details of any adaptations which have been made to the vehicle:		
How does you travel the rest of the time, i.e. when you are not travelling to college/sixth form?		
Please use this space to tell us anything else that you would like taken into consideration:		
Your application should include any documents that you would like us to consider, including your EHCP or statement of special educational needs. Please list the documents that you have included with your application:		
All Recipients of travel assistance are expected to undertake independent travel training. If you do not think you should be considered for independent travel training, please explain why below:		

7. Income		
Are you or your parents receiving any income related benefits?	Yes	No
If <b>yes</b> , please list the benefits that you/they receive below and provide documentary evidence of your/their entitlement.		

## **SECTION 2: RISK ASSESSMENT**

**IF THE COUNCIL DECIDES THAT IT IS NECESSARY TO PROVIDE TRAVEL ASSISTANCE, THE FOLLOWING INFORMATION WILL BE USED TO MAKE A RISK ASSESSMENT OF YOUR NEEDS WHEN TRAVELLING.**

In order to ensure each young person can travel by the safest and most suitable form of transport we require as much information as possible. To help with this process, Travel Assist produces a Generic Home to School Transport Risk Assessment a copy of which is available from our documents webpage at [www.birmingham.gov.uk/travelassist](http://www.birmingham.gov.uk/travelassist) or a hard copy can be obtained from Travel Assist.

FOR SOME STUDENTS NOT ALL OF THEIR NEEDS WILL BE COVERED IN THIS ASSESSMENT AND AN INDIVIDUAL RISK ASSESSMENT IS REQUIRED. IN ORDER TO MAKE THIS DECISION PLEASE CAN YOU PROVIDE THE FOLLOWING INFORMATION:

2.1 Risk Assessment (please tick or circle)		
Do you have any emotional/behavioural/medical/life threatening medical conditions that need to be taken account of before transport would commence? If yes, please circle appropriate box(es)		
<u>Life Threatening</u>	Yes	No
If yes, please provide further information.		
<u>Behavioural</u>	Yes	No
If yes, please provide further information.		
Do you currently wear a behaviour harness	Yes	No
<u>Medical</u>	Yes	No
If yes, please provide further information.		
<u>Emotional</u>	Yes	No
If yes, please provide further information.		

Do you have any allergies. If yes, please provide details below:	Yes	No
<b>If you have answered yes</b> to any of the above please provide a copy of your individual <b>Health Care Plan</b> or where appropriate <b>Joint Epilepsy Care Plan</b> (dated within the last 2 years).		

### **SECTION 3: TRANSPORT DETAILS**

*You do not need to complete section 3 if you are only requesting a bus / train pass.*

3.1 If you are unable to transport the young person to school / college and would like to request for specialised transport to be considered, you will need to make a contribution towards these costs. Please select and tick one of the following:	
I agree to pay a contribution of £780 towards the cost of the specialised transport for this academic year.	
I agree to pay a contribution of £390 towards the cost of the specialised transport for this academic year because I, or my parents, are in receipt of: <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income based Job Seekers' Allowance.</li> <li>• Income related Employment and Support Allowance.</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999.</li> <li>• The Guaranteed element of State Pension Credit.</li> <li>• Child Tax Credit provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.</li> <li>• Maximum Working Tax Credit (no reduction for income)</li> <li>• Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.</li> <li>• The young person receives income support or income based job seekers allowance in their own right.</li> <li>• Universal Credit</li> </ul> <p><b><i>You must provide <u>recent</u> evidence of the benefits you receive. In the case of Tax Credit notifications, <u>all pages</u> must be provided</i></b></p>	
3.2 How do you want to pay?	
I wish to pay the whole amount prior to the start of the Academic year, or prior to starting on transport if applying during the academic year. You can make a payment by debit or credit card. You will be advised how to do this accordingly if assistance is agreed.	
I wish to pay on a monthly basis by direct debit. Arrangements will be made for you to be charged upon receipt of the signed direct debit mandate over an 8 month period starting from October to May. Payment of either £97.50 per month, or £48.75 per month if your family is on a low income, will be taken on the 1 <sup>st</sup> of each month and you will be advised how to do this accordingly if assistance is agreed. N.B. If	

your child starts on transport during the academic year then you will make fewer payments but for higher monthly amounts as full payment has to be received by 31 May..	
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**TRAVEL ASSIST WILL CONSIDER YOUR RESPONSES GIVEN BELOW IF YOUR CHILD IS AWARDED SPECIALISED TRANSPORT**

3.3 Seating Arrangements (please tick or circle)		
Do you require a booster cushion? <b>Note:</b> this must be provided for any young person under 1.35 metres (4'4")	Yes	No
Do you need lifting into a seat?	Yes	No
If <b>yes</b> , please state what assistance is required?		
Do you have an exemption on medical grounds from wearing a seat belt? (If yes, please attach documents confirming the exemption)	Yes	No

3.4 Wheelchair Users Only: (please tick or circle)			
Can you walk at all?	Yes	No	
Can you transfer to a seat on a vehicle?	Yes	No	
If yes, do you require assistance to do this?	Yes	No	
Please state what assistance is required?			
Do you need to travel in a wheelchair on the vehicle?	Yes	No	
What is the make and model of the wheelchair?			
Is the Wheelchair:	Folding	Non-folding	Electric
What is the dimension (in centimetres) of the wheelchair when in use?	Length	Width	Height

#### **SECTION 4: DECLARATION**

**Please read the following declaration. We will not process your application for support if you do not sign and date the declaration.**

The information I have given on this form is complete and accurate. I will inform you immediately of any change in circumstances which might affect any entitlement to travel assistance. I understand that if I give you false information, or fail to give complete information the Council may take action against me. I will write and tell you immediately if I/the young person leaves or transfers to a different educational setting.

If financial assistance is provided to me or on my behalf, and if, for whatever reason, an amount which is more than I am entitled to, I will pay back any amount in excess of my entitlement.

<b>Your signature:</b>	<b>Date:</b>
<b>Parent/Carer 1 signature:</b>	<b>Date:</b>
<b>Parent/Carer 2 signature:</b>	<b>Date:</b>

#### **Privacy Notice under the General Data Protection Regulation (GDPR) (EU) 2016/679**

The information you have provided on this form will be used by Birmingham City Council in accordance with the General Data Protection Regulation and any successor legislation to the GDPR or the Data Protection Act 1998.

The information will be used in accordance with the Education Transport Policy and for the purpose of processing applications for pupils travel assistance as required to fulfil the Council's duties under legislation, statutory or contractual requirement or obligation.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with external organisations whose business it is to assist in the service delivery of transport solutions to eligible students and with the Department of Education for statistical purposes only. The personal data is not shared with anyone else and will never be disclosed for marketing purposes.

The information contained on this application form will be retained until your child no longer requires travel assistance provided by the Council and then for a further 90 days from the date that travel assistance ceases and shall be processed in adherence to your legal rights, which are set out in our privacy notice which can be found

at: [www.birmingham.gov.uk/privacy](http://www.birmingham.gov.uk/privacy). Your personal data will be stored and used in accordance with this Policy. Should you require a hard copy of our privacy statement then please contact our Data Protection Officer on 0121 303 4955.

