

BIRMINGHAM CITY COUNCIL

CHILDREN'S SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 02 MAY 2019 AT 10:00 HOURS
IN COMMITTEE ROOM 2, COUNCIL HOUSE, VICTORIA SQUARE,
BIRMINGHAM, B1 1BB

A G E N D A

1 NOTICE OF RECORDING/WEBCAST

The Chairman to advise/meeting to note that this meeting will be webcast for live or subsequent broadcast via the Council's Internet site (www.civico.net/birmingham) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

2 DECLARATIONS OF INTERESTS

Members are reminded that they must declare all relevant pecuniary and non pecuniary interests arising from any business to be discussed at this meeting. If a disclosable pecuniary interest is declared a Member must not speak or take part in that agenda item. Any declarations will be recorded in the minutes of the meeting.

3 APOLOGIES

To receive any apologies.

4 TRAVEL ASSIST POLICY FOR 0-25 YEAR OLDS IN EDUCATION

3 - 256

To consider the 'Request for Call-in' (the portfolio holder and the Lead Officer identified in the report have been summoned to attend the meeting). The following documents are attached in respect of the public papers:-

- (A) The public Executive decision record;
- (B) The relevant form for the 'Request for Call-in' lodged by Councillors Alex Yip and Debbie Clancy;
- (C) The public report considered by Cabinet.

5 REQUEST(S) FOR CALL IN/COUNCILLOR CALL FOR ACTION/PETITIONS RECEIVED (IF ANY)

To consider any request for call in/councillor call for action/petitions (if received).

6 **OTHER URGENT BUSINESS**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

7 **AUTHORITY TO CHAIRMAN AND OFFICERS**

Chairman to move:-

'In an urgent situation between meetings, the Chairman jointly with the relevant Chief Officer has authority to act on behalf of the Committee'.

Details

Status	Decision Subject To Call In
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Title	Travel Assistance Policy for 0-25 Year Olds in Education
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Urgent Decision - Not in Forward Plan	No
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Details for Agenda Sheet

Report of the Director, Education and Skills.

(Report was marked 'to follow')

(Copies of the consultation feedback documents will be available to view in the corridor outside Committee Rooms 3 and 4 before and during the meeting.)

Implementation Date (not before meeting on)	Tue 16 Apr 2019
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Purpose

Further to 11th December Cabinet report, to report public consultation outcome findings for 0-25 Policy for Home to School Transport

Key Portfolio	Children's Wellbeing
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Include item on Forward Plan/ Key Decision	Yes
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Decision Maker	
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Reason For Key Decision	Significant effect on communities in two or more wards
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Documents

Is Private

No

Directorate

Education and Skills

Other Information

Private Reason

Decision Outcome

On 16 April 2019, Cabinet:-

- i. Approved the adoption of the 0-25 Policy for Home to School Transport (see report Appendix A);
- ii. Approved the introduction of the phased implementation as set out in the report at section 3.33 for current and new users of transport assistance to education provision.

THE DEADLINE FOR CALL IN IS 1600 HOURS ON TUESDAY 23 APRIL 2019.

On 23 April 2019 at 0953 hours, a request for call-in was submitted by Councillors Alex Yip and Debbie Clancy. No action on the decision can be taken until the request for call-in has been considered by the relevant O&S Committee within 15 days of the decision being posted.



Appendix 2: Request for Call In – Pro-forma

To:

Committee Services, Room 315, Council House.

E-Mail: LESCommitteeServicesAll@birmingham.gov.uk (marked "For the attention of Dave Smith")

Date: 23 April 2019

Please arrange for a meeting of the

Children's Social Care Overview and Scrutiny Committee *O&S Committee*

to be called to discuss the following executive decision:

Title: Travel Assistance Policy for 0-25 Year Olds in Education

Taken By: CABINET

On: 16 April 2019

Reason for request:

- | | | |
|--|--|-------------------------------------|
| (a) Is the Executive decision within existing policy? | 1. the decision appears to be contrary to the Budget or one of the 'policy framework' plans or strategies; | <input type="checkbox"/> |
| | 2. the decision appears to be inconsistent with any other form of policy approved by the full Council, the Executive or the Regulatory Committees; | <input type="checkbox"/> |
| | 3. the decision appears to be inconsistent with recommendations previously made by an Overview and Scrutiny body (and accepted by the full Council or the Executive); | <input type="checkbox"/> |
| (b) Is the Executive decision well-founded? | 4. the Executive appears to have failed to consult relevant stakeholders or other interested persons before arriving at its decision; | <input type="checkbox"/> |
| | 5. the Executive appears to have overlooked some relevant consideration in arriving at its decision; | <input checked="" type="checkbox"/> |
| | 6. the decision has already generated particular controversy amongst those likely to be affected by it or, in the opinion of the Overview and Scrutiny Committee, it is likely so to do; | <input checked="" type="checkbox"/> |
| | 7. the decision appears to be particularly "novel" and therefore likely to set an important precedent; | <input type="checkbox"/> |
| | 8. there is a substantial lack of clarity, material inaccuracy or insufficient information provided in the report to allow the Overview and Scrutiny Committee to hold the Executive to account and/or add value to the work of the Council. | <input type="checkbox"/> |



(c) Has the Executive decision been properly taken?

9. the decision appears to give rise to significant legal, financial or propriety issues; ☒

10. the notification of the decision does not appear to have been in accordance with council procedures; ☐

(d) Does the Executive decision particularly affect a District?

11. the decision appears to give rise to significant issues in relation to a particular District.

Councillor

(Signed)

Clr Alex Yip

(Print Name)

Councillor

(Signed)

Clr Debbie Clancy

(Print Name)



Appendix 3: Criteria For ‘Call In’

These are the criteria against which the Council expects an O&S Committee to judge any “request for call in”. The Council does NOT expect an Overview and Scrutiny Committee to call in an Executive decision UNLESS one or more of the following circumstances applies –

	(a) Is the Executive decision within existing policy?
1	the decision appears to be contrary to the Budget or one of the ‘policy framework’ plans or strategies;
2	the decision appears to be inconsistent with any other form of policy approved by the full Council, the Executive or the Regulatory Committees;
3	the decision appears to be inconsistent with recommendations previously made by an Overview and Scrutiny body (and accepted by the full Council or the Executive);
	(b) Is the Executive Decision well-founded?
4	the Executive appears to have failed to consult relevant stakeholders or other interested persons before arriving at its decision;
5	the Executive appears to have overlooked some relevant consideration in arriving at its decision;
6	the decision has already generated particular controversy amongst those likely to be affected by it or, in the opinion of the Overview and Scrutiny Committee, it is likely so to do;
7	the decision appears to be particularly “novel” and therefore likely to set an important precedent;
8	there is a substantial lack of clarity, material inaccuracy or insufficient information provided in the report to allow the Overview and Scrutiny Committee to hold the Executive to account and/or add value to the work of the Council.
	(c) Has the Executive decision been properly taken?
9	the decision appears to give rise to significant legal, financial or propriety issues;
10	the notification of the decision does not appear to have been in accordance with council procedures;
	(d) Does the Executive decision particularly affect a District?
11	the decision appears to give rise to significant issues in relation to a particular District.

Birmingham City Council

Reports not on the Forward Plan / Late Report

Birmingham City Council

Report to Cabinet/Cabinet Committee

16th April 2019



Subject: TRAVEL ASSISTANCE POLICY FOR 0-25 YEAR OLDS IN EDUCATION

Report of: Tim O`Neil - Director of Education and Skills

Relevant Cabinet Member: Cllr Jayne Francis - Education, Skills & Culture
Cllr Kate Booth - Children's Well-being
Cllr Paulette Hamilton - Health & Social Care
Cllr Tristan Chatfield – Finance & Resources

Report author: Anne Ainsworth
Assistant Director – Skills & Employability,
Education & Skills Directorate
Tel: 0121 675 7140
Email: Anne.Ainsworth@birmingham.gov.uk

1) Late Reports

To be completed for all late reports, i.e. which cannot be despatched with the agenda papers i.e. 5 clear working days' notice before meeting.

<i>Reasons for Lateness</i>	<p>There are a number of factors in the delay of this submission, most notably the impact of government publication of new statutory guidance for post 16 transport. Adjustments and legal consultations have impacted on the start date of the consultation, which now spans half term. As there is a statutory requirement for the consultation to take place during term time, this further extends the date of the end of the consultation and drafting of the final report as documented in the timeline below.</p> <ul style="list-style-type: none"> - December 2018 - A plan to consult on a new policy for home to school transport was agreed by Cabinet - January 2019 - New Post-16 transport and travel support to education and training statutory guidance for local authorities
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	<p>issued by government</p> <ul style="list-style-type: none"> - January /February 2019 - Draft new policy amended to reflect new statutory guidance alongside legal discussions and advice - February/ April 2019 – A comprehensive 28 working day ,term time consultation period launched on 15th February that will end on Tuesday 2nd April 2019 <p>Whilst preliminary analysis will be undertaken as the consultation progressed, final analysis will be completed after the consultation closes. It is for this reason that a late submission date of 12th April is required to accommodate final analysis requirements in readiness for Cabinet consideration on the 16th April.</p>
<i>Reasons for Urgency</i>	<p>Subject to Cabinet approval to the new draft policy for implementation, publication will need to take place before 31st May 2019 to ensure compliance with post 16 transport guidance. Deferral to a later Cabinet will impact upon this.</p> <p>The next opportunity for publication would then be May 2020. This would mean that</p> <ol style="list-style-type: none"> 1. The new policy could only be applied to requests for Travel assistance after this date for post 16 pupils in new provision from September 2020, a 12 month delay. 2. As the policy would need to be applied equitably, the implementation for children below school age would also be delayed for 12 months. 3. The delay of the policy implementation would impact on budget proposals in addition to supporting the reshaping of the wider SEND system.
<i>Date Corporate Clearance agreement obtained:</i>	Consulted off-line

2) Key Decisions not on the Forward Plan / Urgent Decisions

To be completed for Key Decisions not on the Forward Plan 28 days before the Cabinet meeting at which the decision is to be taken.

<i>Reasons for Urgency</i>	[insert reasons]
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<i>Date Chief Executive Agreement obtained:</i>	N/A
<i>Name and Date of O&S Chair agreement obtained:</i>	N/A

Birmingham City Council

Report to Cabinet

16th April 2019



Subject: TRAVEL ASSISTANCE POLICY FOR 0-25 YEAR OLDS IN EDUCATION

Report of: Tim O'Neill - Director of Education & Skills

Relevant Cabinet Member: Cllr Jayne Francis - Education, Skills & Culture
Cllr Kate Booth - Children's Well-being
Cllr Paulette Hamilton - Health & Social Care
Cllr Tristan Chatfield – Finance & Resources

Relevant O &S Chair(s): Cllr Mariam Khan - Learning, Culture & Physical Activity
Cllr Mohammed Aikhlaq - Children's Social Care
Cllr Rob Pocock - Health & Social Care
Cllr Sir Albert Bore - Resources

Report author: Anne Ainsworth - Assistant Director; Education and Skills Directorate
Email: Anne.Ainsworth@birmingham.gov.uk

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, add Forward Plan Reference: 006102/2019		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential :		

1 Executive Summary

- 1.1 This report provides details of the outcome of the public consultation on the proposed Travel Assistance Policy for 0-25 year olds in Education.

- 1.2 The report follows-on from earlier reports to Cabinet on the 26th June 2018 and 11th December 2018 where approval was given by Cabinet to undertake the consultation.

2 Recommendations

- 2.1 That Cabinet approval is given to; -
- Adopt the 0-25 Policy for Home to School Transport (see **Appendix A**).
 - Introduce the phased implementation as set out in this report at section 3.33 for current and new users of transport assistance to education provision.

3 Background

- 3.1 Birmingham's Travel Assist Service provides a variety of transport options to over 4,250 children on a daily basis, with an additional 1,500 receiving bus passes, and has an overall budget of £18.4m for 2018/19.
- 3.2 The majority of the children using the service have requirements related to SEND but the service also supports eligible children without SEND, including looked after children; children in temporary accommodation and other vulnerable groups. Travel Assist operates more than 600 routes and has a range of support options including: 1-to-1's; mini bus/coach transport; Travel Guides; Personal Transport Budgets; Bus Passes and Independent Travel Training. However, the take-up of other options aside from mini-bus transport and the number of young people being trained to travel independently has been relatively small, for a city the size of Birmingham.
- 3.3 The costs for Home to School Transport have continued to rise, nationally and within the city, resulting in a considerable over-spend against budget. Birmingham must balance the need to operate within a financial envelope, with the desire to improve the quality of the service, increase the range of options available to families, and the opportunity to help as many young people as possible develop the important life-skill of travelling independently in preparation for adulthood.
- 3.4 Travel Assist is part of a group of services that support families with children with SEND. These include SENAR, Early Support and Access to Education, as well as the transition into adulthood with our Adult Social Care services. The 2018 SEND Inspection report looked at the whole system of SEND support across the city, and services delivered by partners, including the Council, CCG and Children's Trust. The recommendations and action being taken through the subsequent SEND Written Statement of Action, will positively impact upon transport provision. One key proposal is to develop more local special educational provision within the city, reducing the need for children to travel long distances to a suitable education placement. Another important aspect is the need to focus on independence, working with families and young people

much earlier in the child's life to develop important skills (such as travelling independently) and preparing for adulthood.

- 3.5 It is important to remember that in addition to children and young people with SEND, the service also supports, as appropriate, children who are housed in temporary accommodation, whose families may be considered to be in crisis and children in care.
- 3.6 Over recent years in line with home to school transport services nationally, Travel Assist has been experiencing an increase in demand. Over 330 additional families successfully applied for specialist transport during the 2017/18 academic year and the numbers of children being transported across the city has grown year on year, in line with an increase in Education, Health and Care Plans and greater numbers of families housed in temporary accommodation.
- 3.7 In December 2018, Cabinet agreed to a public consultation on a new 0-25 Transport Policy.

0-25 Policy

- 3.8 At present the law is different in relation to Home to School transport based on the differing ages of children and whether they are of compulsory school age.
- 3.9 The Council has a number of legal duties and powers related to home to school travel assistance, including a duty under Section 508A Education Act 1996 to promote sustainable modes of travel. The Council also has a duty under Section 508B Education Act 1996 to make suitable home to school travel arrangements for eligible children of compulsory school age.
- 3.10 It was agreed in December 2018 that the Council would consult upon a new Policy in order to make the Council's policy clearer and more transparent for parents and others to understand; update the policy in line with changes to national guidance; enable parents to take a more active part in the process; and create the opportunity to discuss with parents the range of options provided to families.
- 3.11 The key principles proposed in the new policy are in line with the findings of the SEND Inspection June 2018 and reflect national good practice and the latest statutory guidance. The main changes from the previous policy that were consulted upon include:
- Combining the policies into a single 0-25 composite policy document.
 - Changing the Stage 2 Appeal Panel from a Members Panel to Independent Officers. This is in line with good practice nationally; retains a Stage 2 Appeals process; and will involve officers who have a related specialism but have not been involved directly in any of the cases.
 - Increasing the financial contribution requested from parents of children and young people who are not of compulsory school age.

- Clarifying the circumstances when travel assistance will be provided for children who are below compulsory school age.
- Setting out the Council's policy in relation to travel assistance for young adults over the age of 19.
- Strengthening the emphasis on independent travel training and alternative modes of transport.
- An increased emphasis on the use of Personal Transport Budgets.
- Greater clarity of the application process and eligibility for parents (what we will and won't do).
- Greater clarity concerning the rights and responsibilities of parents towards accompanying their children to school.
- Greater clarity around the factors that will be relevant to the decision whether to offer travel assistance.

The Consultation

- 3.12 A comprehensive consultation was undertaken over 28 working days during school term time. The consultation period launched on the 15th February and ended on 2nd April 2019. During this period there was also a week of school half term, commencing 18th February 2019.
- 3.13 It was important that the consultation was robust and legally sound. Extensive internal and external legal advice was therefore sought on the process to ensure that the Council complied with the requirements of public consultations and that the proposed policy itself was in line with national legal frameworks and guidance.
- 3.14 The consultation processes required the Council to contact a range of statutory stakeholders, whilst retaining a focus on understanding the experiences of and receiving feedback and suggestions from, parents, children and schools as much as possible. The aim was to have a meaningful consultation facilitated through a range of different sessions and events, using different ways of communicating, to make the consultation as accessible as possible and to capture as many differing views as possible. These included:
- A BeHeard on-line survey (402 respondents)
 - 8 events were held at Special Schools for Parents across the city (179 attended)
 - Voice of the Child sessions were undertaken to capture the views of our children who travel on transport (323 children and young people)
- 3.15 Sessions were also arranged for Councillors, which included: Two Full Council meetings; 3 separate meetings for Councillors (one with MPs invited); a briefing session with shadow lead members; and an offer from the Cabinet Member for Children's Wellbeing for individual 1-2-1 sessions for any interested Councillors.

- 3.16 More information on the consultation and individual sessions is included in **Appendix D**. All responses submitted by 2nd April were considered.
- 3.17 Responses to the consultation were reviewed weekly. This meant that analysis could be undertaken as the consultation progressed and the consultation could be adjusted in order to try to make it as meaningful as possible. For example, when it was identified that there had been limited responses by elected members, additional sessions were added to the consultation in order to try and enable more involvement from members.

Outcome of the Consultation

- 3.18 The consultation was an important opportunity to discuss the current Home to School Transport policies and delivery with parents and children. It was pleasing to note that respondents broadly agreed with the Council's proposed direction of travel for the service.
- 3.19 What became clear, throughout the consultation, was that whilst the policy changes received a good level of support, respondents had specific views on, and wanted to see changes to, the delivery of the service itself. This particularly highlighted the need to continue a dialogue with parents and stakeholders, create more transparency over decision-making and delivery and ensure there are opportunities for co-production and continued engagement. It was clear that the Council must continue to create opportunities to talk through issues with parents, listen to feedback and suggestions, and understand the experiences of individual families. The Cabinet Member for Children's Wellbeing attended most of the parent sessions, and has committed to arranging further events to talk through home to school transport and other issues that parents/carers may wish to raise. More detailed information on the outcome of the consultation are included in **Appendices E, F, and G**. All of the responses to the consultation will be made available to view on the day of Cabinet.
- 3.20 It is encouraging to note that the consultation feedback received was broadly supportive of the proposed changes to the policy. This included in particular: the opportunity for parents to attend Stage 2 appeals; having a single travel assistance policy; changing the Stage 2 Appeals process to an officer rather than member panel; and only considering applications from young adults over the age of 19 who have an EHCP or exceptional circumstances and where transport assistance is deemed to be necessary.
- 3.21 With regards to the proposed change to the Appeals process, parents wanted Stage 2 to be led by professionals, who were independent, and for appeals panels to be held more regularly, as appropriate. Whilst the views of parents were very clear, it is recognised that member involvement with this service and changes regarding the wider SEND group of services is important. It is therefore proposed that the Cabinet Member for Children's Wellbeing works with elected members and provides them with opportunities to raise issues as the transformation of the service continues.

- 3.22 The majority of respondents of the Beheard Survey agreed with all but one of the proposals. This related to increasing the contribution families are asked to make towards transport for young people Post 16 (Year 12). This is proposed to be £780 per academic year (currently £600); and £390 for low income families (currently £300). This equates to an increase of £15 per month and £7.50 respectively. 48% of BeHeard respondents disagreed with this level of contribution, feeling that it placed an additional burden on the families of children with SEND, who may already be more likely to be struggling financially. However, 32% did agree with this increase in the contribution and 16% neither agreed nor disagreed.
- 3.23 Some families felt that their travel options were limited because of where their children had to travel to, to access education provision that meets their needs. As children with SEND do not/cannot always attend local provision, the issue of transport and potentially long journeys, prevent parents from taking their own children to school and using public transport. It was also felt by some parents that, as many young people with SEND have no option but to remain in education Post 16 (as they would not be able to access employment/training/an apprenticeship suitable for them) they were being penalised in having to pay a charge for transport.
- 3.24 The average cost of transport per individual is £4,800 per academic year for the service area. The increased contributions of £780 (£390 for low income families) are considerably less than the actual cost of transport which is heavily subsidised. Some parents stated that they were willing to pay an increased charge, as they valued the service and recognised that costs would increase over time.
- 3.25 The proposed level of contribution within the policy, based on the same number of young people as currently, would amount to an additional annual income of £128,500. Travel Assist currently has a potential budget pressure of over £1.7m for 2019/20. If the contribution from families is not increased, it will place greater strain on the service to find the savings from changes to delivery. The charge for transport has not been increased since its introduction (2013), whilst costs of providing transport have continued to rise.
- 3.26 Whilst the contribution for post 16 transport was seen by some as placing an additional burden on families, for others it was an incentive to begin independent travel training. Feedback from some young people showed that the introduction of a charge had a positive impact on them in this respect. More work needs to be undertaken with families to help prepare parents, and young people for adulthood. A reliance on mini-bus transport, and taxis, can present considerable problems for families once children become young adults and no longer attend educational provision.
- 3.27 The recommendation is therefore to continue with the increased contribution and consequently the attached policy document reflects this.

- 3.28 There was less concern about introducing a parental contribution of pre-school age children, with 41% of BeHeard respondents agreeing with the change. Some parents felt that greater clarity was required concerning whether the policy relates to under 5's or 'pre-school' children. In reviewing the policy, it does clearly differentiate between Pre-schoolers (0-4) and children of compulsory school age. However, a key theme of the consultation has been the need for improved communication, and further thought will be given, working with the parent/carer forum, as to how this element of the policy can be supported through improved access and information on the Council's website. However, although the majority were in favour of introducing the parental contribution, there were concerns expressed about whether this would mean parents would delay sending their children to educational provision. This is certainly a risk and the Council takes very seriously the importance of early education and support. However, the majority of pre-school children are already taken to educational provision by their families, without support from the Council, and the charge, if transport provision was awarded, remains highly subsidised.
- 3.29 Respondents were very supportive of Independent Travel Training and recognised the potential benefits of Personal Transport Budgets. Young people who had been travel trained expressed a confidence and a feeling of being very proud that they could travel independently. They had overcome 'fear'. The ability to travel independently is a key life-skill, and it is important that the policy and practise of the service enables young people to be trained, where it is appropriate, and in a way that works for them.
- 3.30 Whilst respondents were supportive of this change in the policy, comments did reveal a lack of trust. There was concern that the council would 'force' parents to choose these options. It is clear that, alongside the policy, there is a need to continue the conversations that have begun during the consultation and tackle perceptions about how the council can work alongside schools and families moving forward.
- 3.31 There is also a need to provide greater clarity on some of the specific aspects of personal transport budgets. For example, some respondents felt that a PTB would not cover the cost of transport; some felt that the money could be misused and others were not clear what the money could be spent on. More information will be available on the city council website, alongside the policy, that will respond to the comments of parents, work with the parent/carer forum, and continue to add clarity and examples/case studies to the information about personal transport budgets as appropriate.
- 3.32 Respondents agreed that the policy was clear about the responsibilities of parents to accompany their child to school, but asked that individual circumstances always be considered. They also agreed that the draft policy was clear about how decisions are made, although they wanted more detail about the actual process and asked for greater transparency about decision making.

They also agreed that it was clear when the policy, if agreed, would be implemented. Some practical issues were raised about whether it would affect families who had applied for school places next year however, as the policy does not change the criteria for statutory school-age children, this should not affect placements or the outcome of applications for transport. Some suggestions were made that the policy could be applied only to new applicants or phased in over a longer period. This would create a 'two tier' approach to transport applications in the city and add confusion to the application and appeals process. Children already receiving transport of statutory school age, will have their applications reviewed annually (as is current policy) but unless their circumstances have changed significantly, it is unlikely that eligibility for travel assistance would be affected.

3.33 The proposal for implementation is:

- From 1 September 2019 all existing grants for travel assistance will be reviewed under the new policy at least once per year, and in all cases where there is, or may be, a significant change in circumstances.
- Any changes following a review will be implemented from the beginning of the next academic term, or sooner by mutual agreement.
- Any new applications received from 1 June 2019 will be assessed under the new policy.

3.34 Annual reviews are important because as children grow up, their needs will change. This will also help to assess when and how independent travel training skills could begin to be introduced. This will enable more children and their parents to be better equipped as children move into adulthood, and ensure that those for whom it is suitable have access to support at the appropriate time.

3.35 One of the key themes that has consistently been raised throughout the consultation was concerns about where children were being educated. Currently, children with special educational needs and disabilities can be transported across Birmingham (and outside of the city) over long distances and journey times in order to access the education provision identified within their EHCP. This is not the case for children without SEND and hinders the ability of parents, particularly those who work or have more than one school age child, to transport their own children to school. It restricts the options for independent travel training; makes journey times uncomfortably long; is a key challenge to reducing the costs of home to school transport; and enabling families to take their children to school. The city must become more inclusive in our approach to supporting children with SEND, rather than relying so heavily on Special Schools and independent providers. It is an important aspect of the written statement of action (SEND) and the need to work across the school estate and with partners, particularly with current concerns about reducing budgets, to look to best practise to create more placements for children with SEND closer to where they live.

- 3.36 Other themes to come out of the consultation were the need to ensure that decision making processes are as transparent as possible. Consequently, a new Quality Assurance Framework will be introduced, which will ensure that the decision-making process is appropriate and regularly audited. Parents also felt that information about Travel Assist and SEND services generally needs to be improved, so that it is easily found on websites and accessible. Investment in the service would be welcome. Parents were particularly keen that the service improves its use of IT, and the opportunities this could provide (for example, GPS on buses). Supporting parents prior to their children becoming adults and preparing for adulthood with the right education, or broader support was crucial.
- 3.37 The Department for Education also provided advice to ensure the policy is as clear as possible. This advice has been considered and incorporated into changes to the policy, where necessary.
- 3.38 With regards to feedback concerning transparency of the decision making process, further reviews will be made of the applications forms. If the policy is approved, Officers will work with the parent carer forum to review and amend the forms to ensure they are more clear and fit for purpose.

4 Options Considered and Recommended Proposal

- 4.1 The options considered in relation to the proposed 0-25 policy are as follows.
- 4.2 Option 1
- Retain the existing policies and adopt a post-19 policy. However, the existing policies require amendment to be brought up to date with current statutory guidance, ensuring they are lawful.
- 4.3 Option 2
- Adopt the policy without any changes following consultation. This is not recommended, as feedback from consultees has suggested that some changes to the policy should be made.
- 4.4 Recommended Proposal; Option 3
- Adopt the policy with amendments following the consultation responses.
- These changes include:
- Amendments to the Post-19 section to reflect the legal position more clearly
 - Changes to the wording related to travel concessions
 - Adding the unsafe walking route eligibility category (where it may not be considered appropriate for children to walk to school due to the nature of the walking route)
 - Clarifying the academic year for post-19 eligibility

- 4.5 The only proposal that was questioned by the responses on the BeHeard questionnaire, was increasing the contribution for Post 16 transport provision.
- 4.6 As a consequence other options have been considered but were subsequently discounted for the reasons stated:
- Not increasing the contribution and leaving it at the current rate – this would cost the council an additional £128,500 each year in lost income based on the number of current users of this service.
 - Increasing the charge by inflation only, based on this financial year figures. This would only amount to an additional £18,367 towards the cost of the service.
 - Reviewing the entire approach to contributions, on a means-tested basis and how this could be administered. This would be a significant amount of work which would need to be undertaken over a much longer period of time.

5 Consultation

Internal

- 5.1 Consultations have taken place with the following:
- The Interim Assistant Director for SEND, Education & Skills Directorate
 - The Interim Assistant Director for Commissioning, Education & Skills Directorate
 - The Travel Assist Manager
 - Safeguarding Team, Education & Skills Directorate
- 5.2 This report has been drafted in consultation with officers from Legal and Governance and Finance.
- 5.3 Staff working in related services including Travel Assist, Access to Education and SENAR.
- 5.4 Adult Social Care and Health Staff.

