



NOTICE OF MEETING

EDUCATION, CHILDREN & YOUNG PEOPLE SCRUTINY PANEL

WEDNESDAY, 18 NOVEMBER 2015 AT 7.00 PM

CONFERENCE ROOM B - CIVIC OFFICES

Telephone enquiries to Lisa Gallacher 02392 834056

Email: lisa.gallacher@portsmouthcc.gov.uk

Membership

Councillor Will Purvis (Chair)

Councillor Hannah Hockaday (Vice-Chair)

Councillor Ryan Brent

Councillor Ken Ferrett

Councillor Paul Godier

Councillor Suzy Horton

Standing Deputies

Councillor Ben Dowling

Councillor John Ferrett

Councillor Margaret Foster

Councillor Lynne Stagg

Councillor David Tompkins

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

AGENDA

- 1 Apologies for absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of Previous Meeting - 21 October 2015 (Pages 1 - 6)**

RECOMMENDED that the minutes of the previous meeting of 21 October 2015 be confirmed and signed by the chair as a correct record.

- 4 Review into home to school transport and access to primary school places (Pages 7 - 48)**

Chris Williams (Pupil Place Planning & Capital Strategy Officer) will attend to give the panel evidence to continue their review and will answer questions on the attached paper.

5 Date of next meeting

To set the date of the next ECYP panel meeting and to agree which witnesses to invite.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Agenda Item 3

EDUCATION, CHILDREN & YOUNG PEOPLE SCRUTINY PANEL

MINUTES of the meeting of the Education, Children & Young People Scrutiny Panel held on Wednesday, 21 October 2015 at 7.00 pm at the Guildhall, Portsmouth

Present

Councillor Will Purvis (in the Chair)
Hannah Hockaday
Ryan Brent
Ken Ferrett
Suzy Horton

Education Representatives

Helen Reeder, Teacher's Liaison Panel Representative
Urszula Top, Roman Catholic Diocese Representative

25. Apologies for absence (AI 1)

Apologies for absence had been received from Councillor Paul Godier.

26. Declarations of Members' Interests (AI 2)

There were no declarations of interest.

27. Minutes of Previous Meeting - 24 September 2015 (AI 3)

RESOLVED that the minutes of the Education, Children and Young People Scrutiny Panel held on 24 September 2015 be confirmed as a correct record.

28. Review into home to school transport and access to primary school places (AI 4)

Scoping Document

A draft scoping document had been circulated to members with the agenda papers. The Chair felt that under the objectives heading, bullet point five regarding pupil place planning and town planning should be reworded as the Council has very little say on where new housing developments are located.

From the written evidence obtained from Richard Harvey showing a breakdown of home to school transport by category, the panel noted that a high percentage of primary aged pupils had been granted assistance with home to school transport following an appeal to the panel. It was agreed that some written evidence be obtained on the school transport appeal process including Home to School/College Transport Exceptional Circumstances Criteria and - what they are and how this is applied by the Inclusion Transport Appeal Panel.

No further changes were requested to the draft document.

RESOLVED that the draft scoping document be approved, subject to amendment during the course of the review.

Neil Stevenson, Admissions (Exclusions and Reintegration) Manager

Neil referred to the council's admissions booklets, and advised that school places are allocated using the equal preference system as shown in the flowchart included with the papers. If a parent chooses a school further away but there are spaces locally, they have to cover transport costs themselves. All school places are allocated according to the criteria as set out in the admissions booklet. The most realistic preference is usually the catchment area school because this is the top criterion in all bar one school (and they are looking to amend). Some schools are more popular at varying times and catchment areas do not move.

In response to questions the following matters were clarified:

- A high percentage of children are allocated their first preference school as highlighted in the table below:

	Primary	Junior	Secondary
2013			
1 st pref	85%	95.0%	95.0%
2 nd pref	7.60%	2%	2.70%
3 rd pref	2.80%	0.80%	0.60%
4 th pref	N/A	N/A	N/A
5 th pref	N/A	N/A	N/A
6 th pref	N/A	N/A	N/A
2014			
1 st pref	85.10%	92%	93.40%
2 nd pref	7.80%	3.80%	4.20%
3 rd pref	2.20%	0.70%	0.90%
4 th pref	N/A	N/A	N/A
5 th pref	N/A	N/A	N/A
6 th pref	N/A	N/A	N/A
2015			
1 st pref	87%	92.00%	86.20%
2 nd pref	7.60%	3.10%	6%
3 rd pref	1.40%	1%	1.90%
4 th pref	0.20%	0.40%	N/A
5 th pref	None	0.10%	N/A
6 th pref	0.08%	none	N/A

Note: 6 preferences were introduced for starting school and junior transfer.

- Academy schools consult on their own admissions policies. The consultation period is a minimum of six weeks between 1/10/15 and 31/1/16 (i.e. must end on 31/1/16). On the 28/2/16 policies must be determined i.e. published on the website and sent to all neighbouring admission authorities. This will include schools and neighbouring local authorities. Following the consultation window there is sometimes a change to the order or criteria.
- The pupil forecasts show that a significant number of schools are at capacity so it was inevitable that there will be an increase in children not being allocated their first preference school. Currently the majority of catchment area children are allocated a place at their catchment school.
- The admissions booklet has a section to explain for each school how many applicants were successful, and admission criteria used in the allocation process including the criteria that the last place was allocated under for the previous year's intake.
- For pupils who are making in-year transfers to their catchment school that is oversubscribed, the admissions team would look at other schools within a reasonable distance to offer a place at. This would be in line with their preferences or where no preferences can be allocated because they are oversubscribed the LA will allocate to the next nearest school with spaces.
- Proposed new housing developments are taken into account when the pupil place planning team work on the pupil forecasts. The Panel raised concerns that there are a number of new housing developments proposed in the city, particularly in Milton and Cosham, which will create additional pressures on school places for schools in these areas. They asked for further information on how the council will respond to this for their next meeting.
- The pupil place planning team also review schools which have the space to expand and are usually good at forecasting. If there are more children than the forecast had predicted temporary classrooms is one option that can be implemented until a more long term solution is put in place.
- Some local authorities such as Southampton have made the decision to put sibling above catchment however this would be a big change and there would be lots of things to consider before making this change. Historically when the council has consulted on the admissions criteria, catchment is the one that remains the highest criteria. PCC is part of the south east network who constantly discusses issues around access to school places.
- Catchment areas overlap (e.g. in relation to Trafalgar school gaining a catchment area) but it was likely that there would be a review into catchment areas at some point in the future, however this would be a long process and could take a few years to complete with numerous implications and interested parties.
- The number of primary school places available in the city is the main issue at present, however in a few years' time when this 'bulge' moves through there will be an issue at secondary level.

- Neil advised that parents usually put at least one realistic preference school on their application form, which is often their catchment area school.
- The admissions booklet explains detail to parents on what a realistic preference is and gives information on each school including the number of applications received in the previous year, the admission limit for the school and the criteria on which the last place was allocated. The admissions team also visit schools to advise parents of the process and the link to the admissions booklet is available online when parents are completing their forms online.

The Chair said that travelling two miles from for example a village to the nearest town to go to school wasn't such an issue however travelling two miles from one end of the city to the other is a long way and often more difficult due to public transport issues. Richard Harvey advised that he could provide the panel with projections on home to school transport for the next five years, which would help the panel see where the tipping point is likely to be.

The panel asked for the following information from officers to help with their review:

- A list of potential housing sites split into catchment areas, when these are likely to come forward and the potential yield i.e. if the sites are going to be 1 bedroom flats they are less likely to have children compared to 2,3,4 bedroom houses. To enable the panel to see where there will be pressures for primary school places in the city.
- A list of primary schools that the council are looking at expanding/have potential to expand
- Information on the percentage of children who get the first preference, second preference school etc. and historical data of this going again back 3 years so the panel can see if this has changed.
- Figures of the number of pupils within each phase residing in a particular catchment to compare this with the numbers on roll at each school.
- How PCC compares with its statistical neighbours and it was mentioned that Southampton have changed their admissions criteria so that sibling is above catchment - the chair asked whether Neil could contact his contact at Southampton to ask how they have found this and their perspective on if this has been successful.
- Projections of home to school transport broken down into areas
- A report on the Home to School/College Transport Exceptional Circumstances Criteria and - what they are and how this is applied by the Inclusion Transport Appeal Panel.
- Data on the number of appeals over the last few years to see whether this has been increasing
- The Chair also asked for details about the school transport appeals process - he noted that a number of the non-statutory home to school transport had been allowed on appeal - he asked for some historical data on this as well maybe over the last 5 years how many have been allowed on appeal?

29. Date of next meeting (AI 5)

The Panel discussed when to hold the next meeting and it was agreed the next meeting be held on Wednesday 18 November 2015 at 7:00pm. It was agreed to invite officers from the pupil place planning team and also Jacqueline Boulter from the Planning Policy team to understand more about the interaction between town planning and pupil place planning.

The meeting concluded at 7.50 pm.