## **SECTION 5: For Completion by School / College / SENAR only**

5.1 Tell us about the Course				
Full Course Title <i>If 'A' Levels please list all subjects</i>		Start date		
		Finish date		
		Placement		
Is the course full time? <i>(The Course must be a minimum of 450 guided hours of study, approximately 12 guided hours per week)</i>			Yes	No
Is this a special needs course?			Yes	No
Is this the nearest school/college to the family's home that provides the course?			Yes	No
<p>If no, please state the reasons why the young person is attending this school / college. Attach supporting evidence where necessary.</p>          				

5.2 Tell us about the School / College				
Name of school / college contact		Tel No		
Email address		School / college start time		
Date Transport is required to start		School / college Finish time		
Does the school / college currently receive a home to school transport service?			Yes	No
Is the pupil a new starter?			Yes	No
<p>If <b>no</b>, please state why a transport request has not been submitted in the past</p>          				

Which days will the student attend college/school?					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					



What type of transport / seat is required? (Please circle or tick)			
Car	Black Cab	Mini Bus	Wheelchair Accessible vehicle
Booster Cushion	Child Safety Seat	Postural Harness	Harness for Challenging Behaviour*
* written parental permission is required (please contact the Education Transport Service for further details)			
If student is residential please state what placement is being paid for e.g. 52 week/termly/weekly/other			

### **SECTION 7: DECLARATION SCHOOL / COLLEGE / SENAR**

I certify that the details included on this form, including sections completed by parent / carer are correct to the best of my knowledge.	
<b>School/College Representative / SENAR signature:</b>	<b>Print name:</b>
<b>Position:</b>	<b>Date:</b>
<p>Please note a <b>minimum of 15 working days</b> is required from receipt of this form to make an assessment of this application. If a Pupil Guide is required or it is necessary to request specialised information concerning a pupil, extra time may be necessary for arrangements to be made.</p> <p>Pupils will be transported by the most efficient and cost effective transport option available in consideration of their individual needs and information obtained from their EHC Plan.</p>	

**Please email this form to: [travelassist@birmingham.gov.uk](mailto:travelassist@birmingham.gov.uk) or return it to the following address: Travel Assist, PO Box 16541, Birmingham, B2 2DD**

# Application for Travel Assistance Adults (19+)

## Notes for Guidance

**Sections 1 to 4** must be completed by you, the student, or your parent/carer(s).  
**Section 5** must be completed by the school/college.

Please read the relevant part of the Council's "Travel assistance policy for 0-25 year olds in education" (available [here](#)) before completing this form. Please note in particular, that as that document makes clear, the Council's policy is that unless the circumstances are exceptional, the Council will only consider providing travel assistance for adults who have an Education Health and Care (EHC) Plan. Please complete this form carefully, ensuring all information provided is accurate and that you include everything you want to say in support of your application.

Please note that this application form only applies to travel assistance applications to and from an adult's educational institution.

**All sections must be completed or the form will be returned and there will be a delay in processing your application.**

## Application for Travel Assistance Adults (19+)

Sections 1 to 4 must be completed by you or your parent/carer(s).

Section 5 must be completed by the school/college.

### **SECTION 1: YOUNG PERSON / EDUCATION INFORMATION**

1. Personal details of the young person ('you')			
Surname		Date of birth	
First Name		Gender	
Home Address i.e. your only or main residence		Post Code	
Name of person completing this form on your behalf		Relationship to you	
Name of both Parents or Carers	Mother:	Father:	
Telephone Number:			
Email Address:			
Do your parents live at the same address?	Mother: Yes / No If no, please confirm address:	Father: Yes / No If no, please confirm address	
Name and number of emergency contact			
Are you a 'Looked After Child' in Local Authority Care?			Yes No
Name of Social Worker, Contact Number and if applicable, Foster Agency Name:			
Name of Social Worker and Contact Number			
Does you have an Education Health and Care Plan			Yes No

<p>If yes, please confirm which Local Authority is responsible:</p> <p>If Birmingham City Council is not the Local Authority, please attach a copy of your plan.</p>						
<b>Employment Details</b>						
Are your parents employed:	Mother:	Yes	No	Father:	Yes	No
Please indicate the days that they work from Monday to Friday plus start and finish times of shifts undertaken each weekday.	Monday:			Monday:		
	Tuesday:			Tuesday:		
	Wednesday:			Wednesday:		
	Thursday:			Thursday:		
	Friday:			Friday:		
Name & Address of Employer and Current Workplace (including postcode):						
<b>Study, Training or Work Placement Details</b>						
Do your parents attend college, university, a training programme or work placement:	Mother:	Yes	No	Father:	Yes	No
Please indicate the days that they attend college/university/training programme/work placement plus start and finish times of seminars/lectures/training/placement undertaken each day.	Monday:			Monday:		
	Tuesday:			Tuesday:		
	Wednesday:			Wednesday:		
	Thursday:			Thursday:		
	Friday:			Friday:		
Name & Address of College/University/Training Provider/Work Placement attended (including postcode):						
<b>2. Which college/sixth form/other educational institution will you be attending?</b>						
Name of College/Sixth Form/other				Telephone number		

Address		Postcode	
Do you already attend this college?		Yes	No
Date started/date due to start			
Title of course studied/due to be studied			
Pick up / drop off address (if different to home)		Postcode	
Whose address is this?			

<b>3. Details of Application</b>
Please tell us why assistance is being requested, providing as much information as possible.
What prevents your parents from taking you to school or college, or making arrangements for someone else to do this?

<b>4. Type of Travel Assistance sought</b>			
Please tick what type of assistance is required:			
Train Pass		Personal Transport Budget	
Bus Pass		Guided Public Transport	
A Transport Vehicle <b>(Complete all sections below)</b>		other	
Please give your reasons for the type(s) of travel assistance requested:			
Guides are not automatically provided to accompany young people and adults to school or college. If you are asking to be transported on a transport vehicle, do you believe that a guide is required?			Yes No
If yes, or you have asked for guided public transport, please tell us why you believe that a guide is required?			

Would a guide require any special training?	Yes	No
If yes, please state what training would be required?		
Are you eligible for a Post 16 Bursary?	Yes	No
Are you eligible for help from the Discretionary Learner Support Fund?	Yes	No
Do you have a Concessionary Pass to use on public transport?	Yes	No
Are you <u>only</u> applying for a Bus/Train pass?	Yes	No
<b>If yes, you do <u>not</u> need to complete Section 3.</b>		

5. Other Information			
Do your parents have any other children?			
Full name of all other children in your family under 16 years of age	Date of birth	Which school do they go to (including postcode)?	School start and finish times
Tell us about your special educational and/or medical needs. Do you have: (please tick or circle)			
Social, Emotional and Mental Health needs	Yes	No	
Cognition and Learning difficulties	Yes	No	
Speech, Language and Communication difficulties (including ASD)	Yes	No	
Physical difficulties	Yes	No	
Visual impairment	Yes	No	
Hearing impairment	Yes	No	
Please state any other special educational or medical needs:			
Tell us about your behaviour. Do you: (please tick or circle)			
Have any difficulty walking or using public transport due to their behaviour?	Yes	No	
Challenge Authority?	Yes	No	
Exhibit violent or aggressive behaviour?	Yes	No	
Pose any risk to other passengers (children/driver/pupil guide)?	Yes	No	

<p><b>If you have answered yes</b> to any of these questions please describe these behaviours, tell us about anything that prompts you to behave in this way and anything we need to be aware of to help to prevent these behaviours?</p>		
Do you have a full statement of special educational needs or an Education Health and Care Plan (EHCP)?	Yes	No
Do you consent to the Travel Assist Service reviewing a copy of your statement or EHCP, including any assessment reports?	Yes	No
Is this college/sixth form/other educational institution named in your statement of special educational needs or EHCP because it was the school that you or your parents preferred?	Yes	No
Which school/college/sixth form/other educational institution did you last attend?		
Have you received transport assistance before? <i>If yes, please tell us below what assistance was provided</i>	Yes	No
Do you or your parents have a vehicle?	Yes	No
If yes, please provide the make and model of the car, the names of the people who are insured to drive it and details of any adaptations which have been made to the vehicle:		
How do you travel the rest of the time, i.e. when you are not travelling to college?		
Please use this space to tell us anything else that you would like taken into consideration:		
Your application should include any documents that you would like us to consider, including your EHCP or statement of special educational needs. Please list the documents that you have included with your application:		

All Recipients of travel assistance are expected to undertake independent travel training. If you do not think you should be considered for independent travel training, please explain why below:

#### 7. Income

Are you or your parents receiving any income related benefits?