External

- 5.5 Consultation has taken place with the following:
- Children and Young people who use the Service
 - Parents and Guardians
 - Parent Carer Forum
 - Schools and Headteachers
 - Colleges and FE providers
 - Governors
 - Transport for West Midlands
 - Clinical Commissioning Group
 - Children's Trust
 - Community and Voluntary Groups
 - Early Years settings

- Training providers
- Voluntary and Community Organisations
- Formally notified the Secretary of State (statutory requirement)
- Transport Guides
- Neighbouring local authorities and other to which Birmingham children are transported (16 Local Authorities)
- 24 Transport contractors
- SENDIASS
- General Public – Social Media; Birmingham Bulletin; Press statements
- SENCO's
- Birmingham Education Partnership
- Councillors and MPs

6 Risk Management

6.1 A risk register is attached as **Appendix I** which has been carefully considered.

7 Compliance Issues:

7.1 How are the recommended decisions consistent with the City Council's priorities, plans and strategies?

7.1.1 The recommended decisions are consistent with the Council policies, plans and strategies;

- The Council has a statutory duty to make transport arrangements for eligible children and transport arrangements that it considers necessary for those Post 16 and Post 19.
- Having access to appropriate travel assistance ensures every child is supported to attend school. Regular reviews of travel plans will support the development of increased independence where appropriate.
- Supporting educational attainment and independence helps to tackle the causes of deprivation and inequality through improving educational performance and confidence.

7.2 Legal Implications

7.2.1 The Council has a duty under Section 508A of the Education Act 1996 to promote sustainable modes of travel.

7.2.2 The Council also has a duty under Section 508B of the Education Act 1996 to make suitable home to school travel arrangements for eligible children.

7.2.3 The Council has the power under section 509A of the Education Act 1996 to make travel arrangements for children receiving early years' education otherwise than at school.

- 7.2.4 The Education Act 1996 requires local authorities to adopt and give effect to a transport policy statement dealing with young people of sixth-form age (section 509AA) specifying the arrangements for the provision of transport or otherwise that the authority consider it necessary to make for facilitating the attendance of persons of sixth form age at their place of education or training.
- 7.2.5 The Council has a duty under section 508F of the 1996 Act to make such arrangements for the provision of transport and otherwise as the authority consider necessary for facilitating the attendance of adults at their place of further or higher education, and the Council must prepare and publish a transport policy statement dealing with young adults aged 19 and over for whom an Education, Health and Care Plan is maintained (Section 508G).
- 7.2.6 The Education Act 1996 does not expressly require the preparation of a transport policy for children of compulsory school age. However, the statutory guidance says “local authorities must publish general arrangements and policies in respect of home to school transport for children of compulsory school age. This information should be clear, easy to understand and provide full information on the travel and transport arrangements. It should explain both statutory transport provision, and that provided on a discretionary basis. It should also set out clearly how parents can hold local authorities to account through their appeals processes”.
- 7.2.7 The Council is under a duty to have regard to statutory guidance issued by the Department for Education when carrying out its duties in relation to home to school travel and transport, including when making and consulting on policy changes. The statutory guidance is attached as **Appendices I and J** to this report.
- 7.2.8 There have been a number of legal challenges recently with regards to Home to School Transport provided by other Local Authorities and the quality of consultations. The consultation undertaken reflected this learning nationally, ensuring that all statutory stakeholders were consulted; and the consultation process was robust and meaningful.
- 7.2.9 The Council has a legal duty to publish the policies related to travel assistance to education provision, before the 31 May. If the proposed policy is not approved at Cabinet in April, unless a new version can be presented to May Cabinet, the council would miss the statutory deadline.

7.3 Financial Implications

- 7.3.1 The Travel Assist Service continues to face severe financial pressures in 2018/19, which it is seeking to address.

- 7.3.2 The budget for Travel Assist in 2018/19 is £18.396m and the forecast overspend at year end is £3.167m. This is largely a result of the non-delivery of savings in previous years and increasing demand for the service.
- 7.3.3 To address the underlying issue the current budget incorporates assumptions of both pressures, funding and savings, to seek to deal with the overspend going forward. In 2019/20 pressures funding of £2.200m is included in the proposed LTFP together with assumed savings of £1.718m, based on a part year effect of changes introduced in 2019/20. Savings increase to £2.488m in 2020/21 based on the full year effect of those changes.
- 7.3.4 The proposed level of contribution within the policy, based on the same number of young people as currently, would amount to an additional annual income of £128,500, which will contribute to savings assumed.
- 7.3.5 Further changes in Travel Assist and the transport policy are expected to generate total overall savings of £700,000 in a full year, which includes the £128,500 increase from contributions.

7.4 Procurement Implications

- 7.4.1 There are no implications arising from this report, as the proposed Policy will operate within the existing framework.
- 7.4.2 The service is the subject of a Commissioning Process agreed by Cabinet in December 2018. Matters related to this will be the subject of a separate Cabinet Report in due course.

7.5 Human Resources Implications

- 7.5.1 There are no implications.

7.6 Public Sector Equality Duty

- 7.6.1 An Equality Impact Assessment is attached at **Appendix H**. The EIA has identified the potential for an adverse impact on protected groups, as any changes to transport assistance could affect children and young people with SEND.
- 7.6.2 An increase and introduction in contributions towards transport, post 16 and pre-school respectively could impact financially upon families.
- 7.6.3 Mitigating steps have been taken, which include a reduced contribution for low income families; high levels of engagement with families and improved offers concerning independent travel training and planning for transition into adulthood; information for families about other sources of

support and travel concessions; and the increase in the contribution has been kept as low as possible.

8 Background Documents

8.1 List of Appendices accompanying this Report (if any):

- **Appendix A:** Proposed 0 – 25 Policy and Appendices
- **Appendix B:** Appendices to the Policy
- **Appendix C:** Summary of changes
- **Appendix D:** Consultation Summary
- **Appendix E:** Online consultation report
- **Appendix F:** Comments received during the parent sessions
- **Appendix G:** Children's Views
- **Appendix H:** Equality Impact Assessment
- **Appendix I:** Risk Register
- **Appendix J:** Home to school travel and transport guidance – statutory guidance for local authorities – July 2014
- **Appendix K:** Post-16 transport to education and training – statutory guidance for local authorities – January 2019
- **Appendix L:** Public Sector Equality Duty

8.2 Background Documents:

- Cabinet report 26th June 2018 – Travel Assist Service (Forward Plan Ref. No. 005164/2018)
- Cabinet report 11th December 2018 – Travel Assist Service (Forward Plan Ref. No 005449/2018)

Travel assistance policy for 0-25 year olds in education

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Appendix 5: Travel Concessions and Other Sources of Support for adults aged 19+

Introduction, Key Principles and Types of Travel Assistance

1. This document sets out the policy of Birmingham City Council (“the Council”) in relation to the provision of travel assistance for 0-25 year olds in education who are resident within the City of Birmingham. It is available on the Council’s website at www.birmingham.gov.uk/travelassist. It is intended to provide clarity for children, young persons, adults, parents and carers facing a wide range of circumstances. We are always looking to improve the information we make available and will use any feedback provided to us to develop this statement. If you wish to provide any feedback on the policy please contact Travel Assist (travelassist@birmingham.gov.uk).
2. This policy is divided up by the following age groups as the relevant legal provisions in the Education Act 1996 are grouped this way:

Part 1: Pre-compulsory school age (0-4 year olds) – someone in this category is referred to in this policy as a pre-schooler.

Part 2: Compulsory school age (5-16 year olds) – someone in this category is referred to in this policy as a child. Children become of compulsory school age at one of three points during the school year in which they turn 5, depending on when exactly their birthday is. Children cease to be of compulsory school age on the last Friday in June of the school year in which they turn 16.

Part 3: Young persons of sixth form age (16-18 year olds) – someone in this category is referred to in this policy as a young person. The legal definition is a person over compulsory school age but under the age of 19, but this definition also includes a person who began a particular course of education or training at a school or college before turning 19 and continues to attend that course.

Part 4: Adult learners (19+) – someone in this category is referred to in this policy as an adult.

3. Part 5 then sets out how to apply for travel assistance and how to appeal against decisions about travel assistance.

Key Principles

4. The following key principles apply across all age ranges covered in this policy:

Admission does not confer automatic entitlement to travel assistance:

Admissions and travel assistance are separate matters and acceptance at a particular school or other institution, or the naming of a school/institution in an EHC plan, does not automatically entitle the child or young person to travel assistance.

Budgetary considerations: The Council has a limited budget for the provision of travel assistance to those in education. Any discretionary decision about the provision of travel assistance will take account of this and the number and type of competing claims that are made upon it.

Changes in circumstances: Parents or carers (in the case of those aged under-18) of children in receipt of travel assistance and recipients of travel assistance themselves (in the case of those aged over-18, or any person acting on their behalf) must tell the Council immediately of any change in circumstances which may affect their entitlement to travel assistance.

Independent travel training: Applicants for travel assistance will be assessed for independent travel training (ITT) and recipients of travel assistance will be expected to undertake suitable ITT as part of their education to help them develop their independence.

Other means of travel: When taking discretionary decisions about the provision of travel assistance, the Council will consider all other ways and means for the applicant to get to the school or institution in question.

Personal Transport Budgets: The Council encourages the use of personal

transport budgets wherever appropriate as this helps individuals and families to have the most control over their travel arrangements.

Parental involvement: Parents are expected to accompany their children to school or college where necessary until they turn 18 unless there is a good reason why this is not possible.

Reviews of travel assistance: All grants of travel assistance will be reviewed at least once per year and in all cases where there is, or may be, a significant change in circumstances affecting eligibility for travel assistance (e.g. change in school or home address, change in personal or family circumstances, change in recipient's needs). Where the recipient of travel assistance has an EHC plan then this review will be undertaken at or following the annual review of the plan. Any changes to travel assistance following a review will be implemented from the beginning of the next academic term, or sooner by mutual agreement.

Travel concessions, bursaries, state benefits etc: The Council expects young persons of sixth form age and young adults who apply for travel assistance to have applied for and/or made use of all travel concessions, bursaries, state benefits (including mobility cars) etc. for which they are eligible.

Travel for other purposes: When taking discretionary decisions about the provision of travel assistance the Council may take into account how the applicant travels (or is able to travel) for non-educational purposes, e.g. recreation, shopping, family visits etc.

Types of Travel Assistance

5. The Education Act 1996 and this policy use the phrase 'travel assistance' because the form this takes will vary and often does not involve the Council providing any transport at all. The Council will determine what is appropriate in each case, taking account of its legal obligations, the needs of the applicant, safety considerations, the best use of the Council's resources, any expressed preference and any other relevant matter. As a guide, the

following are the types of provision made in most cases:

- **Travel pass** – This is a free pass for the use on public transport and is the most common form of travel assistance provided.
- **Personal Transport Budget** – This will be paid on a monthly basis over 11 months to the parent or carer (in the case of those under-18) or the individual or a person acting on their behalf (in the case of those over-18). The parent/carers or adult individual then assumes full responsibility for the travel arrangements and getting the child or themselves to their place of education on time and achieving good attendance. It is anticipated that the use of personal transport budgets can meet most individual and family's needs and the Council encourages their use wherever appropriate.
- **Transport vehicles** – The provision of a vehicle to transport a child, young person or adult to and from their place of education. Vehicles and drivers are provided by a suitably qualified, registered, commercial provider working to contractual standards set by the Council. Whenever possible, individuals will travel together in a suitable vehicle, specially adapted as necessary to meet their needs. Each route will be planned on the basis of the start and finish times of the place of education and the shortest possible route for all passengers on a particular vehicle. Passengers will be picked up and dropped off at a convenient location, within a reasonable distance from their home, in many cases from recognised bus stops. A home pick up and drop off will only be made where it is deemed essential due to the individual's significant needs.
- **Provision of a Guide** – A pupil guide may be provided to accompany a child, young person or adult to their place of education whether using public transport or on Council provided transport. Pupil Guides will only be provided where they are necessary for the safe operation of vehicles and/or the care of children and young people

and where parents or carers are not reasonably able to accompany them.

- **Other** – The Council may provide any other form of travel assistance which is considered suitable and will consider any suggestions from applicants about any particular type of travel assistance

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Part 1: Pre-schoolers aged 0-4 (pre-compulsory school age)

6. The Council's policy is not to provide travel assistance to pre-schoolers except where the pre-schooler has an 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 will be calculated in the same way as the charge for the provision of travel to young persons as set out in Part 3.
7. The Council will consider whatever is said in any application but will have particular regard to the following:
 - Distance and journey time from the pre-schooler's home to their place of education and the cost of providing travel assistance to there
 - What alternative means of facilitating attendance there may be
 - What alternative placements or options there may be
 - The contents of any EHC plan (including anything about transport)
 - The best use of the Council's resources and the competing claims upon them

Part 2: Children aged 5-16 (compulsory school age)

8. The Education Act 1996 sets out the categories of children and young persons of compulsory school age who are eligible for free travel assistance. The Council's policy is to provide travel assistance to these categories of eligible children in accordance with its legal obligations, but not otherwise unless there are exceptional circumstances.
9. Where travel assistance is provided it will be whatever the Council considers is necessary and suitable for the purpose of facilitating the child's or young person's attendance at school for the normal school day. A list of the most usual types of travel assistance is set out at page 4 above.
10. There are 4 categories of eligible children to whom the Council is obliged to provide travel assistance free of charge as set out below. Where they refer to a "qualifying school" this means a school (or nursery) maintained by the Council ("state schools"), a pupil referral unit, a non-maintained special school, Academy or a place where a child is receiving education arranged by the Council otherwise than at school. A "home address" is considered to be a residential property that is the child's only or main residence and is either:
 - a) Owned by the child's parent(s), or the person with parental responsibility for the child; or
 - b) Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration; and
 - c) Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to satisfy the authority that the child lives at the address put forward by the parents.
11. The 4 categories of eligible children are as follows.

Category 1: Distance

12. Travel assistance will be provided for children who attend their nearest qualifying school and the distance between their home address and school is over the statutory walking distance. The statutory walking distances are:
- 2 miles for children under 8 years of age
 - 3 miles for children or young people aged 8 or over.
13. Below these distances the responsibility for the journey to school rests with the parents or carers. The statutory walking distance is measured along a route that a child might reasonably be expected to walk to school accompanied where necessary by a parent or carer.
14. Where a parent or carer chooses a school for the child but there is a qualifying school nearer to home which he or she could attend then travel assistance is not available under this heading. In the case of children with an EHC plan there may be cases where a school that is not the nearest qualifying school is named on the basis that the parents will be responsible for transporting them. Where this happens the EHC plan will be worded accordingly and make the position clear.

Category 2: Low income families

15. "Low income family" means one where the child or young person is entitled to free school meals or where one or both parents are in receipt of the maximum level of working tax credit. Children or young people in such families who do not qualify for travel assistance in category 1 (distance) above are nonetheless entitled to travel assistance if they satisfy the following criteria:
- Primary Aged Children: Children aged between 8 and 11 years of age from low income families are entitled to free travel assistance where they are attending their nearest qualifying school and that school is more than 2 miles from their home.

- Secondary Aged Children and Young People: Children and young people aged 11-16 (in year groups 7 to 11) from low income families are entitled to free travel assistance if they are attending a school more than 2 miles but not more than 6 miles from the home address and it is one of the three nearest suitable qualifying schools from their home. This distance is extended from 6 to 15 miles if the parents or carers have selected the nearest qualifying school based on their religion or belief and, having regard to the religion or belief in question, there is no suitable qualifying school nearer to home.

Category 3: Unsafe walking route

16. Travel assistance will be provided for all children and young people who cannot reasonably be expected to walk to the nearest suitable school because the nature of the route is deemed unsafe to walk.
17. The safety of a particular route will normally be assessed by an officer from Travel Assist in conjunction with an officer from the Council's Transport Department.

Category 4: Special Educational needs or disability

18. Children and young people who do not qualify for travel assistance under category 1 (distance), category 2 (low income) or category 3 (unsafe route) above are nonetheless entitled to travel assistance if they are attending the nearest qualifying school to their home which is suitable for their needs but have special educational needs, a disability or mobility problem and for this reason cannot reasonably be expected to walk to that school, even if accompanied.
19. As noted above in relation to category 1, in the case of children with an EHC plan there may be cases where a school that is not the nearest qualifying school is named on the basis that the parents will be responsible for transporting them. Where this happens the EHC plan will be worded accordingly and make the position clear.

Part 3: Young persons aged 16-18 (sixth form age)

20. This part of the policy includes the Council's Transport Policy Statement which the Education Act 1996 requires it to publish each year, setting out what travel assistance is available, from the Council and other bodies, to facilitate the attendance of young persons of sixth form age receiving education or training at schools, FE colleges/institutions, 16-19 Academies, and certain other institutions maintained or funded by the Council.

21. The vast majority of young people do not receive or require travel support from the Council and, unless the circumstances are exceptional, the only category of young persons of sixth form age the Council will consider providing travel assistance for are those with an Education Health and Care Plan, a disability or learning difficulties. In considering whether to provide travel assistance the Council will have regard to the following:

- The needs of those for whom it would not be reasonably practicable to attend a particular establishment to receive education or training if no arrangements were made;
- The needs of those who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17, or who have already become NEET;
- The needs of young persons who are parents;
- The need to ensure that persons in the Birmingham area have reasonable opportunities to choose between different establishments at which education or training is provided;
- The Council's legal duties, including the duty to ensure that enough suitable education and training is provided to meet the reasonable needs of 16-18 year olds;
- Distance and journey time from the student's home to establishments of education and training, the cost of transport there and alternative means of facilitating attendance at establishments;
- The nature of the route or alternative routes which the young person could reasonably be expected to take;

- Any preference to attend a particular educational establishment based on religion or belief;
- The nature of the young person's special educational needs, disability or learning difficulty;
- Anything said in an EHC plan about transport;
- Whether there is a nearer institution which is suitable and can provide the same or similar qualification(s);
- The best use of the Council's resources.

22. As set out in the Key Principles above, the Council will also expect applicants first to have applied for and made use of all other sources of assistance. Financial assistance may be available from (or by applying through) the school or further education institution in question and Appendix 2 sets out full details of these schemes. In addition there are various concessionary travel schemes in Birmingham which may be available and these are set out in Appendix 3.

23. If the Council agrees to provide travel assistance it will usually take one of the forms set out at page 4 above.

24. Where the travel assistance consists of a taxi or specialist vehicle, the young person and/or his or her parents or carers will be required to contribute towards the cost of this. The amount that will be required is £780 per academic year or £390 if the young person is from a low income family. The Council will consider a young person to be from a low income family if he or she falls into any of the categories below:

- Families in receipt of Income Support.
- Families in receipt of Income Based Jobseekers Allowance (IB JSA).
- Families who receive Child Tax Credit and have an annual income below the relevant threshold.
- Families who receive Employment and Support Allowance (Income related).
- Families who receive The Guarantee Element of State Pension Credit.

- Families who receive support under Part VI of the Immigration and Asylum Act 1999.
- Families in receipt of the maximum level of Working Tax Credit.
- Families in receipt of benefits that supersede those listed above.

25. Young persons who receive Income Support or income based Job Seekers Allowance in their own right will also be considered to be from a low income family.

26. The payment is a contribution towards the cost of providing the transport and the Council will fund the balance. This contribution is required due to the high cost of such transport and the Council's limited resources. It enables the Council to provide transport and travel assistance to a greater number of young people with special educational needs or disability or learning difficulties than would otherwise be the case.

27. The amount of contribution will be reviewed annually and will take account of any change in the relevant Council budget. Any changes will be notified to the affected young persons and their parents or carers. This transport policy statement will be amended and re-published where any costs are changed.

28. Appendix 2 is a list of sources of travel support available to young persons through schools and further education institutions. Enquiries and applications in respect of these should be made through the young person's school or institution.

29. Appendix 3 is a list of travel concessions which may be available to young persons.

30. Appendix 4 is a list (in alphabetical order) of schools, Academies and Free Schools with sixth forms in the Council's area.

Part 4: Adults aged 19+

31. This part sets out the Council's transport policy statement as required by section 508G of the Education Act 1996 in respect of academic year 2019/20 for adults, that is to say persons who are not of compulsory school age or sixth form age. Section 508G of the Education Act 1996 requires the Council to specify in this document:

- a. any transport or other arrangements, and any payment of travelling expenses, made or to be made in relation to the academic year under section 508F in relation to adults (Post-19) with an EHC plan; and
- b. any travel concessions which are to be provided to adults (Post-19) with an EHC plan receiving education or training at certain institutions.

32. This policy statement also sets out the Council's arrangements under section 508F in relation to adults without an EHC plan.

33. The Council does not make any general arrangements for free transport or the payment of any travelling expenses under section 508F of the Education Act 1996 as it considers that these are unnecessary for the vast majority of adults. It will consider making arrangements for individuals if they have an EHC plan or their circumstances are exceptional. The Council will consider whatever is said in any application but will have particular regard to the following:

- The age of the applicant;
- The nature of the route or alternative routes the applicant could reasonably be expected to take;
- Distance and journey time from the applicant's home to their place of education and the cost of providing travel assistance to there;
- What alternative means of facilitating attendance there may be;
- What alternative institutions or options there may be;
- The contents of any EHC plan (including anything about transport);
- Any relevant legal duties upon the Council;
- The best use of the Council's resources and the competing claims upon them.

34. The Council is required by law to provide any travel assistance considered necessary under section 508F free of charge. The Council may also, in certain circumstances, pay all or part of travelling expenses.

35. Appendix 5 is a list of travel concessions and other sources of support for adults aged 19+.

Part 5: How to apply for travel assistance and appeals against decisions about travel assistance

36. A formal application must be made to the Council's Travel Assist Service for all travel assistance in this policy, and all applications must be made on the prescribed form. The forms are at Appendix 1 and are also available on the internet at www.birmingham.gov.uk/travelassist

37. For pre-schoolers and children the application should be made by a parent or carer. For young persons with an EHC plan attending a special school or college applications should be submitted by the learning establishment the young person attends direct to the Council's Travel Assist Service. For other young persons and adults, the application should be made by the young person or adult, or by a person acting on their behalf.

38. Each application will be processed as quickly as possible but during the application process parents of a child of compulsory school age remain under their legal duty to ensure the child attends school regularly, and all other applicants for travel assistance remain responsible for their attendance.

39. Consideration will be given to everything said in applications and all evidence provided in support as well as all matters to which the Council is required by law to have regard, in order to determine whether to provide travel assistance and if so, what form that

assistance should take and (where applicable) whether any charge will be made.

40. If an application for travel assistance is not approved by the Council, or the applicant disagrees with the type of travel assistance offered, there is a right of appeal as set out below. During the appeal stages, travel assistance will not normally be provided and changes to existing travel assistance will not normally be made.

41. Appeals should be made within 20 working days of the decision being received by the parents or carers and on the appropriate form which can be obtained by contacting Travel Assist as follows:

- Telephone: 0121 303 4955
- Email: travelassist@birmingham.gov.uk
- Website: www.birmingham.gov.uk/travelassist

42. The appeal will need to set out the exact nature and grounds of the appeal. The appeals process has two stages:

Stage 1 – A Council officer will consider the appeal within 5 working days of the receipt of the appeal form and the applicant will receive confirmation that the appeal is under review. Further evidence may be requested to support the appeal and consultation with caseworkers and professional bodies may be required. A decision and notification will be made within 20 working days from receipt of the appeals form. If the applicant remains dissatisfied with the outcome, they should notify the Council in writing within 20 working days of receiving the appeal decision and the appeal moves to stage 2.

Stage 2 – Stage 2 is a review by a panel of 3 Council officers independent of the original decision-making process which will take place within 40 working days. The panel will consider written and verbal representations from (or on behalf) of the applicant as well as from a

Council officer involved in the case and provide the applicant with written notification of its decision within 5 working days.

43. If the applicant remains dissatisfied, the further options are to complain to the Council using its complaints procedure, a complaint to the Local Government Ombudsman, a complaint to the Secretary of State for Education and legal proceedings but it is for applicants to decide which of these, if any, they wish to pursue.

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Appendices

Appendix 1: Application forms for travel assistance

Appendix 2: Travel support available from schools and further education institutions for young persons of sixth form age

Appendix 3: Travel concessions which may be available for young persons of sixth form age

Appendix 4: Birmingham Schools, Academies and Free Schools with Sixth Forms

Appendix 5: Travel Concessions and Other Sources of Support for adults aged 19+

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

Website: 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:			Monday:	
	Tuesday:	Wednesday:			Tuesday:	
	Wednesday:	Thursday:			Wednesday:	
	Thursday:	Friday:			Thursday:	
	Friday:				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:			Monday:	
	Tuesday:	Wednesday:			Tuesday:	
	Wednesday:	Thursday:			Wednesday:	
	Thursday:	Friday:			Thursday:	
	Friday:				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		

3. Details of Application
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.

4. 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:		
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?		

5. Other Information			
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	
If you have answered yes 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 yes , 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. 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 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 Health Care Plan or where appropriate Joint Epilepsy Care Plan (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

3.1 Seating Arrangements (please tick or circle the appropriate response)		
Does your child require a booster cushion? Note: 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 yes , 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

3.2 Wheelchair Users Only: 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 no , 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 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.**

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

Telephone: 0121 303 4955

Email: travelassist@birmingham.gov.uk

Website: www.birmingham.gov.uk/travelassist

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:			Monday:	
	Tuesday:	Wednesday:			Tuesday:	
	Wednesday:	Thursday:			Wednesday:	
	Thursday:	Friday:			Thursday:	
	Friday:				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:			Monday:	
	Tuesday:	Wednesday:			Tuesday:	
	Wednesday:	Thursday:			Wednesday:	
	Thursday:	Friday:			Thursday:	
	Friday:				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	
--------------------------------	--

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)	
Category 1: Distance – complete part 4 below.	
Category 2: Low income – complete part 5 below	
Category 3: Special educational needs or disability – complete parts 6, 7, 8 and 9 below	
None of the above - (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>If you have answered yes 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?		

7. Other Information (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 style="height: 40px;"></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 style="height: 40px;"></div>		
Would a guide require any special training?	Yes	No
If yes, please state what training would be required?		
<div style="height: 40px;"></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 style="height: 40px;"></div>		

9. Income		
Are you receiving any income related benefits?	Yes	No
If yes , please list the benefits that you receive below and provide documentary evidence of your entitlement.		
<div style="height: 40px;"></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. 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 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 Health Care Plan or where appropriate Joint Epilepsy Care Plan (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

3.1 Seating Arrangements (please tick or circle the appropriate response)		
Does your child require a booster cushion? Note: 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 yes , 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

3.2 Wheelchair Users Only: 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 no , 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*
* written parental permission is required (please contact Travel Assist for further details)			
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 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.						
Employment Details						
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):						
Study, Training or Work Placement Details						
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):						
2. Which college/sixth form/other educational institution will you be attending?						
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?			

3. Details of Application
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?

4. Type of Travel Assistance sought			
Please tick what type of assistance is required:			
Train Pass		Personal Transport Budget	
Bus Pass		Guided Public Transport	
A Transport Vehicle (Complete all sections below)		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
If yes, you do <u>not</u> need to complete Section 3.		

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
If you have answered yes 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 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 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
If you have answered yes to any of the above please provide a copy of your individual Health Care Plan or where appropriate Joint Epilepsy Care Plan (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"> • Income Support • Income based Job Seekers' Allowance. • Income related Employment and Support Allowance. • Support under Part VI of the Immigration and Asylum Act 1999. • The Guaranteed element of State Pension Credit. • 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. • Maximum Working Tax Credit (no reduction for income) • Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit. • The young person receives income support or income based job seekers allowance in their own right. • Universal Credit <p><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></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 st 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? Note: 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 yes , 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.

Your signature:	Date:
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. 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 no, 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.	
School/College Representative / SENAR signature:	Print name:
Position:	Date:
<p>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.</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 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>						
Employment Details						
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):						
Study, Training or Work Placement Details						
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):						
2. Which college/sixth form/other educational institution will you be attending?						
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?			

3. Details of Application
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?

4. Type of Travel Assistance sought			
Please tick what type of assistance is required:			
Train Pass		Personal Transport Budget	
Bus Pass		Guided Public Transport	
A Transport Vehicle (Complete all sections below)		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
If yes, you do <u>not</u> need to complete Section 3.		

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>If you have answered yes 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 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
<p>If you have answered yes to any of the above please provide a copy of your individual Health Care Plan or where appropriate Joint Epilepsy Care Plan (dated within the last 2 years).</p>		

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"> • Income Support • Income based Job Seekers' Allowance. • Income related Employment and Support Allowance. • Support under Part VI of the Immigration and Asylum Act 1999. • The Guaranteed element of State Pension Credit. • 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. • Maximum Working Tax Credit (no reduction for income) • Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit. • The young person receives income support or income based job seekers allowance in their own right. <p><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></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 st 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

Note: this must be provided for any young person under 1.35 metres (4'4")		
Do you need lifting into a seat?	Yes	No
If yes , 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.