Councillor Will Purvis
Chair

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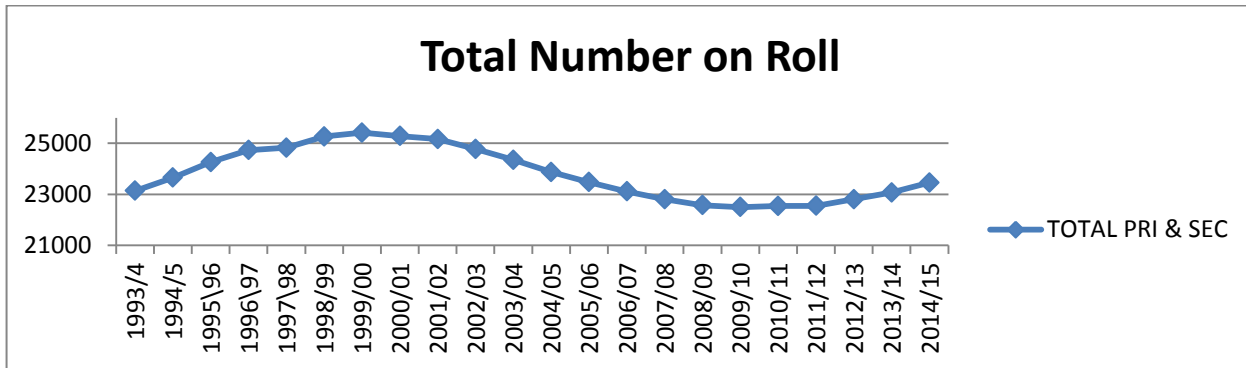
Agenda Item 4

Planning for Places in Portsmouth Primary Schools

Historical Pupil Numbers

The table below shows the historical pattern of change in the total number of pupils across the City.

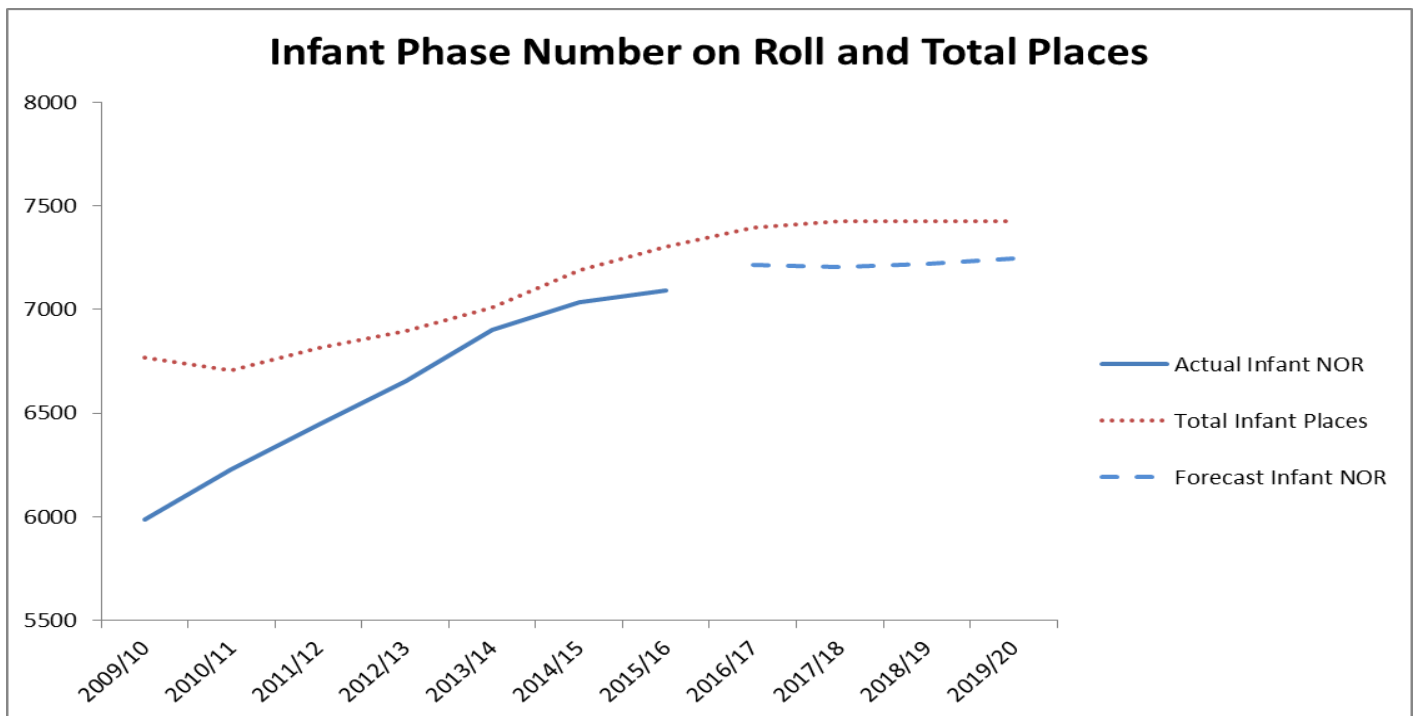
Table 1: Actual pupil numbers



Since 2009/10 the number of primary school pupils has increased steadily. This has meant that pupil place planning in Portsmouth has moved from a scenario where excess school capacity was managed to having to provide additional places in Portsmouth schools.

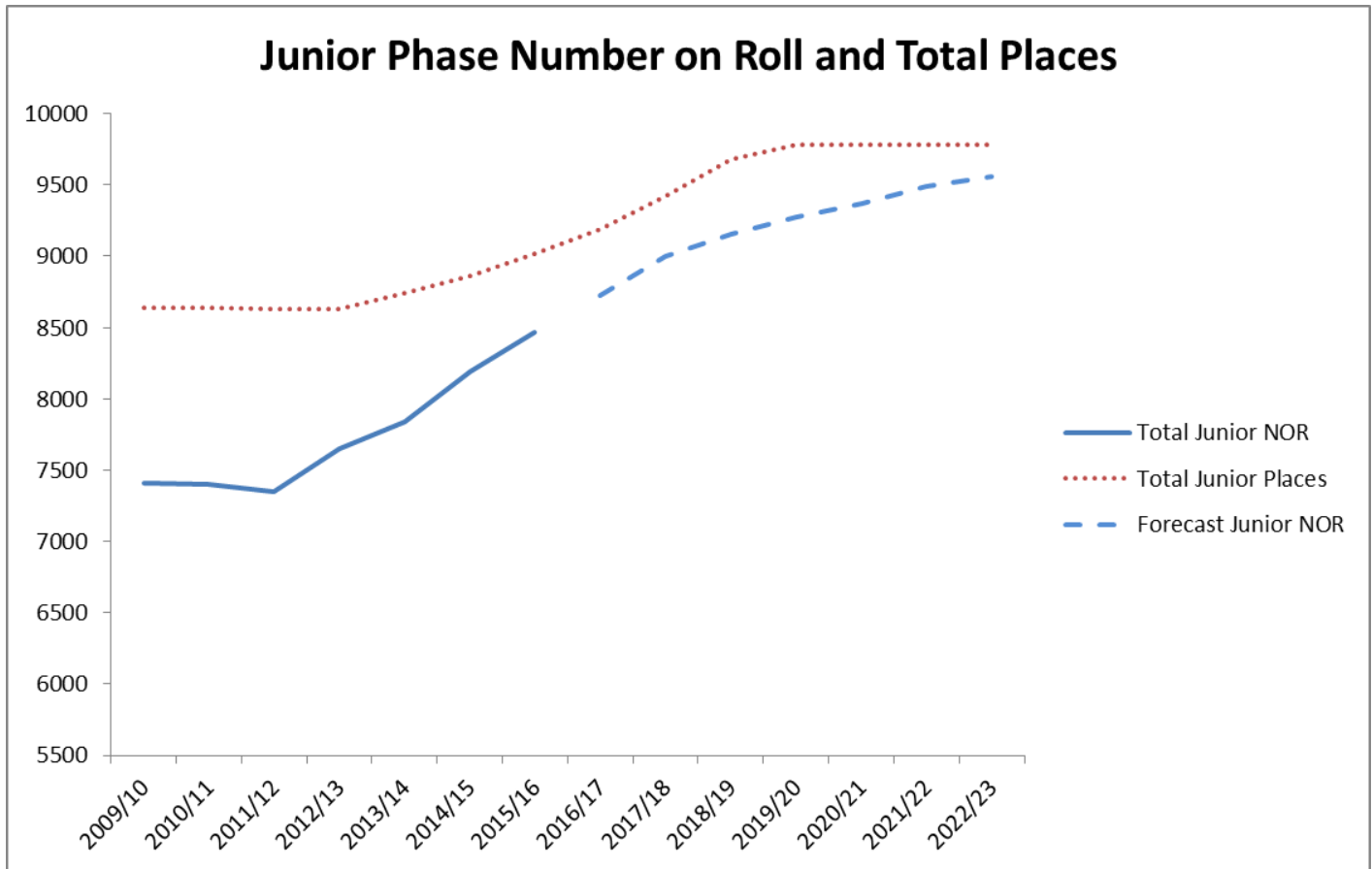
The two tables below show for the infant and junior phases how the number of pupils on roll (NOR) in Portsmouth schools and number of available places have increased since 2009/10. These graphs also show the projected NOR for the next few years.

Table 2: Total Number of Infant places (Year R - Year 2)



Planning for Places in Portsmouth Primary Schools

Table 3: Total Number of Junior places (Year 3 - Year 6)



Current pupil place forecasting methodology

Sources of data

Actual numbers for pupil data are derived from the School Census. The schools produce this information from their Management Information Systems, using guidance provided by the Department for Education with support from the Local Authority. Pupil number forecasts are updated annually and reported to the Department for Education (DfE) each July through the Schools Capacity Data Collection.