Yes

No

If **yes**, please list the benefits that you/they receive below and provide documentary evidence of your/their entitlement.



## **SECTION 2: RISK ASSESSMENT**

**IF THE COUNCIL DECIDES THAT IT IS NECESSARY TO PROVIDE TRAVEL ASSISTANCE, THE FOLLOWING INFORMATION WILL BE USED TO MAKE A RISK ASSESSMENT OF YOUR NEEDS WHEN TRAVELLING.**

In order to ensure each young person can travel by the safest and most suitable form of transport we require as much information as possible. To help with this process, Travel Assist produces a Generic Home to School Transport Risk Assessment a copy of which is available from our documents webpage at [www.birmingham.gov.uk/travelassist](http://www.birmingham.gov.uk/travelassist) or a hard copy can be obtained from Travel Assist.

FOR SOME STUDENTS NOT ALL OF THEIR NEEDS WILL BE COVERED IN THIS ASSESSMENT AND AN INDIVIDUAL RISK ASSESSMENT IS REQUIRED. IN ORDER TO MAKE THIS DECISION PLEASE CAN YOU PROVIDE THE FOLLOWING INFORMATION:

<b>2.1 Risk Assessment</b> (please tick or circle)		
Do you have any emotional/behavioural/medical/life threatening medical conditions that need to be taken account of before transport would commence? If yes, please circle appropriate box(es)		
<u>Life Threatening</u>	Yes	No
If yes, please provide further information.		
<u>Behavioural</u>	Yes	No
If yes, please provide further information.		
Do you currently wear a behaviour harness	Yes	No
<u>Medical</u>	Yes	No
If yes, please provide further information.		
<u>Emotional</u>	Yes	No
If yes, please provide further information.		
Do you have any allergies. If yes, please provide details below:	Yes	No
If you have answered <b>yes</b> to any of the above please provide a copy of your individual <b>Health Care Plan</b> or where appropriate <b>Joint Epilepsy Care Plan</b> (dated within the last 2 years).		

### SECTION 3: TRANSPORT DETAILS

*You do not need to complete section 3 if you are only requesting a bus / train pass.*

3.1 If you are unable to transport the young person to school / college and would like to request for specialised transport to be considered, you will need to make a contribution towards these costs. Please select and tick one of the following:		
I agree to pay a contribution of £780 towards the cost of the specialised transport for this academic year.		
<p>I agree to pay a contribution of £390 towards the cost of the specialised transport for this academic year because I, or my parents, are in receipt of:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income based Job Seekers' Allowance.</li> <li>• Income related Employment and Support Allowance.</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999.</li> <li>• The Guaranteed element of State Pension Credit.</li> <li>• Child Tax Credit provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.</li> <li>• Maximum Working Tax Credit (no reduction for income)</li> <li>• Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.</li> <li>• The young person receives income support or income based job seekers allowance in their own right.</li> </ul> <p><b><i>You must provide <u>recent</u> evidence of the benefits you receive. In the case of Tax Credit notifications, <u>all</u> pages must be provided</i></b></p>		
3.2 How do you want to pay?		
I wish to pay the whole amount prior to the start of the Academic year, or prior to starting on transport if applying during the academic year. You can make a payment by debit or credit card. You will be advised how to do this accordingly if assistance is agreed.		
I wish to pay on a monthly basis by direct debit. Arrangements will be made for you to be charged upon receipt of the signed direct debit mandate over an 8 month period starting from September to April. Payment of either £97.50 per month, or £48.75 per month if your family is on a low income, will be taken on the 1 <sup>st</sup> of each month and you will be advised how to do this accordingly if assistance is agreed. N.B. If your child starts on transport during the academic year then you will make fewer payments but for higher monthly amounts as full payment has to be received by 30 April.		

**TRAVEL ASSIST WILL CONSIDER YOUR RESPONSES GIVEN BELOW IF YOUR CHILD IS AWARDED SPECIALISED TRANSPORT**

3.3 Seating Arrangements (please tick or circle)		
Do you require a booster cushion?	Yes	No

<b>Note:</b> this must be provided for any young person under 1.35 metres (4'4")		
Do you need lifting into a seat?	Yes	No
If <b>yes</b> , please state what assistance is required?		
Do you have an exemption on medical grounds from wearing a seat belt? (If yes, please attach documents confirming the exemption)	Yes	No

<b>3.4 Wheelchair Users Only:</b> (please tick or circle)			
Can you walk at all?		Yes	No
Can you transfer to a seat on a vehicle?		Yes	No
If yes, do you require assistance to do this?		Yes	No
Please state what assistance is required?			
Do you need to travel in a wheelchair on the vehicle?		Yes	No
What is the make and model of the wheelchair?			
Is the Wheelchair:	Folding	Non-folding	Electric
What is the dimension (in centimetres) of the wheelchair when in use?	Length	Width	Height

#### **SECTION 4: DECLARATION**

**Please read the following declaration. We will not process your application for support if you do not sign and date the declaration.**

The information I have given on this form is complete and accurate. I will inform you immediately of any change in circumstances which might affect any entitlement to travel assistance. I understand that if I give you false information, or fail to give complete information the Council may take action against me. I will write and tell you immediately if I/the young person leaves or transfers to a different educational setting.

If financial assistance is provided to me or on my behalf, and if, for whatever reason, an amount which is more than I am entitled to, I will pay back any amount in excess of my entitlement.

<b>Your signature:</b>	<b>Date:</b>
<b>Parent/Carer 1 signature:</b>	<b>Date:</b>
<b>Parent/Carer 2 signature:</b>	<b>Date:</b>

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The information will be used in accordance with the Education Transport Policy and for the purpose of processing applications for pupils travel assistance as required to fulfil the Council's duties under legislation, statutory or contractual requirement or obligation.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with external organisations whose business it is to assist in the service delivery of transport solutions to eligible students and with the Department of Education for statistical purposes only. The personal data is not shared with anyone else and will never be disclosed for marketing purposes.

The information contained on this application form will be retained until your child no longer requires travel assistance provided by the Council and then for a further 90 days from the date that travel assistance ceases and shall be processed in adherence to your legal rights, which are set out in our privacy notice which can be found at: [www.birmingham.gov.uk/privacy](http://www.birmingham.gov.uk/privacy). Your personal data will be stored and used in accordance with this Policy. Should you require a hard copy of our privacy statement then please contact our Data Protection Officer on 0121 303 4955.

## **SECTION 5: For Completion by College / SENAR only**

5.1 Tell us about the Course				
Full Course Title <i>If 'A' Levels please list all subjects</i>		Start date		
		Finish date		
		Placement		
Is the course full time? <i>(The Course must be a minimum of 450 guided hours of study, approximately 12 guided hours per week)</i>			Yes	No
Is this a special needs course?			Yes	No
Is this the nearest school/college to the family's home that provides the course?			Yes	No
If no, please state the reasons why the young person is attending this school / college. Attach supporting evidence where necessary.				