Your signature:	Date:
Parent/Carer 1 signature:	Date:
Parent/Carer 2 signature:	Date:

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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. 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
<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 no, 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.	
School/College Representative / SENAR signature:	Print name:
Position:	Date:
<p>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.</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 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

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

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

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

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

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 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.

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 30th September without a photocard. The photocard must be in place by 1st 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 1st 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:

16 - 18 Photocard and Cash Fare	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.
16 - 18 Photocard and NX West Midlands Scholar's Ticket	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. Monday to Friday term time only and journeys to/from the school or college only. From start of daytime services to before 0930 and from 1530 to before 1800 and, if in connection with the school or college curriculum, any time up to 2215.
16 - 18 Photocard and Network Scholar Season Ticket	As above but valid on any operator's bus and train and Metro within the West Midlands County.
16 - 18 PHOTOCARD AND TERM NETWORK	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.

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 1ST 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 1ST 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

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 1st October in relevant year. **Tel no: 0121 254 6363 for confirmation.** Not valid on certain special services.

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

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 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 AND THE NATIONAL EXPRESS WEST MIDLANDS WEB SITE: 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

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. 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 or call 0121 303 1873.

Contacts:

Children and Young People

Travel Assist Service
PO Box 16541
Birmingham
B2 2DD

Email: travelassist@birmingham.gov.uk

Telephone: 0121 303 4955

Website: www.birmingham.gov.uk/travelassist

16-19 Bursary Fund

Telephone: 0300 303 8610 web site: www.gov.uk/1619-bursary-fund

Care to Learn

Telephone: 0300 303 8610 web site: www.gov.uk/care-to-learn

Dance and Drama Awards

Telephone: 0300 303 8610 web site: www.gov.uk/dance-drama-awards

Residential Support Scheme

Telephone: 0300 303 8610 web site: www.gov.uk/residential-support-scheme

Network West Midlands website: 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

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

Birmingham Metropolitan College - Matthew Boulton Campus
Jennens Road, Birmingham B4 7PS
Tel 0845 155 0101
Web site: 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

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

Bournville College of Further Education
Longbridge Lane, Longbridge B31 2AJ
Tel 0121 477 1300
Web site: 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

Joseph Chamberlain Sixth Form College
1 Belgrave Road, Highgate B12 9FF
Tel 0121 446 2200
Web site: 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

Queen Alexandra College
Court Oak Road, Harborne, B17 9TG
Tel 0121 428 5050
Web site: 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

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

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

South & City College – Hall Green Campus
Colebank Road, Hall Green B28 8ES
Tel 0121 694 5002
Web site: 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

Trinity Specialist College
Lindridge Farm, Lindridge Road, B75 7JB
Tel 0121 378 3242
Web site: www.trinityspecialistcollege.co.uk

University College Birmingham
Summer Row B3 1JB
Tel 0121 604 1000
Web site: 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. 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

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

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

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

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 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 31st 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

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; **AND**

NATIONAL EXPRESS WEST MIDLANDS WEB SITE: 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

Adult Learning Grant (ALG):

Telephone: 0800 121 8989. Website: www.direct.gov.uk

Care to Learn

Telephone: 0300 303 8610. Website: www.gov.uk/care-to-learn

Department for Education

Telephone: 0800 121 8989.

Website: 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

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

Telephone: 0345 303 6760. Website: www.networkwestmidlands.com

Draft Policy – Main Changes

The following list summarises the main changes proposed in the new draft policy:

- **Combining the two existing, and one draft, policies into a single 0 – 25 policy:**

Currently the Council has a policy for its eligible compulsory school aged children, another for young people of sixth form age and a draft policy for young adults aged over 19. The new policy will be a single point of reference for applicants of all ages and stages of education.

- **Explaining the Council's policy relating to applications from children below compulsory school age**

The Local Authority does not have, and is not legally required to have, a policy or offer travel assistance to pupils who are below compulsory school age. However, due to the increased number of applications from pupils in this age group who are being placed at special nurseries named in Education, Health and Care Plans, it has become necessary to explain that the Local Authority will not routinely provide transport assistance to this group and will charge parents where transport is provided.

- **Set out the Council's policy in relation to travel assistance for young people over the age of 19**

The Council is legally obliged to have a written policy explaining the approach it will take to provide travel assistance to education for young people over the age of 19, and currently the policy only exists in draft.

- **Increasing the contribution made by families**

Where travel assistance is awarded on a discretionary basis, e.g. the child is 4 or under or over 16 and the family's circumstances are exceptional, parents are required to make a contribution towards the cost of the travel assistance awarded. This charge has not been increased since 2013. It is proposed that the charge is raised to the same level as Warwickshire County Council, which charges £780 unless the family is in receipt of income related benefits, in which case the charge is £390. In either case, the charge can be paid in up to eight monthly instalments.

- **The second stage of the appeals process will now be before a panel of officers, rather than members.**

If parents are unhappy with a decision not to award their child travel assistance, or with the type of assistance offered, the first stage of the appeals process is a review of the decision by another Travel Assist Officer. If parents remain dissatisfied, they can request a second stage appeal which is heard by a panel of elected members but it is proposed that this would be changed to a panel of officers who were independent of the original decision and the stage 1 appeal. Further detail is required about how those officers would be identified to ensure that the process was fair and transparent.

- **An increased emphasis on Independent Travel Training**

There is a presumption that all children who are awarded travel assistance will undertake ITT, unless there is a good reason why this would not be appropriate. The Local Authority has always had the power to offer ITT but there will be a change in emphasis in the draft policy.

- **An increased emphasis on the use of Personal Transport Budgets**

There is currently a limited use of PTBs, but it is proposed that they will be offered to the majority of families who apply under the new policy, giving them greater independence over decisions relating to transport. This is not a change as the Local Authority has always had the power to use PTBs, but a change in emphasis in the new policy.

- **Making clear that the Local Authority expects parents to accompany their children to school wherever possible.**

Parents must volunteer to accompany their child to and from school if they are of compulsory school age and are eligible for transport assistance, under section 508B of the Education Act 1996. However, the current policy does not emphasise that the general expectation, as explained in the statutory guidance, is that parents will accompany their child to school unless there is a good reason why they are unable to and the new policy aims to make this expectation clearer.

- **Explains that how the child travels on other journeys will be a relevant consideration**

The previous policy did not explain that the child's ability to travel on other journeys would be considered, whereas the new policy and application forms state that parents must explain how a child travels outside of school so that, for example, if the family of a post-16 student have a Motability car and do not work they will be expected to transport the young person to and from school, unless there is good reason why they cannot.

Draft 0-25 travel assistance policy. Summary of consultation activity outside of the Be Heard survey.

This report summarises the activity that took place as part of Birmingham City Council's consultation on a draft 0-25 travel assistance policy.

The draft travel assistance policy and a document which summarised the changes proposed were used as part of the consultation which ran from 15 February 2019 to 2 April 2019.

A consultation survey was posted on Be Heard and the feedback received to this is summarised in a separate appendix.

In addition to the Be Heard survey, consultation activity

Councillors and MPs

- An email was sent to all Birmingham councillors and MPs on the day the consultation launched, Friday 15 February, to inform them of the consultation and provide information on opportunities for them to be briefed.
- Officers were available before the Full Council meetings on 26 February and 2 April for any councillors who had queries about the consultation.
- Three briefing sessions were arranged for councillors and one of these included MPs.
- A meeting took place with opposition shadows.
- A meeting took place with members of the Children's Social Care Overview and Scrutiny Committee.
- The Cabinet Member for Children's Wellbeing also offered to meet with councillors individually or in small groups and sent emails to this effect.

Schools

- In advance of the consultation launching, officers worked with special schools to arrange dates for parents' meetings.
- An email was sent to all Birmingham headteachers (including special schools) on Friday 15 February to let them know the consultation had been launched and ask them to share with parents and carers.
- Information was also included in the weekly School Noticeboard bulletin which is sent to all Birmingham schools.
- Information about the consultation was shared with 171 special educational needs coordinators (SENCOs) working in Birmingham schools as part of the regular SENCo network meetings that took place in March 2019.
- Council officers also discussed the consultation with headteachers as part of the regular primary, secondary and special forum meetings.

Parents and carers

- A letter was sent to all families currently receiving assistance from Travel Assist. This informed them of the consultation, provided the link to respond on Be Heard and also listed the sessions that had been arranged at special schools.
- Meetings took place at eight special schools during the consultation period (Hunters Hill, Langley, Wilson Stuart, Selly Oak, Pines, Hamilton, Fox Hollies and Priestley Smith).
- A total of 179 parents attended these meetings and notes were taken at each session.
- The main themes raised by parents at these meetings were:

- Concerns over charging for transport at Post 16. Some parents felt their children's needs were such that employment or training at age 16 would not be possible and so education was their only option. As such, some parents felt that transport should be provided as it is for children of compulsory school age and not charged for.
- Some parents felt that the way the policy had been written was confusing as they found it difficult to distinguish between the application for assistance for children and young people with SEND and the application under the low income/distance criteria.
- Many parents said they would welcome more information and clarity about the assessment process, particularly what 'exceptional circumstances' meant.
- Parents welcomed the opportunity to attend Stage 2 appeal hearings in person and said they felt this would give them the opportunity to explain their circumstances to the panel.
- Parents felt the information provided about personal transport budgets (PTBs) was not very clear as they were not sure how they worked.
- Parents were positive about independent travel training but asked for assurances that ITT would only take place if/when it was appropriate for the young person's needs.
- A meeting was held with 15 members of Birmingham Parent Carer Forum to discuss the consultation.

Colleges and sixth forms

- Information about the consultation was shared with all college/sixth form heads/principals on Monday 25 February.

Staff

- A letter was sent on 25 February 2019 to all guides employed by Travel Assist to let them know about the consultation.
- Information about the consultation was sent to all staff working in Education and Skills by Tim O'Neill on 15 February 2019.
- The consultation was included in the Chief Executive's weekly bulletin email and sent to all Birmingham City Council staff on 22 February 2019.
- The consultation was shared with Adults Social Care staff in Graeme Betts' fortnightly bulletin twice during the consultation period.
- Information was shared with staff working in Birmingham Children's Trust.

Governors

- Information about the consultation was shared with governors in the Friday Update that is issued by School and Governor Support.
- A presentation was also delivered to Chairs of Governors at the Chairs Network meeting at the mac on 18 March.

Other local authorities

- An email was sent to 16 local authorities (Coventry City Council, Derby City Council, Derbyshire County Council, Dudley MBC, Lincolnshire County Council, Nottingham City Council, Nottinghamshire County Council, Sandwell MBC, Shropshire County Council, Solihull MBC, Staffordshire County Council, Telford & Wrekin Council, Walsall MBC, Warwickshire County Council, Wolverhampton MBC and Worcestershire County Council) on 25 February 2019 notifying them of the consultation.

Transport providers

- Information about the consultation was sent to all 24 transport providers on Friday 15 February when it launched.

Transport for West Midlands

- Information about the consultation was provided to Transport for West Midlands who confirmed they would share it.
- TfWM also provided a detailed written response to the consultation.

Young people

- As part of the consultation, the views of children and young people were sought via the schools they attend.
- 323 children and young people responded and their feedback is summarised in a separate appendix.

Department for Education

- A formal notification about the consultation was sent to the DfE on 26 February and an email was received confirming it would be directed as appropriate and they would be providing a response.
- A response from the DfE was received on Tuesday 9 April. Despite being received after the consultation ended, the detailed comments provided by the DfE will be considered along with the rest of the feedback received.

Community and voluntary groups

- Engagement with these groups was arranged via Birmingham Voluntary Service Council who included it in their bulletin.
- Separate engagement was carried out with Midland Mencap.

Other

- During the consultation period a meeting was held with members of staff from Birmingham's Special Educational Needs & Disability Information, Advice and Support Service (SENDIASS). They were also notified of the consultation as soon as it launched.
- Birmingham Education Partnership were notified of the consultation by email on Friday 15 February (email sent to the Chief Executive, the Head of Continuous School Improvement and the office).

General public

- Information about the consultation was included in the Birmingham Bulletin on 22 February 2019. This was sent by email to approximately 82,000 Birmingham residents.
- Social media was used to promote the consultation with the wider public (Council facebook and twitter accounts).

Training providers

- Details of the consultation were sent to the Protocol Group on Friday 15 February for them to circulate to their network.

BIRMINGHAM CITY COUNCIL

TRAVEL ASSIST
ONLINE CONSULTATION REPORT
V 1.1

April 2019

Insight and Performance Team



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Introduction

To provide a report on the 0-25 travel assistance policy consultation held online and feedback the results of the consultation, highlighting the areas where the public consultation indicated that citizens agreed/ disagreed with the proposals contained in the travel assistance policy for 0-25 year olds in education document.

Summary

This draft report summarises responses to Birmingham City Council's 0-25 travel assistance policy consultation held online. This was held on the Council's 'Be Heard' system and ran from 15th February 2019 to 2nd April 2019. It was based upon the 'Travel Assistance Policy for 0-25 year olds in Education' document. Questions about the policy were split into 11 themes and detailed summary of findings against each are listed from the next page onwards¹.

A total of 402 responses were received for the online 'Be Heard' online survey. Of which:

- 47% of responses received were responding for themselves.
- 53% responded on behalf of someone else. Of these, 93% were parent, carers, or guardians.

The top three respondent types consisted of:

- Birmingham Resident.
- Parent/carers of child or young person with special educational needs or disability.
- Birmingham City Council employee.

The top three travel assist services for respondents consisted of:

- Minibus.
- Guide.
- Taxi.

Overall more people agreed than disagreed with the proposals.

The top three categories in the questionnaire where respondents overall agreed with (based upon the totals) were:

- Stage 2 appeals: Attending the Stage 2 appeals (87%).
- Stage 2 appeals: Stage 2 officers (65%).
- Travel assistance for young adults over the age of 19 (63%).

Areas of most disagreement were in the following categories:

- Financial contribution for children and young people not of compulsory school age (48%).
- Travel assistance for children below compulsory age: Pre-school charge (37%).
- Travel assistance for children below compulsory age: Transport policy (35%).

Any Other Comments

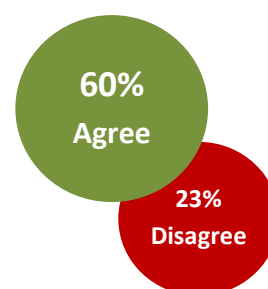
Respondents to the online survey were also asked for any other comments. The survey received a total of 149 wide-ranging and detailed comments and suggestions under this question.

There were most comments around the importance of travel assistance to families with special educational needs and disabilities (SEND) and the impact of the new policy on parents/carers.

¹ Please note that, due to rounding of the numbers in the tables, the results for the questions on the following pages may not appear to total 100% or to match total agree and total disagree.

A single travel assistance policy for 0-25 year olds in education

Question 1: To what extent do you agree that it is helpful for there to be one policy that outlines the provision available for 0-25 year olds rather than separate policies for each age range?



Total Responses: 402

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	137	34%	106	26%	58	14%	51	13%	40	10%	10	2%

Key Findings

60% of respondents agreed compared to 23% who disagreed. 154 respondents provided comments for this section.

The most popular theme to emerge was agreeing with the single policy (45%) for varying reasons. The main reason for agreement was having one policy was less confusing and complex, and that a streamlined document was easier for families to read and understand. A number of respondents agreed with a policy inclusive of all age groups, as they thought needs should be prioritised over age: some SEND children will need travel assistance even as a young adult.

Another prevalent theme is that having a single policy does not account for the complexity and variety of SEND children and young adults (43%). Separate policies would be preferable, as a blanket policy could not address the needs and entitlements of both a young child and a young adult, or for different disabilities and special needs. Some also raised that there is different legislation/benefits for different age groups. There were a few comments disagreeing with the policy as they found it unclear about the cost impacts and travel implications for different age groups and needs.

The above themes dominated responses to this question, with only a few other miscellaneous reasons for disagreement, including a small amount of criticism for current policy. Six respondents made suggestions for how the policy could be improved, such as how to split up age groups, or providing in-depth guides for different types of transport.

The following comments are typical of many points raised.

"As a parent and school governor, remembering what to do with different age groups can be confusing - combining the policy would be easier to reference."

"If the legal requirements are different then you need different policies for each group."

"Children's needs change with age. Regardless of [special] needs or not"

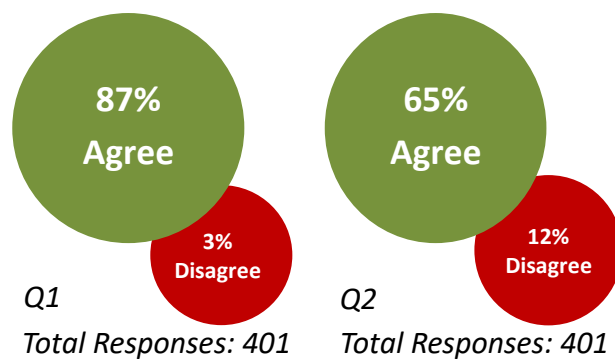
"As a parent with a child moving through the age bands consulting 1 document would make it easier and more transparent."

Stage 2 Appeals

Two questions were asked in relation to stage 2 appeals:

Question 1: To what extent do you agree with the proposal that parents and carers would be able to attend the Stage 2 appeal?

Question 2: To what extent do you agree with changing the Stage 2 Appeal Panel to a panel of independent Council officers?



	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	229	57%	119	30%	27	7%	11	3%	3	1%	12	3%
Q2	126	31%	133	33%	67	17%	26	6%	24	6%	25	6%

Key Findings

The response was overwhelmingly positive for parents/carers attending appeals panels. 87% agreed with this proposal, with only 3% disagreeing.

This level of agreement was lower for the use of independent council officers, but still with the majority (65%) agreeing, compared with those disagreeing (12%).

124 respondents commented on these two proposals. 44% of those commenting agreed with parents/carer being able to attend. Most of these thought parents /carers should be able to input and have a voice about their child's appeal, including putting across their own point of view, their circumstances, any issues they've encountered, and to answer any of the panel's questions in person.

27% of the comments supported the introduction of independent council officers, with varying reasons, including transparency, impartiality, and consistency. Some of those who supported independent council officers did so with the hope that it would not lead to council budgets being prioritised over a child's needs. Some who disagreed with the independent officers were concerned over this aspect, too.

A number of respondents commented on the importance of expertise for panel officers, such as involving those with direct experience of SEND children, or training the independent officers for the panels.

There were also a few suggestions, including providing translators for parents who struggled with English, and advocates for those who need help representing themselves at the panel.

The following comments are typical of many points raised.

"At all stages, the parents/ carers should be involved, to be given a chance to explain their views, and more importantly, their circumstances, which is not always easy to write, but can be explained verbally and the panel then has the chance to ask questions for clarification, which can't happen if the parents/ carers are not there."

"It makes sense that a stage 2 appeals panel should consist of 'hands off' representatives so the decision making is as transparent and free of bias."

"The independent council officers [will] need specific training. Will this be provided?"

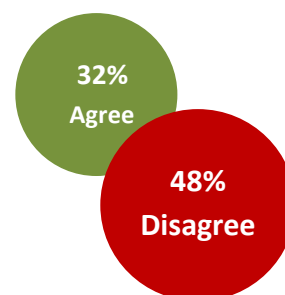
"Having been through a stage 2 appeal myself, I would have loved the chance to have attended the panel as I found it very hard to know what extra information would be required for the appeal having provided all the evidence I thought needed in the first place."

Financial contribution for children and young people not of compulsory school age

Question 1:

The amount that would be required is £780 per academic year or £390 if the child or young person is from a low income family.

To what extent do you agree with this change in the charge?



Total Responses: 399

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	44	11%	82	21%	65	16%	93	23%	100	25%	15	4%

Key Findings

32% of respondents agree to the proposals compared to 48% who disagree. 180 respondents provided comments for this question.

The most popular theme was the negative impact of the increased charges on family income (42%). Many respondents thought the new charges were too high, that families caring for children/young adults with SEND were more likely to be struggling financially, and that this charge would increase financial hardship.

There were a number of respondents who agreed with the charge (22%). This was for a wide range of reasons, including: families with SEND shouldn't receive any more help than other families; families on benefits should pay; respondents who were willing to pay to keep the service; agreements with provisos on how to make it easier for families to pay. There was a mix of respondents suggesting means-tested assessments as financial circumstances for families will vary.

Just over a fifth (21%) were generally against the charges, considering it wrong to charge children with SEND for assisted transport to go to school. Respondents also raised that children with SEND had little choice in terms of specialist provision and often had to travel far distances. A few considered it discriminatory against vulnerable children that required assisted transport.

The following comments are typical of many points raised.

"I would rather pay the charges as I know my child would be able to travel to and from college in a safe and secure manner"

"...as a full-time carer the only time I can work is when my [child] is at school which means I am limited to the kind of jobs I can do and what I can earn. There is no way I would be able to sustain these costs and the system would be contributing to furthering our disadvantage. I am a single parent with no support or childcare."

"Families are living on the breadline. Wages are not going up but cost of living is. What if a family has more than 1 child in a special school? families are being offered schools away from their local community either due to their level or need but usually due to the lack of school places."

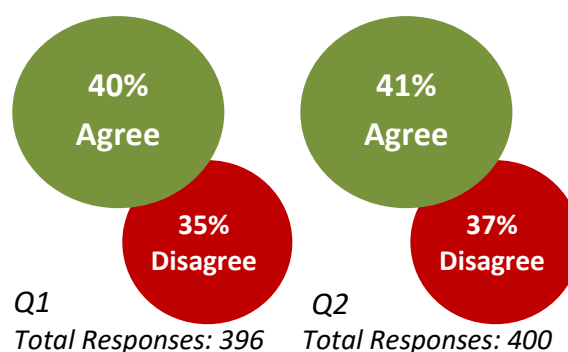
"Any requests for assistance with funding should be taken on a case by case basis, some can pay some cannot. Makes sense that the costs have risen so more should be contributed where possible."

Travel assistance for children below compulsory school age

Two questions were asked in relation to stage 2 appeals:

Question 1: To what extent do you agree with the Council's proposed transport policy in relation to children who are below compulsory school age?

Question 2: To what extent do you agree that parents of pre-school age children should contribute to the cost of travel assistance, where it is provided?



	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	57	14%	103	26%	74	19%	75	19%	65	16%	22	6%
Q2	52	13%	112	28%	72	18%	71	18%	77	19%	16	4%

Key Findings

For Q1, 40% agreed compared to 35% disagreeing. For Q2, 41% agreed compared to 37% disagreeing.

128 respondents commented on these two proposals. There were similar themes to the previous question on Financial Contributions.

Just over a quarter of respondents (27%) commented on why they agree with at least part of the policy, including: it's 'reasonable' for the parents to pay; it's the parents' 'choice' to send children to school early, and that those receiving benefits should be charged.

A small number suggested it should depend on circumstances: a child's level of need, or the family's income. There were some suggesting means-tested assessments as financial circumstances for families will vary (16%). A few suggested that those with EHCPs should be entitled to free transport.

The negative impact of the increased charges on family income (22%) was popular theme. As with the previous section, many respondents thought the new charges were too high and would have a negative impact on low-income families who have a difficult, stressful life already.

There were comments questioning why children needed the provision before compulsory age. Others mentioned with the benefits of early intervention and education access for children with SEND being key for their development (18%).

The following comments are typical of many points raised.

"...I do not think it is unreasonable for parents to be asked to contribute to the cost of transport, as long as it is within their financial means and it is a reasonable sum."

"The policy needs to be clear that this refers to Nursery age children, not under 5s. Nursery children with EHCPs clearly need specialist provision....The youngest children are often our most vulnerable... Sometimes early intervention means that the children make rapid and sustained progress..."

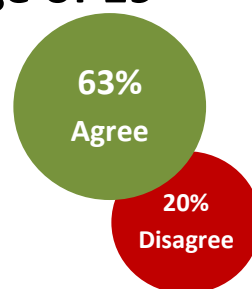
"We know that early intervention is crucial to a lot of special needs. A lower income family is unlikely to be able to afford even the reduced contribution and therefore an already disadvantaged child may not be able to access early education and intervention because of financial hardship."

Travel assistance for young adults over the age of 19

Question 1:

The Council would only consider applications from young adults who have an Education Health and Care plan or the circumstances are exceptional and would only award transport assistance where it considers it necessary.

To what extent do you agree with the Council's approach towards providing travel assistance for young adults over the age of 19?



Total Responses: 400

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	103	26%	149	37%	53	13%	42	11%	39	10%	14	4%

Key Findings

63% of respondents agree to the proposals compared to 20% who disagree. 117 respondents provided comments for this section.

Over a third commented (39%) on why they agree with at least part of the policy; this included those who agreed with the policy because they agree that young adults should have travel assist support (16%), as opposed to specifics of the new policy. There were also those who agreed depending on the needs of the young person being assessed first (13%).

Another common theme was that young adults with SEND should be assessed based on needs and ability to travel, rather than age (30%). Not all young adults with SEND will travel safely without assisted transport as their condition is life-long and/or they do not mature at the same rate as children without SEND. The long journey to a special school far away will leave many young adults vulnerable to unpredictable or dangerous situations. This concerned a number of commenters to this question.

There was a desire to reflect the need to support young people before the age of 19 to develop key life skills through their education. These would include the ability to travel and live independently, general learning skills and socialising.

15% of comments were generally against the charges, that young adults with special needs should not be penalised for their differences but supported. This included those who thought young adults with EHCPs should still receive travel assist.

The following comments are typical of many points raised.

"The young adults who qualify for this service should be entitled to the same opportunities as their peers."

"Just because a child with special needs becomes an adult does not mean that his needs cease to exist"

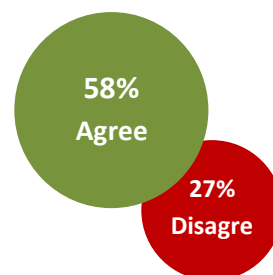
"Disability is a life long thing, just because the person has gotten older does not mean that their physical or mental age has increased enough to no longer need assistance"

"Travel training needs to be more widely available and then I do not think so many people would require transport. If money was invested earlier on for travel training then this would help for their future."

Independent Travel Training

Question 1:

To what extent do you agree that all children who are awarded travel assistance should be considered for independent travel training, unless there is a good reason why it would not be appropriate?



Total Responses: 401

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	99	25%	132	33%	53	13%	67	17%	41	10%	9	2%

Key Findings

58% of respondents agree to the proposals compared to 27% who disagree. 162 respondents commented on this question.

Over a third of respondents who commented agreed (36%) with the training, however, a large proportion of those agreed with conditions attached (23%). This mainly centres on having training only where assessed as appropriate and suitable for the child/young adult, depending on their needs. Some children would still require travel assistance. There were also those who agreed because they viewed it as aiding independence and increasing life skills.

There were also comments that mentioned not all children will be suitable for travelling independently (28%), with concerns over child safety and stress if they were made travel when not suitable.

Parents/carers who commented were keen to ensure that where travel training was undertaken it was appropriate for the individual child and travel arrangements were not withdrawn until it was clear the child was able to travel independently longer term. Some respondents perceived Birmingham as an increasingly dangerous place to travel.

Also, a number commented that thorough assessments should be done on a case-by-case basis (28%), involving consultation with those who know the child best or specialists in that field (15%).

The following comments are typical of many points raised.

"Autistic young person does behave differently when accompanied by others during training, as soon as they get freedom they started behaving very dangerously for themselves and others"

"But only with a very clear criteria for assessment. Children who are clearly less able to get to school by themselves through distance or risk should be given priority and parents should be expected to support more over shorter distances etc"

"Independence should be encouraged if appropriate to the young person."

"I agree if the child is over the age of 11 and [is] fully assessed to ensure the child is able and mature enough to be considered for independent training. Discussions with family and the child have to be discussed fully, openly and agreed."