Small Area Population Forecasts (SAPF)

These are provided annually by Hampshire County Council's Research and Intelligence Group in the early spring to determine the population of 4 year old children (Year R). The general SAPF model produces forecasts of the resident population by age and sex in each Census Output Area (OA) in the City and is based on Census, birth and child health data and dwelling supply information.

SAPF data takes into account planned developments in an area and includes all sites that have full planning permission or that have been allocated in local plans for the next seven years. Within

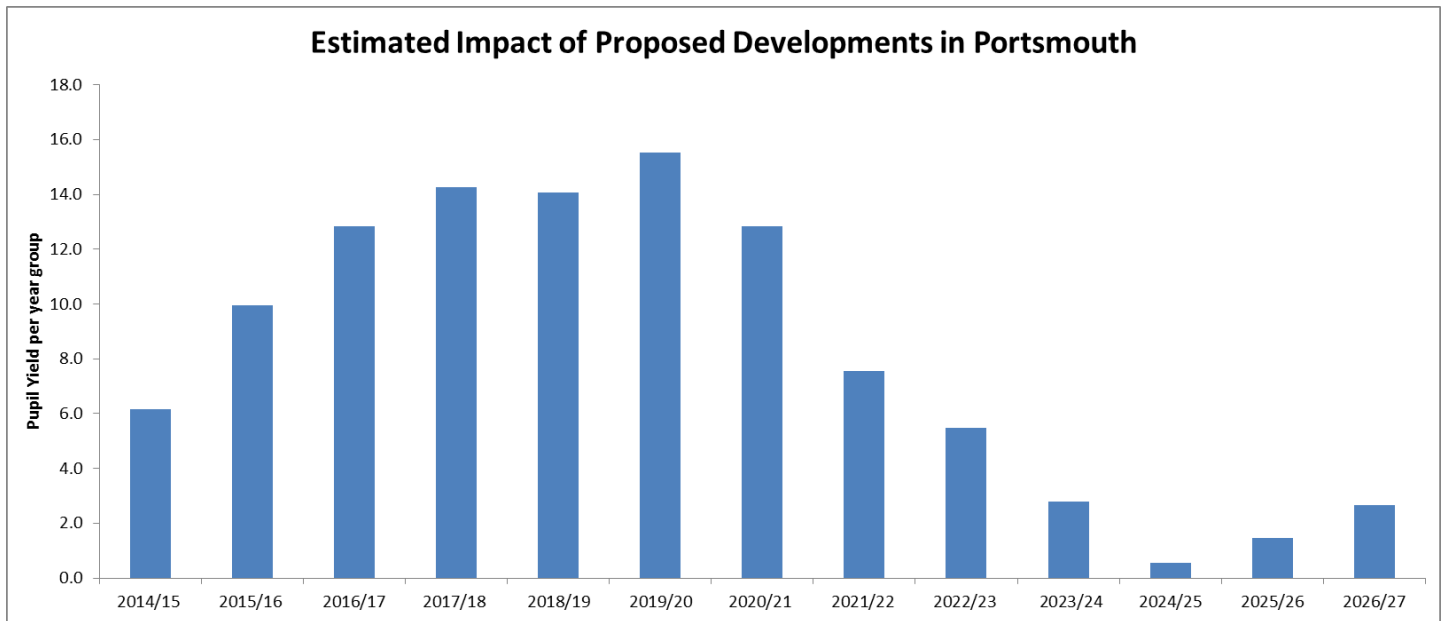
Planning for Places in Portsmouth Primary Schools

SAPF the size and tenure of each development is included, and a population yield calculation determines the number of children expected to live in the development.

SAPF's methodology is updated periodically (for areas such as child yield) and changes in the SAPF projections inevitably result in changes in the Council's pupil place planning projections.

Table 4 below shows a summary of all Portsmouth developments that were known at the time of preparing the 2015 pupil number forecasts and their estimated impact on all year groups which is included in our forecasting assumptions.

Table 4: Impact by year group of proposed developments



Planning Officers provide detailed projections on where and when developments are likely to come forward, taking information from allocations in the local plan, planning applications, and officers' knowledge or predictions of other sites that may come forward in the future (eg from pre-application discussions or knowledge of possible future disposals of land or their own reviews of land across the city). Assessments are made of when each site may be completed, the size of units, the split between houses and flats, and between market and affordable units etc, as these factors can have a significant bearing on the number of pupils likely to be in a development and the resulting impact on schools.

Appendix 1 shows these known developments and their total pupil yields.

How the raw data is processed to arrive at final figures

Forecasting at the primary and secondary aggregate level is based on the cohort survival method that assumes pupil numbers will roll forward from one year group to the next at the end of each academic year. Year on year changes, which may be influenced by such factors as migration, turbulence, demographic and building changes, are projected forward by using a 5-year weighted average. The general SAPF model produces forecasts of the usually resident population by age and

Planning for Places in Portsmouth Primary Schools

sex in each Census Output Area (OA) in the City and is based on: census; birth and child health data; and dwelling supply information.

Primary forecasts

At the individual school level, the primary forecasting system collects the number of 4-year olds within the boundaries of each school's catchment for forecasting. Using data from the historical school censuses, the participation rate (PR) is worked out for each year. The level of participation (as a percentage) is then used to project forward using a 5 year weighted average, adjusted for residuals, to give the expected number of 4-year olds on roll in future years.

The expected numbers of 7 year olds transferring into Junior schools are calculated similarly, using the number of Year 6 pupils in the feeder schools and applying an adjusted 5 year weighted average participation rate.

Our pupil number projections are very accurate (within 1.5%). A recent review of our methodology stated that "the range of data used to inform Reception projections is impressive".

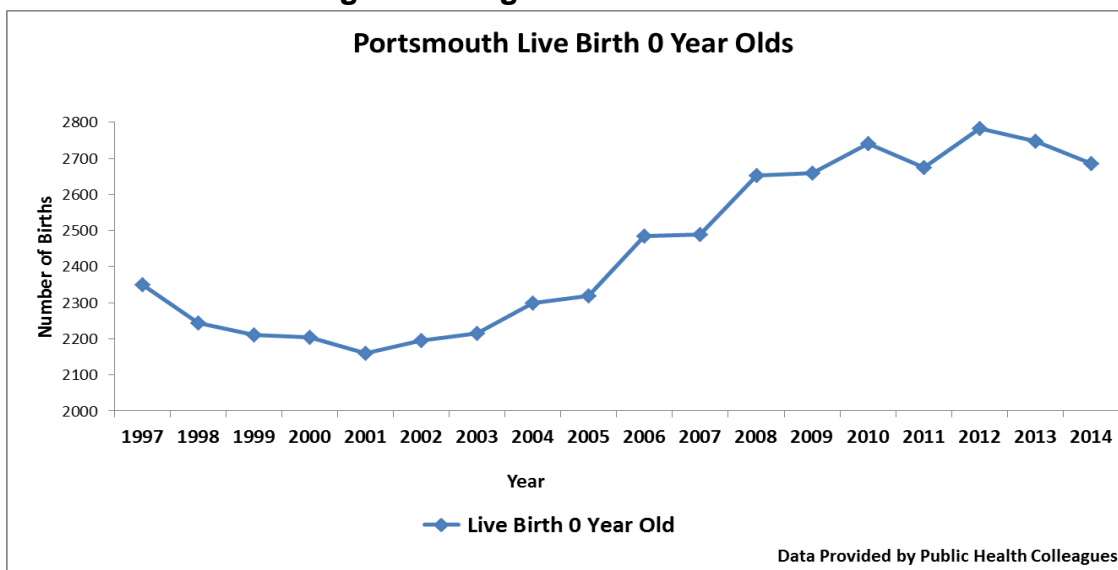
Source data used is based on: census; birth and child health data; and dwelling supply information, migration (first language other than English).

Pupil number projections can be influenced by a number of factors including:

- Difficulty of projections is trying to anticipate when the population may be changing to keep ahead of the curve
- Impact of a changing economy
- Continued testing of conversion rates
- Cross border impact
- Changing education landscape: Academies, Free Schools/UTC/Change to Co-education etc.
- Future catchment area changes

Live Births

Table 4: Chart showing the change in live births over time.