5.2 Tell us about the School / College				
Name of school / college contact		Tel No		
Email address		School / college start time		
Date Transport is required to start		School / college Finish time		
Does the school / college currently receive a home to school transport service?			Yes	No
Is the pupil a new starter?			Yes	No
If <b>no</b> , please state why a transport request has not been submitted in the past				

Which days will the student attend college/school?					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

What type of transport / seat is required? (Please circle or tick)			
Car	Black Cab	Mini Bus	Wheelchair Accessible vehicle
Booster Cushion	Child Safety Seat	Postural Harness	Harness for Challenging Behaviour*
* written parental permission is required (please contact the Education Transport Service for further details)			
If student is residential please state what placement is being paid for e.g. 52 week/termly/weekly/other			

### **SECTION 7: DECLARATION SCHOOL / COLLEGE / SENAR**

I certify that the details included on this form, including sections completed by parent / carer are correct to the best of my knowledge.	
<b>School/College Representative / SENAR signature:</b>	<b>Print name:</b>
<b>Position:</b>	<b>Date:</b>
<p>Please note a <b>minimum of 15 working days</b> is required from receipt of this form to make an assessment of this application. If a Pupil Guide is required or it is necessary to request specialised information concerning a pupil, extra time may be necessary for arrangements to be made.</p> <p>Pupils will be transported by the most efficient and cost effective transport option available in consideration of their individual needs and information obtained from their EHC Plan.</p>	

**Please email this form to: [travelassist@birmingham.gov.uk](mailto:travelassist@birmingham.gov.uk) or return it to the following address: Travel Assist, PO Box 16541, Birmingham, B2 2DD**

## **Appendix 2**

### **Travel Support available from schools and further education institutions**

The following is a list of sources of travel support available through schools and further education institutions. Enquiries and applications in respect of these should be made through the young person's school or institution.

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

Help is available for the most vulnerable 16 - 19 year olds to continue in full-time education or training after 16. Young people can apply to their school or college or training provider for the new 16 -19 Bursary Fund.

The scheme is made up of two parts – a guaranteed payment to a small group of the most vulnerable and a discretionary fund for schools and colleges to distribute. Guaranteed bursaries of £1,200 a year will be paid to the most vulnerable groups.

This includes young people in care, care leavers; young people claiming Income Support or Universal Credit, disabled young people in receipt of Employment Support Allowance and Disability Living Allowance.

The second element of the scheme enables schools and colleges to award discretionary bursaries to any students who face genuine financial barriers to participation, such as the costs of transport, meals, books and equipment etc.

Schools and colleges set their own eligibility criteria, decide on how much is paid and set their own conditions for students to meet in order to receive a bursary, for example, linked to behaviour or attendance.

Further information about the 16 -19 Bursary Scheme can be found at: [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

#### **Care to Learn**

Care to Learn provides financial support to young parents who want to continue their education or training and need support with the cost of their childcare, and associated travel. Care to Learn pays up to £160 per child per week to the childcare provider.

Further details can be obtained on Tel no 0800 121 8989 or visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

#### **Dance and Drama Awards**

DADA are scholarships that offer greatly reduced tuition fees, and income-assessed support with living and learning costs, at some of the leading independent dance and drama schools in England.

The awards give learners the chance to compete for a high quality training place. They are offered to learners by the school on the basis of talent demonstrated at audition and not financial circumstances, and provide high quality training for people who want to directly enter the profession.

Further details can be obtained on Tel no 0800 121 8989 or visit [www.gov.uk/dance-drama-awards](http://www.gov.uk/dance-drama-awards)

#### **Residential Support Scheme**

The Residential Support Scheme provides help with the accommodation costs of learners aged 16 and over, who need to live away from home to study because their course is not available locally. It covers Education Fund Agency and Skills Funding Agency Learner Support Responsive funded

courses which must require more than 16 hours attendance per week and be of at least 10 weeks duration. The course must be of a first level 2 or level 3 qualification.

Further information can be obtained from the national helpline on Tel No 0800 121 8989 or visit: [www.gov.uk/residential-support-scheme](http://www.gov.uk/residential-support-scheme)



## **Appendix 3**

### **Travel concessions which may be available**

#### **Public Transport Assistance**

Birmingham has a comprehensive public transport network which includes buses, trains and metro. Network West Midlands is the new name that connects all public transport in the West Midlands metropolitan area. This includes Birmingham, Dudley, Coventry, Sandwell, Solihull, Walsall and Wolverhampton. It clearly identifies the complete network of bus, train and metro services.

Further information can be found at: [www.networkwestmidlands.com](http://www.networkwestmidlands.com)

Network West Midlands, the West Midlands Integrated Transport Authority, is responsible for promoting and developing public transport across the West Midlands metropolitan area. They co-ordinate local transport information for Birmingham and publish bus timetables. This includes the Network West Midlands Map and Guide to Public Transport in Birmingham.

The Birmingham map shows all bus operators, routes, rail and metro services and the frequency of bus services. The bus map is available online at:

<http://www.networkwestmidlands.com/Maps/maps-home.aspx>

A journey planner is also available on line at: [www.networkwestmidlands.com](http://www.networkwestmidlands.com) or via the free NetNav and Net WM App's.

The majority of school journeys that are made by bus use public operated transport, although there are a number of special bus services procured directly by schools or run commercially and some dedicated bus services run by private operators. The Network West Midlands Sustainable Travel Team informs individual schools and Council School Travel Advisers within the West Midlands when school specific buses are being withdrawn or of any changes in timings of which they are aware.

Network West Midlands's Sustainable Travel Team work with schools in Birmingham to assist with the public transport elements of school travel plans and promote sustainable travel. The support offered includes the following:

- Year 6 transition workshops
- Special Needs School Travel Training Workshops and hire of Resources
- <http://futuretravel.org.uk> is an interactive web site with downloadable teacher notes, lesson plans and worksheets suitable for key stages 1 - 3.
- Bespoke public transport packs
- Journey planning advice
- Dedicated Education officers
- Travel awareness sessions & route planning for pupils and staff
- Advice on public transport aspects of travel plans.
- Liaison on behalf of school with transport operators to ensure services are running at appropriate times.
- Bus behaviour issues
- Attend events to promote public transport and sustainable travel.

Network West Midlands works in partnership with the Safer Travel Police Team, West Midlands Local Authorities and Transport Operators. Within local authorities Network West Midlands liaise with School Travel Advisers, TravelWise Officers and Post-16 Transport Partnership Groups.

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

There is an extensive public transport network of buses, trains and metro in the Birmingham area. Students aged 16-18 (Years 12 & 13) and in full-time education (minimum 12 hours per week) can

purchase a '16 - 18 Photocard' (valid for one academic year). It costs £10 and is available through an online application process at [www.networkwestmidlands.com/16-18](http://www.networkwestmidlands.com/16-18).

Unique Validation Codes (UVC's) are only available from the student's school or college and these are required to successfully apply for a 16-18 Photocard. Information is available from **Network West Midlands ticketing on 0345 303 6760**.

The photocard card entitles the student to pay child fares (approximately half adult cash fares) to and from school or college on buses, trains and trams within the West Midlands area and also allows students to purchase child rate weekly, 4 weekly, Direct Debit and term season tickets. This concession is funded by Network West Midlands.

Applications for the Network West Midlands 16 – 18 photocard can now only be made online. A Unique Validation Code is required with every application and these are only available from the school or college the student will be attending. Students cannot apply for one until they enrol. At peak times (the start of the academic year) it normally takes ten working days for the photocard to be returned.

Direct Debit and season tickets may be purchased as soon as they go on sale and used until 30<sup>th</sup> September without a photocard. The photocard must be in place by 1<sup>st</sup> October to continue to use the pass.

**IMPORTANT:** Applications for a 16 - 18 photocard received from students who are not eligible due to their age, 18 or over by 1<sup>st</sup> September of the current academic year or because they do not meet the residence criteria may forfeit the £10 fee. Refunds will only be given at the discretion of Network West Midlands.