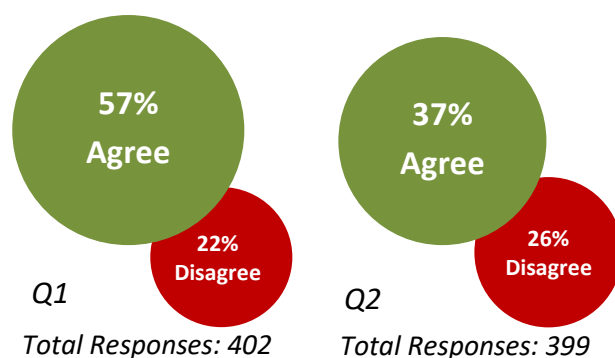
"I have concerns surrounding the number of travel trainers available to support the children & young people."

Personal Transport Budgets

Two questions were asked in relation to personal transport budgets:

Question 1: To what extent do you agree that a personal transport budget may be useful for families who are eligible for transport?

Question 2: To what extent do you agree that the policy is clear about when the Council may offer a family a personal transport budget?



	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	87	22%	142	35%	71	18%	48	12%	40	10%	14	3%
Q2	38	10%	111	28%	125	31%	70	18%	35	9%	20	5%

Key Findings

For Q1, 57% of respondents agreed compared to 22% who disagree. For Q2, 37% agreed compared to 26% who disagreed. 136 respondents commented on this question.

There were a large proportion of comments concerned with the direct negative impact of a personal transport budget may have (35%). This included placing too much stress and responsibility onto parents/carers, who would not have the capacity to deal with this extra pressure (22%). Some were worried about the extra anxiety and confusion it would cause over handling complex financial decisions, or how to cope with multiple children, distant specialist provision, or the complexity of organising the alternative transport to distant specialist provision.

A few pointed out that this policy would not necessarily lower air pollution as more children would potentially be using individual cars through private hire or other means, and this would lead to more vehicles on the road, and congestion around the special schools.

There was also concern that as some families with SEND are struggling financially, the money for the transport would be used to pay for other budget pressures (14%). Many respondents wanted a personal transport budget to be a choice, not mandatory (24%), and were concerned the council would force the budget on families.

Some respondents were sceptical that the budget would cover all the costs (10%).

The following comments are typical of many points raised.

"Because of the lack of wrap around care available for special needs student it will have a huge negative impact on families; siblings will miss out on after school activities ... As most parents will have to drive students or hire a taxi traffic at school site will become dangerous ... There will also be a huge environmental impact of increased vehicle usage."

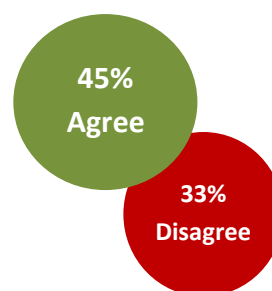
"No amount of money will enable me to get 2 young children to two different schools at the same time. I would not use a taxi and my other [child's] school does not provide school club facilities."

"I don't think it is a good idea ... because a lot of families are already struggling and they may spend it with the intention of putting it back this again would cause problems for our most vulnerable families."

Rights and responsibilities of parents towards accompanying their children to school

Question 1:

To what extent do you agree that the draft policy is clear about this issue?



Total Responses: 400

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	60	15%	118	30%	76	19%	72	18%	61	15%	13	3%

Key Findings

45% of respondents agreed compared to 33% who disagreed. 148 commented on this question.

Respondents' views on the main areas impacted by this part of the policy are discussed below.

Having school-age children at more than one school and how would it be possible to get all children to different schools (30%). This may lead to parents/carers having to choose which children are not accompanied to school or dealing with a complicated school run.

Another factor was the lack of specialist provision choice, with long journeys required to get there (26%) because of the distance from home or others children's schools. This would make it difficult to get all children to school on time. For a few respondents, the distance would mean a 2-3 hour round trip.

Also, there was discussion on how the above two factors would impact on working parents /carers (30%), and whether the parents/carers would have to give up work to do these long school runs.

This all lead to some discussion of how it might affect child's school attendance, if the parent/carer could not overcome the above challenges. There were also a few respondents who mentioned the impact on single parent families, who would have to manage all of this without support.

Some commented on how families with SEND required the extra support that other families don't, or that families with SEND faced more challenges with travelling to school than others. This was partially because of the issue with specialist provision being so far, or that their children would never be able to walk to school safely on their own, unlike children without SEND.

The following comments are typical of many points raised.

"parents of children with SEN often have other children who they are required to accompany to different schools and/or jobs to get to. we rely on transport for our children with SEN to ensure they are safely delivered to school and home again. we cannot be at two schools at the same time and if we are late taking children to school we face fines. we have to juggle this along with jobs if we don't want to struggle on benefits and would prefer to contribute to society."

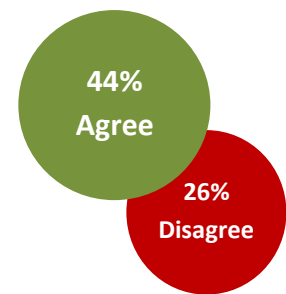
"Personal budgets would not be in the best interests of families with disabled children. It would also increase the number of vehicles travelling to schools and therefore increase pollution."

"The closest school to meet my child's needs is 1 hr 15 mins away. That is not our fault. If I were to transport or accompany my child daily that would be 5 hours of my day gone."

Factors considered when the Council makes a decision about an application for travel assistance

Question 1:

Do you agree that the draft policy is clear about how decisions are made?



Total Responses: 400

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	30	8%	145	36%	97	24%	73	18%	32	8%	23	6%

Key Findings

44% of respondents agreed to the proposals compared to 26% who disagreed. 67 respondents commented on this section.

Nearly half (46%) did not find the policy clearly written for various reasons. The main reason given (34%) was that it was not specific enough in certain sections or definitions, particularly around 'good reason' and 'exceptional circumstance'. There was criticism that it was confusing, too broadly written, and needed more criteria and examples. A few thought it was generally not clear, or had jargon.

Another popular theme centred on criticism of objectives and other content in the new policy (43%). This included how it would negatively impact families and did not acknowledge this; how it was focused on budgets over child needs; inconsistencies within the policy and application forms, and a couple mentioning how it contradicted certain sections of the Education Act.

There was also criticism on the current Travel Assist policy and the poor quality of the service (13%), particularly how difficult and stressful it is for families to contact someone at the service or generally to get assistance.

The following comments are typical of many points raised.

"The Draft Policy said nothing about how decisions are made it just Stated the procedure used to make the decisions NOT how decisions are made."

"It is not clear what 'exceptional circumstances' might be if a child had an EHCP and required travel assistance."

"No firm criteria or measurement or information about how decisions are to be made. "Reasonable" ?? "Good reason"???"

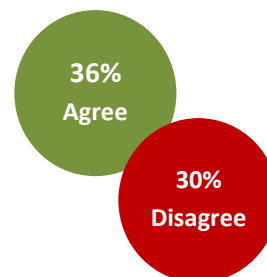
"The wording is commendably clear."

"It's a policy to reduce cost failing to take into account safety of students, welfare of students, parents and siblings. It shows no concern for the wider economic or environmental impact."

When the Council is proposing that the draft policy would start to be used

Question 1:

To what extent do you agree with the Council's proposals for implementing the new policy, if it is approved?



Total Responses: 401

	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Don't Know	
Q1	36	9%	110	27%	111	28%	67	17%	52	13%	25	6%

Key Findings

36% of respondents agreed compared to 30% who disagreed. 81 respondents commented on this question.

There was some criticism over the timing of the consultation/policy implementation (16%) and the impact if the policy started in the next school year. Some commented that the implementation of the policy could affect those who've already applied for school places. A few commented that it would not give families enough time to prepare for these changes, such as the timescale for families applying for travel assist under the new policy, saving up for the increased charges, or making alternative childcare/work arrangements. Also, two respondents commented that this was too short notice for schools to prepare.

There were also suggestion on improving the policy (22%), including: making the policy more specific on implementation timelines; phasing the policy in over a longer period; delaying it for a year; introducing it initially to new applicants only; carrying out a pilot first; and working better with Transport West Midlands and other public sector travel services.

There was also criticism of current policy and service quality (19%), including parents finding it difficult and stressful, and scepticism over the council being able to introduce a new policy without problems.

The following comments are typical of many points raised.

"I don't have any issues about the way they want to introduce the changes but I think it need to be clearer to parents the specifics of how they will be affected and what will be in place to replace this current arrangements as soon as possible"

"Having a child with any disability is hard enough and this is stress no parent needs"

"I think it needs to be implemented later. There are too many factors to consider and it would possible mean that new applicants will be left struggling to get their children into school at the start of Sept 2019"

"My only observation at this point would be regarding decisions about Independent travel training for older children. This will take time and therefore there needs to be significant input in terms of funding for training before this part of the policy is fully implemented."

"I am sceptical about the capacity for the Council to be able to implement this without there being issues for families."

Any other comments

In summarising open-ended comments with no specific question asked, there is by necessity a degree of simplification and categorisation. This should be borne in mind when reading the analysis below.

The survey received a total of 149 wide-ranging and detailed comments and suggestions under this question.

The top themes of comments were:

- The importance of travel assistance to families with SEND (31%);
- The impact of the new policy on parents/carers (27%);
- Suggestions for improvement with policy/consultation (25%);
- Current service not fit for purpose (21%);
- The impact on vulnerable children (17%).

The most popular theme was on the general importance of travel assist, how vulnerable child/families with SEND need the support of the service, and for the council not to prioritise cost cutting over children's wellbeing and outcomes. *"...if a child or young adult has an EHCP they should automatically have assistance and transport to gain as much of a life as possible. Money should not come into it it should be part of their education and health."*

Within this theme, some parents and carers feel discriminated and mistreated, *"At what point do parents have to be at to stop having to fight for everything a mainstream school would have without having to continually pay for it."*

This was often tied into another theme, that making changes to the TA service would have a negative impact on families, for whom life was already very difficult and stressful: *"As a single parent, my mother struggles every day to support me as she has [chronic health issues]. She gets up every morning snow, rain and no matter what the weather or extreme pain she is in to get my son to his dropping off point away from her house. Every day is a struggle for her and her health is getting worse ... If there was any other way that I could get my child to school to make it easier I would be there...."*

There were particular concerns over the financial impact on families already struggling due to benefit and service cuts: *"Please think about the challenges that caring for a severely disabled child bring in virtually every field. Budgets in support of families have been severely restricted over the years...."* There were also some miscellaneous concerns over impact on working parents' employment, as well as increased air pollution from more cars.

The difficulty and stress parents and carers faced were sometimes linked into issues with the current service that was considered by some to be not fit for purpose. There were concerns that reduced budgets would impact on service delivery - *"We families cannot sustain anymore cuts or changes that affect our kids safe access to education"* or because of specific problems found within the service. These problems included long delays and lack of help with applications, to poor customer service communications, to issues with buses: *"...most of the time dirty ", "...never on time"; "...have had old buses break down..."*

There were also concerns about the negative impact on the children with SEND, particularly around educational access and development. *"I work within a special school and see how important travel assistance is to our parents/families. Some of our children are so complex and having support is vital to ensure that they receive a good education. The cuts to our current transport has made it so difficult for our parents to access. "*

Many respondents made suggestions for improvement to the policy/consultation, including: working with experienced specialists and families to improve service and shape policy; provision of more and better supported guides; more clearly written and defined policy; re-introduction of collection from home; more time for implementation; clear communication and notice given for any changes; flexible transport options and more joined up working with other organisations; after school care; driver consistency; school attendance at panel; and fairer policy.

There were a few other miscellaneous comments on those who agreed with policy, other positive thoughts on the service, and a few sceptical that this feedback will make any difference.

There was only one off-topic comment, in relation to bins.

Appendix 1 – ‘About You’ Respondent Type

Are you responding to this consultation on behalf of someone else or yourself?	% of respondents
I am responding on behalf of someone else	53%
I am responding for myself	47%
Total	100%

If you are completing this survey on behalf of someone else, please specify your relationship with them.	% of respondents
Parent/carer/guardian	50%
Sibling	1%
Other family member	1%
Friend	1%
Teacher	6%
Support worker	3%
Social worker	0%
Medical professional	0%
Other (please specify below)	1%

Firstly, which of the following are you (or the person you are completing this on behalf of)? Please tick all that apply.	% of respondents
I am a resident of Birmingham	66%
I am a child or young person currently receiving support from Travel Assist	15%
I am the parent or carer of a child or young person with special educational needs or disability	54%
I work for the NHS	3%
I represent a charity that covers the Birmingham area	1%
I represent a community group in Birmingham	1%
I work for Birmingham City Council	22%
I work in a Birmingham school or academy	19%
I am a governor at a Birmingham school or academy	6%
I am a Birmingham councillor or MP	0.5%
I represent a transport company	0.2%
I represent a public sector organisation	1%
Other (If you have selected 'Other' - please specify below)	2%

Note: percentages do not add up to 100% as respondents allowed more than one option and question was optional

Question 4: If you are a child, young person, parent or carer with experience of using services provided by Travel Assist, please specify these below. Please tick all that apply.	% of respondents
Bus/train/tram pass	8%
Independent travel training	2%
Personal transport budget	2%
Minibus	51%
Guide	32%
Taxi	15%
One to one transport (where a single child/young person is transported on a vehicle)	4%
Other (please specify below)	1%

Note: percentages do not add up to 100% as respondents allowed more than one option and question was optional

Appendix 2 – Equalities Profile of Survey Respondents

Age Group	% of respondents	% responding on behalf of
0 - 4	0%	0%
5 - 9	0%	27%
10 - 14	0%	32%
15 - 17	1%	20%
18 - 19	0%	5%
20 - 24	1%	2%
25 - 29	3%	0%
30 - 34	6%	0%
35 - 39	15%	0%
40 - 44	19%	0%
45 - 49	19%	0%
50 - 54	14%	0%
55 - 59	8%	1%
60 - 64	4%	0%
65 - 69	1%	0%
70 - 74	1%	0%
75 - 79	0%	0%
80 - 84	0%	0%
85+	0%	0%
Prefer not to say	7%	11%
Grand Total	100%	100%

Gender	% of respondents	% responding on behalf of
Female	18%	56%
Male	74%	25%
Prefer not to say / not answered	8%	18%
Total	100%	100%

Ethnicity	% of respondents	% responding on behalf of
Asian / Asian British	13%	13%
Black / African / Caribbean	7%	4%
Mixed / multiple ethnic groups	5%	9%
Other ethnic group	0%	1%
White	67%	51%
Prefer not to say / Not answered	7%	18%

Note: percentages do not add up to 100% as respondents allowed more than one option

Religion	% of respondents	% responding on behalf of
Buddhist	0%	0%
Christian (including Church of England, Catholic, Protestant, and all other Christian denominators)	48%	39%
Hindu	1%	0%
Jewish	0%	0%
Muslim	16%	18%
Sikh	0%	0%
No Religion	21%	21%
Any Other Religion	1%	1%
Prefer not to say / not answered	13%	20%
Total	100%	100%

Sexual Orientation	% of respondents	% responding on behalf of
Bisexual	1%	1%
Gay or Lesbian	1%	1%
Heterosexual or Straight	73%	52%
Other	1%	3%
Prefer not to say / Not answered	24%	43%
Total	100%	100%

Any long-term physical or mental health conditions or illnesses	% of respondents	% responding on behalf of
Yes	18%	77%
No	66%	11%
Prefer not to say	16%	11%
Total	100%	100%

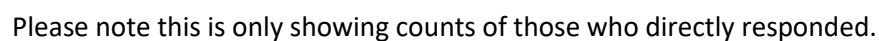
Affected by the following long-term physical or mental health conditions or illnesses	% of respondents	% responding on behalf of
Vision (e.g. blindness or partial sight)	1%	8%
Hearing (e.g. deafness or partial hearing)	2%	5%
Mobility (e.g. walking short distances or climbing stairs)	5%	23%
Dexterity (e.g. lifting and carrying and carrying objects, using a keyboard)	2%	11%
Learning or understanding or concentrating	3%	38%
Memory	2%	13%
Mental Health	9%	16%
Stamina or breathing or fatigue	3%	6%
Socially or behaviourally (e.g. associated with autism, attention deficit disorder or Asperger's syndrome)	3%	36%
Other (please specify)	2%	4%
Prefer not to say	13%	6%

Note: percentages do not add up to 100% as respondents allowed more than one option

Caring Responsibilities	% of respondents	% responding on behalf of
None	20%	47%
Primary carer of child/children under 18	39%	3%
Primary carer of disabled child/children	32%	2%
Primary carer of disabled adult (18 and over)	7%	1%
Primary carer of older person/people (65 and over)	2%	0%
Secondary carer	6%	0%
Prefer not to say	9%	10%

Note: percentages do not add up to 100% as respondents allowed more than one option

Of the **307** respondents who provided a valid postcode, **5%** live outside of Birmingham. The remaining residents are based in the following wards.



Birmingham Ward	Total Respondents
Bartley Green	15
Brandwood & King's Heath	11
Oscott	10
Acocks Green	9
Allens Cross	9
Longbridge & West Heath	9
Sutton Walmley & Minworth	8
Frankley Great Park	7
Holyhead	7
Pype Hayes	7
Sutton Mere Green	7
Sutton Vesey	7
Ward End	7
King's Norton South	6
Rubery & Rednal	6
Small Heath	6
Stockland Green	6
Weoley & Selly Oak	6
Billesley	5
Bournville & Cotteridge	5
Erdington	5
Kingstanding	5
North Edgbaston	5
Northfield	5
Sheldon	5
Stirchley	5
Alum Rock	4
Bromford & Hodge Hill	4
Glebe Farm & Tile Cross	4
Gravelly Hill	4
Hall Green South	4
Handsworth Wood	4
Harborne	4
Newtown	4
Perry Common	4

Birmingham Ward	Total Respondents
Shard End	4
Sparkhill	4
Sutton Roughley	4
Sutton Trinity	4
Tyseley & Hay Mills	4
Yardley West & Stechford	4
Bournbrook & Selly Park	3
Hall Green North	3
Highter's Heath	3
King's Norton North	3
Moseley	3
Perry Barr	3
Yardley East	3
Aston	2
Birchfield	2
Bordesley Green	2
Castle Vale	2
Druids Heath & Monyhull	2
Edgbaston	2
Handsworth	2
Lozells	2
Nechells	2
Soho & Jewellery Quarter	2
Sparkbrook & Balsall Heath East	2
Sutton Wylde Green	2
Garretts Green	1
Heartlands	1
Ladywood	1
Quinton	1
Balsall Heath West	0
Bordesley & Highgate	0
South Yardley	0
Sutton Four Oaks	0
Sutton Reddip	0

Travel Assist Policy Consultation: Parent Sessions

Performance, Research and Insight Team

April 2019



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Introduction

- As part of the Travel Assist Policy consultation, sessions were conducted with parents and children and young people (CYP) who currently use the Travel Assist service. This enabled the service to capture their feedback on the proposals, helping to better understand their views and use these to inform future discussions.
- This was done in conjunction with other consultation activity, which included an online survey.
- The sessions will enable the service to capture parents' and CYP's feedback on the proposals, helping to better understand their views and use these to inform future discussions about the way forward.

Methodology

- **Activity:** 8 sessions in total run by officers from the Children and Young People directorate at various SEN schools across the city
- **Sample:** Sessions were attended by parents and CYP who currently use the Travel Assist service.
- **Data collection:** notes were taken at each meeting by officers from the Children and Young People directorate
- **Analysis:** thematic analysis completed by the Performance Research and Insight (PRI) Team. While answers were given in response to questions, only the questions asked by parents and CYP will be reported here.
- **Reporting:** summary report produced by PRI team. This will feed into the Cabinet Report produced by colleagues from Children and Young People directorate.

A Single Policy (1)

- There were a number of positive comments, with parents from 3 different sessions describing the policy as a “*good idea*”, “*easier*”, “*straightforward*” and “*mak[ing] sense*” and providing parents with clarity to understand “*what is coming next*”.
- A couple of parents did, however, feel the policy could be simplified more and have better signposting.
- Some parents had some questions, and wanted clarity about:
 - What the benefits of a single document were.
 - Who would be affected by it.
 - Whether there was a new application form.
 - Where the responsibility for the paperwork lies.
 - How often parents would need to reapply.
 - Whether distance was a factor in being eligible for support.

A Single Policy (2)

- There were also specific comments relating to age, including:
 - Different ages require different types/levels of support.
 - The focus should be on mental age and not actual age.
 - 16-19 year old CYP are being disadvantaged as it does not provide them with enough support.
 - Section relating to post 19 is not taking in account exceptional circumstances sufficiently in the criteria.

Sixth Form Contribution Increase (1)

- There was one positive comment made, which stated the contributions were *“reasonable, and not a lot to get [CYP] into school safe with a guide every day”*.
- There were a number of questions relating to the process and the assessment. These included:
 - Whether there would be a new assessment.
 - What the guidelines/criteria for assessment are (e.g. income threshold levels, if CYP are on benefits and will be making the contribution (instead of parent), will there be a different in amount of contribution required).
 - Whether someone comes out to make the assessment.
 - How long the assessment takes.
- Other questions included:
 - When exactly contributions are required – e.g. at 16 years old or start of sixth form.
 - Whether they work with schools or council when applying for travel assistance.
 - Whether parents choice (e.g. not choosing the closest school) will impact on type of travel assistance received.

6th Form Contribution Increase (2)

- Some spoke about potential issues and impact on their lives:
 - Life is already difficult.
 - Concerns about affordability and difficulty paying and as a result incurring fines
 - May have little choice in allocation of school and location.
 - In exceptional cases (e.g. low income household, those in receipt of benefits, those with little control over type and location of school), is it possible to take circumstances into account in the assessment and consider waiving, reducing or means testing the contribution?

- Other comments included:
 - Issues with quality of service, with some asking whether this will improve if parents/CYP have to make contributions. One parent commented that they felt they would have no control over the service provided and were concerned about the lack of control and accountability relating to poor service.
 - One parent asked why they would be charged for 5 days when their CYP only attends for 4 days.

Over 19 Arrangements (only with EHCP plans)

- Parents had some key comments and questions concerning:
 - What the law says about post 19 provision.
 - Whether the charge is the same despite the distance.
 - Clarification on where responsibilities lie under different circumstances, i.e. when is it education and when is it adult social care?
 - Clarity on what exceptional circumstances are.
 - Vagueness of information in the policy, which requires more explanation.
 - The definition of CYP. Parents thought a definition would be helpful, with clarity around whether the age referred to is actual age or mental age.
- Some of the potential Issues and impacts identified included:
 - Concerns about being able to afford transport.
 - Policy was affecting those that were already struggling.
 - A likelihood of increased anxiety.
 - Feel like they are fighting for everything they get.
 - The perceived reduction in provision was described as potentially “*discriminatory*” as the risk is it will reduce the ability to access education.
 - How a smooth transition be ensured.

Contributions for CYP Below Compulsory School Age (1)

- All of the parents in one of the group sessions had no issues with this policy.
- In the other group sessions, questions were raised regarding the following:
 - What the criteria is.
 - What constitutes as an 'exceptional circumstance'.
 - Whether the policy is talking about council owned nurseries or private nurseries.
 - When the policy would be changed/implemented.
 - Whether it can be means tested.
 - Whether there would be additional travel assist staff available to parents to help with queries and provide support.
 - Whether parents can get money back if the service they receive is poor quality (e.g. poor/inconsistent communication).
 - What is the position if the child has an EHCP plan? Some parents felt that a delay in diagnosis (including where a diagnosis is not possible at such a young age) and production of EHCP plan could delay their access to travel assistance.

Contributions for CYP Below Compulsory School Age (2)

- Some of the potential issues and impacts identified included:
 - Contributions were seen as a potential barrier to accessing education.
 - Concerns that child's needs will not be met.
 - Increase in stress and anxiety among parents.
 - Concerns about how families are going to manage.

Second Stage Appeals (1)

- Some positive comments about changes to the appeals process included:
 - Like the idea of parents being able to attend appeals, with some perceiving parents to be the best advocates for CYP.
 - Increased frequency of meetings is welcome as it could speed up decisions and make the service more efficient.
- There was a mixed response to the proposed independent panel, with some stating that they prefer councillors, some preferring officers and professionals who know the child, some requesting “independent people from independent bodies” and others preferring a mixture of the above.
- The following, sometimes conflicting, factors were identified as important in a panel: impartiality/independence; ability to understand CYP special needs and family circumstances; and, parent struggles someone who is accountable to the public.

Second Stage Appeals (2)

- The following concerns were identified:
 - Whether council staff on the panel can remain impartial and not have a conflict of interest.
 - Whether councillors have enough understanding of CYP with SEN.
 - Whether an independent panel will sufficiently understand the needs of CYP with SEN.
 - While for some parents advocating for their children is positive, others stated that some parents would not be capable of doing this effectively (e.g. parents who themselves have SEN and those who do not speak English fluently or at all).
- Advocates were seen as very important and one suggestion was that parents could be offered the option of taking their own support (e.g. family member) or offering them a professional advocate.
- One parent stated a timeline of the appeals process would be useful.

Independent Travel Training

- There were some positive comments which acknowledged that the Independent Travel Training could be beneficial for some CYP. One parent stated, *“I love the independence for my child.”* Others, however, caveated their statements stating that it would be useful to some but inappropriate for others, and that it needed to *“be done properly”* for it to work.
- Some required clarity around the policy and process, for example:
 - What age groups is the training is appropriate for.
 - Whether the training will be voluntary or not.
 - Whether there is a cost for the training.
 - What “checks and balances” will be in place to ensure the safety of CYP.
 - Whether training was available to parents as well.
- Key concerns included:
 - Parent anxiety, particularly in relation to ensuring CYP are safe.
 - CYP may find it difficult to cope with (e.g. if they have never had experience using public transport or find it difficult to communicate with drivers etc).

Increased Use of Personal Transport Budgets (1)

- Three parents stated or suggested that personal transport budgets was a good idea, with two of these, however, caveating this by stating either that it was not suitable for their own child or that it would depend on the school location/distance of journey.
- Key questions raised included:
 - What is the budget?
 - Will the personal transport budget cover all of the transport costs?
 - Are the personal travel budgets going to increase in line with inflation?
 - What is the criteria? This needs to be clearer.
 - Will there be an assessment? If so, who will assess them?
 - When can you apply for it?
 - For those that have used it before, how easy is the process to sign up to?
 - Has the practical implications of this policy been assessed?
 - Are there other options or not, as it currently reads like it will be imposed on people?
 - Can this option be extended to 16-19 year old and post 19 CYP?

Increased Use of Personal Transport Budgets (2)

- Concerns and potential impacts identified include:
 - Perception that pushing the personal transport budgets means less travel provision, potentially resulting in more provision being taken away from those that are already struggling.
 - Whether the budget would cover the full travel costs.
 - Whether additional support will be available to provide assistance for unexpected costs arising (e.g. car breakdown, Green Air Zone charge) ?
 - Whether transport will be available to those that find personal transport budget unsuitable.
 - May impact on CYP's ability to access to education, making it more difficult.
 - Whether it will be the parents' responsibility to make travel arrangements etc (with particular concern for parents who do not have capacity to make arrangements) and how this will be assessed and dealt with.

Policy Outlining Parent Responsibilities

- Key comments included:
 - Parents driving their children to school is at odds with the city's clean air ambitions.
 - Clarity around what would be deemed an 'exceptional circumstance' was (e.g. siblings schools too far from each other, parents' inability or difficulty maintaining work).
 - Some thought the policy needs rewording for greater clarity, including clear distinction on what the responsibilities of schools, council and parents are.
 - A number of parents also sought clarity of process (e.g. how do they apply and when?)
- Concerns raised included:
 - Impact on ability to work and in turn the financial impact it could have on the household income – e.g. one parent currently relies on the afternoon transport to maintain employment.
 - Whether parents will face fines for CYP consistently being late for school, suggesting it will be harder to get their children to school on time.
 - Whether there are additional responsibilities parents need to take on e.g. buying insurance, checking drivers' licence, MOT and insurance etc).

Other: Guides

- There were a number of questions relating specifically to guides, including:
 - whether there would be changes to the guide service (e.g. reduction in the number of guides, whether guides will be provided at all, provision of “generic” guides as opposed to named guides),
 - who makes the decision about who is assigned a guide and who is not,
 - how it will be assessed,
 - whether the provision of guides can be guaranteed on travel assist buses, and,
 - whether guides have been spoken to.