Planning for Places in Portsmouth Primary Schools

Catchment Areas and Place Planning

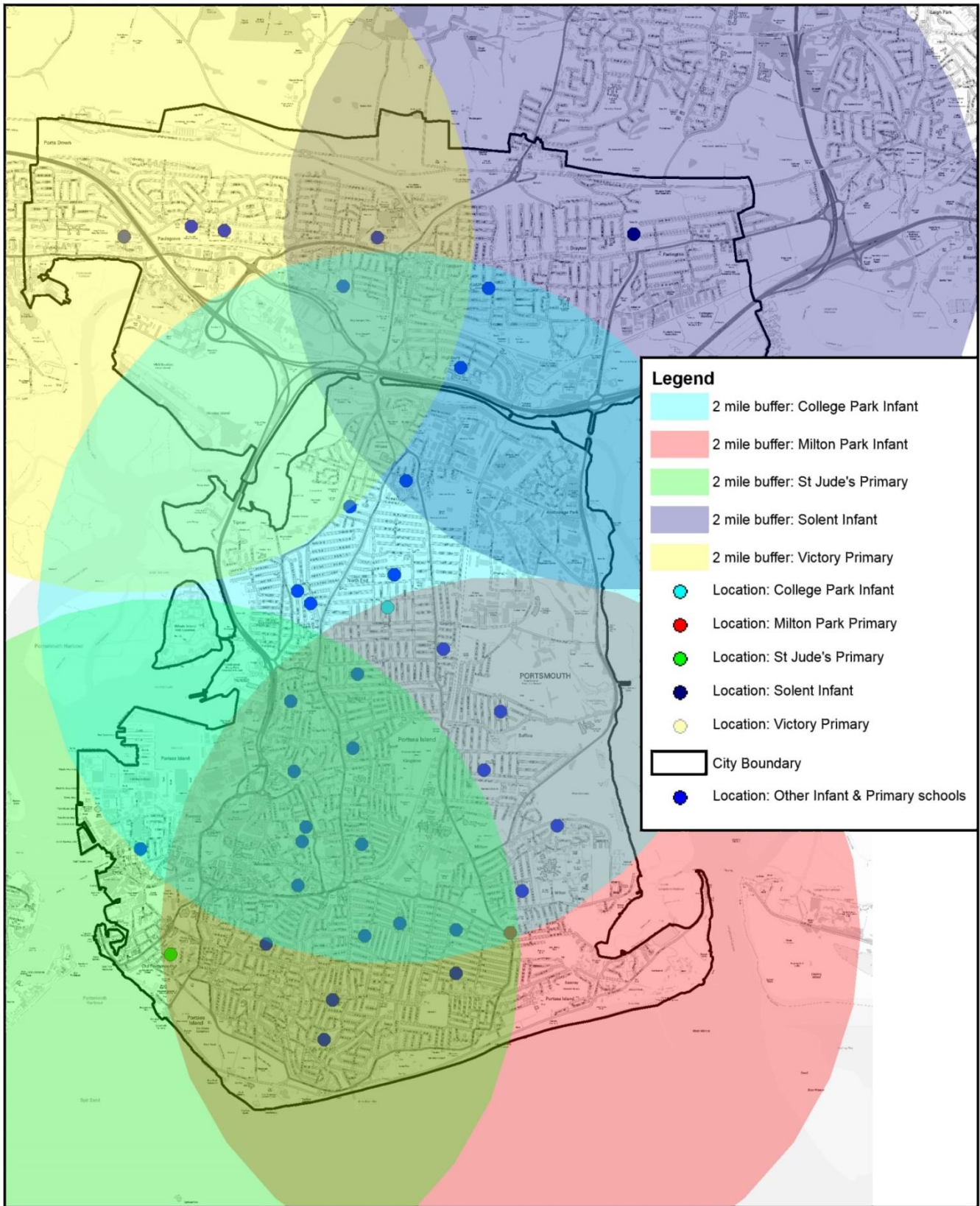
The Education Act requires the Council to ensure that there are sufficient school places for local children (within 2 miles of the pupils home for Primary and 3 miles for Secondary) who wish to attend a state school.

The DFE requires the Council to submit their pupil number projections annually and these inform the Government allocation of "Basic Need" capital funding. Upto 2013, given the small size of the city, city wide projections were used. Establishing planning areas, enables the council to divide the area and consider more local issues.

Portsmouth is densely populated and with an average density of 5,000 people per km² is the most densely populated city in the UK outside of London. The map below shows a two mile radius circle drawn from College Park Infant School, which is approximately geographically central within the City, includes 27 of the potential 37 primary phase schools.

Portsmouth parents generally have a broad choice of schools within a small distance and few geographic barriers to movement. The requirement within the primary phase in particular to ensure that children are able to access a school place within a reasonable distance (generally interpreted as two miles) would, for any point within the City, result in a reasonable number of potential schools.

Planning for Places in Portsmouth Primary Schools



Title: Selected Infant / Primary Schools with 2 mile buffers (as the crow flies).

Note that 27 out of a potential 37 schools are within the 2 mile buffer zone of College Park Infant.

Prepared for: Chris Williams

Prepared by: Education Information Services Date: 05/08/2015



Planning for Places in Portsmouth Primary Schools

Table 5 - Year R pupil information (January 2015 Census)

School Name	PAN Sept 14	Number On Roll	Pupils Mapped To Catchment	Live In Catchment Area Attend Catchment School	%Live In Catchment Area Attend School
Solent Infant	90	90	78	75	96.2%
St Judes CE Primary	60	60	14	12	85.7%
Court Lane Infant	120	120	116	93	80.2%
Meon Infant	60	60	68	52	76.5%
St Georges CE Primary	45	44	54	41	75.9%
Penhale Infant	85	83	79	57	72.2%
Copnor Primary	90	90	73	52	71.2%
Westover Primary	60	55	44	31	70.5%
Gatcombe Park / Northern Parade Infant	120	119	142	97	68.3%
Langstone Infant	90	89	93	62	66.7%
Highbury Primary	60	59	63	40	63.5%
College Park Infant	120	120	96	57	59.4%
Moorings Way Infant	40	43	16	9	56.3%
Arundel Court Primary	75	79	75	42	56.0%
Medina Primary	30	28	33	18	54.5%
Cumberland Infant	60	59	54	29	53.7%
Goldsmith Infant	60	60	43	23	53.5%
Stamshaw Infant	90	88	121	64	52.9%
Southsea Infant	60	61	84	44	52.4%
Wimborne Infant	70	70	64	32	50.0%
Victory Primary	60	56	83	41	49.4%
Milton Park Primary	60	60	76	37	48.7%
Portsdown Primary	60	48	61	27	44.3%
Devonshire Infant	60	62	84	36	42.9%
ARK Dickens Primary Academy	60	56	82	35	42.7%
Meredith Infant	90	90	68	28	41.2%
Flying Bull Primary	60	60	112	38	33.9%
Ark Ayrton Primary	60	59	118	40	33.9%
Beacon View Primary	60	47	73	24	32.9%
Cottage Grove Primary	60	60	73	23	31.5%
Manor Infant	90	74	145	42	29.0%
Mayfield	60	58	657	48	7.3%
Corpus Christ Primary	45	45	N/A	N/A	N/A
St John's Primary	30	30	N/A	N/A	N/A
St Pau's Primary	60	60	N/A	N/A	N/A
St Swithun's Primary	45	45	N/A	N/A	N/A

Notes to Tables 5 and 6

- 1 Where catchment areas overlap pupils will be shown as living in both catchment areas.
- 2 Mayfield is an All-Through School and has a large Catchment area that overlaps those of a number of Primary schools

Planning for Places in Portsmouth Primary Schools

- 3 The catchment areas for Northern Parade Infant and Junior schools overlap completely with Gatcombe Park Primary

Table 6 - Year 3 pupil information (January 2015 Census)

School Name	PAN Sept 14	Number On Roll	Pupils Mapped To Catchment	Live In Catchment Area Attend Catchment School	%Live In Catchment Area Attend School
Solent Junior	93	94	69	63	91.3%
St Georges CE Primary	45	43	41	34	82.9%
St Judes CE Primary	60	59	12	9	75.0%
Copnor Primary	105	105	54	39	72.2%
Court Lane Junior	123	123	118	84	71.2%
Meon Junior	92	94	90	61	67.8%
Westover Primary	45	44	45	30	66.7%
Langstone Junior	93	94	107	71	66.4%
Lyndhurst Junior	120	120	120	75	62.5%
Gatcombe Park / Northern Parade Junior	123	125	155	94	60.6%
Stamshaw Junior	90	77	91	53	58.2%
Wimborne Junior	93	92	77	44	57.1%
Arundel Court Primary	75	74	69	39	56.5%
Medina Primary	30	30	40	22	55.0%
Craneswater Junior	90	92	127	68	53.5%
Milton Park Primary	60	65	62	31	50.0%
Fernhurst Junior	93	93	79	39	49.4%
Victory Primary	60	61	67	32	47.8%
Highbury Primary	45	46	51	22	43.1%
Portsdown Primary	60	52	66	28	42.4%
ARK Dickens Primary	60	60	83	35	42.2%
Cottage Grove Primary	60	59	65	25	38.5%
Flying Bull Primary	60	58	102	38	37.3%
Newbridge Junior	120	118	159	59	37.1%
Beacon View Primary	60	48	71	25	35.2%
Ark Ayrton Primary	45	43	94	27	28.7%
Isambard Brunel Junior	90	70	96	25	26.0%
Corpus Christ Primary	45	45	N/A	N/A	N/A
St John's Primary	30	31	N/A	N/A	N/A
St Pau'ls Primary	60	49	N/A	N/A	N/A
St Swithun's Primary	45	45	N/A	N/A	N/A

Tables 5 and 6 shows the % of pupils that live in the catchment area and attend the catchment school, varies widely from school to school.

Planning for Places in Portsmouth Primary Schools

Future Primary School Capacity

Table 7. Projected NOR and places Years R and 3 (including planned expansion at Newbridge Junior School)

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Year R							
Number on Roll (Actual and Forecast)	2353	2387	2365	2426	2376	2439	2455
Capacity (Admission Limit including proposed changes)	2385	2445	2475	2475	2475	2475	2475
Surp/Def	32	58	110	49	99	36	20
Year 3							
Number on Roll (Actual and Forecast)	2053	2222	2251	2307	2330	2368	2370
Capacity (Admission Limit including proposed changes)	2228	2270	2355	2385	2445	2445	2445
Surp/Def	175	48	104	78	115	77	75

Forecasts indicate that Portsmouth will have surplus places in Primary schools for the next few years.