The 16 - 18 Photocard is valid during the following times:

<b>16 - 18 Photocard and Cash Fare</b>	Monday to Friday term time only and journeys to / from the school or college only. From start of daytime services to the learning provider before 0930 and from 1530 until 1800 and, if in connection with the school or college curriculum, outside these times.
<b>16 - 18 Photocard and NX West Midlands Scholar's Ticket</b>	<b>Scholar's tickets are not available for retail sale but may be provided for those students with Learning Difficulties and / or Disabilities from the Local Authority and are only valid on National Express West Midlands services.</b>  Monday to Friday term time only and journeys to/from the school or college only. From start of daytime services to <b>before 0930 and from 1530 to before 1800</b> and, if in connection with the school or college curriculum, any time up to 2215.
<b>16 - 18 Photocard and Network Scholar Season Ticket</b>	As above but valid on any operator's bus and train and Metro within the West Midlands County.
<b>16 - 18 PHOTOCARD AND TERM NETWORK</b>	<b>ON SALE 3 TIMES PER YEAR, USUALLY AUGUST, MARCH / APRIL AND DECEMBER, 3 COVER A FULL YEAR. VALID ON ANY BUS, TRAIN OR METRO WITHIN THE WEST MIDLANDS COUNTY. 16 - 18 PHOTOCARD WITH CHILD RATE SEASON TICKETS ARE VALID WHENEVER THE TICKETS ARE VALID INCLUDING WEEKENDS AND HOLIDAYS.</b>

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16 - 18 PHOTOCARD AND  
TERM NETWORK BY  
DIRECT DEBIT  
(N RAIL FOR CHILD TRAIN  
ONLY TRAVEL AND N BUS  
FOR CHILD ALL  
OPERATOR BUS TRAVEL  
IS ALSO AVAILABLE FROM  
NETWORK WEST  
MIDLANDS DIRECT  
DEBIT)

**VALIDITY AS ABOVE PLUS RAIL ADD-ON AVAILABLE FROM  
STATIONS OUTSIDE THE WEST MIDLANDS. DIRECT DEBIT OFFERS  
GREAT SAVINGS AND FLEXIBILITY AS THE TICKET IS VALID ALL DAY,  
EVERY DAY AND DURING SCHOOL HOLIDAYS.  
TICKETS START ON THE 1<sup>ST</sup> OF EACH MONTH AND YOU CAN NOW  
BUY YOUR FIRST MONTHS TICKET USING A DEBIT AND CREDIT CARD  
WHILE YOUR APPLICATION IS BEING PROCESSED. 10 MONTHLY  
PAYMENTS ARE MADE FOR 12 MONTHS TRAVEL AND TICKETS ARE  
DELIVERED BY POST EACH MONTH.  
THESE TICKETS CAN BE USED UNTIL 1<sup>ST</sup> OCTOBER WITHOUT A  
VALID 16-18 PHOTOCARD AFTER THAT A VALID 16-18 PHOTOCARD  
MUST BE USED WITH THIS TICKET.**

**CONTACT NETWORK WEST MIDLANDS DIRECT SALES TEAM ON  
0121 214 7550 OR VISIT  
[WWW.NETWORKWESTMIDLANDS.COM/DIRECTDEBIT](http://WWW.NETWORKWESTMIDLANDS.COM/DIRECTDEBIT)**

16 - 18 PHOTOCARD AND  
NX WEST MIDLANDS  
TERM PLUS

On sale 3 times per year usually August, March / April and  
December, 3 cover a full year. Can be used all day, every day  
on all National Express West Midlands bus services during its  
validity, including weekends, evenings and relevant holidays.

Can usually be purchased in August without a valid 16 - 18  
Photocard providing person is eligible for and obtains one no  
later than 1<sup>st</sup> October in relevant year. **Tel no: 0121 254 6363  
for confirmation.** Not valid on certain special services.

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#### Network West Midlands Free Travel Pass (for people with eligible disabilities)

Network West Midlands organises travel concessions for people with certain eligible disabilities. It is available to all age groups 5 upwards providing they are a permanent resident of the West Midlands. A free permit is provided for use on bus, rail and Midland Metro services valid at the following times:

Mondays to Fridays	0930hrs to end of daytime service
Weekends and Bank Holidays	Anytime

Further details can be obtained on Tel no 0121 214 7550 or web site  
[www.networkwestmidlands.com](http://www.networkwestmidlands.com)

There is also a free 'add-on' ticket for those young people between the ages of 16 to 18 years which is available to those in education and receiving the above travel concession. This add-on allows travel before 9.30am on bus, rail and metro services in the West Midlands.

You must be studying for more than 16 hours per week to qualify for this free 'add-on' ticket. Unique Validation Codes (UVC's) are only available from the student's school or college and these are required to successfully apply for a free 'add-on' ticket.

Further information about the 'add-on' ticket is available from Network West Midlands Ticketing on 0345 303 6760.

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

**NATIONAL EXPRESS WEST MIDLANDS OFFERS A WHOLE RANGE OF PRODUCTS SUITABLE FOR YOUNG PEOPLE BETWEEN THE AGES OF 16 -18, PROVIDING THEY QUALIFY FOR AND OBTAIN A NETWORK WEST MIDLANDS 16 -18 PHOTOCARD. THERE IS ALSO A DIRECT DEBIT OPTION THAT DOES NOT REQUIRE A NETWORK WEST MIDLANDS 16 -18 PHOTOCARD, BUT PROOF FROM THE STUDENT'S SCHOOL/COLLEGE THAT THEY ARE IN FULL TIME EDUCATION IS REQUIRED.**

## TRAVEL CARDS

The National Express West Midlands products available are 1 week and 4 week travel cards and Term Plus. These travel cards can be used all day, everyday on all Travel West Midlands buses during their validity, as many times as required. Term Plus is available by Direct Debit you can apply to join the scheme whenever you wish.

Further details can be obtained on 0121 254 6363 or web site [www.nxbus.co.uk/west-midlands](http://www.nxbus.co.uk/west-midlands) for Direct Debit information call 0121 254 6322.

**For timetable information call Traveline 0871 200 22 33.**

**FOR FULL DETAILS ON THE TYPES OF PASSES THAT CAN BE PURCHASED PLEASE GO TO THE NETWORK WEST MIDLANDS WEB SITE: [WWW.NETWORKWESTMIDLANDS.COM](http://WWW.NETWORKWESTMIDLANDS.COM) AND THE NATIONAL EXPRESS WEST MIDLANDS WEB SITE: [WWW.NXBUS.CO.UK/WEST-MIDLANDS](http://WWW.NXBUS.CO.UK/WEST-MIDLANDS)**

**NETWORK WEST MIDLANDS ALSO HAS AN INTERNET JOURNEY PLANNER AVAILABLE AT ITS WEB SITE WHICH 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. THE NEW NETNAV AND NET WM JOURNEY PLANNING APPLICATIONS ARE NOW AVAILABLE THROUGHOUT THE WEST MIDLANDS.**

## WEST MIDLANDS SPECIAL NEEDS TRANSPORT LTD (WMSNT) – RING AND RIDE

**WMSNT** is the largest, non-statutory, accessible passenger transport provider of its kind not only in the West Midlands but also the world. It operates a range of services all focussing on the needs of people with limited mobility in the West Midlands urban area.

These include Ring and Ride, a door to door bus service for people unable to use mainstream public transport provision. Ring and Ride is aimed at meeting individual travel needs, enabling people to maintain their independence whilst being supported by appropriately trained driving staff throughout their journey.

It also has a contracts division which currently provides complete home to school transport solutions for eleven special needs schools in Birmingham plus a number of smaller contracts at other similar schools. In addition to home to school, it also provides transport for activities during and also outside the school day.

