

**TRANSPORT ASSISTANCE FOR STUDENTS AGED 19-25 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 1998: The information you release to us will only be used for school transport purposes**

For learners with an EHCP or learning difficulties and/or disabilities, free transport assistance will be provided for those beginning new courses after their 19<sup>th</sup> birthday. This will only be provided if it is considered necessary by the Local Authority for the young person to attend the course, and also necessary for the Local Authority to facilitate attendance at the place of education or training.

In deciding whether it is necessary for the local authority to provide free transport assistance in these circumstances, the authority would generally require young people to meet all of the following criteria, in that they should be:

- Resident in Warwickshire;
- Aged 19 or over but under 25 at the start of the academic year in which the course begins\*;
- Holding an EHCP or have provided proof of a learning difficulty and/or disability;
- Starting a new course of study for a higher level qualification than has previously been studied for (we may seek confirmation from the school/college if necessary)\*\*;
- Attending a full-time course of at least 540 guided learning hours per academic year;
- Unable to travel to the place of education without transport assistance, and with no support available from members of the household in which they reside, other family members, or from personal assistants;
- Studying at the nearest suitable school, college or local authority funded training provider offering the qualification of choice for the young person. When considering whether a qualification is “the qualification of choice for the young person”, the County Council take into account the end qualification awarded (not the individual units taken, or the name of the course), the training provider having a place available to offer on that course and that the students meet the entry requirements demanded by the training provider;
- Travelling further than the statutory walking distance of 3 miles by the shortest available route or, due to the young person’s special educational needs, disability and/or mobility problems, they cannot reasonably be expected to walk to the place of education, accompanied as necessary (proof of this must be supplied with your application); and
- Attending during the normal school/college day and during term time only

\*This provision will not be available for anyone beginning a new course of study before their 19<sup>th</sup> birthday, and will not be available for anyone after the end of the academic year which includes their 25<sup>th</sup> birthday.

\*\*For the purposes of deciding whether to provide free transport the Authority would not consider it necessary, other than in exceptional circumstances, for a young adult learner to attend an additional Further Education course at the same level or equivalent where the learner had previously attended and completed a course at an establishment within the Further Education sector.

### **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.

### **Conditions**

Transport will only be provided to the main campus of the young person's registered educational placement. Transport to any other address or setting will be the responsibility of the educational establishment, the young person's parents or the young person themselves.

Transport assistance may also be provided in exceptional cases where the above criteria are not all met. In those circumstances the Local Authority would have regard, non-exclusively, to:

- 1) the young person's age, ability and aptitude;
- 2) any learning difficulties the young person may have;
- 3) the locations and times at which the education or training is provided;
- 4) the nature of the route, or alternative routes, which the learner could reasonably be expected to take;
- 5) the ability of other members of the young person's household to transport the learner to and from the educational placement; and
- 6) the ability of the young person to travel independently.

The type of transport assistance offered will be determined by the Local Authority and will be one of the following:

- Direct travel payments made to the parent/carer;
- Independent travel training for the young person;
- A bus or train pass;
- A specialist vehicle (as a last resort, only when absolutely necessary)

**If the Local Authority deems that the student does not qualify for free transport assistance, transport may be provided in exchange for a parental contribution.** This will increase every year in line with the Council's inflation rate and are as follows:

Annual - £780 / Termly – £260 / standing order - £97.50 (spread over 8 months- first payment made upfront)

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

Annual - £390 / Termly - £130 / standing order - £48.75 (spread over 8 months- first payment made upfront)

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**

Should we determine that you are not eligible for free transport assistance due to the level of course to be studied, we will contact you to request payment. You must meet all the other listed criteria. The parental contribution can be paid by cheque or postal order. Alternatively you can pay by debit/credit card.

You may also pay by monthly standing order. Once your initial payment has been received, an invoice and standing order mandate will be sent to you during the autumn term to enable you to set up the payments with your bank. We regret that any applications made after the autumn half term will not be suitable for standing order payments. Transport is reviewed termly, and if standing order payments are not up to date transport may be stopped.