- There were also a few comments regarding parents’ experience of the guide service. Key points included:
 - communication could be improved (e.g. being informed about the change in guides, how a change in circumstance affects service entitlement, reporting and resolving issues with guides),
 - guides do not fully understand the needs of the CYP,
 - guide turnover is an issue (i.e. one CYP has had 5 guides)
 - not having a guide means if there are issues there is no one there to help,

Conclusion (1)

- While there was some appreciation for simplification of policies, parents wanted further clarity on things such as:
 - The specific policies and processes.
 - Who is responsible for what (i.e. parents, schools, council etc).
 - What the definition of an 'exceptional circumstance' is.
 - Whether parents have any influence over the type of travel assistance they receive or whether the decision will be made for them (e.g. personal transport budget and independent travel training).
- Feedback relating to the second stage appeals were largely mixed, with no consensus about what a 'good' panel would look like (e.g. independent vs. knowing and understanding the needs of the CYP and family) and who should make up the panel (e.g. councillors or council officers or independent persons or a mixture of these).
- There were several comments about the benefits of parents being able to attend appeals and the importance of advocates, whether that be parents, family or friends or professional advocates.

Conclusion (2)

- While there was some feedback suggesting the proposals are reasonable, there were many concerns about the potential impact of these, for example:
 - CYP needs not being met.
 - Potentially making it more difficult for CYP to access education.
 - Causing anxiety and stress among parents Impact on parents' ability to maintain their job.
 - Impact on parents' ability to maintain their job.
 - Potential risk for families already struggling financially, with some fearful that they will not be able to pay and what the consequences of this may be.
- Some suggestions to help mitigate these concerns included:
 - Explore possibility of means testing, reducing or waiving contributions in exceptional circumstances.(low income household, parents or CYP in receipt of benefits, where families have no choice in school allocation and distance the CYP has to travel).
 - Having additional support via Travel Assist staff available to help with queries and support families through the transition.

Draft 0-25 travel assistance policy consultation

Views of children and young people

Birmingham City Council undertook a consultation on a draft travel assistance policy for 0-25 year olds between 15 February 2019 and 2 April 2019. As part of this consultation, we wanted to hear from children and young people about how they feel about the travel assistance they receive, what they like and what they'd like to change.

Consultations were led in the main by schools using a range of specialist communication styles such as braille, symbols and adapted work sheets. Questions were always open to allow pupils to describe a child/ young person focused experience of their home to school journey.

In total 323 pupils responded.

- 126 aged 5-10
- 107 aged 11-16
- 82 aged 16-18
- 8 aged 19+

These children and young people attended 11 special schools (Fox Hollies, Oscott Manor, The Pines, Dame Ellen Pinsent, Springfield House, Skilts, Hunters Hill, Priestley Smith, Calthorpe, James Brindley and Brays).

In two schools, longer sessions were held with young people aged 16-18 and 19+. These sessions were led by Councillor Kate Booth, Cabinet Member for Children's Wellbeing, and an officer from the Local Authority. In these sessions young people described the transition from transport to Independent travel training. From fear to confidence was a common theme. Most notable was the growth in confidence to access transport and activities outside of the school curriculum.

The analysis of the open questions revealed common themes as outlined below.

Things I like or enjoy about my journey

Meeting children/ young people from different schools	Socialising with friends	Sleeping	Listening to music
9	133	15	66

Quality of service





Good driver / drives at a good speed/ friendly/ sensible	Nice and friendly guide	Delivers service – gets me to school and back, safely and on time
81	110	64

Things I don't enjoy

Driving too fast	Children too noisy	Cold/ uncomfortable/ dirty/ rickety/ needs refurbishing	Journey too long
9	68	33	51

Speaking to children and young people, it was clear that their experiences were similar to others with similar conditions. For example, young people attending ASC provision valued quiet on the bus and it arriving at the same time each day. Other young people enjoyed music playing and interaction with the guide. This is incredibly helpful feedback that we need to think about when planning transport routes in future.

The young people also spoke positively about the impact independent travel training had had on them.

Title of proposed EIA *	<div>Travel Assistance Policy for 0-25 year olds in Education</div> <div>Please provide the title of your policy or service area.</div>
Reference No	<div>EQUA190</div> <div>Please do not amend. A reference number will automatically be applied once the form is saved.</div>
EA is in support of *	<div>Amended Policy ▼</div>
Review Frequency *	<div>Annually ▼</div> <div>Please select how regularly you plan to review the assessment.</div>
Date of first review *	<div>31/05/2020 </div> <div>Based on the review frequency, please enter the date when your first review will take place.</div>
Directorate *	<div>Children and young people ▼</div>
Division	<div>Children with SEND and Vulnerable groups</div>
Service Area	<div>Travel Assist</div> <div>Please add if applicable</div>
Responsible Officer(s) *	<div> Jennifer Langan x</div> <div>This is the person responsible for completing, submitting and reviewing the assessment.</div>
Quality Control Officer(s) *	<div> Simon J Field x</div> <div>This is the person responsible for checking the quality of the assessment.</div>
Accountable Officer(s) *	<div> Anne Ainsworth x</div> <div>This is the person responsible for making the final decision on the EIA and the policy, plan, procedure etc.</div>
Purpose of proposal *	<div>Update on Consultation Response and introduction of new policy</div>
Data sources	<div> <input checked="" type="checkbox"/> Survey(s) <input checked="" type="checkbox"/> Consultation Results <input type="checkbox"/> Interviews <input checked="" type="checkbox"/> relevant reports/strategies <input type="checkbox"/> Statistical Database (please specify) <input type="checkbox"/> relevant research <input type="checkbox"/> Other (please specify) </div> <div>What sources of data have been used to produce the screening of this policy/proposal? (Please tick all that apply)</div>
Please include any other sources of data	<div>Feedback from face-to-face meetings with parents and other stakeholders</div>
ASSESS THE POTENTIAL IMPACT AGAINST THE PROTECTED CHARACTERISTICS	<div></div> <div>Include how any potential negative impact be removed or mitigated.</div>
Protected characteristic: Age *	<div> <input checked="" type="checkbox"/> Service Users / Stakeholders <input type="checkbox"/> Employees <input type="checkbox"/> Wider Community <input type="checkbox"/> Not Applicable </div> <div>Please select those directly impacted or affected.</div>
Age details:	<div> <p>Birmingham's home to school transport service provides travel assistance to over 5,780 children and young people. There are approximately 4,250 pupils transported to and from school, college or centre every day using transport provision i.e. accessible/non accessible minibus, MPV or taxi and approximately 1,600 pupils are issued a bus pass.</p> <p>The consultation asked respondents about the proposal for and changes to, a new 0-25 Transport Assistance Policy for Education.</p> </div>

The changes proposed include combining policies into one 0-25 document; changing the stage 2 appeals process from a member panel to officers and enabling parents to attend any stage 2 meetings; strengthening the emphasis on independent travel training and personal transport budgets; greater clarity regarding the application and decision-making processes and the rights and responsibilities of parents.

In addition changes to the policy proposed; increasing the financial contribution from families for post 16 transport; introducing a contribution for pre-school transport and setting out the council's policy in relation to travel assistance for young adults over the age of 19.

For the selected characteristics, please add further details. Describe the potential positive and negative impact of the policy or service and how any negative impacts will be mitigated. Describe who is affected, how they are affected and any additional comments.

Protected characteristic: Disability *

- ☒ Service Users / Stakeholders
☐ Employees
☐ Wider Community
☐ Not Applicable

Please select those directly impacted or affected.

Disability details:

Birmingham's home to school transport Service was established to fulfil the Council's statutory duty to make transport arrangements for eligible children with Special Educational Needs and Disabilities (SEND)

Any changes to transport primarily affect children with SEND. The outcome of the consultation was broadly in line with the proposed changes to the policy. What became clear was that service users want the service to improve and want more communication and involvement in the development of the service.

The main changes within the policy that will affect service users is the increase in the contribution for post 16 users and the introduction of a contribution for pre-school children. Other changes largely relate to clarity concerning aspects of home to school transport, the decision making and appeals process as well as the application process.

An additional emphasis on independent travel training and an improved personal transport offer was broadly supported, but respondents were keen that the council did not 'impose' any changes on families, but worked with them as appropriate.

Work is taking place to review the location of specialist education across the city to bring provision closer to children and to seek to reduce travel which will enable more options to be available to families regarding travel to school.

For the selected characteristics, please add further details. Describe the potential positive and negative impact of the policy or service and how any negative impacts will be mitigated. Describe who is affected, how they are affected and any additional comments.

Protected characteristic: Gender *

- ☐ Service Users / Stakeholders
☐ Employees
☐ Wider Community
☒ Not Applicable

Please select those directly impacted or affected.

Gender details:

There are no specific gender implications.

Protected characteristics: Gender Reassignment *

- ☐ Service Users / Stakeholders
☐ Employees
☐ Wider Community
☒ Not Applicable

Please select those directly impacted or affected.

Gender reassignment details:

For the selected characteristics, please add further details. Describe the potential positive and negative impact of the policy or service and how any negative impacts will be mitigated. Describe who is affected, how they are affected and any additional comments.

Protected characteristics: Marriage and Civil Partnership *

- ☐ Service Users/ Stakeholders
☐ Employees
☐ Wider Community
☒ Not Applicable

Please select those directly impacted or affected.

Marriage and civil partnership details:

For the selected characteristics, please add further details. Describe the potential positive and negative impact of the policy or service and how any negative impacts will be mitigated.

Protected characteristics: Pregnancy and Maternity *

☐ Service Users / Stakeholders

☐ Employees

☐ Wider Community

☒ Not Applicable

Please select those directly impacted or affected.

Pregnancy and maternity details:

For the selected characteristics, please add further details. Describe the potential positive and negative impact of the policy or service and how any negative impacts will be mitigated. Describe who is affected, how they are affected and any additional comments.

Protected characteristics: Race *

☐ Service Users / Stakeholders

☐ Employees

☐ Wider Community

☒ Not Applicable

Please select those directly impacted or affected.

Race details:

For the selected characteristics, please add further details. Describe the potential positive and negative impact of the policy or service and how any negative impacts will be mitigated. Describe who is affected, how they are affected and any additional comments.

Protected characteristics: Religion or Beliefs *

- ☐ Service Users / Stakeholders
☐ Employees
☐ Wider Community
☒ Not Applicable

Please select those directly impacted or affected.

Religion or beliefs details:

For the selected characteristics, please add further details. Describe the potential positive and negative impact of the policy or service and how any negative impacts will be mitigated. Describe who is affected, how they are affected and any additional comments.

Protected characteristics: Sexual Orientation *

- ☐ Service Users / Stakeholders
☐ Employees
☐ Wider Community
☒ Not Applicable

Please select those directly impacted or affected.

Sexual orientation details:

	<p>For the selected characteristics, please add further details. Describe the potential positive and negative impact of the policy or service and how any negative impacts will be mitigated. Describe who is affected, how they are affected and any additional comments.</p>
<p>Please indicate any actions arising from completing this screening exercise.</p>	<p>Any changes to home to school transport will affect the families of children with SEND primarily. The impact of the proposed changes have been considered as part of the consultation, and the feedback received. This is reflected within the cabinet report.</p>
<p>Please indicate whether a full impact assessment is recommended</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please continue to complete the remaining questions. If no, please go to the quality control section below.</p>
<p>What data has been collected to facilitate the assessment of this policy/proposal?</p>	<p>The findings of the consultation were broadly in line with the proposals of within the new policy.</p> <p>The only area where on-line respondents did not agree with a proposal was to increase the polct 16 contribution for transport. 48% disagreed, whilst 32% agreed and 16% neither agreed nor disagreed.</p> <p>It was felt that this increase could disadvantage families who may already be struggling financially.</p> <p>The results of the consultation showed that many respondents were particularly focused on how the service is delivered and the quality of the service, alongside good communication and involvement with the service in the future and less concerned about the policy itself.</p>
<p>Consultation analysis</p>	<p>What are the main findings from the analysis of the data?</p> <p>The consultation has been quite comprehensive. Face to face meetings have been held with parents; voice of the child workshops undertaken; all statutory stakeholders have been contacted; sessions for elected members and MPs have been held and an on-line questionnaire was launched.</p> <p>The feedback from the consultation was broadly in line with the proposed changes.</p>
<p>Adverse impact on any people with protected characteristics.</p>	<p>Who was consulted, what are the results of the consultation exercise?</p> <p>Any changes to the service will have an impact on families who have children with SEND.</p> <p>The increased contribution for post 16 and the introduced contribution for pre-school children could have an impact on the financial circumstances of families and their ability to pay for transport.</p>
<p>Could the policy/proposal be modified to reduce or eliminate any adverse impact?</p>	<p>Based on the analysis of the data does the policy/proposal have any adverse impact?</p> <p>The intention is that this change in policy is part of improvements to service delivery and greater engagement with families, which ultimately will support children in their transition to adulthood and greater independence.</p>

	<p>Families will have access to information about other sources of funding/travel concessions to help them manage transport arrangements.</p> <p>The contribution towards transport does include a lower fee for low-income families and the amount requested have been kept relatively low. The increase contribution is an additional £15 per month for families and £7 per month for low-income families.</p>
<p>How will the effect(s) of this policy/proposal on equality be monitored?</p>	<p>Can the policy/proposal be modified to reduce or eliminate any adverse impact? on any particular group(s)?</p> <p>There will be a new quality assurance framework for decision-making and more information on-line that helps to explain how the service works.</p> <p>The team will work with the parent/carer forum, and four sessions each academic year will be arranged with parents to hear directly from them their experiences of the service.</p> <p>Greater oversight from elected members will be also be established, outside of scrutiny arrangements, to be established by the Cabinet Member for Children's Wellbeing.</p>
<p>What data is required in the future?</p>	<p>Information regarding applications, decisions taken and appeals.</p> <p>Numbers and type of complaints and how they have been managed and responded to.</p> <p>Any changes to the number of individuals accessing transport provision.</p> <p>Number of young people undertaking independent travel training.</p> <p>Please describe the data needed to ensure effective monitoring of this policy/proposal?</p>
<p>Are there any adverse impacts on any particular group(s)</p> <p>If yes, please explain your reasons for going ahead.</p>	<p><input checked="" type="checkbox"/></p> <p>There is the possibility that increasing the contribution to post 16 transport will have an adverse impact on some families.</p> <p>The recommendation is to continue with this proposal as some young people and families told us that they would pay the increased contribution as they value the service. Some respondents also told us that the contribution provided an incentive to undertake independent travel training, which ultimately provide great benefits to the young person and their families. In addition, the service already has a considerable budget pressure. If this increased contribution is not applied it could mean further reductions in service delivery that may impact on a greater number of families.</p>
<p>Initial equality impact assessment of your proposal</p>	<p>Birmingham's Travel Assist Service was established to fulfil the Council's statutory duty to make transport arrangements for eligible children including those with Special Educational Needs and Disabilities (SEND) Travel Assist provides a variety of transport options to over 4,250 children and young people on a daily basis, with an additional 1,600 receiving bus passes and has an overall budget of £18.4m for 2018/19. The majority of the children using the service have requirements related to SEND but the service also supports looked after children; children in temporary accommodation and other vulnerable groups. The service operates more than 590 routes and has a range of support options including: 1-to-1's; mini bus/coach transport/taxis/MPV's;</p>

Travel Guides; personal transport budgets; bus passes and independent travel training.

It is proposed that the service strengthens the offer to parents to make decisions that best suit them and their families, through the use of personal transport budgets; widen the offer for independent travel training and make available a wide variety of transport options for families, and promote independence.

As part of the modernisation of the service it is important to keep reviewing the service, looking at examples of good practice from elsewhere, and developing our offer to children and families.

The service will continue to deliver its statutory duties, and will focus on improving the offer currently available to school-age children.

The consultation has proposed changes to transport assistance for 0-25 years olds to education. The consultation involved parents/carers and schools; health and children's social care colleagues, schools and a considerable number of statutory stakeholders.

We want to strive toward co-production in this next stage of the development of the service.

A SEND Improvement Board currently is meeting weekly to develop closer alignment of work between the Council and Birmingham Children's Trust, Birmingham Clinical Commissioning Group and Birmingham Community Health Care Trust. Other partners will also be involved in discussion including schools, parent carer forums, GPs and the Third Sector partners.

Please give details on any initial assessment carried out. For a full assessment please complete the rest of the form. AS OF 29/11/2018 YOU ARE NO LONGER REQUIRED TO COMPLETE THIS BOX.

Consulted People or Groups

AS OF 29/11/2018 YOU ARE NO LONGER REQUIRED TO COMPLETE THIS BOX

Informed People or Groups

AS OF 29/11/2018 YOU ARE NO LONGER REQUIRED TO COMPLETE THIS BOX

Summary and evidence of findings from your EIA *

Due to the nature of the service any changes will have an impact on Children and Young People with Special Educational Needs impacting on both the protected characteristics of age and disability. New processes will be put in place to ensure that any impact is understood and that decision-making is transparent and robust.

An evidence base from the outcome of the consultation is available to all partners and stakeholders to provide clarity about the level of impact of any proposed changes and whether they will have operational, policy or service provision impact for children and other stakeholders.

QUALITY CONTORL SECTION

Submit to the Quality Control Officer for reviewing?



Please add any documents including any consultation or engagement findings. Attach any source data using the attachment button above. Please include how you will mitigate against any negative impacts.

Quality Control Officer comments

Please untick 'Submit to quality control officer box' before saving.

Decision by Quality Control Officer

Proceed for final approval ☐

IMPORTANT: Quality Control Officer - Please untick the above box 'Submit to the Quality Control Officer for reviewing?' before provide your decision.

Submit draft to Accountable Officer?



Quality Control Officers only - Please tick the box when you are happy for the assessment to be submitted for approval.

Decision by Accountable Officer

Approve ☐

IMPORTANT: Accountable Officer - Please untick the above box 'Submit draft to Accountable Officer' before providing your final decision.

Date approved / rejected by the Accountable Officer



Reasons for approval or rejection

Please print and save a PDF copy for your records



Version: 64.0

Created at 08/11/2018 11:04 AM by Simon J Field

Last modified at 12/04/2019 11:36 AM by Workflow on behalf of Anne Ainsworth

Save

Cancel

RISK REGISTER

Project:

Transport Policy 0-25

Item No.	Title	Description & Consequence	Countermeasures / Mitigation	Probability
1	Policy not adopted by Cabinet	Policy not agreed by Cabinet in April 2019. The policy for post 16 and post 19 need agreement by 31 May 2019, to be compliant with national legislation.	Full explanation of the results of the consultation. Complete overview of the consultation, to reflect robustness and transparency. Differing views sampled to reflect the variety of responses and not just one position.	Low
2	Risk of Call-in	If the cabinet report and policy were to be called-in by Scrutiny, it is likely that the policy would not be published before the end of May deadline, and therefore the Council would not be compliant with national legislation.	As above. The report and appendices reflect the level of engagement undertaken and the results of the consultation.	Medium
3	Legal challenge to the consultation process	Legal challenge from service users, or organisations acting on their behalf, challenging the consultation process.	Robust legal advice was sought with regards to the consultation. National advice and best practise was reviewed. The consultation involved a range of different communication approaches; including face-to-face meetings and on-line responses. Responses to the consultation were analysed every week, to assess whether any additional sessions needed to be added during the consultation period.	Medium
4	Legal challenge to the policy or particular aspects of the policy	Legal challenge from service users, or organisations acting on their behalf, challenging parts or all of the policy.	Robust internal and external legal advice was sought with regards to the policy and any changes proposed. Other Local Authority policies were reviewed to ensure that Birmingham was in line with their policies and the feedback received included a response from the Department for Education.	Medium
5	Inability to implement the policy	Lack of resources to implement changes within the policy effectively that may involve contacting a large number of parents, changing processes and procedures, establishing new arrangements. These are additional tasks to usual service delivery.	The Head of Service has been fully involved in the drafting of the new policy, and discussions concerning the implementation of the policy have already taken place. Support will be provided by the SRO and other related teams, to ensure there are additional resources available if required, to put new arrangements in place.	Medium



Impact	Status	Management Level	Business Owner	Progress Update
High	Open	SRO	Anne Ainsworth	
High	Open	SRO	Anne Ainsworth	
Medium	Open	SRO	Anne Ainsworth	
Medium	Open	SRO	Anne Ainsworth	
High	Open	SRO	Anne Ainsworth	

Last Updated:



Department
for Education

Home to school travel and transport guidance

Statutory guidance for local authorities

July 2014

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Summary

This is statutory guidance from the Department for Education. This means local authorities are under a duty to have regard to it when carrying out their duties in relation to home to school travel and transport, and sustainable travel.

This guidance is issued under duties placed on the Secretary of State by sections 508A and 508D of the Education Act 1996 (the Act). It deals with sections 508A, 508B, 508C, 509AD, and Schedule 35B of the Act which were inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006).

This guidance replaces Home to School Travel and Transport Guidance Ref: 00373-2007BKT-EN.

Review date

This guidance will next be reviewed in 2017.

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

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

- Sections 444, 508A, 508B, 508C, 508D, 509AD and Schedule 35B of the Education Act 1996 (the Act), as inserted by [Part 6 of the Education and Inspections Act 2006](#) (the EIA 2006)
- Regulation 5 and Part 2 of Schedule 2 to The School Information (England) Regulations 2002, [as amended](#)
- Equality Act 2010
- [School Admissions Code](#)
- European Convention on Human Rights
- The School Travel (Pupils with Dual Registration)(England) Regulations 2007
- Public Service Vehicles (Carrying Capacity) Regulations 1984
- Section 48 of the School Standards and Framework Act 1998

Who is this guidance for?

This guidance is for:

- Local authorities
- Leaders of maintained schools, academies and free schools
- Parents
- Other interested parties, e.g. Transport Providers

Main points

- There has been no change to school transport legislation and the associated duties continue to rest with local authorities.
- With the widening of the academies programme, the introduction of the free schools programme, and all schools now having the power to decide their session times, there will be an increasing need for local stakeholders to work together in partnership to agree and deliver transport policies that meet the particular needs of their area¹.
- The guidance on appeals has changed and is intended to ensure greater consistency in approach and to be clearer and more transparent for both parents and local authorities.
- The policy for post 16 transport is different from that for compulsory school aged children (5-16). The link to the department's guidance on post 16 transport is provided in the '[Further information](#)' section of this guidance.
- Local authorities should review travel policies, arrangements and contracts regularly to ensure best value for money is achieved.

Local authorities' statutory duties

In order to comply with their home to school transport duties local authorities must:

- Promote the use of sustainable travel and transport (Part 1.1).
- Make transport arrangements for all eligible children (Part 1.2).

¹ See Hertfordshire County Council's approach to capacity building in the [case study at Annex 1](#).

Part 1 - Statutory duties

1.1 Sustainable school travel

1. Section 508A of the Act places a general duty on local authorities to promote the use of sustainable travel and transport². The duty applies to children and young people of compulsory school age who travel to receive education or training in a local authority's area³. The duty relates to journeys to and from institutions where education or training is delivered.

2. There are five main elements to the duty which local authorities must undertake:

- an assessment of the travel and transport needs of children, and young people within the authority's area;
- an audit of the sustainable travel and transport infrastructure within the authority's area that may be used when travelling to and from, or between schools/institutions;
- a strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of children and young people are best catered for;
- the promotion of sustainable travel and transport modes on the journey to, from, and between schools and other institutions; and
- the publication of Sustainable Modes of Travel Strategy.

3. The Act defines sustainable modes of travel as those that the local authority considers may improve the physical well-being of those who use them, the environmental well-being of all or part of the local authority's area, or a combination of the two.

Assessing the travel and transport needs of children and young people

4. Local authorities should, in large part, base their assessment of children and young people's travel and transport needs on the data provided by schools or colleges, often contained within school travel plans. Effective school travel plans, updated as necessary, put forward a package of measures to improve safety and reduce car use, backed by a partnership involving the school, education, health and transport officers from the local authority, and the police. These seek to secure benefits for both the school and the children by improving their health through active travel and reducing congestion caused by school runs, which in turn helps improve local air quality. Many travel plans

² See Darlington Borough Council's approach to sustainable travel in the [case study at Annex 1](#).

³ 'Child', 'compulsory school age' and 'sixth-form age' are defined respectively in sections 579(1), 8 and 509 AC of the Act.

are produced as a result of planning conditions placed on new developments by local authority planning departments. This highlights the need for all relevant departments (e.g. highways departments, planning departments, transport departments, children's services, environment departments, and public health) to be fully engaged when addressing this duty.

Audit of infrastructure to support sustainable school travel

5. Local authorities already collect much of the information required for the audit of the infrastructure supporting sustainable school travel. Local authorities should audit infrastructure in accordance with any relevant guidance and the requirements of any infrastructure implemented. Specific school routes audits are considered good practice. The specifics of the audit and how often it should be reviewed are for a local authority to decide on as appropriate. However, the audit should include a mapping exercise showing how schools are served by:

- bus and other public transport routes (including school transport provided by the local authority);
- footpaths, cycle ways, roads and associated features (including crossing points and patrols, traffic calming measures, speed limits, 20mph zones); and
- any other arrangements made to support sustainable school transport that may be in operation (including the provision of cycle training, road safety training, and independent travel training; the provision of walking promotion and barrier removal schemes, car sharing schemes, park and stride/ride schemes, cycle parking).

6. The audit should also consider data relating to [personal safety and security](#), and other factors that influence travel choices, such as poor behaviour on school buses and/or the incidence of bullying on the journey to school. School travel plans will help local authorities understand any specific local issues, including perceptions of pupils and parents.

7. The arrangements or requirements for children with special education needs (SEN) or disabilities should also be considered and whether, for example, some might benefit from independent travel training which can result in a skill for life⁴.

Strategy to develop infrastructure to support travel needs of pupils

8. Following the assessment of pupil needs, and audit of the sustainable transport infrastructure that supports travel to school, local authorities must establish a strategy for

⁴ See Coventry City Council's approach to independent travel training in the [case study at Annex 1](#).

developing that infrastructure so that it better meets the needs of children and young people in their area. These improvements should address a range of objectives, including environmental improvements, health benefits and enhanced child safety and security. The strategy should be a statement of the authority's overall vision, objectives and work programme for improving accessibility to schools and will be an important source of information to parents on the travel options available to them when expressing their preferences for particular schools in the admissions round.

9. The strategy should be evidence-based, including an assessment of the accessibility needs and problems of the local authority's area. Local authorities must monitor the implementation of their strategy and revise these as they feel necessary.

Promoting sustainable travel and transport to and from school

10. Local walking, cycling, and bus strategies should inform the local authority's duty to promote sustainable school travel. In line with the physical Olympic and Paralympic legacy, as set out in HM Government's document '[Moving More, Living More](#)', promotion of walking and cycling to school can be an effective way to increase physical activity in children.

11. The sustainable school travel duty should have a broad impact, including providing health benefits for children, and their families, through active journeys, such as walking and cycling. It can also bring significant environmental improvements, through reduced levels of congestion and improvements in air quality to which children are particularly vulnerable.

Publication of Sustainable Modes of Travel Strategy

12. The Education (School Information) (England) Regulations 2002, as amended require local authorities to publish their Sustainable Modes of Travel Strategy on their website by 31 August each year⁵.

1.2 Provision of travel arrangements

13. Sections 508B and 508C of the Act make provision for local authorities to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school.

⁵ S.I. 2002/2897, amended by [The Education \(School Information\) \(England\) \(Amendment\) Regulations 2007 \(S.I. 2007/1365\)](#).

14. These provisions apply to home⁶ to school travel arrangements, and vice versa⁷. They do not relate to travel between educational institutions during the school day⁸.

15. Parents are responsible for ensuring that their children attend school regularly. However, section 444(3B) of the Act provides that a parent will have a defence in law against a prosecution by a local authority for their child's non-attendance at school where the local authority has a duty to make travel arrangements in relation to the child under section 508B and has failed to discharge that duty.

1.3 Provision of travel arrangements: Eligible children

16. Section 508B of the Act deals with the duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for eligible children. Schedule 35B of the Act defines eligible children – those categories of children of compulsory school age (5-16) in an authority's area for whom free travel arrangements will be required local authorities are required to:

Statutory walking distances eligibility

- provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable school⁹ is:
 - beyond 2 miles (if below the age of 8); or
 - beyond 3 miles (if aged between 8 and 16)

Special educational needs, a disability or mobility problems eligibility

- make transport arrangements for all children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability¹⁰. Eligibility, for such children should be assessed on an individual basis to identify their particular transport requirements. Usual

⁶ A child's 'home' is the place where he/she is habitually and normally resident.