All **WMSNT's** activities are supported by its own training department which is an NVQ approved body as well as being certified to provide RoSPA Advanced Driver Training. It also provides external training including pupil guides for Birmingham Local Authority and also registered taxi drivers for Coventry City Council. As a registered Charity, with 30 years of specialist experience, recently recognised by the DfT “....as best practice for home to school transport in the UK”, **WMSNT** offers cost effective, “not for profit” transport solutions to include and beyond the statutory obligation to get children to and from school.

Further details can be obtained from Sue Cozens, Operations Manager on 0121 327 8128 or email: [sue.cozens@wmsnt.org](mailto:sue.cozens@wmsnt.org)

## School Travel Plans

The Birmingham City Council Sustainable Modes of Travel Strategy sets out how Birmingham will develop and promote sustainable travel within the city, so that the needs of children and young people are better catered for. It has four main objectives:

- Increase the use of sustainable travel on the school journey
- Work with all Birmingham Schools to develop and implement a school travel plan
- Provide infrastructure to support sustainable travel

- Take a partnership approach to sustainable travel to school issues

In 2015 the Council adopted Modeshift STARS (MSS) a sustainable travel online tool which is a nationally accredited awards scheme that supports schools in the promotion of active, sustainable and safe travel. The online tool is provided, maintained and endorsed by the Department for Transport (DfT) and is included in their Cycling and Walking Investment Strategy (CWIS). This scheme is the only national accreditation scheme for rewarding sustainable School Travel Plans.

Whilst the online tool is universally available to schools, the 'self-service' nature of Modeshift STARS enables schools to achieve a national school award that demonstrate excellence in supporting road safety, cycling and walking.

Most Birmingham schools have a School Travel Plan (STP) and the Council is encouraging schools to review their travel plan using Modeshift STARS with the aim of achieving either a Bronze, Silver or Gold accreditation.

When signing schools up to Modeshift STARS and developing activities/initiatives with schools this will be co-ordinated with existing delivery programmes. All these delivery programmes are linked to the accreditation process and address low activity levels and high incidence of obesity in Birmingham's school children along with tackling local traffic congestion and reducing road accidents.

School Travel Plans help improve the fitness of children by setting targets aiming for the increased of walking and cycling and enhance parent and child interaction. They can ease traffic congestion and pollution around schools by reducing the number of vehicles arriving at the beginning and end of the school day. Additionally, they can draw attention to local issues of road safety and are used to support requests for highway improvements.

The Council can support schools with resources to help promote sustainable travel and the first step towards this is for schools to sign up to Modeshift STARS [www.modeshiftstars.org](http://www.modeshiftstars.org). The Council will then work with schools to start the process of reviewing their plan.

For more information, please contact the Transportation Behaviour Change Team by emailing [connected@birmingham.gov.uk](mailto:connected@birmingham.gov.uk) or call 0121 303 1873.

### **Contacts:**

#### **Children and Young People**

Travel Assist Service  
PO Box 16541  
Birmingham  
B2 2DD

*Email:* [travelassist@birmingham.gov.uk](mailto:travelassist@birmingham.gov.uk)

*Telephone:* 0121 303 4955

*Website:* [www.birmingham.gov.uk/travelassist](http://www.birmingham.gov.uk/travelassist)

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

Telephone: 0300 303 8610 web site: [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

#### **Care to Learn**

Telephone: 0300 303 8610 web site: [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

#### **Dance and Drama Awards**

Telephone: 0300 303 8610 web site: [www.gov.uk/dance-drama-awards](http://www.gov.uk/dance-drama-awards)

#### **Residential Support Scheme**

Telephone: 0300 303 8610 web site: [www.gov.uk/residential-support-scheme](http://www.gov.uk/residential-support-scheme)

**Network West Midlands website:** [www.networkwestmidlands.com](http://www.networkwestmidlands.com) or telephone 0345 303 6760

**Travel West Midlands web site:** <http://nxbus.co.uk/west-midlands/>

## **Appendix 4**

### **Birmingham Schools, Academies and Free Schools with Sixth Forms**

*(In alphabetical order)*

Archbishop Ilsey Catholic Technology College and Sixth Form Centre  
Victoria Road, Acocks Green B27 7XY  
Tel 0121 706 4200

Arthur Terry School  
Kittoe Road, Sutton Coldfield, B74 4RZ  
Tel 0121 323 2221

Aston Manor Academy  
Phillips Street, Aston, B6 4PZ  
Tel 0121 359 8108

Aston University Engineering Academy  
1 Lister Street, B7 4AG  
Tel 0121 380 0570

Baskerville School  
Fellow Lane, Harborne, B17 9TS  
Tel 0121 427 3191

Baverstock Foundation School and Specialist Sports College  
501 Bells Lane, Kings Heath, B14 5TL  
Tel 0121 430 7924

Bishop Challoner Catholic College  
Institute Road, Kings Heath, B14 7EG  
Tel 0121 444 4161

Bishop Vesey's Grammar School  
Lichfield Road, Sutton Coldfield B74 2NH  
Tel 0121 250 5400

Bishop Walsh Catholic School  
Wylde Green Road, Sutton Coldfield, B76 1QT  
Tel 0121 351 3215

Bordesley Green Girls' School and Sixth Form  
Bordesley Green Road, Bordesley, B9 4TR  
Tel 0121 464 61010

Braidwood School for the Deaf  
Bromford Road, Hodge Hill, B36 8AF  
Tel 0121 464 5558

Broadway Academy  
The Broadway, Perry Barr, B20 3DP  
Tel 0121 566 4334

Calthorpe Academy  
Darwin Street, Highgate, B12 0TT  
Tel 0121 773 4637

Cockshut Hill Technology College  
Cockshut Hill, Yardley, B26 2HX  
Tel 0121 464 2122

Colmers School and Sixth Form  
Bristol Road South, B45 9NY  
Tel 0121 453 1778

Dame Elizabeth Cadbury Technology College  
Woodbrooke Road, Bournville, B30 1UL  
Tel 0121 464 4040

Fairfax School  
Fairfax Road, Sutton Coldfield, B75 7JT  
Tel 0121 378 1288

Fox Hollies School  
Highbury Campus,  
Queensbridge Road, B13 8QB  
Tel 0121 464 6566

George Dixon Academy  
Portland Road, B16 9GD  
Tel 0121 566 6565

Great Barr School  
Aldridge Road, Great Barr, B44 8NU  
Tel 0121 366 6611

Greenwood Academy  
Farnborough Road, B35 7NL  
Tel 0121 464 6101

Hallmoor School  
Hallmoor Road, Kitts Green, B33 9QY  
Tel 0121 783 3972

Hamstead Hall Academy  
Craythorne Road, Handsworth Wood, B20 1HL  
Tel 0121 386 7510

Handsworth Grammar School  
Grove Lane, Handsworth, B21 9ET  
Tel 0121 554 2794

Handsworth Wood Girls' Academy  
Church Lane, Handsworth Wood, B20 2 HH  
Tel 0121 554 8122

Harborne Academy  
Harborne Road, Edgbaston, B15 3JL  
Tel 0121 464 2737

Heartlands Academy  
Gt. Francis Street, Nechells, B7 4QR  
Tel 0121 464 3931



Hillcrest School and Sixth Form Centre  
Stonehouse Lane, Bartley Green, B32 3AE  
Tel 0121 464 3172

Holte School  
Wheeler Street, Lozells B19 2EP  
Tel 0121 566 4370/4371

Holyhead School  
Milestone Lane, Soho, B21 0HN  
Tel 0121 378 1946

John Wilmott School  
Reddicap Heath Road, Sutton Coldfield, B75 7DY  
Tel 0121 378 1946

King Edward VI Aston School (Academy)  
Frederick Road, Aston, B6 6DJ  
Tel 0121 327 1130