In addition

- Langstone Infant School has the capacity to take a bulge year of 30 pupils if necessary
- Langstone Junior School currently has a bulge year in Year 3, but has the capacity to take an additional form of entry for another year

Meeting the demand for school places

To meet the increasing demand for primary school places, a number of primary schools across the city were expanded as a result of the Council's £4.96m sufficiency programme. The programme secured an additional permanent 1065 school places in the primary sector between 2013/14 and 2015/16.

Table 8: School Sufficiency Programme 2013/14 - 2014/15

School	No of school places	Increase in Admission Limits	Status
Ark Ayrton Primary Academy	Expanded from 1.5 to 2 form entry (additional 105 places)	+15 for both Year R and Year 3	Completed September 2014
Cottage Grove	Expanded from 1.5	+15 for both	Completed September

Planning for Places in Portsmouth Primary Schools

Primary School	to 2 form entry (additional 105 places)	Year R and Year 3	2013
Highbury Primary School	Expanded from 1.5 to 2 form entry (additional 105 places)	+15 for both Year R and Year 3	Completed September 2014
Mayfield School	New 2 form entry primary provision (as part of an all through school - creating an additional 420 places)	+60 for both Year R and Year 3	Phase 1 (infants) completed for September 2014; Phase 2 (juniors) currently in progress
Portsdown Primary School	Expanded from 1.5 to 2 form entry (additional 105 places)	+15 for both Year R and Year 3	Completed September 2013
Stamshaw Junior School	Expanded from 2 to 3 form entry (additional 120 places)	+ 30 for Year 3	Completed September 2013
Westover Primary School	Expanded from 1.5 to 2 form entry (additional 105 places)	+15 for both Year R and Year 3	Reconfiguration works for Year R were completed September 2014. Temporary accommodation installed September 2015

On the 10 February 2015, Full Council approved an allocation of £11,706,000 for new schemes in the Children and Education Capital programme. This included the second phase of school expansions in order to meet the Council's statutory duty to provide sufficient school places. This allocation is summarised below:

Description of scheme	£
Mayfield and Westover Primary	550,000
Temporary accommodation	300,000
Secondary School Places Feasibility Study	150,000
Primary School Places Expansion 2 (3% surplus)	10,706,000

Planning for Places in Portsmouth Primary Schools

Total

11,706,000

In September 2015 the Cabinet Member for Children & Education agreed the following reallocation of funding to support the primary school places expansion programme.

- Approve the re-allocation of £650,000 from phase 2 of the sufficiency programme in order to complete the works at Mayfield School and Westover Primary School
 - (a) Note the hold on the St Judes Primary School and Langstone Infant and Junior Schools projects and agree the reallocation of funding to support the expansion of Newbridge Junior School from a 4 to 5 form entry school and a commitment of £495,000 from the Council
- Continue to monitor the pressure on primary, secondary and SEN places and subject to further details approve in principle the sufficiency funding for Arundel Court Primary School, Moorings Way Infant School, Redwood Park School and Cliffdale Primary Academy.

Table 9: Primary School places expansion 2:

Primary School places expansion 2 :	
Project:	Current status:
Expansion of Northern Parade Infant and Junior Schools from 3 to 4 Form Entry and re-location of nursery	Feasibility study completed, minor works completed in summer 2015 to ensure Year R and Year 3 additional cohorts for Sept 2015
Expansion of Craneswater Junior School from 3 to 4 Form Entry	Feasibility study underway, minor works completed in summer 2015 to ensure Year 3 additional cohort for Sept 2015
Expansion of Langstone Infant and Junior Schools from 3 to 4 Form Entry and reconfiguration of Year 3 accommodation to address suitability issues	Temporary accommodation installed at the Junior School to accommodate bulge year and provide places whilst Year 3 reconfiguration works are completed - rest of project on hold as pupil numbers in the local area are not demonstrating a need for a permanent expansion. Temporary accommodation will remain at the Infant and Junior School to give the option of future bulge years if required.
Expansion of St Jude's Primary School from 2 to 3 Form Entry	Project on hold due to site constraints - will only be considered if demand becomes particularly acute in the area and funding is available
Trafalgar School (formerly City of Portsmouth Boys' School) - adaptations to support change to co-educational status	Works completed during summer 2015

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Planning Area Name	LOCATION, Trimmed	In SAPP March 2014	Primary Catchment Area(s)	Total Yield 2014/15 to 2026/27	Total Yield 2014/15 to 2026/27 by Year Group
Admiral Lord Nelson Secondary	Peronne Close, TA Centre	n	Northern Parade Infant & Northern Parade Junior / Gatcombe Park Primary	4.6	0.4
Admiral Lord Nelson Secondary	Hilsea Lodge, London Rd	n	Northern Parade Infant & Northern Parade Junior / Gatcombe Park Primary	1.6	0.1
Charter Secondary	249 FRATTON ROAD FORMER CONTENTED PIG PH	n	Ark Dickens Primary	0.3	0.0
Charter Secondary	THIRD FLOOR 34 - 54 ARUNDEL STREET	n	Arundel Court Primary	0.3	0.0
Charter Secondary	PORTSMOUTH FOYER 22 EDINBURGH ROAD	n	Arundel Court Primary	2.6	0.2
Charter Secondary	RIDGEWAY HOUSE UNICORN ROAD	n	Arundel Court Primary	0.9	0.1
Charter Secondary	Portland Hotel, 38 Kent Road	n	Cottage Grove Primary	0.5	0.0
Charter Secondary	COMPASS HOUSE 227 - 229 KINGSTON ROAD UPPER FLOORS	n	Flying Bull Primary	0.3	0.0
Charter Secondary	FORMER ALDERS WAREHOUSE, Cross Street	n	St George's Primary	7.2	0.6
Charter Secondary	UNITY HALL, DEAF CENTRE & COBURG STREET GARAGES, ARUNDEL STREET	n	St Jude's Primary	3.3	0.3
Charter Secondary	City Records Office, Museum Rd	n	St Jude's Primary	3.7	0.3
Charter Secondary	St Georges building, 141 High St, Old Portsmouth	n	St Jude's Primary	6.6	0.6
Charter Secondary	Burrell House, Hambrook St	n	St Jude's Primary	4.5	0.4
Charter Secondary	Wightlink Workshops (has been labelled as The Point), Broad Street	n	St Jude's Primary	4.9	0.4
King Richard Secondary	Longdean Lodge, Hillside Rd	n	Medina Primary	0	0.0
King Richard Secondary	Edinburgh House, Southampton Rd, south of sundridge close	n	Portsmouth Primary	5.5	0.5
King Richard Secondary	Garages, Dursley Crescent	n	Portsmouth Primary	0.5	0.0
King Richard Secondary	Darby House, Skye Close	n	Portsmouth Primary	2.6	0.2
King Richard Secondary	r/o 154 - 192 Southampton Rd	n	Victory Primary	5.6	0.5
King Richard Secondary	Trafalgar Wharf	n	Victory Primary	28.9	2.4
King Richard Secondary	Acorn Lodge, Southampton Road	n	Victory Primary	0.2	0.0
King Richard Secondary	Port Solent Boatyards	n	Victory Primary	90.8	7.6
Mayfield Secondary	Former Kwiksave, Stubbington Ave	n	College Pak Primary	0.9	0.1
Mayfield Secondary	Vaxhall garage, London Road	n	Northern Parade Infant & Northern Parade Junior / Gatcombe Park Primary	13.1	1.1
Mayfield Secondary	Bus depot, west of London Road, Hilsea	n	Northern Parade Infant & Northern Parade Junior / Gatcombe Park Primary	0	0.0
Mayfield Secondary	Site at Clarendon Road r/o 44-48 Fratton Road Application expired	n	Penhale Infant	0.9	0.1
Mayfield Secondary	Tipner (east side of M'way)	n	Stamshaw Infant & Stamshaw Junior	5.1	0.4
Mayfield Secondary	Tipner Firing Range	n	Stamshaw Infant & Stamshaw Junior	109	9.1
Miltoncross Secondary	University of Portsmouth, Langstone Campus north of Broome Square	n	Meon Infant & Meon Junior	39.2	3.3
Miltoncross Secondary	Two Villas (Glebe Villa & Light Villa), Nelson Drive east of St James Hospital	n	Meon Infant & Meon Junior	16.5	1.4
Miltoncross Secondary	St James East	n	Meon Infant & Meon Junior	192	16.0
Miltoncross Secondary	St James Hospital Main Building	n	Meon Infant & Meon Junior	14.4	1.2
Miltoncross Secondary	Portsmouth Adoption Centre, Hester Rd/Gurney Road	n	Milton Park Primary	0.8	0.1
Priory Secondary	Southsea Police Station, Highland Rd	n	Cumberland Infant	7.5	0.6
Springfield Secondary	Former Railway PH, High St, Cosham	n	Court Lane Infant & Court Lane Junior	1.8	0.2
Springfield Secondary	Lower Drayton Lane, SEB site.	n	Court Lane Infant & Court Lane Junior	67.2	5.6
Springfield Secondary	Cosham TA Centre, Tudor Cres	n	Highbury Primary	7.7	0.6
	Total Development Impact not included in SAPP 2014			651.5	54.3
Admiral Lord Nelson Secondary	The Swan, 100 Copnor Rd	y	Copnor Primary	0.5	0.0
Admiral Lord Nelson Secondary	Bus depot, east of London Rd by Military Road Hilsea	y	Northern Parade Infant & Northern Parade Junior / Gatcombe Park Primary	4.2	0.4
Charter Secondary	City Centre N. Urban Priority (Marketway/Charlotte St)	y	Ark Dickens Primary	31.9	2.7
Charter Secondary	Queens hotel, Osborne road	y	Cottage Grove Primary	2.9	0.2
Charter Secondary	CLARENCE PARADE, SOUTHSEA (land to the east of Homeheights. Grid Ref: 464090, 098700)	y	Cottage Grove Primary	1.2	0.1
Charter Secondary	Town House, Portland Road	y	Cottage Grove Primary	3	0.3
Charter Secondary	Astley St, Former Sir Robert Peel	y	Cottage Grove Primary	1.5	0.1
Charter Secondary	Zurich House Stanhope Road	y	St George's Primary	2.7	0.2
Charter Secondary	1-5 QUEEN STREET	y	St George's Primary	2.1	0.2
Charter Secondary	FORMER ALDERS WAREHOUSE, Cross Street	y	St George's Primary	16.8	1.4
Charter Secondary	Brunel House (Hard SPD)	y	St George's Primary	54	4.5
Charter Secondary	Camden Center block Queen St (Hard SPD)	y	St George's Primary	4.5	0.4
Charter Secondary	Rosemary Lane garages (Hard SPD)	y	St George's Primary	1.9	0.2
King Richard Secondary	Part of Saxon Shore & Westfield School Portsdown Road	y	Medina Primary	29	2.4
King Richard Secondary	Dame Judith Professional Centre	y	Portsmouth Primary	43.5	3.6
King Richard Secondary	Horsea (2020) David Hayward: March 2016: Unlikely to come forward for housing. City Deal site for employment	y	Victory Primary	0	0.0
Mayfield Secondary	Land r/o Lanyard PH, London Rd / Heathfield Rd	y	Flying Bull Primary	0.3	0.0
Mayfield Secondary	176 LONDON ROAD	y	Northern Parade Infant & Northern Parade Junior / Gatcombe Park Primary	2	0.2
Mayfield Secondary	Alexandra Lodge, Willie Rd	y	Northern Parade Infant & Northern Parade Junior / Gatcombe Park Primary	0	0.0
Mayfield Secondary	Tipner (east side of M'way) PD Fuels site	y	Stamshaw Infant & Stamshaw Junior	14.4	1.2
Mayfield Secondary	Tipner (east side of M'way) Revised Timings based upon Vicky Piper data 04/12/14	y	Stamshaw Infant & Stamshaw Junior	108.9	9.1
Mayfield Secondary	Tipner West but with Tipner East Primary Forecast Dwelling Splits	y	Stamshaw Infant & Stamshaw Junior	74	6.2
Miltoncross Secondary	St Mary's West Wing, Finchdean Buildings	y	Langstone Infant & Langstone Junior	6.7	0.6
Miltoncross Secondary	St Mary's West Wing	y	Langstone Infant & Langstone Junior	135.5	11.3
Miltoncross Secondary	Fomer MOD Married Quarters Halliday Crescent	y	Milton Park Primary	6.7	0.6
Priory Secondary	Royal Beach Hotel, St Helen's Parade Southsea	y	Southsea Infant	1.2	0.1
Priory Secondary	White House, Eastney Road	y	Wimborne Infant & Wimborne Junior	8.1	0.7
Springfield Secondary	111-113 HAVANT ROAD DRAYTON	y	Court Lane Infant & Court Lane Junior	3.6	0.3
Springfield Secondary	Drayton Dairy, Station Road.	y	Court Lane Infant & Court Lane Junior	61.5	5.1
	Total Development Impact included in SAPP 2014			622.6	51.9
				1274.1	106.2