⁷ Including to boarding provision, where applicable.

⁸ When a dual placement is outlined on an EHC Plan or statement, a local authority should use its discretion to decide on how best to cater for this child's individual circumstances.

⁹ Taken to mean the nearest [qualifying school](#) with places available that provides education appropriate to the age, ability and aptitude of the child, and any SEN that the child may have.

¹⁰ As per Schedule 35 of The Act, disability is as defined in S.6 of EA 2010: a person has a disability if they have (a) a physical or mental impairment, and (b) that impairment has a substantial a long-term effect on the ability to carry out normal day-to-day activities. Therefore a chronic health condition may lead to eligibility under this definition.

transport requirements (e.g. the statutory walking distances) should not be considered when assessing the transport needs of children eligible due to SEN and/or disability.

Unsafe route eligibility

- make transport arrangements for all children who cannot reasonably be expected to walk to nearest suitable school because the nature of the route is deemed unsafe to walk.¹¹.

Extended rights eligibility

- provide free transport where pupils are entitled to free school meals or their parents are in receipt of maximum Working Tax Credit ¹² if:
 - the nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11);
 - the school is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools);
 - the school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).

Accompaniment

17. In determining whether a child cannot reasonably be expected to walk for the purposes of 'special educational needs, a disability or mobility problems eligibility' or 'unsafe route eligibility', the local authority will need to consider whether the child could reasonably be expected to walk if accompanied and, if so, whether the child's parent can reasonably be expected to accompany the child. When considering whether a child's parent can reasonably be expected to accompany the child on the journey to school a range of factors may need to be taken into account, such as the age of the child and whether one would ordinarily expect a child of that age to be accompanied.

18. The general expectation is that a child will be accompanied by a parent where necessary, unless there is a good reason why it is not reasonable to expect the parent to do so.

19. Local authorities should, however, promote and ensure equality of opportunity for disabled parents. For example, if a parent's disability prevents them from accompanying

¹¹ Paragraphs 4 and 5 of Schedule 35B.

¹² Paragraphs 9-14 of Schedule 35B.

their child along a walking route that would otherwise be considered unsafe without adult supervision, a reasonable adjustment might be to provide free home to school transport for the child in question.

Assessing route safety

20. Creating safe walking, cycling and travel routes and encouraging more pupils to walk and cycle to school is one of the best ways to reduce the need for transport and associated costs. In assessing safety, local authorities should consider a range of risks, such as: canals, rivers, ditches, speed of traffic and fields of vision for the pedestrian or motorist. An authority should also consider whether it is reasonable to expect the child's parent to accompany the child along a route which would otherwise be classified as [being unsafe](#).

21. Good practice shows that using local knowledge, coupled with modern IT tools, is essential when assessing existing walking routes and identifying potential new ones. Putting in place suitable new paths, pedestrian crossings and cycle lanes can improve safety, but minimal investment can also reap significant rewards. This might be something as simple as trimming overgrown hedges or preventing illegal parking. Making parents aware of safe walking routes and the time taken to assess them can help alleviate concerns and significantly increase the amount of pupils choosing to walk.

Measurement of routes

22. The measurement of the statutory walking distances is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, [may walk safely](#). As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads.

23. The 2 mile limit for extended rights should be measured in the same way as the statutory walking distances. However, the 6 mile upper limit to a choice of schools, and the 15 mile upper limit to a school preferred on grounds of religion or belief are not walking routes, and should therefore be measured along routes that are passable using a suitable motorised vehicle. In short, the upper limits should be measured along road routes.

Timing of assessment of eligibility

24. At the point when transport eligibility is considered, the prospect of being able to secure a place in an alternative (usually nearer) school must be a real one. For most cases this will be during the normal school admissions round when places are allocated. A smaller number of cases will need to be considered during the course of the school year e.g. as a result of families moving to a new area.

25. Where entitlement to extended travel rights has been established the department's opinion is that local authorities should consider the pupil to be eligible for the entirety of

the school year for which the assessment has been made. If a pupil ceases to be eligible any change to provision made by the local authority must be considered in the context of the potential impact on the child. Disruption to a child's education should be avoided.

26. Where a pupil is registered at a school, but is attending a place other than that school as a result of temporary exclusion, [eligibility for home to school travel](#) will apply to the other place for the temporary period.

Qualifying school

27. The relevant educational establishment in relation to an eligible child will be either a qualifying school or the place, other than a school, where they are receiving education by virtue of arrangements made under section 19(1) of the Act¹³.

28. Regulations¹⁴ clarify the entitlement for eligible children, a small number of whom may be registered at more than one educational establishment, e.g. children of no fixed abode might be registered at more than one school, and other children may be registered at a hospital school and another school, etc.

29. Qualifying schools are:

- community, foundation or voluntary schools;
- community or foundation special schools;
- non-maintained special schools;
- pupil referral units;
- maintained nursery schools; or
- city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or academies, including free schools and University Technical Colleges (UTC)¹⁵.

30. For children with SEN, an independent school can also be a qualifying school where this is named on the child's Education, Health and Care Plan (EHC Plan) or statement, or it is the nearest of two or more schools named.

Travel arrangements made by the local authority or other bodies/persons

31. Examples of other bodies or persons making travel arrangements might include: a parent consenting to use their car in return for a mileage allowance; a school or group of

¹³ Section 508B(10) of the Act.

¹⁴ [The School Travel \(Pupils with Dual Registration\)\(England\) Regulations 2007](#) (S.I.2007/1367).

¹⁵ Paragraph 15 of Schedule 35B.

schools reaching an agreement with a local authority to provide transport in minibuses owned by the school; or a transport authority providing free passes for all children on public transport. For example, in London, Transport for London provides free bus passes for all children under the age of 16. In many circumstances, London Boroughs may therefore not need to make any additional travel arrangements for children living in their area, particularly when eligibility would be through statutory walking distances or extended rights.

32. Subsection (4) of 508B and 508C of the Act list some of the travel and transport arrangements that may be made. These might include: provision of a seat on a bus or minibus provided by the local authority; provision of a seat in a taxi where more individualised arrangements are necessary; and provision of a pass for a public service bus, or other means of public transport.

33. On condition that the relevant parental consent has been obtained (annually or, if a child moves school, at that point too) by the local authority, a number of alternative arrangements might be considered to meet the local authority duty relating to travel arrangements. Examples include:

- a mileage allowance paid to a parent driving their eligible child to school in lieu of the local authority making arrangements for a taxi to transport the child;
- a cycling allowance paid by the local authority where the parent agreed for their child to cycle to and from school instead of catching a bus for, say a three mile journey; and
- local authority provision of a suitable escort to enable an eligible child with a disability to walk a short distance to school in safety, instead of making arrangements for a taxi to take them to and from school.

Suitability of arrangements

34. As a general guide, transport arrangements should not require a child to make several changes on public transport resulting in an unreasonably long journey time. Best practice suggests that the maximum each way length of journey for a child of primary school age to be 45 minutes and for secondary school age 75 minutes, but these should be regarded as the maximum. For children with SEN and/or disabilities, journeys may be more complex and a shorter journey time, although desirable, may not always be possible.

35. Consideration should also be given to the walking distance required in order to access public transport. The maximum distances will depend on a range of circumstances, including the age of the child, their individual needs and the nature of the routes they are expected to walk to the pick up or set down points and should try to be combined with the transport time when considering the overall duration of a journey. With regards to pick up points, local authorities may at their discretion use appropriate pick up points when making travel arrangements. For arrangements to be suitable, they must

also be safe and reasonably stress free, to enable the child to arrive at school ready for a day of study.

Part 2 - Discretionary Arrangements

Travel arrangements for other children

36. Section 508C of the Act provides local authorities with discretionary powers to go beyond their statutory duties and provide transport for children who are not entitled to free transport. Charges can be made, or, as stated in Subsection (5) of 508C local authorities may also pay all or part of the reasonable travel expenses of children who have not had travel arrangements made either under the statutory duty placed on local authorities, or under their discretionary powers to make travel arrangements. Where charges are imposed, good practice suggests that children from low income groups (those not eligible for extended rights, either due to being just outside financial eligibility or live outside of the distance criteria and therefore not in receipt of free travel) should be exempt.

37. It is very much for the individual local authority to decide whether and how to apply this discretion as they are best placed to determine local needs and circumstances. It is recognised that local authorities will need to balance the demands for a broad range of discretionary travel against their budget priorities. While the department offers guidance, the final decision on any discretionary travel arrangements must rest with the individual local authority who should engage with parents and clearly communicate what support they can expect from the local authority.

Religion or belief

38. Many parents will choose to send their children to a school as near as possible to their home. However, some parents choose to send their children to a school with a particular ethos because they adhere to a particular faith, or belief. Local authorities need to respect parents' religious and philosophical convictions as to the education to be provided for their children¹⁶, give careful consideration to discrimination issues and seek legal opinion if they are unsure about the effect of their policies, before publishing them each year.

39. Under the European Convention on Human Rights (ECHR), parents do not enjoy a specific right to have their children educated at a school with a religious character or a secular school, or to have transport arrangements made by their local authority to and from any such school and the Equality Act 2010 (which places a duty on local authorities

¹⁶ Article 2 of the First Protocol.

not to discriminate against a person on the grounds of their religion or belief), does not apply to the exercise of an authority's functions in relation to transport¹⁷.

40. However, the Secretary of State continues to attach importance to the opportunity that many parents have to choose a school or college in accordance with their religious or philosophical beliefs, and believes that wherever possible, local authorities should ensure that transport arrangements support the religious or philosophical preference parents express. In many cases these schools may be more distant and therefore the provision of transport and/or training, and the avoidance of unreasonable expenditure on travel are encouraged. However, the department appreciates that this may be incompatible, for example, on grounds of excessive journey length, or where the journey may have a detrimental impact on the child's education.

41. The Act places a duty on local authorities to make arrangements for secondary pupils from [low income](#) backgrounds to attend the nearest school preferred on grounds of "religion or belief", where that school is between 2 and 15 miles from their home. Local authorities may wish to use their discretionary powers to extend transport arrangements beyond the extended rights duty and facilitate attendance at such schools. The Secretary of State expects local authorities to consider all possible options before they disturb well established arrangements, some of which have been associated with local agreements or understandings about the siting of such schools. Local authorities should pay particularly careful attention to the potential impact of any changes on low income families (those not eligible under extended rights) whose parents adhere to a particular faith or philosophy, and who have expressed a preference for a particular school because of their religious or philosophical beliefs.

42. Local authorities will need to be aware of their obligation not to discriminate under article 14 of ECHR. For example, where local authorities use their discretionary powers to make travel arrangements for children on the basis of their parents' religious beliefs to schools designated with a religious character, the equalities implications should be considered, to facilitate parents' who wish their children to be educated in accordance with their philosophical convictions.

¹⁷ s31 of, and paragraph 11 of Schedule 3 to, the Equality Act 2010.

Part 3 - Transport Considerations

Safeguarding requirements

43. It is the responsibility of the individual local authority to ensure the suitability of its employees and any contractors or their employees by undertaking the required safeguarding checks on those whose work or other involvement will bring them into contact with children, or more widely, vulnerable adults. This should include bus drivers, taxi drivers and escorts, as necessary. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the [Disclosure and Barring Service](#) (DBS). CRB checks are now called DBS checks. Please see [Further information](#).

Training and Equalities

44. All local authorities should ensure that all drivers and escorts taking pupils to and from school and related services have undertaken appropriate training, and that this is kept up to date. It is also considered good practice for those responsible for planning and managing school transport to have undertaken appropriate equality training. This training could consist of (but is not restricted to):

- an awareness of different types of disability including hidden disabilities;
- an awareness of what constitutes discrimination;
- training in the necessary skills to recognise, support and manage pupils with different types of disabilities, including hidden disabilities and certain behaviour that may be associated with such disabilities;
- training in the skills necessary to communicate appropriately with pupils with all types of different disabilities, including the hidden disabilities; and
- training in the implementation of health care protocols to cover emergency procedures.

Bus safety considerations

45. Buses and coaches used to take pupils to and from school are public service vehicles and, as such, are subject to specific legislation on safety standards. All coaches and minibuses carrying groups of children of 3 to 15 years of age on organised trips are required to be equipped with seat belts. The legal requirement to fit seat belts does not apply to other types of bus, including those on public service. These tend to travel relatively slowly, over short distances, with frequent stops. Schools or local authorities making arrangements for home to school transport are free to specify within their contracts that they will only accept vehicles fitted with seatbelts.

46. The [Public Service Vehicles \(Carrying Capacity\) Regulations 1984](#) allow the option of three children under the age of 14 to occupy a bench seat designed for two adults on a

service bus. Modern bus designs and seat belt requirements are reducing the circumstances in which this practice can be adopted and in the opinion of the Secretary of State, local authorities making arrangements for home to school travel should only make use of this concession on an exceptional basis.

Poor behaviour on school buses/other modes of transport

47. The department expects each school to promote appropriate standards of behaviour by pupils on their journey to and from school through rewarding positive behaviour and using sanctions to address poor behaviour. The EIA 2006 empowers headteachers to take action to address unacceptable behaviour even when this takes place outside the school premises and when pupils are not under the legal control of the school, but when it is reasonable to do so. In the department's view, this would include behaviour on school buses, or otherwise on the route to and from school, whether or not the pupils are in school uniform.

48. A number of local authorities have adopted a policy of withdrawing transport, either for a temporary period, or permanently for more serious or repeated cases of misbehaviour. Equally, the behaviour of pupils outside school can be considered as grounds for exclusion. This will be a matter of judgment for the Headteacher¹⁸. Local authorities might also consider that escorts are necessary to ensure safety of pupils on buses and can stipulate the provision of suitable escorts in their tender documents.

Partnership

49. The department strongly supports local authorities in developing cross-cutting approaches to home to school travel and transport. Relevant considerations would include sustainability, delivering value money and finding school and parent friendly solutions. This could be through strong partnerships between local authorities and academies, the use of Department for Transport policies and practices, such as Local Transport Plans and Local Sustainable Transport fund (see [Further information](#)) and partnership with parents, for example to allow them to top up transport costs through the payment of fees in order to maintain the provision.

50. Partnerships are strongly encouraged, particularly in rural areas, where the generally more limited transport services could disadvantage children¹⁹.

¹⁸ <https://www.gov.uk/government/publications/school-exclusion>

¹⁹ See Staffordshire County Council's approach to rural travel provision in [case study at Annex 1](#).

Part 4 – Policy Changes

Publication of general arrangements and policies

51. Local authorities must publish general arrangements and policies in respect of home to school travel and transport for children of compulsory school age. This information should be clear, easy to understand and provide full information on the travel and transport arrangements. It should explain both statutory transport provision, and that provided on a discretionary basis. It should also set out clearly how parents can hold local authorities to account through their appeals processes. Local authorities should ideally integrate their Sustainable Modes of School Travel strategies into these policy statements, and publish them together.

Policy Changes

52. Local authorities should consult widely on any proposed changes to their local policies on school travel arrangements with all interested parties. Consultations should last for at least 28 working days during term time. This period should be extended to take account of any school holidays that may occur during the period of consultation.

53. Good practice suggests that the introduction of any such changes should be phased-in so that children who start under one set of transport arrangements continue to benefit from them until they either conclude their education at that school or choose to move to another school. Parents make school choices based on, amongst other things, the home to school transport arrangements for a particular school, and any changes might impact adversely on individual family budgets.

Part 5 - Appeals process

54. Local authorities should have in place both complaints and appeals procedures for parents to follow should they have cause for complaint about the service, or wish to appeal about the eligibility of their child for travel support. The procedure should be published alongside the local authority travel policy statement. If an appellant considers that there has been a failure to comply with the procedural rules or if there are any other irregularities in the way an appeal was handled they may have a right to refer the matter to the Local Government Ombudsman. If an appellant considers the decision of the independent appeals panel to be flawed on public law grounds, they may apply for a judicial review.

55. In the past we have left it to local authorities to determine how their appeals procedures should operate in practice. However, in the interests of consistency and to be both clearer and more transparent, for both parents and local authorities, we have now set out a recommended review/appeals process in [Annex 2](#).

Further information

Post-16 transport

Guidance relating to post-16 transport is available on the [department's website](#)

Sustainable transport

British Cycling is the national governing body for cycling and can provide advice on cycling to school and cycle training. More information is available at www.britishcycling.org.uk

Department for Transport funding is available to Local Highway Authorities and Schools Games Organiser Host Schools for the provision of Bikeability cycle training for school children in England. This will teach children to cycle safely, confidently and competently on the roads. More information is available here: www.dft.gov.uk/bikeability/schools

The Department for Transport Local Sustainable Transport Fund was established to support authorities in delivering local economic growth whilst cutting carbon emissions from transport. Further information can be found at: <https://www.gov.uk/government/collections/local-sustainable-transport-fund>

Living Streets runs the national Walk to School campaign which reaches over 13 million people. The campaign successfully encourages and supports parents/carers and children to make walking to school part of their daily routine. More information is available on their website www.livingstreets.org.uk

Modeshift is the national sustainable travel organisation. Modeshift supports local authorities, schools, business and communities to increase levels of sustainable travel. More information is available on their website www.modeshift.org.uk

Moving More, Living More is a document produced by the Department of Health which builds on the work already under way to help realise the aim of having a more physically active nation as part of the legacy from the London 2012 Olympic and Paralympic Games: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279657/moving_living_more_inspired_2012.pdf

Sustrans is the leading sustainable transport charity that provides practical advice that can be passed onto parents to increase confidence in walking and cycling. More information is available on their website: www.sustrans.org.uk

DBS (formerly CRB) employee suitability checks

Further information about DBS checks (and who requires them or is eligible, for example bus drivers for designated home to school transport are eligible, whereas those driving

public services are not) can be obtained from: <https://www.gov.uk/disclosure-barring-service-check>

Definitions

- Section 444(5) of the Act defines the statutory walking distances.
- Schedule 35B of the Act defines:
 - ‘eligible children’ (paragraphs 2-7 and 9-13);
 - ‘qualifying school’ (paragraph 15);
 - ‘disabled child’ (paragraph 15(4));
 - ‘religion and belief’ (paragraph 15(6)) and 509AD of the Act;
 - ‘low income family’ (paragraphs 9-14).
- Section 579 of the Act defines ‘child’.
- Section 509AC of the Act defines ‘compulsory school age’.
- The Equality Act 2010 defines ‘religion or belief’ for the purposes of this Act.
- The Children’s and Families Act section 10 defines ‘SEN’

Key term Glossary

- Home: A child's 'home' is the place where he/she is habitually and normally resident.
- Nearest suitable school: Taken to mean the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any SEN that the child may have.
- Parent: Reference to parent in this document should be equated to mean parent/carer/legal guardian.
- Philosophical Belief: For a philosophical "belief" to be worthy of protection, it must attain a certain level of cogency, seriousness, cohesion and importance; be worthy of respect in a democratic society; and not be incompatible with human dignity or the fundamental rights of the child. Examples of beliefs are humanism and atheism.
- Road routes: Reference to road route should be taken to mean a route passable by a motor vehicle, and could include distance covered on additional transport, e.g. via ferry.

Annex 1: Case Studies

Sustainable travel

Effective sustainable travel plans have wider benefits for a local area than simply improving access to schools and education. Evidence shows that school travel plans can have benefits ranging from increased road safety, to healthier, more alert and engaged pupils, to increasing independent travel and associated life skills for pupils with SEN. Enabling the increased use of sustainable modes of travel such as walking, cycling and the use of public transport has environmental benefits in reducing levels of noise, congestion and poor air quality - the latter of which children are particularly at risk to.

Darlington Borough Council case study

Impact/benefits

The data from 2011-12 indicates that on average, 7% of secondary school pupils are choosing to cycle to school. Before the Local Motion initiative began, this figure stood at just 1%.

Details of the approach

Darlington Borough Council has encouraged a modal shift away from the car to more sustainable modes under the brand 'Local Motion'. The Local Sustainable Transport Fund has provided funding for the continuation of this project since 2011. It ensures that schools, young people and their families receive relevant information, to enable them to choose sustainable travel options to get to and from school.

How was the change made?

The whole schools package is underpinned by the Modeshift STARS online accreditation scheme which recognises and rewards each school's commitment to promoting sustainable travel. All Darlington schools must engage with Modeshift STARS in order to access other support and resources from the Local Motion project.

A new Year 6 Transition Programme has been introduced to help pupils and their parents make informed choices about sustainable travel options to the secondary school they will be attending.

All Darlington secondary schools have converted to academy status, but have continued to engage with the Local Motion programme and continue to support sustainable travel.

Advice for other LAs contemplating such an initiative

The Local Motion Transition encourages families to start thinking about how they are going to travel to secondary school long before they start at the school, to avoid relying on private cars.

For further information please email Louise Neale: louise.neale@darlington.gov.uk

Stoke-on-Trent case study

Impact/benefits

After just one year of Sustrans' engagement (2013/14) regular cycling amongst pupils (once or twice a week or more) increased from 8.5% to 12.7% and those regularly being driven (once or twice a week or more) decreased from 49.9% to 45.3%. This is helping to reduce the impact of congestion from education travel which is estimated to cost £2.6m per year.

Details of the approach

Stoke is one of eight partner local authorities in the Access to Education (A2E) programme, led by Devon County Council and coordinated by Sustrans. It is funded by the Local Sustainable Transport Fund.

Using locally-tailored packages Sustrans provide a real alternative to the car for trips to schools, colleges and universities, reducing congestion, improving journey reliability and boosting local economies.

How was the change made?

- Intensive engagement from two Sustrans officers working with 21 primary and seven secondary schools
- Provision of 'Access to Bikes School Hubs' – shipping containers that contain 15 bikes, helmets, hi-viz jackets, pumps, locks, lights and maintenance tools placed in nine schools
- Installation of cycle parking and scooter pods at schools
- A programme of highway safety improvements, including new crossings and off-road cycle access links from residential areas to schools

Advice for other LAs contemplating such an initiative

Schools need to have intensive support over an extended period of time which would include building the skills, knowledge and confidence of 'champions' to deliver the ongoing work. The Sustrans School Mark, an accreditation scheme which recognises and supports schools' excellence in active and sustainable travel, provides a framework to drive this forward.

For further information please email Allan Williams: allan.williams@sustrans.org.uk

Home to school travel assistance for pupils with SEN or disabilities

Research indicates that there can be significant short and long term benefits in the application of independent travel training for pupils with special educational needs or disabilities. The training given can result in savings to transport budgets in the short term, but can also provide longer term benefits to the individual in terms of a skill for life that might lead to greater social inclusion and employment prospects.

Coventry City Council case study

Impact/savings achieved

As a result of this initiative and tighter control and work to secure efficiencies in the operation of the home to school travel assistance programme the Council made £326k savings in 2011/12. The savings made in 2012/13 equated to £374k which includes the reductions in expenditure on home to school escorts. The total reduction over the 2 years is a 19% fall in expenditure.

Details of the new approach

Successful work has been undertaken to provide independent travel training for secondary aged pupils and the provision of personal transport budgets to the parents of pupils in special schools. This has enabled young people to become more independent and given them valuable skills for life, as well as securing a reduction in spending for the Council.

How was the change made?

Impower Consultancy was commissioned to identify potential efficiencies. Focus groups of parents of pupils with SEN or disabilities were formed to seek views and identify new ways of working. Two key work streams were then established to take forward the provision of Independent Travel Training and Personal Transport Budgets (PTBs).

Two travel trainers now focus their work on school aged pupils, to help them improve their independence skills. This also reduces the number of adults needing training in subsequent years.

The Council also developed a scheme to offer PTBs to parents. The funding was high enough to incentivise parents, while being low enough to deliver savings for the Council. This was piloted in one school initially and then rolled out across all the special schools.

Advice for other LAs implementing the change

Special school headteachers are fully involved in this initiative and they help identify suitable young people to undertake training.

Contacting parents by telephone was resource intensive, but very positive in terms of fully explaining the benefits and options. PTBs are voluntary, tailored and non-prescriptive. The attendance and punctuality of pupils with a PTB is monitored. Beyond this there is no prescription and parents are not asked to account for expenditure.

For further information please email Marian Simpson: marian.simpson@coventry.gov.uk

Capacity building with schools and transport operators

In a financial climate where spending is reduced and costs are increasing local authorities may well find that they have less funding available to support discretionary transport provision, but there may be alternative solutions.

Many academies, with support from their local communities, are taking full advantage of their academy freedoms and are collaborating with other stakeholders and providers to offer discretionary transport to their schools. Local authorities can greatly assist with these initiatives by sharing their experience, expertise and influence in the procurement of transport.

Hertfordshire County Council case study

Impact/savings achieved

£5-6 million will be saved each year as a result of schools and commercial operators providing discretionary travel on routes previously funded and delivered by the Council.

Details of the new approach

From September 2012 Hertfordshire County Council introduced a statutory only home-school transport policy. The Council was keen to attract third party providers to arrange transport on routes which it had previously organised and subsidised and that catered mainly for children without a statutory entitlement to home to school transport.

The Council has worked to build capacity locally to encourage and enable schools, community groups and commercial operators to provide school transport. From September 2013 a total of 130 routes to schools of preference operate without a financial subsidy from the Council. Thirty of these routes have been operating since April 2012.

How was the change made?

The Council supported schools and parents to help develop transport plans. The Council also secured the involvement of the commercial sector and promoted awareness of business opportunities to it.

Advice for other LAs implementing the change

Commercial operators require routes to be financially secure, and therefore are only likely to consider taking on routes where there is a predicted, fare paying commitment from parents. School transport only accounts for 192 days a year.

Local authorities should act as facilitators with the commercial sector, to help schools with contracts and to ensure competition law is followed. Models should rely on parents being able to fund their family's school transport, without any subsidy from the LA. In the

current financial climate, there has been more opportunity for commercial coach companies to participate in this market, rather than commercial bus companies.

For further information please email Sarah Vize: sarah.vize@hertfordshire.gov.uk

Demand responsive service in rural areas

Counties with a large number of small rural communities face the challenge of ensuring that children in these communities are transported to their local schools whilst also providing a cost efficient transport network to the wider community to avoid rural isolation. Rural transport is essential in sustaining local rural communities and connecting people with essential services.

Staffordshire County Council case study

Impacts/Benefits

As a result of replacing infrequent existing local service buses and incorporating home to school transport on to a demand responsive service, a sustainable service has been developed which transports children to school and enables the rural population to be connected with essential services and the wider community. Children that have been transported to school frequently go on to use the service when they move up to middle or high school, increasing their independence despite their rural location.

Details of the approach

Moorlands Connect, a Demand Responsive Service was launched in 2010. The service incorporates the home to school transport to two village schools within the operating area which covers approximately 125 square miles. Outside school transport times the vehicles can be booked as a door to door service to transport people to work, appointments or other essential journeys. Using smaller vehicles and a demand responsive approach that is not tied to a scheduled route has meant that remote areas now have access to a service.

How was the change made?

A rural transport review was commissioned in 2008 and recommended the implementation of a demand responsive service. Residents in the area were consulted and current services, including home to school transport, were reviewed to establish which services could be incorporated on to a new service to increase its sustainability. Funding was sourced from various external agencies for the purchase of two fully accessible vehicles that carry bicycles and the service was launched in September 2010. It continues to be well used by the local communities and also by visitors to the area who can get out and about in the Peak District using the service.

Advice for other LA's implementing the change

The process in setting up the service should include service demand evaluation, assessment of service options, the associated costs and, importantly, comprehensive consultation. Such service complements existing local bus services and provides

alternative choice for passengers. The latter ensures new and continuing public and political support for the scheme. Ticketing options need to be considered, including onward ticketing and potential integration with the local bus service(s). All funding options should be explored at a local and national level; this connect service received initial funding from Districts, Staffordshire Police and Fire services. Once the service is operational there is the need to monitor and evolve the service to meet ongoing needs and changing travel patterns.

For further information please email: kathryn.grattage@staffordshire.gov.uk

Annex 2: Recommended Review/Appeals Process

Previous guidance made clear that local authorities should have in place and publish their appeals procedures, but left it to the individual authority to determine how this should operate in practice. We are now recommending that local authorities adopt the appeals process set out below, appreciating that specifics, such as the identification of an appeal compared to a complaint, will need to be decided by local authorities. The intention is to ensure a consistent approach across all local authorities, and to provide a completely impartial second stage, for those cases that are not resolved at the first stage.