**If you elect to pay by Standing Order, 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 (where transport is paid for)**

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 note that transport is not provided past the age of 25.

Please return your application to Education Transport 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.

**Please note that renewals for those who pay termly will be sent 4 weeks before the end of term.**

### **Replacement Passes**

If your child holds a bus pass, there is a 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:**

Education Transport  
Communities Group  
Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL

[educationtransport@warwickshire.gov.uk](mailto:educationtransport@warwickshire.gov.uk)

01926 412929 (Option 1, Option 1)

[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)

#### **Queries about transport arrangements:**

Specialist Transport  
Communities Group  
P.O Box 43  
Shire Hall  
Warwick  
CV34 4SX

[st@warwickshire.gov.uk](mailto:st@warwickshire.gov.uk)

01926 412929 (Option 3)



**APPLICATION FOR TRANSPORT ASSISTANCE FOR STUDENTS AGED 19-25  
WITH SPECIAL EDUCATIONAL NEEDS AND/OR LEARNING DIFFICULTIES OR  
DISABILITIES ATTENDING SPECIAL SCHOOLS AND COLLEGES  
ACADEMIC YEAR 2018 / 2019**

**Return to: Education Transport, Saltisford Office Park, Ansell Way, Warwick CV34 4UL**

**Student Information**

Name: \_\_\_\_\_

Male                  Female                  Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Number (including area code): \_\_\_\_\_

**Parent/Carer Details**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Establishment Details**

**Name of School/College (including site where applicable, e.g. Warwickshire College, Moreton Morrell site):**

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Course Details

Is the course FULL TIME? (3 or more days per week)      YES      NO

Number of days travelling per week: \_\_\_\_\_ Year of Study: 1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>

You must give full titles and qualification levels of all courses to be studied. If this section is not completed the application will be returned. You may continue on another sheet if necessary.

**Course Title:**

**Level:**

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### Eligibility

Is travel support available from any family members or personal assistants? YES      NO

### Nature of Medical & Special Educational Needs

Does the student suffer from any medical condition which might require attention whilst travelling to and from school e.g. epilepsy/asthma/diabetes/allergies/other?      YES      NO

If YES please specify \_\_\_\_\_

What potential problems could the condition cause during the journey to school/college?

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How is the problem usually managed? \_\_\_\_\_

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Are there any triggers that may affect your child's journey to / from school? (E.g. music, silence etc)  
YES      NO

If yes, what are they and how are these managed? (E.g. distraction techniques, headphones, conversation etc.) Please continue on page 7 or a separate sheet if more space is needed.

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**Does the student have (tick all which apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> Difficulty in communication  | <input type="checkbox"/> Hearing Impairment             |
| <input type="checkbox"/> Visual Impairment            | <input type="checkbox"/> Behaviour Problems             |
| <input type="checkbox"/> Autism                       | <input type="checkbox"/> Mild Learning Difficulties     |
| <input type="checkbox"/> Severe Learning Difficulties | <input type="checkbox"/> Moderate Learning Difficulties |
| <input type="checkbox"/> Physical Difficulties        | <input type="checkbox"/> Dyslexia                       |

**Or any of the following medical needs?:**

- |  |   |
|--|---|
| <input type="checkbox"/> Asthma          | <input type="checkbox"/> Diabetes                     |
| <input type="checkbox"/> Epilepsy        | <input type="checkbox"/> Allergies                    |
| <input type="checkbox"/> Travel Sickness | <input type="checkbox"/> Other (please specify below) |

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**Is the student:**

Oxygen dependent?   YES                      NO                      Tube Fed?   YES                      NO

If you answered yes to either of the above, is there any information that you would like to give us that would help us plan the student's transport arrangements?