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Report to Education, Children and Young People Scrutiny Panel

Date: 18 November 2015

Prepared by: Richard Harvey - Service Manager, Inclusion Service, Education Directorate.

Background

1. Revisions to the Home to School and Home to College Transport Policy were made and approved by Cabinet in March 2014. These revisions came into effect at the start of the academic year 2014/15.
2. The policy was revised to ensure that a fair and consistent approach to assessing and granting transport assistance was in place and, in particular, how the Local Authority makes use of its discretionary powers to grant transport support.
3. After consultation with stakeholders, the policy was revised and an Exceptional Circumstances Criteria was introduced. This determined how the Local Authority would use its discretionary powers. The most frequent responses from the stakeholder consultation were used to help weight a points based eligibility grid. (See Appendix: Home to School and Home to College Transport Policy pages 14 -19)

The process

4. Every transport application is assessed by the Entitlement Officer to see if there are statutory grounds for providing transport to school. If there are not, all applications are automatically assessed against the Exceptional Circumstances Criteria. Those that receive in excess of 60 points are granted transport support. Those who accrue 45-59 points are referred to the Inclusion Transport Appeal Panel, although all applicants are made aware of their right to appeal.

Appeals

5. In accordance with DfE guidance there is a requirement for a two stage appeal process, with a time frame of 20 working days within which the appeal should be heard.
6. Stage One of the appeal process is facilitated through Inclusion Transport Appeal Panel which comprises of a parent representative, a special educational needs officer and is chaired by an Education Manager. The panel meets on a weekly basis and parents, or their representatives, are encouraged to make representation, and do so in about half of the cases that are heard.
7. Applicants who make an unsuccessful appeal to the panel have the right to a Stage Two appeal that will be heard by the Lead Member of Children's Services and the Director of Children's Services and Lead Member.

8. The need for a new policy was partly to address the fact that the initial decision making, under the old policy, was not in one place and was not a holistic assessment. Under the old Transport Policy, there was, in effect, one appeal process, to the Members Panel. This means that the current and past approaches to the appeals process is not a like for like comparison.

Table One: STAGE ONE APPEALS	2014/15	2015/16
Appeals to Inclusions Transport Appeals Panel	57	45
Appeals where transport support was granted	29	16

Table Two: STAGE TWO APPEALS	2011/12	2012/13	2013/14	2014/15	2015/16
Appeals to Members Panel *	9	5	10	2	
Appeals to DCS and Lead Member**	x	x	x	4	1

*Of these 26, 4 were approved

**Of these 5 none have been approved.

Table Three	2013/14	2014/15	2015/16
Statutory	421	412	421
Non statutory (exceptional circumstances)	370	348	189*

* Up to November 2015. The number will rise by approx. another 30 across the full year

Projections

9. The implementation of the current Home to School policy was projected to take three years starting in 2013/14. It is projected that
- The number of children and young people receiving statutory transport remains stable. However, given earlier identification of children with SEND and possible pressures on school placements it is projected that the demand for statutory support will rise.
 - The number of children and young people receiving non- statutory support has fallen as the changes to the transport policy have become embedded. Those that were provided with transport support until the end of key stage (up to three years) but have not been eligible under the new policy account for a significant proportion of this fall. It is projected that the number of children and young people receiving support will fall by at least 50 in 2016/17 as they are protected until July 2016.
 - There is likely to be a further impact on both costs and numbers transport by the local authority through greater promotion of personal budgets, especially where arrangements are high cost.

**HOME TO SCHOOL TRANSPORT ASSISTANCE POLICY
AND
PORTSMOUTH CITY COUNCIL'S TRANSPORT
STATEMENT FOR POST 16 LEARNERS WITH SPECIAL
EDUCATIONAL NEEDS AND DISABILITIES**

Updated October 2015

Introduction

1. The legal responsibility for ensuring a child's attendance at school rests with the child's parent/carer. Generally, parents/carers are expected to make their own arrangements for ensuring that their child gets to and from school. The Local Authority is under a statutory duty to provide transport as set out in Education Act 1996 which outlines the categories of children and young persons of compulsory school age (5-16) who are eligible for free school transport. The Council's policy is to provide free school transport (referred to in the Act as "travel assistance") to those categories of eligible children in accordance with its legal obligations. Otherwise it will be at the Local Authority's discretion, where there are exceptional circumstances.
2. This revised document incorporates the changes that Portsmouth City Council has made to its home to school transport provision following a consultation with stakeholders that was completed in February 2014. This policy is effective from 31st May 2015 and applies to any application received thereafter. The policy will be subject to regular review.
3. The Home to School Transport Policy and Portsmouth City Council's Transport Statement for Post 16 Learners with Special Educational Needs and Disabilities outlines the criteria for which transport assistance might be provided for:
 - a. children of statutory school age, including those with special educational needs and disabilities, attending mainstream schools and special schools or a resourced provision;
 - b. young people with special educational needs and disabilities in a further education setting.
4. Transport assistance will be provided where the Statutory Criteria (SC) are met and on non-statutory grounds where the Exceptional Circumstances Criteria (ECC) are met.
5. The layout of the document is aimed at helping parents and carers to find their way through if they believe they are entitled to free home to school transport. It is divided in three parts:
 - a. Statutory Transport Criteria (Part One).
 - b. Portsmouth City Council's Transport Statement for Post 16 Learners in Further
 - c. Education and Continued Learners with special educational needs and disabilities (Part 2)
 - d. Exceptional Circumstances Criteria (Part 3)
 - e. Important information (Part 4)
 - f. Appendices - forms, agreements and terminology (Part 5)