King Edward VI Camp Hill School for Boys (Academy)  
Vicarage Road, Kings Heath, B14 7QJ  
Tel 0121 444 3188

King Edward VI Camp Hill School for Girls (Academy)  
Vicarage Road, Kings Heath B14 7QJ  
Tel 0121 444 2150

King Edward VI Five Ways School (Academy)  
Scotland Lane, Bartley Green, B32 4BT  
Tel 0121 475 3535

King Edward VI Handsworth School (Academy)  
Rose Hill Road, Handsworth, B21 9AR  
Tel 0121 554 2342

King Edward VI Sheldon Heath Academy  
Sheldon Heath Road, Sheldon, B26 2RZ  
Tel 0121 464 4428

Kings Norton Boys School  
Northfield Road, Kings Norton, B30 1DY  
Tel 0121 628 0010

Kings Norton Girls School and Sixth Form College (Academy)  
Selly Oak Road, Kings Norton, B30 1HW  
Tel 0121 675 1305

Lordswood Boys School and Sixth Form Centre (Academy)  
Hagley Road, Harborne, B17 8BJ  
Tel 0121 464 2837

Lordswood Girls School and Sixth Form Centre (Academy)  
Knightlow Road, Harborne, B17 8QB  
Tel 0121 429 2838

Mayfield School  
Wheeler Street,Lozells, B19 2EP  
Tel 0121 523 7321

Moseley School  
College Road, Moseley, B13 9UU  
Tel 0121 566 6444

Nishkam High School  
Great North Street North,Hockley,B19 2LF  
Tel 0121 348 7660

North Birmingham Academy  
395 College Road, Erdington, B44 OHF  
Tel No 0121 373 1647

Oscott Manor School  
Old Oscott Hill, Kingstanding, B44 9SP  
Tel 0121 360 8222

Perry Beeches II: the Free School  
156 Newhall Street, B3 1SJ  
Tel 0121 270 8090

Perry Beeches III: the Free School  
23 Langley Walk, B15 2EF  
Tel 0121 647 2760

Perry Beeches IV: the Free School  
St Georges Court, 1 Albion Street, B1 3AH  
Tel 0121 647 2760

Plantsbrook School (Academy)  
Upper Holland Road, Sutton Coldfield, B72 1RB  
Tel 0121 362 7310

Priestley Smith School  
Perry Beeches Campus, Beeches Road, B42 2PY  
Tel 0121 325 3900

Queensbury School  
Wood End Road, Erdington, B24 8BL  
Tel 0121 373 5731

Selly Oak Trust School  
Oak Tree Lane, Selly Oak, B29 6HZ  
Tel 0121 472 0876  
Shenley Academy  
Shenley Lane, Northfield. B29 4HE  
Tel 0121 464 5191

Small Heath School and Sixth Form Centre  
Muntz Street, Small Heath, B10 9RX  
Tel 0121 464 7997

St Alban's Academy  
Conybere Street, Highgate, B12 OYH  
Tel 0121 446 1300

St Edmund Campion Catholic School  
Sutton Road, Erdington, B23 5XA  
Tel 0121 464 7700

St John Wall Catholic School  
Oxhill Road, Handsworth, B21 8HH  
Tel 0121 554 1825

St Paul's Catholic School for Girls  
Vernon Road, Edgbaston, B16 9SL  
Tel 0121 454 0895

St Thomas Aquinas Catholic School  
Wychall Lane, Kings Norton B38 8AP  
Tel 0121 464 4643

Sutton Coldfield Grammar School for Girls (Academy)  
Jockey Road, Sutton Coldfield, B73 5PT  
Tel 0121 354 1479

Swanshurst School  
Brook Lane, Billesley, B13 OTW  
Tel 0121 464 2400

The Birmingham Ormiston Academy  
1 Grosvenor Street, B4 7QD  
Tel: 0121 359 9300

Uffculme School, Post 16  
40 Russell Road, Moseley, B13 8RE  
Tel 0121 464 5250

University of Birmingham School and Sixth Form College (Free School)  
Weoley Park Road, Selly Oak, B29 6QU  
Tel 0121 424 4858

Victoria School  
Bell Hill, Northfield, B31 1LD  
Tel 0121 476 9478

Washwood Heath Academy  
Burney Lane, B8 2AS  
Tel 0121 675 7272  
Waverley School  
Yardley Green Road, Small Heath, B9 5QA  
Tel 0121 566 6600

Waverley Studio College  
470 Belchers Lane, B9 5SX  
Tel 0121 566 6622

Wilson Stuart School (Academy)  
Perry Common Road, Erdington B23 7AT  
Tel 0121 373 4475

### **Birmingham Colleges**

Birmingham City University  
Perry Barr, Birmingham, B42 2SU  
Tel 0121 **331 5595 / 5000**  
**Web site:** [www.bcu.ac.uk](http://www.bcu.ac.uk)

Birmingham Institute of Art and Design  
Birmingham City University  
Gosta Green, Corporation Street B4 7DX  
Tel 0121 331 5800  
Web site: [www.bcu.ac.uk](http://www.bcu.ac.uk)

Birmingham Metropolitan College - Matthew Boulton Campus  
Jennens Road, Birmingham B4 7PS  
Tel 0845 155 0101  
Web site: [www.bmetc.ac.uk](http://www.bmetc.ac.uk)

Birmingham Metropolitan College - Sutton Campus  
Lichfield Road, Sutton Coldfield B74 2NW  
Tel 0845 155 0101  
Web site: [www.bmetc.ac.uk](http://www.bmetc.ac.uk)

Birmingham Metropolitan College – James Watt Campus  
Aldridge Road, Birmingham B44 8NE  
Tel 0845 155 0101  
Web site: [www.bmetc.ac.uk](http://www.bmetc.ac.uk)

Bournville College of Further Education  
Longbridge Lane, Longbridge B31 2AJ  
Tel 0121 477 1300  
Web site: [www.bournville.ac.uk](http://www.bournville.ac.uk)

Cadbury College  
Downland Close, Off Redditch Road, Kings Norton B38 8QT  
Tel 0121 458 3898  
Web site: [www.cadcol.ac.uk](http://www.cadcol.ac.uk)

Joseph Chamberlain Sixth Form College  
1 Belgrave Road, Highgate B12 9FF  
Tel 0121 446 2200  
Web site: [www.jcc.ac.uk](http://www.jcc.ac.uk)

Mander Portman Woodward College  
17-18 Greenfield Crescent, Edgbaston, B15 3AU  
Tel 0121 454 9637  
Web site: [www.mpw.ac.uk/locations/birmingham](http://www.mpw.ac.uk/locations/birmingham)

Queen Alexandra College  
Court Oak Road, Harborne, B17 9TG  
Tel 0121 428 5050  
Web site: [www.qac.ac.uk](http://www.qac.ac.uk)

South & City College – Bordesley Green Campus  
300 Bordesley Green, Birmingham B9 5NA  
Tel 0800 111 6311  
Web site: [www.sccb.ac.uk](http://www.sccb.ac.uk)

South & City College – Digbeth Campus, Fusion Centre & Women's Enterprise Hub  
High Street, Deritend, B5 5DY  
Tel 0800 111 6311  
Web site: [www.sccb.ac.uk](http://www.sccb.ac.uk)

South & City College – Golden Hillock Women's Centre  
103-105 Golden Hillock Road, Small Heath, B10 0DP  
Tel 0800 111 6311  
Web site: [www.sccb.ac.uk](http://www.sccb.ac.uk)

South & City College – Hall Green Campus  
Colebank Road, Hall Green B28 8ES  
Tel 0121 694 5002  
Web site: [www.sccb.ac.uk](http://www.sccb.ac.uk)

South & City College – Handsworth Campus  
The Council House, Soho Road, Handsworth B21 9DP  
Tel 0800 111 6311  
Web site: [www.sccb.ac.uk](http://www.sccb.ac.uk)

Trinity Specialist College  
Lindridge Farm, Lindridge Road, B75 7JB  
Tel 0121 378 3242  
Web site: [www.trinityspecialistcollege.co.uk](http://www.trinityspecialistcollege.co.uk)

University College Birmingham  
Summer Row B3 1JB  
Tel 0121 604 1000  
Web site: [www.ucb.ac.uk](http://www.ucb.ac.uk)

## **APPENDIX 5**

### **TRAVEL CONCESSIONS AND OTHER SOURCES OF SUPPORT**

#### **1. Support available for access to further education institutions**

The following is a list of sources of support that may be available through further education institutions. Enquiries and applications in respect of these should be made through the adult's education institution or directly to the provider.