Local authorities should publish annually their appeals process on their website. This should set out a clear and transparent two stage process (with paper copies available on request) for parents who wish to challenge a decision about:

- the transport arrangements offered;
- their child's eligibility;
- the distance measurement in relation to statutory walking distances; and
- the safety of the route.

Stage one: Review by a senior officer

- A parent has 20 working days²⁰ from receipt of the local authority's home to school transport decision to make a written request asking for a review of the decision.
- The written request should detail why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.
- Within 20 working days of receipt of the parent's written request a senior officer reviews the original decision and sends the parent a detailed written notification of the outcome of their review, setting out:
 - the nature of the decision reached;
 - how the review was conducted (including the standard followed e.g. Road Safety GB²¹);
 - information about other departments and/or agencies that were consulted as part of the process;
 - what factors were considered;
 - the rationale for the decision reached; and

²⁰ As with the whole appeals process the timings are recommended and not compulsory. We envisage many appeals will be dealt with much sooner than these timings, particularly those which have a time pressure, whilst complex cases may take longer.

²¹ Road Safety GB is the sole published standards known to the department, hence referenced.

- information about how the parent can escalate their case to stage two (if appropriate).

Stage two: Review by an independent appeal panel

A parent has 20 working days from receipt of the local authority's stage one written decision notification to make a written request to escalate the matter to stage two.

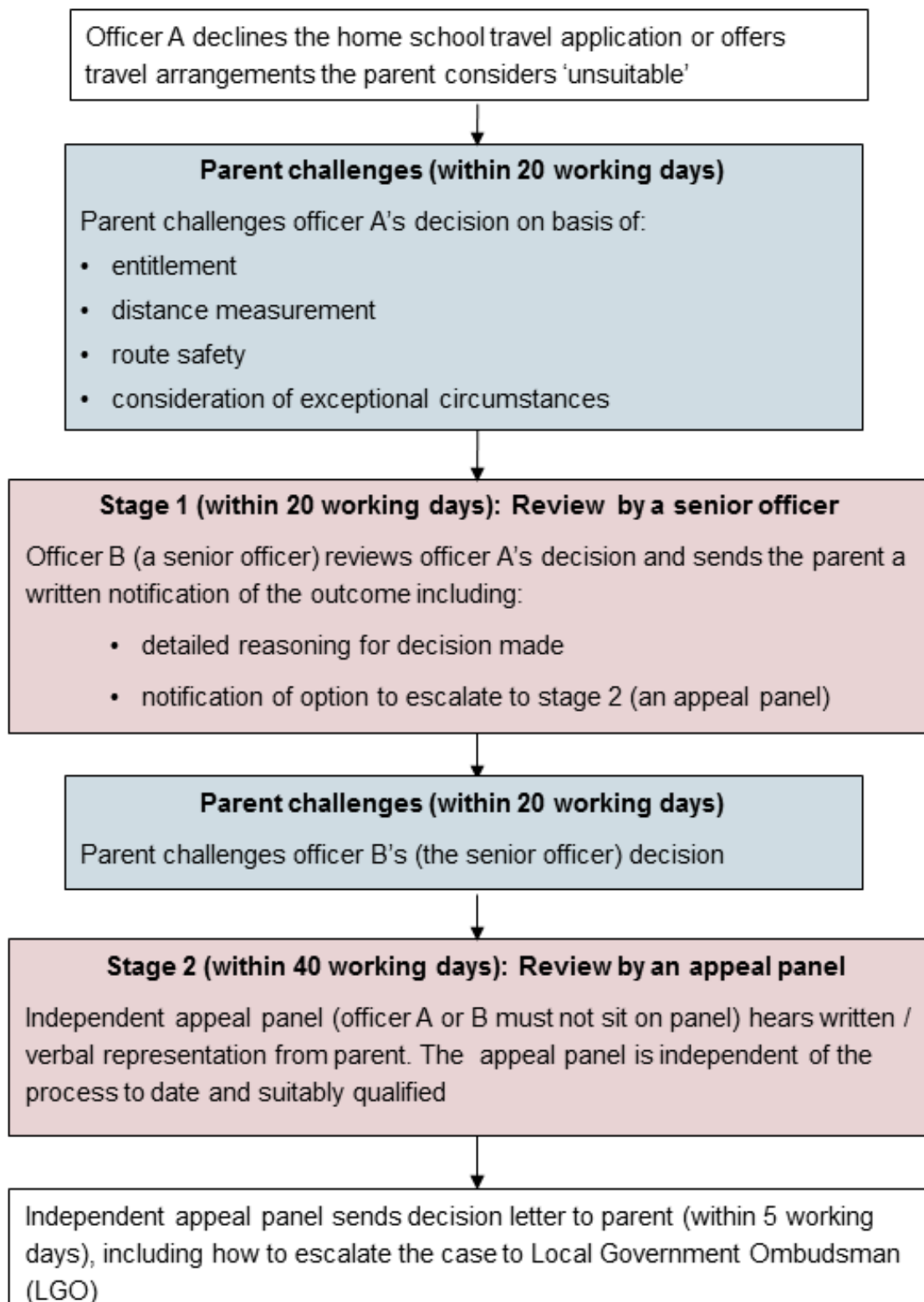
Within 40 working days of receipt of the parents request an independent appeal panel considers written and verbal representations from both the parent and officers involved in the case and gives a detailed written notification of the outcome (within 5 working days), setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed e.g. Road Safety GB);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about the parent's right to put the matter to the Local Government Ombudsman (see below).

The independent appeal panel members should be independent of the original decision making process (but are not required to be independent of the local authority) and suitably experienced (at the discretion of the local authority), to ensure a balance is achieved between meeting the needs of the parents and the local authority, and that road safety requirements are complied with and no child is placed at unnecessary risk.

Local Government Ombudsman – it is recommended that as part of this process, local authorities make it clear that there is a right of complaint to the Local Government Ombudsman, but only if complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled. If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for judicial review.

Home to school travel and transport: flowchart of the review/appeals process





Department
for Education

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Reference: DFE-00501-2014



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Department
for Education

Post-16 transport and travel support to education and training

Statutory guidance for local authorities

January 2019

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Summary

About this guidance

This is statutory guidance from the Department for Education¹. This means that local authorities must have regard to it when carrying out their duties in developing their transport policy and publishing their transport policy statements for young people of sixth form age² and adults aged 19 and over (including those with an Education, Health and Care (EHC) plan) in education and training³.

We use the term 'must' when the local authority is required to do something in law. When setting out the department's expectations we have highlighted areas where the local authority should also take reasonable account of the circumstances of learners.

Local authorities should take their own legal advice when preparing the policy statement and devising a local response to transport needs, to ensure that they are exercising their duties and powers in a manner which complies with the legislation and public law.

Expiry or review date

This guidance will be kept under review and updated versions will be published if necessary.

What legislation does this guidance refer to?

The guidance refers to legislation⁴ regarding the provision of transport to post-16 education and training for young people of sixth form age and legislation regarding the provision of transport to post-19 education and training for those aged 19 to 25 and for whom an EHC plan is maintained. Relevant legislation is set out in ['Appendix A – statutory provisions'](#).

Who is this guidance for?

This guidance is for local authorities in England. It may also be of interest to:

- schools;
- parents;
- organisations involved in advising parents; and
- transport providers.

¹ Section 508H and Section 509AB(5).

² Section 509AC(1) of the Education Act 1996 defines persons of sixth form age for the purposes of the sixth form transport duty.

³ Sections 508F and 508G of the Education Act 1996.

⁴ Education Act 1996.

Main changes from 2017 guidance

There have been no changes to existing policy in this guidance update but changes have been made to:

- Further clarify the sixth form age and adult duties, including clearer explanation of when each applies;
- Include good practice suggestions;
- provide additional annexes containing an example Local Authority Transport policy template, information on compliance checks conducted by the department and Frequently Asked Questions (FAQs).

Key points

1. We are striving for world class education, training and care for everyone – whatever their background. This will create a more productive economy, fit for the future and ensure that everyone has a chance to reach their potential to live a more fulfilled life. Local authority transport policies play an important role in supporting young people's participation in education and training. By publishing their transport policies each year, local authorities enable young people (and their parents) to take reasonable account of the arrangements available when choosing between different options.
2. Local authorities must act reasonably, taking into account all relevant matters, such as the needs of their population, the local transport infrastructure and the resources available.
3. The planning of transport provision at a local level should take the following into account:
 - young people are now required to stay in education or training until their 18th birthday⁵. Local authorities are responsible for promoting the effective participation in education and training of young people who are subject to the duty to participate⁶; and
 - under the September Guarantee, every young person aged 16 or 17 should be offered a suitable place in education or training - further details are available at www.gov.uk/government/publications/september-guarantee-offers-of-education-or-training-for-16-to-17-year-olds.

⁵ Education and Skills Act 2008.

⁶ Participation of young people: education, employment and training - <https://www.gov.uk/government/publications/participation-of-young-people-education-employment-and-training>

Local authority responsibility

4. The statutory responsibility for transport for 16-19 year olds (who have started a course before their 19th birthday) rests with local authorities. Local authorities have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport, or otherwise that the authority considers necessary, to make to facilitate the attendance of all persons of sixth form age receiving education or training⁷.
5. The sixth form age duty applies to young people of sixth form age and young people with EHC plans up to age 25 where they are continuing on a course started **before** their 19th birthday.
6. The overall intention of the sixth form age transport duty is to ensure that:
 - learners of sixth form age are able to access the education and training of their choice; and
 - if support for access is requested, this will be assessed and provided where necessary.
7. Additionally local authorities have a duty under sections 508F and 508G of the Education Act 1996, as inserted by section 57 of the Apprenticeships, Skills, Children and Learning Act 2009. Under section 508F, the local authority is required to make such arrangements for the provision of transport as they consider necessary in respect of:
 - (a) adults (i.e. those who are aged 19 or over) for the purpose of facilitating their attendance at local authority maintained or assisted further or higher education institutions or institutions within the further education sector; and
 - (b) relevant young adults with an EHC plan (which can only be maintained up until the age of 25) for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. For those young adults, the local authority's duty only applies where the local authority has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training.
8. The adult duty applies only to young people who are attending a course which they started **after** their 19th birthday, including those with EHC plans.
9. Where the local authority makes such arrangements, any transport provided must be free of charge. Where the local authority decides not to provide transport arrangements in a particular case, they still have discretion to pay all or part of the reasonable travelling expenses for the student.

⁷ Section 509AA of the Education Act 1996.

10. The local authority also has a duty under section 508G to prepare a transport policy statement setting out any transport or other arrangements that it proposes to make for that academic year in respect of adults aged under 25 with EHC plans.

11. The overall intention of the adult transport duty is to ensure that:

- Those with the most severe disabilities with no other means of transportation are able to undertake further education and training after their 19th birthday to help them move towards more independent living.

Sustainable transport

12. Section 508A of the Education Act places a general duty on local authorities to promote the use of sustainable travel and transport. The duty applies to young people of sixth form age who travel to receive education or training in a local authority's area. The duty relates to journeys to and from institutions where education or training is received.

13. There are five main elements to the duty which local authorities must undertake:

- an assessment of the travel and transport needs of children, and young people within the authority's area;
- an audit of the sustainable travel and transport infrastructure within the authority's area that may be used when travelling to and from, or between schools/institutions;
- a strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of young people are best catered for;
- the promotion of sustainable travel and transport modes on the journey to, from, and between schools and other institutions; and
- the publication of Sustainable Modes of Travel Strategy.

14. The Education Act 1996 defines sustainable modes of travel as those that the local authority considers may either improve the physical well-being of those who use them, the environmental well-being of all or part of the local authority's area, or both.

Extent and coverage of the duties

15. The Education Act 1996 section 509AA duty applies to all local authorities in England in respect of arrangements for young people (over compulsory school age) aged 16-18 and those continuing learners up to age 25 with EHC plans who started their programme of learning **before** their 19th birthday.

16. The legislation recognises that a local response to transport arrangements is important in enabling young people's participation in education and training and as such the flexibility of the extent of an individual policy lies with individual local authorities. A local approach allows local circumstances to be taken into account. The legislation therefore gives local authorities the discretion to determine what transport and financial support

are necessary to facilitate young people's attendance. The local authority must exercise its power to provide transport or financial support reasonably, taking into account all relevant matters.

17. The local authority must publish a transport policy statement on or before 31 May each year. The statement must include the details of the transport arrangements and the details of the financial support in respect of reasonable travelling expenses that the local authority considers it necessary to make to facilitate access to education or training for learners of sixth form age⁸ for the following academic year. These arrangements could include but are not limited to:

- The availability of a concessionary fares scheme
- A bus pass or cash equivalent of a bus pass
- A bus pass or cash equivalent plus a companion pass or cash equivalent
- Independent travel training
- A fixed mileage allowance
- Provision of actual transport

18. The section 509F and 508G duties apply to all local authorities in England in respect of arrangements for adults aged 19 and over, who started their programme of learning **after** their 19th birthday.

19. The legislation recognises that it is important that decisions on whether local authority arranged transport for this age group is necessary, sits at a local level and, as with the previous duty, the flexibility of the extent of an individual policy lies with individual local authorities. Where local authorities do decide that it is necessary for them to provide transport, this must be provided free of charge, however, the legislation also gives local authorities the flexibility to contribute to, fund or charge for other transport solutions where it wishes.

20. Local authorities must prepare a transport policy statement by the end of May each year setting out any transport or other arrangements that it proposes to make for that academic year in respect of adults aged under 25 with EHC plans under the 508F duty.

Transport policy statement audience and content

21. The transport policy statement is intended to inform young people, in years 11, 12 and 13, and their parents about what transport arrangements and support are available locally. The statement should be a single point of reference providing information about transport arrangements to all types of provision, including arrangements made by bodies other than the local authority, including local transport providers. The statement must set out what the local authority's overall transport policy is in regard to young people and should include the rationale behind the policy. It is important that the local authority does not differentiate between providers or institutions in its arrangements.

⁸ See section 509AA(2), (3) and (7)(a) of the Education Act 1996.

The arrangements must be set out for learners of sixth form age who are receiving education or training at:

- a school;
- a further education institution;
- a local authority maintained or assisted institution providing higher or further education;
- a 16 to 19 Academy; or
- at any establishment (not falling within the above categories) at which the authority secures the provision of education or training under section 15ZA of the Education Act 1996.

22. Arrangements to support learners undertaking apprenticeships and traineeships should also be set out in the transport policy statement. These may include the costs of travelling to or from the place of learning or work placement. Employers and learning providers will want to take account of young people's likely transport arrangements when planning off-the-job training, particularly outside normal working hours.

23. The transport policy statement must also specify the arrangements proposed to be made by the governing bodies of schools maintained by the local authority and further education institutions in the local authority's area which may include support with transport costs or transport provision⁹. The local authority should only include arrangements that are actually going to be made and not make assumptions about what arrangements it thinks schools and colleges should make. Governing bodies are under a duty to co-operate in giving the local authority any information and other support that is reasonably required by the authority to enable them to prepare their statement¹⁰.

24. The transport policy statement should be clear and provide sufficient detail about the transport arrangements and support provided to inform young people in making their post-16 choices. Young people should be provided with information through the transport policy statement about who is eligible for transport support and how and when they should apply for support. Details of any concessionary fares, discounts, subsidies or travel cards should be included alongside the eligibility criteria for this support and how eligibility will be assessed¹¹. Clear signposting from the statement should point young people to sources of further information, for example local authority, college or transport provider websites or contact details.

25. Additionally the policy statement must include full details of how a young person or parent can appeal if they disagree with a local authority's decision and further avenues of complaint open to them if they remain dissatisfied following completion of the local procedure. Further details about complaints and appeals can be found at para 38 onwards.

⁹ Section 509AA(4) of the Education Act 1996.

¹⁰ Section 509AA(5) of the Education Act 1996.

¹¹ Section 509AA(2) of the Education Act 1996.

26. A template of a post 16 transport policy is included at Appendix B.

27. The DfE will undertake annual compliance checks on local authority statements in June each year, further details of these can be found at Appendix C.

Funding

28. Local authorities fund their responsibilities through the grants they receive from national government, which are not ring-fenced, and through generated income, such as council tax.

Assessment of what arrangements are needed

29. In assessing what transport arrangements or financial support may be required, the local authority has flexibility over the decisions it makes but must have regard to the following:

- a. **The needs of those for whom it would not be reasonably practicable to access education or training provision if no arrangements were made**¹²

Local authorities should satisfy themselves that they have made the transport arrangements or arrangements for financial support necessary to facilitate young people's participation in education or training. In doing so, they should consider the needs of the most vulnerable or socially excluded. The needs of young people with special educational needs and disabilities should be specifically considered and the arrangements in place for each group must be documented in the transport policy statement (see section '[Specific consideration of learners with special educational needs and disabilities.](#)'

Local authorities should also consider the needs of:

- those who are vulnerable to becoming not in education, employment or training (NEET) at the age of 16 or 17 or who have already become NEET. These young people should be offered a suitable course of education or training and provided with any transport support that is necessary to enable them to participate¹³;
- young parents – Care to Learn (C2L) can help pay for childcare and travel costs for learners aged 19 and under at the start of their course¹⁴. Learning providers should be encouraged to support young people to apply for C2L – further details are available at www.gov.uk/care-to-learn; and

¹² Section 509AB(3)(a) of the Education Act 1996.

¹³ Local authorities are reminded that all 16 and 17 year olds (i.e. those completing compulsory education in the current year, or who completed in the previous year) are entitled to an offer of a place in post-16 learning under the September Guarantee.

¹⁴ The additional costs of taking a child to and from childcare may be claimed, within a set weekly limit. C2L does not support the costs of travel to the learning provider.

- those who live in particularly rural areas where the transport infrastructure can be more limited.

b. The need to ensure that young people have reasonable opportunities to choose between different establishments at which education and training is provided¹⁵

Young people should have a reasonable opportunity to choose between the courses available to them at 16 and be supported to access their choices. Local authority transport policies must be supportive of reasonable choice. In defining what is 'reasonable', local authorities will want to take into account any complaints received in previous years in respect of local transport policy statements.

We would expect reasonable choice to include enabling young people to choose courses outside their home local authority boundaries if it makes sense for them to do so. Local authorities will want to be mindful of neighbouring transport policies and consider how their own transport policy can support movement across boundaries. The transport policy statement should set out the local authority's policy for travel to neighbouring local authority areas.

Reasonable choice should also include enabling young people to choose an establishment of education or training that is not the closest to where they live if it makes sense to do so.

When developing their transport policy, local authorities are required to consider their responsibilities to secure suitable education and training to meet the reasonable needs of young people of sixth form age and those aged 19 or over [and for whom an EHC plan is maintained].¹⁶ Transport arrangements will need to support commissioning arrangements to ensure that young people have access to the education and training provision that has been commissioned.

c. The distance from the learner's home to establishments of education and training¹⁷

Local authorities must consider distance in determining eligibility for support with transport. Young people in rural areas should not be worse off financially because they may need to travel further to access education and training provision than their peers in urban areas.

The statutory walking distance of 3 miles to school (along the nearest available route) for those of compulsory school aged 8 and over is set out under section 444(5) of the Education Act 1996. This can be taken into account by local authorities in defining the distance a young person might reasonably be expected to walk to access education or training.

¹⁵ Section 509AB(3)(b) of the Education Act 1996.

¹⁶ Section 15ZA(1) of the Education Act 1996.

¹⁷ Section 509AB(3)(c) of the Education Act 1996.

In determining whether transport arrangements are necessary, local authorities should take into account other factors, such as the impact a learning difficulty or disability may have on a young person's ability to walk this distance, and the nature (including safety) of the route, or alternative routes, which a young person could be expected to take.

d. The journey time to access different establishments¹⁸

Journey time also needs to be taken into account. Young people should be able to reach their education or training without incurring such stress, strain, or difficulty that they would be prevented from benefiting from the education provided.

For example, a young person should not have to make several changes of public service bus to get to their education or training, if that would result in an unreasonably long journey time. In this context, local authorities should consider which mode of transport will best meet the need to ensure a reasonable journey time.

Good practice suggests that a child of secondary school age may reasonably be expected to travel up to 75 minutes each way to access learning. Local authorities should apply similar expectations to young people of sixth form age.

e. The cost of transport to the establishments in question¹⁹

Local authorities are expected to target any support on those young people – and their families – who need it most, particularly those with a low income. The transport policy statement should set out clearly the criteria used to establish a learner's eligibility to receive transport/financial support.

Local authorities may ask learners and their parents for a contribution to transport costs and in exercising their discretion they should:

- ensure that any contribution is affordable for learners and their parents;
- ensure that there are arrangements in place to support those families on low income; and
- take into account the likely duration of learning and ensure that transport policies do not adversely impact particular groups. For example, as young people with special educational needs and disabilities are more likely to remain in education or training longer than their peers, any contribution sought from these families would need to allow for the fact they may have to contribute for longer.

Local authorities can take receipt of 16-19 bursary funding into account in assessing an individual's need for financial help with transport.

To aid transparency, it is good practice for local authorities to set out the average cost per young person of post-16 transport in their area before any subsidies are

¹⁸ Section 509AB(3)(c) as amended by the Education and Skills Act, section 83.

¹⁹ Section 509AB(3)(d) of the Education Act 1996.

deducted. Clearly setting out average costs will enable learners and parents to understand the extent of the local authority subsidy.

f. **Alternative means of facilitating attendance at establishments**²⁰

Local authorities must consider alternative, safe means of facilitating attendance at establishments of education or training. Suitable and appropriate alternatives may include transport solutions, for example:

- cycle schemes – which can support independence and also offer a sustainable form of transport provision.
- moped schemes – which can support individual learners (over the age of 17) to travel to education and training from rural areas where public transport may not be available.
- independent travel training to enable young people (often with special educational needs and disabilities) to travel on public transport independently. See section '[Specific consideration of learners with special educational needs and disabilities](#)' for further details.

g. **Preferences based on religion**

Local authorities must have regard to any preference the individual may have for a particular institution based on their religion or belief.

For the purposes of section 509AD²¹ “religion” means any religion and “belief” means any religious or belief.²² References to “religion” or “belief” include references to a lack of religion or belief.

h. **Non-transport solutions to facilitate learner access**

Local authorities should consider whether non-transport solutions could facilitate learner access to education or training: for example peripatetic teachers, mobile provision and e-learning options.

Specific consideration of learners with special educational needs and disabilities

30. The 16-19 transport duty applies to young people of sixth form age with special educational needs and disabilities aged up to 19 (and beyond the age of 19 if they are continuing on a particular course started before the age of 19).

²⁰ Section 509AB(3)(d) of the Education Act 1996.

²¹ Section 509AD(3) of the Education Act 1996 (as inserted by section 84 of the Education and Inspections Act 2006).

²² The Department's position is that Belief includes philosophical belief

31. Local authorities also have a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with special educational needs and disabilities up to the age of 25 in education and training. It therefore follows that local authorities should include information on what transport arrangements are available and whether they are adequate to enable these young people to participate.
32. Section 509AB(1) of the Education Act 1996 requires local authorities to set out the extent to which the arrangements they have put in place pursuant to the transport statement prepared under section 509AA facilitate the attendance of young people with special educational needs and disabilities.
33. The transport needs of young people with special educational needs and disabilities must be reassessed when a young person moves from compulsory schooling to post-16 education, even if the young person is remaining at the same educational setting. Arrangements cannot be limited to those young people who had been assessed as having particular transport needs prior to the age of 16. The Children and Families Act 2014 places a duty on local authorities to publish a 'local offer' setting out their services for children and young people with special educational needs and disabilities, and this must include information on the arrangements for travel to and from post-16 institutions.
34. Young people with an EHC plan will have an institution named in their plan at Section I. There is no entitlement to transport to and from this named provider and transport should only be named in an EHC plan in exceptional circumstances. Local authorities should ensure during EHC plan discussions that parents are made aware that transport support will be considered in accordance with the local authority's own post-16 transport policy.
35. A learner with special educational needs and disabilities may take longer to complete a programme of learning or training, and therefore it will be good practice for the local authority to extend the arrangements for the provision of transport until a learner has completed their programme even if that is after they have reached the age of 19.
36. If the local authority and/or providers operate an independent travel training scheme it is good practice to include such initiatives in the transport policy statement.
37. Local authorities should be aware of the adult transport duty in carrying out their responsibilities for this group, and it would be good practice not to charge a contribution for transport for a young person assessed under the sixth form age duty if it likely that they will be eligible for free transport under the adult transport duty.

Local complaints process

38. Local authorities should publish as part of the transport policy statement the process which will be followed should a complaint or an appeal against a local authority decision be made on behalf of, or by, a young person. Complaints and appeals must first be taken up with the local authority²³. Good practice suggests using a similar 2 stage

²³ Section 509AE(4) of the Education Act 1996.

complaints process as that used for pre 16 appeals and once an application has exhausted the complaints process advising that no further applications can be made within the academic year unless there has been a material change in circumstances or further supporting evidence has been obtained. If these do not result in a satisfactory outcome, it may be appropriate for young people or their families to consider contacting the Local Government Ombudsmen (LGO) or complaining to the Secretary of State for Education. The LGO is an independent organisation that looks into complaints against councils. This is a free service and information can be found online at www.lgo.org.uk.

Complaints to the Secretary of State for Education

39. To complain to the Secretary of State, young people or their families should use the contact form on gov.uk - www.education.gov.uk/help/contactus. Any complaint should outline the case, set out the decision taken by the local authority and include any other relevant documentation, for example any advice or decisions from the LGO where appropriate.
40. Under section 509AA (9), of the Education Act 1996, the Secretary of State may direct a local authority to make transport arrangements to facilitate the attendance of those of sixth form age receiving education or training, or provide reasonable travelling expenses. This only applies where particular transport arrangements or financial support have not been included in, or are not covered by, the local authority's transport policy statement. The Secretary of State can make a direction where he/she considers it expedient to do so, having regard to the particular circumstances of the case.
41. Under section 508I of the Education Act 1996, the Secretary of State may choose to use his/her powers under sections 496 and 497 of the same Act to direct a local authority where they have exercised (or are proposing to exercise) their functions unreasonably or where they have failed to discharge a duty in relation to the adult transport duty. If the Secretary of State is satisfied that an authority has acted (or is proposing to act) unreasonably, he/she may give such directions as to the exercise of the power or performance of the duty as appear to him/her to be appropriate.
42. The Secretary of State may exercise his/her section 496 and 497 powers following a complaint, or if the matter is brought to the department's attention by other means. When a complaint is submitted to the department, officials will consider the evidence received and where appropriate, seek further information. If the department finds that it is not appropriate for the Secretary of State to intervene by making a direction, they will communicate this decision to the correspondent and, where appropriate, the local authority.
43. If the complainant is dissatisfied with the way in which the department has handled the case they can log a [service complaint](#). Further information on the department's complaints process can be found on gov.uk at www.gov.uk/government/organisations/department-for-education/about/complaints-procedure. A service complaint will prompt consideration of how the case has been

managed but there will not be a review of the substance of the decision made. The substance of the decision would only be considered if the complainant provided additional information relevant to the decision not to intervene.

44. If the complainant remains dissatisfied, they can ask their local MP to refer their case to the Parliamentary and Health Service Ombudsman (PHSO). If the PHSO accept a complaint for further consideration they could normally look at the department's handling of the case. The PHSO's role is not to reverse decision-making, but where it upholds a complaint, it can make recommendations to the department to put things right. Information on the PHSO can be found online at: www.ombudsman.org.uk.

Consulting key partners on the transport policy statement

45. The transport policy statement is the responsibility of the local authority. However, the local authority should try to achieve a consensus and work with other partners and stakeholders to develop a collaborative approach to transport solutions and the production of the transport policy statement. It is good practice for the different 41
46. departments within each local authority to take a joined up approach. For example, the transport department might need to speak to the social services department if the social services department also procures transport.
47. The local authority must consult with the following stakeholders in developing the statement to ensure that it provides a full picture of the available transport and support:
- any other local authorities it considers appropriate (including neighbouring local authorities that are in Wales or Scotland)²⁴. There will be occasions where learners will travel across local authority boundaries and this should not be a barrier for the learner. There are also clear benefits for local authorities to collaborate where similar challenges exist or to share good practice;
 - the governing bodies of schools and further education institutions²⁵. It is important to note that the power of schools and colleges to make arrangements is in addition to, and not instead of, the power of the local authority to make arrangements;
 - the appropriate transport administration body for your area²⁶;
 - Transport for London, if the local authority is a London borough council or the Common Council of the City of London²⁷; and
 - persons who will be of sixth form age at the time of the transport policy statement and their parents²⁸. Local authorities should set out in their transport policy statements how and when they propose to consult young people and their parents to inform the development of their transport policy statements in the following year.

