

Post 16 Young People with Special Educational Needs – Application for Travel Assistance (Year 12 and above) *(Special Schools, School Sixth Forms, Further Education Specialist Provision)*

Notes for Guidance

Sections 1 to 4 must be completed by the parent/carer(s).

Sections 5 to 7 must be completed by the school/college.

This form will be used to assess whether transport assistance may be required for those young people in Year 12 and above with special educational needs, a disability and/or mobility problem and to ensure that a young person can be transported safely and securely. A full copy of the Post 16 Transport Policy Statement can be found at www.birmingham.gov.uk/school-travel

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

Who is eligible for travel support?

The Council itself does not generally provide any transport or travel assistance for post-16 education. However, it does make some provision for young people aged 16-18 (and older in some cases) who have a statement of special educational needs, an Education Health and Care Plan or have a disability or have learning difficulties. Such assistance is discretionary and is determined in accordance with the criteria set out below.

The minimum criteria to be eligible for travel support from the Council are as follows:

- (1) You must be a resident of Birmingham
- (2) You must be attending a course at a school, further education college or institution or a 16-19 Academy consisting of at least 450 guided hours per year
- (3) You must have a Statement of Special Educational Needs or an Education Health and Care Plan
- (4) You must be aged 16-18 years, or have started the relevant course before you turned 19 and are continuing to attend it.

An application which meets these minimum criteria will then be considered in accordance with the further criteria below. Applications which do not meet these minimum criteria will only be considered in accordance with the criteria below in exceptional circumstances.

How will entitlement be decided?

Additional support will be considered where the young person;

- a. Has complex special educational needs; a disability or mobility problem as identified through the Special Educational Needs assessment or Education Health and Care Plan e.g. they have a physical, sensory or have severe/multiple learning difficulties;
- b. Is on the autistic spectrum and this prevents them walking from and / or using public transport safely even when accompanied by a responsible adult;
- c. There is anything said in the statement of special educational needs or Education Health and Care Plan about what transport assistance may be required

We will:

- a. Take into account the age of the young person and their needs and abilities and the time it will take to travel this route. If you live beyond 3 miles walking distance and your child does not qualify for help from the school or college discretionary learner support funds we may consider providing the young person with a free travel pass to use on public transport accompanied by their parent or carer (as necessary) We will identify the public transport route your child would need to use to attend school/college from the following website: www.schooltravelwise.org.uk
- b. Consider the reasons why the parent/carers' individual circumstances prevent them from taking or accompanying their child/children to school or college. e.g. are you a single parent and do you have other children that you are required to take to school at the same time;
- c. Consider any other special individual circumstances that may arise as a result of parent/s attending work or looking after other siblings e.g. do you have other children with special educational needs that you have to care for and arrange to get to school at the same time.

You must provide clear supporting and up to date medical / professional advice, where necessary, e.g. from a medical consultant to support your application which explains why your child would not be able to walk and/or use public transport to attend school/college.

Young people must be attending the nearest available maintained establishment at which the course is offered. If the Council agrees to provide travel assistance it will be provided in a safe and cost effective manner, where appropriate taking account of the young person's specific needs and with regard to the best use of the Council's resources from the range of options.

- A free travel pass to use on public transport. Centro provide a free concessionary travel pass to eligible pupils with a disability who live in Birmingham. Further details can be obtained from Tel No 0121 214 7550
- A Personal Transport Budget (PTB) - a sum of money provided to parents or carers of young people with Special Educational Needs who are eligible for travel assistance. PTB's enable families to arrange their child's home to school travel arrangements in a way that suits their circumstances best.
- Escorted Public Transport
- A special vehicle e.g. taxi, minibus, wheelchair accessible vehicle to help them get to school. Where possible parents will be encouraged to provide transport for their children themselves. If we agree to provide your child with a special vehicle you will be expected to pay a contribution towards the costs. Please see below.

Charges for Specialised Transport Vehicles

Where we decide your child can be provided with 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 annum 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:

- 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
- Working Tax Credit – you must be in receipt of maximum Working Tax Credit and no reduction for income
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

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.

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.

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.

Please note **a minimum of 15 working days'** notice is required from receipt of form to make transport arrangements. If a Pupil Guide is required or it is necessary to provide specialised information concerning a pupil, extra time may be necessary for arrangements to be made.

Appeal Process

If an application for travel support is not approved by the Council, or the young person or parent / carer disagrees with the type of support offered, there is a right of appeal. Appeals should be made within 15 working days of the decision being received by the young person, parent or carer.

The appeals process has two stages:

Stage 1 – An Officer within Travel Assist will consider the appeal within 5 working days of the receipt of the appeal form, confirmation will be given 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 10 working days from receipt of the appeals form.

If the young person, parent or carer remains dissatisfied with the outcome, they should notify the Council in writing within 15 working days of receiving the appeal decision.

Stage 2 – If the young person, parent or carer is dissatisfied with the outcome of the appeal at Stage 1 the appeal moves to Stage 2. The appeal will be reviewed by the Education Awards (Review) Sub-Committee (which is made up of Members of the Council), or Officers within Birmingham City Council for applications received after 1 June 2019.

A stage two review will consider all the information provided by the parents or carers including family income details. A decision will be made within 30 working days of receiving the Stage 2 request.