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Does the student require suction?                      YES                      NO

Does the student need to travel with any medication?                      YES                      NO

If yes, please give as much information as possible:

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**Medication should be placed into your child's bag to be handed over by taxi staff at home/school or college. Please be aware that medication cannot be administered by transport staff.**

### Equipment

Will the student be travelling on a booster seat? YES NO  
If yes, please provide the following information:

Make \_\_\_\_\_ Model \_\_\_\_\_

**PLEASE NOTE THAT CAR / BOOSTER SEATS ARE NOT PROVIDED BY THE TRANSPORT PROVIDER**

Will the student be travelling with a wheelchair? YES NO  
If yes, please provide the following information:

Make \_\_\_\_\_ Model \_\_\_\_\_

Type (e.g folding/electric/manual etc) \_\_\_\_\_

Does the student need to travel in their wheelchair? YES NO

If yes, is the wheelchair safe for use in a vehicle (i.e. the chair has been crash tested)

YES NO NOT SURE

**Please note that in some circumstances the local authority may need to send an inspector out to look at the wheelchair/buggy to assess whether it is safe to transport. You may be asked to provide proof of crash testing in the form of certification.**

Does the student need to travel with a walking frame? YES NO  
If yes, please provide the following information:

Make \_\_\_\_\_ Model \_\_\_\_\_

Length \_\_\_\_\_ Width \_\_\_\_\_

Is the walking frame foldable? YES NO

Does the student need to travel using a harness or restraint? YES NO

If yes, will you be providing the harness / restraint? YES NO

### Additional Information

This space is provided for you to record any additional information about your child that you feel is relevant to their transport arrangements (please continue on a separate sheet if needed):

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### Attendance Details

**Start Date:** \_\_\_\_\_

Days Attending	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
Finish Time					

### 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.

Would you like to be considered for a direct travel payment?      YES      NO

### Payment Options

**Please do not send payment until we have assessed your eligibility for free transport assistance. If you do not qualify then we will contact you to request payment. Prices are listed on page 2 of this document.**

### Benefits Declaration

Name of Person Receiving Benefit \_\_\_\_\_

Students or families who are in receipt of a qualifying benefit are entitled to a reduced charge. The qualifying benefits are:

*Income Support, Income based Jobseekers Allowance (or equal based Income based & Contribution based JSA), Universal Credit (with an annual income less than £7,400), The Guarantee Element of State Pension Credit, Income related Employment & Support Allowance (or equal based Income based & Contribution based ESA), the Maximum Level of Working Tax Credit, Child Tax Credit (with an annual income less than £16,190) or a family who receives support under Part VI of the Immigration and Asylum Act 1999.*

**You must supply proof of entitlement to a relevant benefit. Either send a copy of your award notice or ask the Benefits Agency to stamp the relevant section below.**

Please read and sign the following declaration –

I am receipt of one of the qualifying benefits listed above and will inform the Education Transport Department immediately should this benefit be stopped or if my circumstances change (e.g.: if my address or the person receiving the benefit changes).

I understand that if I do not notify the Education Transport Department of any changes to entitlement or give false information I will be asked to repay any transport costs incurred.

Signed (Claimant)\_\_\_\_\_ Date\_\_\_\_\_

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***For Benefits Agency Use Only***

**NB - Indicate as applicable, and place official stamp below**

☐ The benefits agency confirms that the above named person is in receipt one of the qualifying benefits listed above.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

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**For Office Use Only**

**SENDAR compliance administrator**\_\_\_\_\_

**APPROVED / DECLINED (If declined please give reason below):**

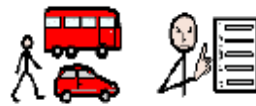
\_\_\_\_\_

**AUTH BY (Education Transport)**\_\_\_\_\_

**ANNUAL      TERMLY      DTP      S/O      REJECT**

**INPUT BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RECEIPT NUMBER** \_\_\_\_\_ **PAYMENT** \_\_\_\_\_ **RECORD NUMBER** \_\_\_\_\_



## Travel Code



On school transport I will try to:



Be kind to everyone



Keep the vehicle clean and tidy



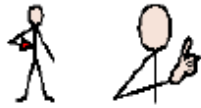
Set a good example



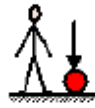
Tell my escort or driver if I am worried



about something



**I must:**



Wear my seatbelt and stay in my seat to



stay safe



Listen to the driver and escort to stay safe



**I must not:**



Eat or drink on the vehicle



Take anything dangerous on the vehicle



Damage the vehicle