Part One: Statutory criteria for transport assistance for children of statutory school age

a) Criteria for Travel Assistance to mainstream schools

SCHOOL AGED CHILDREN - YEAR R-YEAR 11 HOME TO SCHOOL TRANSPORT ASSISTANCE		
Section	Who Can We Help?	What Are The Criteria?
1	Children living further than the statutory walking distance from their designated catchment school or a nearer school.	<p>Children in Year R to aged 8 years, who live over 2 miles (but less than 6 miles) from their designated catchment school measured by the shortest walking route between their home and their school, qualifying special school, or a nearer school.</p> <p>Children aged 8 years to Year 11 who live over 3 miles (but less than 6 miles) from their designated catchment school measured by the shortest walking route between their home and their school, qualifying special school or a nearer school.</p> <p>Generally, journey times must not exceed 45 minutes.</p> <p>Where parents express a preference for the designated catchment school, special school or a nearer school, and the school is unable to offer a place, free transport will be offered to the next nearest school or special school with a place available, providing the distance criteria outlined above is met.</p>
2	Children with a Statement of Special Educational Needs or an Education Health and Care Plan.	<p>Children attending their designated catchment school, or a nearer school or qualifying special school who are unable to walk to school by reason of their SEN, disability or mobility problem.</p> <p>Generally, journey times must not exceed 45 minutes.</p>
3	Children of disabled parents	<p>A single parent or both parents who have a disability must provide medical evidence from a professional stating the impact of their condition on their ability to accompany their child to school. The child must attend their designated catchment school, qualifying special school or a nearer school.</p> <p>Generally, journey times must not exceed 45 minutes.</p>

FAMILIES ON LOW INCOME WITH PRIMARY AGED CHILDREN - AGE 8 TO AGE 10 YEARS		
Section	Who Can We Help?	What Are The Criteria?
4	Parents/carers with financial responsibility for a child and who are on a low income as outlined in the criteria.	Children aged 8 to age 10, attending their designated catchment school or nearer school, who live over 2 miles (but less than 6 miles) from their school measured by the shortest walking route AND who are entitled to free school meals or whose parents are entitled to the MAXIMUM level of working tax credit.
FAMILIES ON LOW INCOME WITH SECONDARY AGED CHILDREN - YEAR 7-YEAR 11		
Section	Who Can We Help?	What Are The Criteria?
5	Parents/carers with financial responsibility for a child and who are on a low income as outlined in the criteria.	Children in Year 7 to Year 11 who live over 2 miles (but less than 6 miles) from their home address to one of the three nearest schools, measured by the shortest walking route AND who are entitled to free school meals or whose parents are entitled to the MAXIMUM level of working tax credit.
6	Parents/carers with financial responsibility for a child and who are on a low income as outlined in the criteria.	Children in Year 7 to Year 11 who live over 2 miles (but not more than 15 miles) from their home address to the nearest suitable school preferred on grounds of religion or belief.

6. Children who do not meet the statutory criteria for home to school transport assistance, outlined on Pages 3 and 4 of this Policy, may be eligible for transport under the exceptional circumstances criteria.(see Part three).

Looked After Children

7. Looked after children with a statement of special educational needs or Educational Health and Care Plan, who are moved out of Portsmouth (PO1-PO6) by Children's Social Care will have their travel assistance met by Education for the first two weeks only, thereafter any transport costs will be met by Children's Social Care.

Concessionary Travel (Privilege Place Scheme)

8. A spare place on a contract vehicle may be offered to a child who is not entitled to transport assistance taking account of the pupil's special needs and any impact on any other pupil's currently travelling. It will be withdrawn if it becomes clear that it is needed by an entitled child or if re-tendering or re-planning changes the route or reduces the number of concessionary seats. A flat rate charge will be made (set annually by the Local Authority).

Part Two: Post 16 Transport Statement for Learners in Further Education and Continued Learners with learning difficulties and disabilities

1. Introduction

Portsmouth City Council and its partners have written this Transport Statement to ensure that young people in Portsmouth are informed and supported with regard to the transport that is available to them to help them access their learning

This statement has been written in accordance with Section 509 of the Education Act 1996 (amended by 2002 Act) and amendments made to the 1996 Act by the Apprenticeships, Skills, Children and Learning Act 2009 (Sections 54 and 57). This policy statement gives consideration to the Department for Education February 2014 Post 16 Transport to Education and Training statutory guidance for local authorities.

2. Residency

This Statement applies to young people residing in the Portsmouth City area (PO1-PO6). Learners not resident within this post code area should refer to the transport policy statement issued by their Local Authority.

3. Statement

This Statement covers the period 31st May 2015-31st May 2016.

Concessionary fares, discounts subsidies, passes or travel cards available for young people and who provides them

4. Support provided by local education and training providers

Discounts and concessionary fares may be available to learners through individual education and training providers. Details of their schemes are given on Pages 11-14.

When a course of study has been agreed with the provider of your choice you may need to apply to them for support with travel as set out in Pages 11-14. Please check the travel assistance available with your individual education provider before an application for transport assistance is made to Portsmouth City Council.

5. Support provided by Portsmouth City Council

There is no automatic entitlement to assisted transport once a student is over the age of 16. However, the local authority has agreed to assist with travel expenses for post-16 students with special educational needs or disability where there is evidence of exceptional circumstances. Families who apply for transport on grounds of their exceptional circumstances must complete a Home to School or Home to College Travel Assistance application form which is available on the Portsmouth City Council website or from Portsmouth City Council, Civic Offices, Guildhall Walk, Portsmouth, Hants PO1 2EA, from any Portsmouth City Council local offices or local colleges. The personal circumstances of all young people/families and all supporting evidence, submitted with the application form will be considered on an individual

basis. For those young people/families who are considered to have high need, Portsmouth City Council will contribute to the cost of transport. Young people/families considered to have medium need will be referred to the Inclusion Support Panel, a multi-agency panel made up of professionals and parents. The Inclusion Support Panel will make a decision, based on the needs of the young person or their family. Young people/families considered to have low levels of need will be required to submit further evidence or transport assistance will be declined.

PLEASE NOTE: A contribution towards the cost of providing the transport will be payable for each young person travelling, of £495 per annum, paid in 3 termly instalments in advance, Portsmouth City Council will fund the balance of transport costs. The amount of contribution will be reviewed annually.

Income: .Where a family is entitled to any of the benefits listed below the contribution charge will be waived:

Income Support,
Income based Job Seekers Allowance
Employment and Support Allowance (income based)
Support under Part VI of the Immigration and Asylum Act 1999
Maximum level of Working Tax Credit

Young people who receive any of these benefits in their own right will also be considered to be from a low income family

6. Age

The student must be under 25 years of age on 1 September prior to the start of the course.

7. Which college/6th form/learning provider?

If transport is agreed travel assistance will be given to the nearest college/6th form/learning provider considered by the Local Authority to be the most suitable placement for the student and one which offers a course or programme which is designed specifically to meet the special educational needs of the student concerned. If the course or programme is not specifically designed to meet the needs of those with SEN, travel assistance will be given to the nearest college/6th form/learning provider offering an appropriate course. The Local Authority will have regard to any preference the individual may have for a particular institution based on their religion or belief.

Travel assistance may be given where the student continues to attend the special school or school with a sixth form. Such students will qualify for transport assistance subject to the following conditions:

- The student being subject to a statement of Special Educational Needs or Education, Health and Care Plan which outlines the educational provision to be made at age 16+;

- The journey being over three miles **unless**:
 - the student is unable to walk that distance (and evidence is provided to support that difficulty).
 - the student needs to be accompanied by an adult and no adult is available to accompany the student.

Assistance with transport for students with learning difficulties or disabilities will be reviewed annually.

8. Students attending colleges/6th forms/learning providers outside of Portsmouth

If transport is agreed and if, in the opinion of the Local Authority, there is no suitable course available to learners within the Portsmouth City area, they may make an application to Portsmouth City Council for assistance with transport to neighbouring Local Authority education and training providers. However, transport will be declined if it is deemed that a suitable course is available at a nearer learning provider as measured from the home address.

9. Independent Travel Training

Portsmouth City Council is working towards the introduction of independent travel training schemes to enable young people (often with learning difficulties and/or disabilities) to travel on public transport independently. Please contact the Access and Entitlement Officer for details of the scheme.

10. Applying for assistance with transport

Students wishing to apply for help with transport can do so by completing Portsmouth City Council's Transport Application form, details of which can be found at <https://www.portsmouth.gov.uk/ext/learning-and-schools/schools/transport-to-schools-and-colleges.aspx>

or they can be obtained from the reception of the Civic Offices, Guildhall Square, Portsmouth PO1 2EA. For further details please contact the Family Information Service on 023 92392 or visit <http://www.portsmouth.gov.uk/learning/1073.html>.

11. Appeals

Parents have a right to appeal the decisions made by Portsmouth City Council officers when assessing Home to School Transport applications. The appeals process is outlined in the Home to School Travel Appeal process detailed at Appendix A.