##### **Personal Independence Payment**

This payment helps with extra costs caused by long-term ill health or a disability if you are aged 16-64. This includes a Daily Living as well as a mobility component.

##### **Disabled Student's Allowances**

Disabled Students' Allowances (DSAs) are paid on top of your other student finance. They help you pay the extra costs you may have because of your disability. They don't have to be repaid.

You can get help with the costs of:

- specialist equipment, e.g. a computer if you need one because of your disability
- non-medical helpers
- extra travel because of your disability
- other disability-related costs of studying

##### **Higher Rate Mobility Component of Disability Living Allowance (HRMC DLA)**

This allowance is provided by the [Department for Work and Pensions \(DWP\)](#) and can be used to cover the cost of a lease agreement with Motability Operations Ltd. As of 12 April 2017, this allowance is £58.00 per week. To lease a car through the Motability Scheme, you must have at least 12 months' award length of the HRMC DLA remaining.

##### **Enhanced Rate Mobility Component of Personal Independence Payment (ERMC PIP)**

As part of its welfare reform programme, the Government has started to replace Disability Living Allowance (DLA) with a new benefit called [Personal Independence Payment \(PIP\)](#) for disabled people aged between 16 and 64. The Motability Scheme works with PIP in the same way as it does with DLA. For more information, go to [dwp.gov.uk/pip](http://dwp.gov.uk/pip). As of 12 April 2017, this allowance is £58.00 per week.

##### **Ring and Ride**

Ring and Ride is a door to door service for anyone living in the West Midlands that struggles to use conventional transport.

The service is ideal for disabled people who want the convenience of a door to door service. It operates 6 days a week from 8am to 10.30pm. This service is subsidised by Birmingham City Council.

##### **Adult Learning Grant (ALG) for students who are 19+**

To get ALG, you need to be 19 or over, and studying in England. Whether you are eligible also depends on the course you are taking, and your income. Applications can be made at the start of the course at the following contacts:

**Telephone:** 0800 121 8989. **Website:** [www.direct.gov.uk](http://www.direct.gov.uk)

### **Care to Learn**

Care to Learn provides financial support to young parents who want to continue their education or training and need support with the cost of their childcare, and associated travel. Care to Learn pays up to £160 per child per week to the childcare provider.

**Telephone:** 0800 121 8989. **Website:** [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

### **Residential Support Scheme**

The Residential Support Scheme provides help with the accommodation costs of learners aged 16 and over, who need to live away from home to study because their course is not available locally. It covers Education Funding Agency and Skills Funding Agency Learner Support Responsive funded courses which must require more than 16 hours attendance per week and be of at least 10 weeks' duration. The course must be of a first level 2 or level 3 qualification.

**Telephone:** 0800 121 8989. **Website:** [www.gov.uk/residential-support-scheme](http://www.gov.uk/residential-support-scheme)

## **2. Travel concessions which may be available**

### **Public Transport Assistance**

Birmingham has a comprehensive public transport network which includes buses, trains and metro. Network West Midlands is the new name that connects all public transport in the West Midlands metropolitan area. This includes Birmingham, Dudley, Coventry, Sandwell, Solihull, Walsall and Wolverhampton. It clearly identifies the complete network of bus, train and metro services.

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

The West Midlands Combined Authority is responsible for promoting and developing public transport across the West Midlands metropolitan area. They co-ordinate local transport information for Birmingham and publish bus timetables. This includes the Network West Midlands Map and Guide to Public Transport in Birmingham.

The Birmingham map shows all bus operators, routes, rail and metro services and the frequency of bus services. The bus map is available online at:  
<http://www.networkwestmidlands.com/Maps/maps-home.aspx>

A journey planner is also available on line at: [www.networkwestmidlands.com](http://www.networkwestmidlands.com) or via the free NetNav and Net WM Apps.

### **The English National Concessionary Pass (for people with eligible disabilities)**

The English National Concessionary Pass 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.

Residents of the West Midlands are also entitled to free train and Metro travel during these times. A pre 9:30am enhancement will be added to the concessionary card of eligible applicants aged 5-15 and those aged 16-18 in full time education. The enhancement is valid until the 31<sup>st</sup> August of the academic year the applicant turns 18. This will allow for travel before 9:30am.

You can apply for The English National Concessionary Pass by accessing the following link:  
<https://www.networkwestmidlands.com/tickets-and-passes/disabled-persons-pass/>

## TRAVEL CARDS

The National Express West Midlands products available are 1 week and 4 week travel cards and Term Plus. These travel cards can be used all day, everyday on all Travel West Midlands buses during their validity, as many times as required. Term Plus is available by Direct Debit you can apply to join the scheme whenever you wish.

**Telephone:** 0121 254 6363. **Website:** [www.nxbus.co.uk/west-midlands](http://www.nxbus.co.uk/west-midlands)

**For timetable information call TraveLine on: 0871 200 22 33.**

**FOR FULL DETAILS ON THE TYPES OF PASSES THAT CAN BE PURCHASED PLEASE GO TO:**

**NETWORK WEST MIDLANDS WEB SITE:** [WWW.NETWORKWESTMIDLANDS.COM](http://WWW.NETWORKWESTMIDLANDS.COM); **AND**

**NATIONAL EXPRESS WEST MIDLANDS WEB SITE:** [WWW.NXBUS.CO.UK/WEST-MIDLANDS](http://WWW.NXBUS.CO.UK/WEST-MIDLANDS)

**NATIONAL EXPRESS WEST MIDLANDS ALSO HAS A JOURNEY PLANNER AVAILABLE ON ITS WEBSITE WHICH 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. THE NEW NETNAV AND NET WM JOURNEY PLANNING APPLICATIONS ARE NOW AVAILABLE THROUGHOUT THE WEST MIDLANDS.**

### **Contacts:**

**Travel Assist**, People Directorate, PO Box 16541, Birmingham, B2 2DD

Telephone: 0121 303 4955. Website: [www.birmingham.gov.uk/school-travel](http://www.birmingham.gov.uk/school-travel)

### **Adult Learning Grant (ALG):**

Telephone: 0800 121 8989. Website: [www.direct.gov.uk](http://www.direct.gov.uk)

### **Care to Learn**

Telephone: 0300 303 8610. Website: [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

### **Department for Education**

Telephone: 0800 121 8989.

Website: [www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn](http://www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn)

**National Express West Midlands**, 51 Bordesley Green, Birmingham, B9 4BZ

For live chat tweet: @nxwestmidlands. Website: <http://nxbus.co.uk/west-midlands>

### **Residential Support Scheme**

Telephone: 0300 303 8610. Website: [www.gov.uk/residential-support-scheme](http://www.gov.uk/residential-support-scheme)

**West Midlands Combined Authority**, PO BOX 9421, Birmingham, B13 3TR:

Telephone: 0345 303 6760. Website: [www.networkwestmidlands.com](http://www.networkwestmidlands.com)