²⁴ Section 509 AB(6)(a) of the Education Act 1996.

²⁵ Sections 509AB(6)(b) and 509AA(4).

²⁶ Section 509AB(7)(a).

²⁷ Section 509AB(7)(b).

²⁸ Section 54 of the Apprenticeships, Skills, Children and Learning Act 2009 inserts new subsection (ca) in s509AB(6.) This was commenced in April 2010, to apply for the academic year 2011/12.

48. Other bodies including education and training providers; higher education institutions; transport companies and authorities operating in the locality; public sector bodies; community groups; voluntary organisations and groups/organisations with an interest in disability issues (including independent specialist providers) should also be consulted where appropriate.

Publication of the transport policy statement

49. The transport policy statement must be published by the local authority by 31st May each year and must be clearly dated showing the academic year to which it applies.
50. The transport policy statement should be made available on the local authority's own website each year to inform young people's²⁹ choice of post-16 provision for the following academic year.
51. Local authorities are also responsible for ensuring that a link is made from their transport policy statement to the [GOV.UK](#). To facilitate this process the local authority's web team should complete the following actions:
- load the transport policy statement on to the council website; and
 - ensure a working link is available from GOV.UK page www.gov.uk/subsidised-college-transport-16-19.
52. To update the link or report broken links either raise a request via the Government Digital Service helpdesk which can be found at <https://govuk.zendesk.com> or email: local-direct-admin@digital.cabinet-office.gov.uk.

In-year changes

53. Local authorities should consider their approach to implementing what is set out in its transport policy statement and continue to monitor its progress throughout the year.
54. Local authorities may amend and republish their transport policy statements in-year in response to complaints. Local authorities must revise and republish their transport policy statements as soon as practicable if, as a result of a complaint, the Secretary of State has directed them to do so³⁰.

²⁹ Section 509AA (7)(a) of the Education Act 1996.

³⁰ Section 509AE (2) (3) of the Education Act 1996.

Glossary

In this guidance —

“adult” means a person who is neither a child nor a young person of sixth form age;

“young person of sixth form age” is a young person over compulsory school age but under 19 or a young person aged under 25, who has a current EHC plan and is on a course that started before their 19th birthday; and

“relevant young adult” means an adult who is aged under 25, started their current course after their 19th birthday and for whom an EHC plan is maintained.

Appendix A – statutory provisions

This appendix sets out the relevant statutory provisions in the Education Act 1996 (as amended) in relation to local authorities' responsibilities for the provision of transport for relevant young adults and persons of sixth form age³¹.

508F Local authorities in England: provision of transport etc. for adult learners

(1) A local authority in England must make such arrangements for the provision of transport and otherwise as they consider necessary, or as the Secretary of State may direct, for the purposes mentioned in subsections (2) and (3).

(2) The first purpose is to facilitate the attendance of adults receiving education at institutions—

- (a) maintained or assisted by the authority and providing further or higher education (or both), or
- (b) within the further education sector.

(3) The second purpose is to facilitate the attendance of relevant young adults receiving education or training at institutions outside both the further and higher education sectors, but only in cases where the local authority have secured for the adults in question —

- (a) the provision of education or training at the institution in question, and
- (b) the provision of boarding accommodation under section 514A.

(4) Any transport provided under subsection (1) must be provided free of charge.

(5) In considering what arrangements it is necessary to make under subsection (1) in relation to relevant young adults, a local authority must have regard to what they are required to do under section 15ZA(1)³² in relation to those persons.

(6) In considering whether they are required by subsection (1) to make arrangements in relation to a particular adult, a local authority must have regard (among other things) to the age of the adult and the nature of the route, or alternative routes, which the adult could reasonably be expected to take.

³¹ If a section number is followed by ... this denotes previous text in legislation has been repealed.

³² 15ZA Duty in respect of education and training for persons over compulsory school age: England

(1) A [local authority] in England must secure that enough suitable education and training is provided to meet the reasonable needs of—

- (a) persons in their area who are over compulsory school age but under 19, and
- (b) persons in their area who are aged 19 or over but under 25 and are subject to special educational needs and disabilities learning difficulty assessment.

(7) Arrangements made under subsection (1) by virtue of subsection (3) to facilitate full-time education or training at an institution outside both the further and higher education sectors must be no less favourable than the arrangements made for relevant young adults of the same age for whom the authority secure the provision of education at another institution.

(8) A local authority in England may pay all or part of the reasonable travelling expenses of an adult —

- (a) receiving education or training at an institution mentioned in subsection (2) or (3), and
- (b) for whose transport no arrangements are made under subsection (1)

(9) In this section —

“adult” means a person who is neither a child nor a person of sixth form age,

“sixth form age” is to be construed in accordance with section 509AC(1), and

“relevant young adult” means an adult who is aged [for whom an EHC plan is maintained]

508G Local authorities in England: transport policy statements etc. for young adults subject to learning difficulty assessment

(1) A local authority in England making arrangements, or proposing to pay travelling expenses, under section 508F in relation to relevant young adults must consult —

- (a) any other local authority that they consider it appropriate to consult;
- (b) governing bodies of institutions within the further education sector in the authority's area;
- (ba) proprietors of 16 to 19 Academies in the authority's area;
- (c) persons in the local authority's area who will be relevant young adults when the arrangements or payments have effect, and their parents;
- (d) the Secretary of State; and
- (e) any other person specified by the Secretary of State.

(2) The authority must prepare for each academic year a transport policy statement complying with the following requirements.

(3) The statement must specify any transport or other arrangements, and any payment of travelling expenses, made or to be made in relation to the year under section 508F in relation to relevant young adults.

(4) The statement must also specify any travel concessions (within the meaning of Part 5 of the Transport Act 1985)³³ which are to be provided under any scheme established under section 93 of that Act to relevant young adults receiving education or training at an institution mentioned in subsection (2) or (3) of section 508F.

(5) The authority must publish the statement by the end of May in the year in which the relevant academic year begins.

(6) In preparing and publishing the statement, the authority must have regard (among other things) to the need to —

- (a) include in the statement sufficient information about the matters that the statement must specify; and
- (b) publish the statement in time to enable relevant young adults and their parents to take reasonable account of those matters when choosing between different institutions at which education or training is provided.

(7) The publication of a statement under this section in relation to an academic year does not prevent an authority from —

- (a) making additional arrangements or payments under section 508F in relation to the academic year, or
- (b) providing additional travel concessions in relation to the academic year.

(8) The Secretary of State may amend subsection (5) by order to change the time by which the statement must be published.

(9) In this section —

“academic year” has the meaning given in section 509AC;

“governing body” has the meaning given in section 509AC; and

“relevant young adult” has the meaning given in section 508F.

508H Guidance: sections 508F and 508G

In making arrangements under section 508F(1) and preparing and publishing a statement under section 508G, a local authority must have regard to any guidance issued by the Secretary of State under this section.

³³ [The Transport Act 1985](http://www.legislation.gov.uk) can be viewed on www.legislation.gov.uk.

508I Complaints about transport arrangements etc. for young adult for whom EHC plan is maintained

(1) A local authority may revise a statement prepared under section 508G to change any matter specified under subsection (3) of that section if, as a result of a relevant young adult transport complaint, they have come to consider the change necessary for a purpose mentioned in section 508F(2) or (3).

(2) A local authority must revise a statement prepared under section 508G to change any matter specified in subsection (3) of that section if, as a result of a relevant young adult transport complaint, the Secretary of State has directed them to do so.

(3) An authority that revise a statement under subsection (1) or (2) must publish the revised statement and a description of the revision as soon as practicable.

(4) The Secretary of State need not consider whether to exercise any power under sections 496 to 497A (powers to prevent unreasonable exercise of functions, etc.) or subsection (2) of this section in response to a matter that is, or could have been, the subject of a relevant young adult transport complaint made to him or her unless satisfied that —

(a) the matter has been brought to the notice of the local authority concerned; and

(b) the authority have had a reasonable opportunity to investigate the matter and respond.

(5) In this section “relevant young adult transport complaint” means a complaint that is —

(a) about a local authority's exercise of, or failure to exercise, a function under section 508F or 508G in relation to relevant young adults; and

(b) made by a person who is, or will be, a relevant young adult when the matter complained of has effect, or by a parent of such a person

and “relevant young adult” has the meaning given in section 508F.

(6) For the purposes of sections 508G(7) and 508H, the revision of a statement under this section is to be treated as the preparation of a statement under section 508G.

(7) Where a local authority have published in a single document a statement prepared under section 509AA and a statement prepared under 508G, the requirement to publish a revised statement under subsection (3) is to be treated as a requirement to publish a version of the document that includes the revised statement.

509AA Local authorities in England: provision of transport etc. for persons of sixth form age

(1) A local authority in England shall prepare for each academic year a transport policy statement complying with the requirements of this section.

(2) The statement shall specify the arrangements for the provision of transport or otherwise that the authority consider it necessary to make for facilitating the attendance of persons of sixth form age receiving education or training —

(a) at schools;

(b) at any institution maintained or assisted by the authority which provides further education or higher education (or both);

(c) at any institution within the further education sector;

(ca) at any 16 to 19 Academy; or

(d) at any establishment (not falling within paragraph (b), (c) or (ca)) at which the authority secures the provision of education or training under section 15ZA(1).

(3) The statement shall specify the arrangements that the authority consider it necessary to make for the provision of financial support in respect of the reasonable travelling expenses of persons of sixth form age receiving education or training at any establishment such as is mentioned in subsection (2).

(4) The statement shall specify the arrangements proposed to be made by the governing bodies of —

(a) schools maintained by the authority at which education suitable to the requirements of persons over compulsory school age is provided; and

(b) institutions within the further education sector in the authority's area

for the provision of transport for facilitating the attendance of persons of sixth form age receiving education or training at the schools and institutions and for the provision of financial support in respect of the travelling expenses of such persons.

(5) Those governing bodies shall co-operate in giving the local authority any information and other support that is reasonably required by the authority for the performance of their functions under this section and section 509AB.

(6) The statement shall specify any travel concessions (within the meaning of Part 5 of the Transport Act 1985 (c. 67)) which are to be provided under any scheme established under section 93 of that Act to persons of sixth form age receiving education at any establishment such as is mentioned in subsection (2) above in the authority's area.

(7) The authority shall —

(a) publish the statement, in a manner which they consider appropriate, on or before 31st May in the year in which the academic year in question begins; and

(b) make, and secure that effect is given to, any arrangements specified under subsections (2) and (3).

(8) Nothing in this section prevents a local authority from making, at any time in an academic year, arrangements —

(a) which are not specified in the transport policy statement published by the authority for that year; but

(b) which they have come to consider necessary for the purposes mentioned in subsections (2) and (3).

(9) The Secretary of State may, if he considers it expedient to do so, direct a local authority to make for any academic year —

(a) arrangements for the provision of transport or otherwise for facilitating the attendance of persons of sixth form age receiving education or training at establishments such as are mentioned in subsection (2); or

(b) arrangements for providing financial support in respect of the reasonable travelling expenses of such persons

which have not been specified in the transport policy statement published by the authority for that academic year.

(10) The Secretary of State may by order amend subsection (7)(a) to change the time by which the statement must be published.

(11) Subsection (9) is subject to section 509AE (complaints about transport arrangements etc. for persons of sixth form age in England).

509AB Local authorities in England: further provision about transport policy statements for persons of sixth form age

(1) A statement prepared under section 509AA shall state to what extent arrangements specified in accordance with subsection (2) of that section include arrangements for facilitating the attendance at establishments such as are mentioned in that subsection of disabled persons and persons with learning difficulties.

(2) A statement prepared under that section shall —

(a) specify arrangements for persons receiving full-time education or training at establishments other than schools maintained by the local authority which are no less favourable than the arrangements specified for pupils of the same age attending such schools; and

- (b) specify arrangements for persons with learning difficulties [or disabilities] receiving education or training at establishments other than schools maintained by the authority which are no less favourable than the arrangements specified for pupils of the same age with learning difficulties [or disabilities] attending such schools.

(3) In considering what arrangements it is necessary to make for the purposes mentioned in subsections (2) and (3) of section 509AA the local authority shall have regard (amongst other things) to —

- (a) the needs of those for whom it would not be reasonably practicable to attend a particular establishment to receive education or training if no arrangements were made;
- (b) the need to secure that persons in their area have reasonable opportunities to choose between different establishments at which education or training is provided;
- (ba) what they are required to do under section 15ZA(1) in relation to persons of sixth form age;
- (c) the distances, and journey times, between the homes of persons of sixth form age in their area and establishments such as are mentioned in section 509AA(2) at which education or training suitable to their needs is provided; and
- (d) the cost of transport to the establishments in question and of any alternative means of facilitating the attendance of persons receiving education or training there.

(3A) In considering whether or not it is necessary to make arrangements for those purposes in relation to a particular person, a local authority in England shall have regard (amongst other things) to the nature of the route, or alternative routes, which he could reasonably be expected to take.

(4) ...

(5) In preparing a statement under section 509AA a local authority shall have regard to any guidance issued under this section by the Secretary of State.

(6) In preparing a statement under that section a local authority shall consult—

- (a) any other local authority that they consider it appropriate to consult,
- (b) the governing bodies mentioned in subsection (4) of that section,
- (c) ...
- (ca) persons in the local authority's area who will be of sixth form age when the statement has effect, and their parents, and
- (d) any other person specified for the purposes of this section by the Secretary of State.

(7) In preparing a statement under that section a local authority shall also consult —

- (a) where they are a district council for an area in a metropolitan county, the Integrated Transport Authority for that county; and
- (b) where they are a London borough council or the Common Council of the City of London, Transport for London.

(7A) In preparing and publishing a statement under section 509AA, a local authority must have regard (among other things) to the need to —

- (a) include in the statement sufficient information about the matters that the statement must specify; and
- (b) publish the statement in time

to enable persons who will be of sixth form age when the statement has effect and their parents to take reasonable account of those matters when choosing between different establishments at which education or training is provided.

(8)...

509AC Interpretation of sections 509AA and 509AB

(1) For the purposes of sections 509AA and 509AB a person receiving education or training at an establishment is of sixth form age if he is over compulsory school age but —

- (a) is under the age of 19; or
- (b) has begun a particular course of education or training at the establishment before attaining the age of 19 and continues to attend that course.

(2) ...

(3) ...

(4) References in section 509AB to persons with learning difficulties [or disabilities] are to be construed in accordance with section 15ZA(6) and (7).

(5) In sections 509AA and 509AB and this section —

“academic year” means any period commencing with 1st August and ending with the next 31st July;

“disabled person” has the same meaning as in the Equality Act 2010;

“establishment” means an establishment of any kind, including a school or institution; and

“governing body”, in relation to an institution within the further education sector, has the same meaning as in the Further and Higher Education Act 1992.

(6) The Secretary of State may by order amend the definition of “academic year” in subsection (5).

509AD Local authorities in England: duty to have regard to religion or belief in exercise of travel functions

(1) A local authority in England must have regard, amongst other things, in exercising any of their travel functions in relation to or in connection with the travel of a person or persons to or from a school, institution or other place —

- (a) to any wish of a parent of such a person for him to be provided with education or training at a particular school, institution or other place where that wish is based on the parent's religion or belief; and
- (b) in a case where the person in question (or any of the persons in question) is of sixth form age (within the meaning given in section 509AC(1)), to any wish of that person to be provided with education or training at a particular school, institution or other place where that wish is based on the person's religion or belief.

(2) The “travel functions” of a local authority in England are their functions under any of the following provisions—

- section 508A (duty to promote sustainable modes of travel etc.);
- section 508B (travel arrangements for eligible children);
- section 508C (travel arrangements etc. for other children);
- section 508E and Schedule 35C (school travel schemes);
- section 508F (local authorities in England: provision of transport etc. for adult learners); and
- section 509AA (transport etc. for persons of sixth form age).

(3) For the purposes of this section—

- (a) “religion” means any religion;
- (b) “belief” means any religious or philosophical belief;
- (c) a reference to religion includes a reference to lack of religion; and
- (d) a reference to belief includes a reference to lack of belief.

509AE Complaints about transport arrangements etc. for persons of sixth form age in England

(1) A local authority may revise a statement prepared under section 509AA to change the arrangements specified under subsection (2) or (3) of that section if, as a result of a sixth form transport complaint, they have come to consider the change necessary for the purpose of the arrangements specified under the subsection in question.

(2) A local authority must revise a statement prepared under section 509AA to change the arrangements specified under subsection (2) or (3) of that section if, as a result of a sixth form transport complaint, the Secretary of State has directed them to do so.

(3) An authority that revise a statement under subsection (1) or (2) must publish the revised statement and a description of the revision as soon as practicable.

(4) The Secretary of State need not consider whether to exercise any power under sections 496 to 497A (powers to prevent unreasonable exercise of functions, etc.), section 509AA(9) (power to require local authority to make additional transport arrangements), or subsection (2) of this section in response to a matter that is, or could have been, the subject of a sixth form transport complaint made to him or her unless satisfied that —

(a) the matter has been brought to the notice of the local authority concerned; and

(b) the authority have had a reasonable opportunity to investigate the matter and respond.

(5) In this section “sixth form transport complaint” means a complaint that is—

(a) about a local authority's exercise of, or failure to exercise, a function under sections 509AA to 509AD in relation to persons of sixth form age; and

(b) made by a person who is, or will be, a person of sixth form age when the matter complained of has effect, or by a parent of such a person;

and “sixth form age” is to be construed in accordance with section 509AC(1).

(6) For the purposes of sections 509AA(8) and (9), 509AB(1) to (5), 509AC and 509AD, the revision of a statement under this section is to be treated as the preparation of a statement under section 509AA.

(7) Where a local authority have published in a single document a statement prepared under section 508G and a statement prepared under 509AA, the requirement to publish a revised statement under subsection (3) is to be treated as a requirement to publish a version of the document that includes the revised statement.

Appendix B – Model policy template

XXXX Council

Post-16 Transport Policy Statement 20xx – 20xx

Post-16 Transport Policy Statement - Academic Year 20xx – 20xx

Transport policy statement for young people aged 16-18 in further education, continuing learners aged 19 and those young people aged 19 – 24 (inclusive) with learning difficulties and/or disabilities

Department Responsible: xxxxx

Contact details: xxxxx

Document first release: xxxxx

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Introduction

Local authorities do not have to provide free or subsidised post 16 travel support but do have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

All young people carrying on their education post 16 must reapply for travel support.

‘Sixth form age’ refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12,13,14).

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25.

This policy uses the term ‘Post 16’ to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

This policy document specifies the support that **xxxxx** Council (the council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

Aims and Objectives

The council has the following aims and objectives when assessing transport / travel support:

To include the council's high level objectives

Transport and travel support

Concessionary tickets for young people 16 – 25 from public transport providers

Overview of Concessionary schemes available from Public transport providers

- Page 12 onwards provides examples of other concessionary schemes that are available from bus companies and those provided by schools and colleges.

Travel support from schools and colleges

Details of any transport or support available from specific institutions

The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
 - in care
 - care leavers
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
 - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
 - discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment
2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 20xx or
- be aged 19 or over at 31 August 20xx and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 20xx and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority

Schools and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

Further information can be found at www.gov.uk/ search for post 16 bursaries.

Young parents / Care to Learn

If you are a young parent under 20, Care to Learn can help pay for your childcare and related

travel costs, up to £160 per child per week, while you're learning.

Care to Learn can help with the cost of:

- childcare, including deposit and registration fees
- a childcare 'taster' session (up to 5 days)
- keeping your childcare place over the summer holidays
- taking your child to the childcare provider

Types of child care

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

If you want a relative to get Care to Learn for looking after your child they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child

Payments

Childcare payments go directly to your childcare provider. Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance
- your school or college needs to confirm that you're attending your course

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Attendance

Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare

Eligibility

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a [European Economic Area \(EEA\) country](#)
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

Type of course

Care to Learn is only available for courses in England that have some public funding.

This includes courses that take place in:

- schools
- school sixth forms
- sixth form colleges
- other colleges and learning providers, including Foundation Learning
- your community at Children's Centres

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card.

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

LA support

LA support for young people without special educational needs or disabilities

Details of support available from the council for young people on their area including any criteria used to decide eligibility.

Contribution required **(delete if N/A)**

Details of any charging policy for young people without special educational needs or disabilities including details of any concessions for low income families. (It may also be useful to detail how much the transport costs the council)

LA support for Learners with special educational needs or a disability

Details of support available from the council for young people with SEND including age ranges considered, criteria for eligibility, review information, types of transport available etc.

Contribution required **(delete if N/A)**

Details of any charging policy for SEND young people including details of any concessions for low income families. (It may also be useful to detail how much the transport costs the council)

Refunds

Details of the council's refund policy

Travel training

Details of the council's travel training policy.

Apprenticeships

Details of any specific provision in place for apprentices

Those not in education, employment or training (NEET)

Details of any specific provision in place for those NEET or at risk of becoming so.

LA support in other circumstances

Details of any help available the LA has decided to provide in specific circumstances for example where an LA has placed a student outside of the LA area or a student is in a residential setting.

Additional eligibility criteria

Details related to the categories below and of other considerations the LA wishes to include such as rules on residence or where young people are travelling outside the LA boundary.

Applying for LA transport support

Details of how to apply including contact details of the department responsible and dates of when applications can be accepted.

Appeals

Details of the LAs appeals procedure.

Details of concessionary fares, discounts, subsidies, passes or travel cards including any charges available for Post 16 young people.

This should include contact details for more information

May 20xx

Concessionary Fares (Commercial and Concessionary Passes available to young people in the **XXXX Area for use on Public Transport). Charges may change without notice.**

Scheme	User group	Concession	Times available	Registration cost	Journey cost/concession
The information contained below details how some schools and colleges provide extra transport help. If your school or college is not listed below please contact them directly for information.					

Appendix C – DfE annual compliance checks

The DfE will conduct compliance checks from June onwards on all local authority post 16 transport statements. In order for a statement to be deemed compliant it must:

- Be available on the local authorities website;
- Be clearly dated with the forthcoming academic year;
- Have a working link to the web page housing it from the gov.uk postcode search;
- Set out any arrangements available from educational institutions, including the 16-19 bursary fund;
- Set out any concessionary fares available from transport providers and other providers; and
- Detail the complaints process that a parent or young person should follow if they are not happy with the local authority's decision.

DfE will contact all local authorities with non-compliant statements and request that changes be made.

Appendix D – Frequently Asked Questions

Q: Why isn't post 16 transport free for everyone, in the same way as it is for school age pupils?

A: We expect local authorities to make reasonable decisions about what support should be available based on the needs of their population, local transport infrastructure and the resources they have available. It is, however, recognised that the cost of transport can be an issue for some young people and to help with this there is further support available. Information about what support is available locally is available from the local authority in their post-16 transport policy statement. The statement can be accessed on the LA website or through the postcode search at [gov.uk](https://www.gov.uk)

The Bursary Fund for 16-19 year olds has the flexibility to help meet transport costs for those young people who need this support most. You can find out more about the 16-19 Bursary Fund [here](#).

In addition, most transport companies also give some kind of discount for young people such as discounted fares or subsidised travel passes.

Some education and training providers also provide subsidised or free transport for example college buses, and travel subsidies from private training providers.

Q: What support is available for young people with special educational needs?

A: The post-16 transport duty also applies to young people with special educational needs aged up to age 25 (who have an EHC plan and started a course before their 19th birthday). Local Authorities' post-16 transport policy statements must include specific arrangements for these young people to ensure they have the necessary support. The transport needs of young people with special educational needs should also be reassessed by their local authority when a young person moves from compulsory schooling to post-16 education so that the appropriate support is put in place in accordance with the LA's post-16 transport policy.

Q: How do the duties apply for people with Special Educational Needs and Disabilities (SEND) as they turn age 19?

A: The duty a young person is assessed under is dependent on when they started their current course. If a young person with SEND started the course before their 19th birthday then they are assessed under the 16-18 duty. If they have started a new course after their 19th birthday then they are assessed under the adult duty.

Young people will qualify for free transport under the adult duty where the local authority assesses that in order to attend education or training they require transport arranged by the local authority, such as a specialised vehicle or minibus. If the young person's

requirements are a personal travel budget, mileage allowance or public transport pass then this does not need to be provided free by the local authority as they have not put the travel arrangements in place. However, in these circumstances the local authority has discretion to pay some or all of the travel expenses.

Young people can also receive free transport if they are attending institutions outside of the HE and FE sector and started after their 19th birthday in residential provision if the provision, boarding accommodation and transport were all arranged by the local authority. Again, in these circumstances the local authority has discretion to pay some or all of the travel expenses.

Q: What support is available to young people who live in rural areas to get to college or another type of education provider?

A: It is the responsibility of local authorities to put in place transport arrangements to help young people aged 16 to 18 to access education or training, using funds they have available locally.

The transport provided by local authorities varies in accordance with local needs, for example it sometimes involves giving 16-18 year olds access to school transport or to bus travel for payment of a flat fee.

Most young people in rural areas have access to a discount or concession on local bus or train travel, either from their local authority or local transport providers. The government also supports local bus travel, including in rural areas, through the Bus Service Operators Grant.

Guidance makes it clear that local authorities need to look at the transport needs of those who live in particularly rural areas where the transport infrastructure can be limited.

Appendix E – Further sources of information

Associated resources (external links)

- **Sustainable transport**

[Sustrans](#) is the leading sustainable transport charity that provides practical advice that can be passed on to parents and young people to increase confidence in walking and cycling.

Other departmental advice and guidance you may be interested in

- [Home to school travel and transport statutory guidance](#) (for children of compulsory school age)

Guidance relating to home to school travel and transport for pupils up to the age of 16 and of compulsory school age is available from the Department for Education's website.

- [Participation of young people statutory guidance](#)

The purpose of this guidance is to identify the key responsibilities of local authorities in relation to raising the participation age and promoting the participation of 16- and 17-year-olds. It is available from the GOV.UK website.



Department
for Education

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Reference: DFE-00022-2019



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Annexe 2: Protocol – Public Sector Equality Duty

1. The public sector equality duty drives the need for equality assessments (Initial and Full). An initial assessment should, be prepared from the outset based upon available knowledge and information.
2. If there is no adverse impact then that fact should be stated within the Report at section 4.4 and the initial assessment document appended to the Report duly signed and dated. A summary of the statutory duty is annexed to this Protocol and should be referred to in the standard section (7.6) of executive reports for decision and then attached in an appendix; the term 'adverse impact' refers to any decision-making by the Council which can be judged as likely to be contrary in whole or in part to the equality duty.
3. A full assessment should be prepared where necessary and consultation should then take place.
4. Consultation should address any possible adverse impact upon service users, providers and those within the scope of the report; questions need to assist to identify adverse impact which might be contrary to the equality duty and engage all such persons in a dialogue which might identify ways in which any adverse impact might be avoided or, if avoidance is not possible, reduced.
5. Responses to the consultation should be analysed in order to identify:
 - a) whether there is adverse impact upon persons within the protected categories
 - b) what is the nature of this adverse impact
 - c) whether the adverse impact can be avoided and at what cost – and if not –
 - d) what mitigating actions can be taken and at what cost
6. The impact assessment carried out at the outset will need to be amended to have due regard to the matters in (4) above.
7. Where there is adverse impact the final Report should contain:
 - a summary of the adverse impact and any possible mitigating actions (in section 7.6 or an appendix if necessary)
 - the full equality impact assessment (as an appendix)
 - the equality duty (as an appendix).

Equality Act 2010

The Executive must have due regard to the public sector equality duty when considering Council reports for decision.

The public sector equality duty is as follows:

1. The Council must, in the exercise of its functions, have due regard to the need to:
 - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
2. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
3. The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
4. Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - a) tackle prejudice, and
 - b) promote understanding.
5. The relevant protected characteristics are:

a) Marriage & civil partnership	f) Race
b) Age	g) Religion or belief
c) Disability	h) Sex
d) Gender reassignment	i) Sexual orientation
e) Pregnancy and maternity	