

TRANSPORT ASSISTANCE FOR STUDENTS AGED 16-18 WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS (SEN) OR AN EDUCATION HEALTH AND CARE PLAN AND/OR LEARNING DISABILITIES OR DIFFICULTIES

Please read the information carefully before completing the application form

Data Protection:

Data Protection Act 2018/GDPR: The information you release to us will only be used for school transport purposes

For post 16 students who meet the criteria below, Warwickshire County Council is currently able to provide travel assistance for those with Special Educational Needs. This is primarily offered in the form of direct travel payments to enable a parent/carer to make their own arrangements for the student to get to and from school safely. Where this is not possible other variations of assistance may be provided by WCC e.g. a bus pass or private hire vehicle, however this is subject to a parental contribution.

All applicants must meet the following criteria:

- ✧ Be resident in Warwickshire
- ✧ Be aged over 16 and under 19 years at the start of your course
- ✧ Have a maintained EHC Plan OR have provided proof of any learning difficulties or disabilities
- ✧ Be attending a full time course (540 guided learning hours per year / 3 days per week)
- ✧ Be attending the nearest qualifying special/mainstream school* or the nearest college/sixth form offering the course (this will be confirmed with SENDAR)
- ✧ Be travelling more than 3 miles to school/college (or given consideration of your special needs you would be unable to get to the establishment unless transport was provided – proof must be supplied with this form)
- ✧ Be willing to pay the parental contribution towards transport

*(A student's nearest qualifying school is the nearest establishment that can provide education appropriate to the students' age, ability, and aptitude, whilst taking into account any special educational needs that they have. It will normally be the school in whose priority area the pupil resides (their 'catchment school'), unless otherwise stated by SENDAR)

If any of the following apply you will not qualify for assistance:

- ✧ You are applying for Higher Education courses for which you may apply for a mandatory grant;
- ✧ You are 19 years of age or older on 1st September at the start of your course;
- ✧ You have not paid the annual or termly charge, or agreed to pay by direct debit;
- ✧ You are in full time employment or on an equivalent training scheme.

Direct Travel Payments

Many parents prefer to make their own arrangements for their child's travel to and from school/college and are paid a set rate of 40p per mile. You will receive this as a half-termly payment into your bank account. Direct travel payments are only normally available when no Warwickshire County Council transport operates. If you would like to receive a travel payment please indicate this at the relevant point on the application form.

Parental Contribution (for 2020/21)

These fees will increase every year in line with the Council's inflation rate:

Annual - £810

Monthly direct debit - £81 x 10 payments

If the student or family receives a qualifying benefit then the fees are reduced:

Annual - £405

Monthly direct debit - £40.50 x 10 payments

The qualifying benefits are as follows:

- ✧ Income Support
- ✧ Income-based Jobseekers Allowance (or equal Income based & Contribution based)
- ✧ The Guarantee Element of State Pension Credit
- ✧ The Maximum Level of Working Tax Credit
- ✧ Income related Employment & Support Allowance (or equal Income & Contribution based)
- ✧ Child Tax Credit (with an annual income of £16,190 or less)
- ✧ Universal Credit (with an annual income of £7,400 or less)
- ✧ Support under Part VI of the Immigration and Asylum Act 1999

IF YOU ARE A LOW-INCOME FAMILY YOU MUST COMPLETE THE BENEFITS DECLARATION SECTION WITHIN THIS FORM AND RECENT PROOF OF BENEFIT MUST BE ENCLOSED – FAILURE TO DO SO WILL CAUSE DELAYS IN PROCESSING YOUR APPLICATION.

How to Pay

If you are paying annually, the parental contribution can be paid by card online. We will send you an email containing a link to make payment once your application has been approved.

You may also pay by monthly direct debit by ticking the relevant box on the application form, we will then contact you to obtain your bank details. Transport is reviewed termly, and if payments are not up to date transport may be stopped.

If you elect to pay by Direct Debit, please be aware that failure to make the required monthly payments will result in the full balance for the transport falling due. Failure to pay for the transport in full by the conclusion of the relevant term will result in the balance becoming recoverable as a civil debt.

Refunds

When transport is no longer required, a pro rata refund may be given. If your child uses a taxi and you no longer require transport provision, please call the Education Transport office to arrange for a refund to be processed.

If your child holds a bus pass, refunds will only be processed upon the return of the pass. The amount refunded will be dependent on when the pass is returned and no money will be returned if the pass has been lost.

Important Information

Transport is procured for the start and end of the school/college day, we do not provide transport in the evenings or at weekends or for induction days. However, reasonable adjustments can be made to provide transport which accommodates students' individual timetable in exceptional circumstances. However, when considered necessary and reasonable students may be required to wait at school/college at the beginning or end of the day. Warwickshire County Council will seek advice from relevant professionals if there is any dispute over the nature of transport requested / required.

Please return your application by email to educationtransport@warwickshire.gov.uk as soon as possible. If you know which establishment you hope to attend, apply immediately. Payments will be refunded in full if your plans change before the start of term. Applications are dealt with in the order they arrive. The sooner you apply, the more likely your transport will be in place by the start of term. Any transport costs incurred as a result of a late application are non-refundable.

As a parent/carer it is your responsibility to ensure your child reaches their designated pick up point safely and on time for school transport. It is your responsibility to contact the transport provider as soon as possible if your child is going to be absent from school and will not require school transport. If your child becomes sick whilst at school or is excluded it is your responsibility to collect him/her.

You will need to ensure that you or another responsible adult is present when the pupil is returned home. Failure to be present will result in the transport provider continuing with the route. They will return with your child once the other passengers have been taken home. If there is still no adult present your child will be taken to the nearest police station or social services office, any additional transport charges that are incurred due to this will be charged to you directly.

Please ensure that you & your child have read the conditions of travel in this application form. Whilst each student's needs are taken into account, if the transport provider experiences problems with their behaviour which raises concerns over the health and safety of others they reserve the right to refuse to transport the student. On such occasions, it is your responsibility to ensure that the student attends school.

Independent Travel Training

Warwickshire County Council operates a travel training scheme to enable young people to travel to school/college independently. If you wish to explore this option please contact the training team on 07976 231 383 or visit <https://www.nationalstar.org/learning-programmes/prospectus/lift-training/warwickshire/> for more information.

Replacement Passes

If your child holds a bus pass, there is a £10 replacement fee if they lose it. To order a replacement please call the office using the contact details below, you can pay over the phone with a credit/debit card. Alternatively please contact us to request a paper form or visit the website: <http://www.warwickshire.gov.uk/replacementschoolbuspasses>

Contact Details

Queries about Transport Policy:

educationtransport@warwickshire.gov.uk

01926 412929 (Option 1, Option 1)
www.warwickshire.gov.uk/schooltravel

Queries about transport arrangements:

st@warwickshire.gov.uk

01926 412929 (Option 3)