The appeal will need to set out the exact nature and grounds of the appeal. During the appeal stages, travel assistance will not be provided nor will a change to the travel support offered be made.

The appeal should be made in writing on the appropriate form which can be obtained from the:

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

Telephone: 0121 303 4955

Email: travelassist@birmingham.gov.uk

Website: www.birmingham.gov.uk/school-travel

Post 16 Transport Policy Statement

The Post 16 transport and travel support to education and training statutory guidance for Local Authorities (2019) make it a requirement for Local Authorities to consult with young people and their parents about any future developments of our Post 16 Transport Policy Statement. A full copy of our current statement can be found at www.birmingham.gov.uk/school-travel

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 at the address stated above.

Post 16 Young People with Special Educational Needs – Application for Travel Assistance

*(Special Schools, School Sixth Forms, Further Education
 Specialist Provision)*

Sections 1 to 4 must be completed by the parent/carer(s).

Sections 5 to 7 must be completed by the school/college.

SECTION 1: YOUNG PERSON / EDUCATION INFORMATION

1.1 Personal details:			
Surname		Date of birth	
First Name		Gender	
Home Address		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 and Contact Number			

1.2 Which school/college will your child be attending?			
Name of school		Telephone number	
School Address		School Postcode	
Date due to start at this school:			
Pick up / drop off address (if different to home)*		Postcode	
* If different from home address and if additional costs are incurred then you will have to pay for this		Whose address is this?	

1.3 What help does the young person need?			
Please tick what type of assistance is required:			
Train Pass		Personal Transport Budget	
Bus Pass		Wheelchair Accessible vehicle	
Car / Minibus			
Is the young person eligible for a Post 16 Bursary?			Yes No
Is the young person eligible for help from the Discretionary Learner Support Fund?			Yes No
Does the young person have a Concessionary Pass to use on public transport? <i>If yes, we may be able to issue a top up "early bird" pass to enable the young person to use their concessionary pass before 9.30am.</i>			Yes No
Is the young person applying for Specialised Transport (car, minibus, W/C vehicle)? If yes, you need to complete all sections below			Yes No
Is the young person applying Bus / Train pass? If yes, you do <u>not</u> need to complete Section 3.			Yes No

1.4 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

SECTION 2: RISK ASSESSMENT

THE FOLLOWING IS REQUIRED TO MAKE A RISK ASSESSMENT OF THE PUPIL'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 pupils 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)		
Does your child 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>Emotional</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>Life threatening</u>	Yes	No
If yes, please provide further information.		
Does your child 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 child's 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 agree 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 as the family is 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• Working Tax Credit – you must be in receipt of maximum Working Tax Credit and no reduction for income• Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get) <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 my child starting on transport if applying during the academic year. You can either 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.	
3.3 Why are you requesting assistance?	
Please tell us why assistance is being requested?	
You need to tell us what prevents you taking your child to school or making arrangements for others to do this?	

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3.4 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:		

3.5 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>		

3.6 Further Information. (please tick or circle, certain answers will require further comments):		
Does your child have a full statement of special educational needs or an education health and care plan?	Yes	No
Is this school named in your child's statement of special educational needs or education health and care plan because of parental preference?	Yes	No
Which 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
How does your child travel out of school hours? (THIS MUST BE ANSWERED)		
Would you like your child to be considered for Independent Travel Training?	Yes	No

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:			Monday:		
	Tuesday:			Tuesday:		
	Wednesday:			Wednesday:		
	Thursday:			Thursday:		
	Friday:			Friday:		
Name & Address of Employer (including postcode):						

Study, Training or Work Placement Details						
Are you attending college, university, 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:			Monday:		
	Tuesday:			Tuesday:		
	Wednesday:			Wednesday:		
	Thursday:			Thursday:		
	Friday:			Friday:		
Name & Address of College/University/Training Provider/Work Placement attended (including postcode):						

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

3.7 Seating Arrangements (please tick or circle)		
Does your child require a booster cushion? Note: this must be provided for any young person under 1.35 metres (4'4")	Yes	No
Does your child need lifting into a seat?	Yes	No
If yes , please state what 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

3.8 If your child is not a wheelchair user please move to <u>Section 4</u> Wheelchair Users Only: (please tick or circle)			
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: PARENTAL/CARERS 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 support. 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 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.

Parent / Carer(s) signature:	Date:

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 that provides the course?		Yes	No
If no, please state the reasons why the young person is attending this school / college. Attach supporting evidence where necessary.			

5.2 Tell us about the School / College			
Name of school / college contact		Tel No	
Email address		School / college start time	

Date Transport is required to start?		School / college Finish time		
Does the school / college currently receive a home to school transport service?			Yes	No
Is the pupil a new starter?			Yes	No
If no , please state reasons for the transport request				

Which days will the pupil attend 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*
<i>* written parental permission is required (please contact the Education Transport Service for further details)</i>			
If pupil is residential please state what placement is being paid for e.g. 52 week/termly/weekly/other			

SECTION 6: PUPIL GUIDE REQUEST

Is a pupil guide required?	Yes	No
If yes, you must tell us why a pupil guide is required?		
Does the pupil guide require any special training?	Yes	No
If yes, please state what training is required?		

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>	
<p>General Data Protection Regulation (GDPR) (EU) 2016/679</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</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