Useful Contacts

Access and Entitlement Officer
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
Hants
PO1 2EA

First Bus
Empress Road
Southampton
Hants
SO14 0JW
Telephone 0870 010 6022

First Hampshire & Dorset
226 Portswood Road
Southampton
SO17 9BE
Customer Call Centre 088870 010 6022

Portsmouth City Council
www.portsmouth.gov.uk

Stagecoach Coastline
Walton Road
Langstone Point
Farlington
Portsmouth
PO6 1TU
0845 1210170
www.stagecoachbus.com

www.direct.gov.uk

Colleges/Schools within the City of Portsmouth (PO1-PO6)

Highbury College
Tudor Crescent
Portsmouth
Hants
PO6 2SA
Telephone: 023 9238 3131
www.highbury.ac.uk

Portsmouth College
Tangier Road
Copnor
Portsmouth
Hants
PO3 6PZ
Telephone 023 9266 7521
www.portsmouth-college/6th form//learning providers.ac.uk

Charter Academy
6th Form
Hyde Park Road
Portsmouth
PO5 4HL
Telephone: 023 9282 4204

Colleges/Schools outside of the City of Portsmouth (PO1-PO6)

Havant College
New Road
Havant
PO9 1QL
Telephone 023 9248 3856
www.havant.ac.uk

South Downs College
College Road
Waterlooville
Hants
PO7 8AA
Telephone 023 9279 7979
www.southdowns.ac.uk

Oaklands Catholic School
6th Form
Stakes Hill Road
Waterlooville
Hants
PO7 7BW
023 92 259214

Havant College

Discount/Concession	Eligibility	Restrictions	Notes	Part time Students	Contact details	How to access support
Travel allowance to help with public/own transport. Students received £200 to help with transport pa, paid over 3 terms.	Full time students.	Students have to be 8 miles from college.	Introduced to enable students choice in course and college.	Not applicable for students aged 16-19.	The Finance Office Havant College New Road Havant PO9 1QL e-mail finance@havant.ac.uk	Leaflet promoting scheme. Application form Completed and returned to The Finance Office Tel: 02392 714013
Travel allowance to help with transport by whichever means most appropriate/cost effective.	Full time students from low income families.	Paid to low income families, independent students or change in circumstances (redundancy etc) Must live over 4 miles	Considered on individual merit Receive £ 200 pa, paid over 3 terms.	N/A	As above	As above Application approved by Director of Finance and Human Resources
Bursary £1200	Criteria As defined by the Government	Must meet criteria	6 students eligible for 2013-14	Full time	As above	As above

All information is correct at April 2015. It would be advisable for students to check current prices and conditions with college for verification.

Highbury College

Discount/Concession	Eligibility	Restrictions	Part time Students	Contact details	How to access support
<p>Highbury College offer the following travel assistance to enable all eligible full time students over the age of 16 to access the course of their choice.</p> <ul style="list-style-type: none"> • A First or Stagecoach bus pass for use during Term Time or • A Travel allowance of up to £100 per term for those who travel by train, car or ferry or • Up to £300 per academic year for those students from the Isle of Wight or • An allowance towards a bike and bike safety equipment <p>Discounted rate bus passes for a whole or half term are also available for any student to purchase.</p> <p>Free student parking is available at the Cosham and Northarbour Campuses and free parking for Blue Badge holders is available next to the Highbury College Portsmouth Centre Campus.</p>	<p>Eligibility for a free bus pass or contribution to the cost of a bike or other travel costs is dependent on family income and type of course. All students can access a discounted bus pass.</p>	<p>"Full cost" courses are not eligible for travel assistance.</p>	<p>Park time students can apply for a discounted bus pass.</p>	<p>Student Welfare Team Highbury College 02392 8954/8947</p> <p>E-mail Welfare@ Highbury.ac.uk. URL: www.highbury.ac.uk</p>	<p>Students should apply to Highbury College as soon as they receive an offer. Application forms for financial support during 2015-16, including transport, will be available in June.</p>

All information is correct at May 2015.

Portsmouth College

Discount/Concession	Eligibility	Restrictions	Notes	Part time Students	Contact details	How to access support
Bus Passes (7 Day My Journey Portsmouth Passes – valid term-time only) £80 per term or supplied via Portsmouth College Bursary for eligible students.	16-18	Living more than 2 km away in straight line measurement. Attendance over 90% at all sessions to qualify for on- going support after Term 1.	An equivalent allowance of up to £60 is paid where there is no suitable public transport. Students living outside PO1 – PO6 should contact Student Services to discuss alternatives	Courses of over 60 hours or more per academic year may be eligible for support	Student Finance Officer Student Services Department Portsmouth College 023 9266 7521 Ext 397 amanda.raymond@tpc.ac.uk	Application form at enrolment on course of study
Bike Scheme up to £120	Full Time	See Travel Policy – Term 1 & 2 only. Safety accessories required.	Not eligible for other travel schemes		Student Finance Officer Student Services Department Portsmouth College 023 9266 7521 Ext 397 amanda.raymond@tpc.ac.uk	

All information is correct at May 2014. It would be advisable for students to check current prices and conditions with colleges for verification.

South Downs College

Discount/Concession	Eligibility	Restrictions	Notes	Part time Students	Contact details	How to access support
South Downs College offers subsidised travel for all full-time students.	Students aged 16-18	Must be on a full-time course (other than an HND/HNC).	Prices are dependent on where you live. Please refer to either First Bus or Stagecoach websites	N/A	Student Travel, Welfare & Financial Assistance, South Downs College, College Road, Waterlooville Hants, PO7 8AA 023 9279 7921 e-mail studentservices@southdowns.ac.uk www.southdowns.ac.uk	Application forms will be available to download on the South Downs College website www.southdowns.ac.uk or refer to either First Bus or Stagecoach websites. www.firstgroup.com/ukbus/hampshire www.stagecoach.com
	Students aged 19+	Must be on a full-time course (other than HND/HNC) and they or parent/carer be in receipt of an eligible income-based benefit.	Prices are dependent on where you live. Please refer to either First Bus or Stagecoach websites	N/A	Student Travel, Welfare & Financial Assistance, South Downs College, College Road, Waterlooville Hants, PO7 8AA 023 9279 7921 e-mail studentservices@southdowns.ac.uk www.southdowns.ac.uk	Application forms will be available to download on the South Downs College website www.southdowns.ac.uk or refer to either First Bus or Stagecoach websites. www.firstgroup.com/ukbus/hampshire www.stagecoach.com
	Students on HND/HNC courses plus any student aged 19+ on a full time course, not in receipt of benefit.	Students on HND/HNC courses are able to apply for a discounted pass, which is more economical than purchasing directly through the bus companies.	Prices are dependent on where you live. Please refer to either First Bus or Stagecoach websites	N/A	Student Travel, Welfare & Financial Assistance, South Downs College College Road, Waterlooville Hants, PO7 8AA 023 9279 7921 e-mail studentservices@southdowns.ac.uk www.southdowns.ac.uk	Application forms; Please refer to either First Bus or Stagecoach websites. www.firstgroup.com/ukbus/hampshire www.stagecoach.com

All information is correct at March 2014

Part Three: Non statutory assistance under the Exceptional Circumstances Criteria

Exceptional Circumstances Criteria

1. Children and young people who do not meet the statutory criteria for home to school or home to college/learning provider transport assistance may be eligible for assisted travel under the exceptional circumstances criteria. Portsmouth City Council recognises the difference that transport assistance can make to the lives of some vulnerable children and young people. However, the funding available for such support is limited and under continued pressure, so the Exceptional Circumstance Criteria (ECC) aims to ensure that transport assistance is allocated to those most in need.
2. All applications for non-statutory transport assistance will be assessed using the ECC. The ECC was developed using the feedback from the Portsmouth City Council 2014 School Transport consultation. The consultation feedback has been collated under the following headings:

Parent Factors,
Child Factors
Environmental Factors

These headings are in line with the Common Assessment Framework (CAF). The responses that parents gave most frequently were accorded the highest priority e.g. other siblings to escort to school.

3. All applications for transport assistance under the ECC are assessed as a high, medium or low priority need. Each priority is determined by points that are allocated to the evidence within the application form. The threshold for points is:
 - a. **High** priority need - with a points total of over 60
 - b. **Medium** priority need - with a points total between 45 and 59
 - c. **Low** priority need - with a points total of 44 or less
4. Applications that meet a high priority need will be provided with transport assistance.
5. Where applications indicate a medium priority need, cases will be taken to the Inclusion Transport Appeal Panel (ITAP) for consideration. Membership of ITAP includes a range of professionals including teachers and parents which was one of the key recommendations requested by parents in the transport consultation referred to above.
6. Where applications are identified as a low priority need, the referrer or parents will be asked to submit additional evidence.
7. In cases where Inclusion Transport Appeal Panel does not support the request for transport assistance the applicant will be informed in writing within 20 days and will have the option to lodge an appeal to the Director of Children's & Adults Services.

8. ECC will be reviewed regularly by the Transport Appeal Panel who will make recommendations for change, if deemed necessary.

	Criteria	Points	How points are awarded
Parent and Family Factors			
1	The applicant is primary aged and the parent/carer has other PRIMARY aged children to escort to their CATCHMENT school, or another school allocated by the Admissions Team. Or the parent/carer has other children with special educational needs and disabilities to escort to a special school or specialist resource provision and the distance between the school and the home would prevent all of the children from arriving at school before the start of the school day.	20	<p>The Access and Entitlement Officer will be responsible for checking walking distances.</p> <p>Evidence of parent/carer working hours may be required. The School Admissions Service will be contacted to ensure parent/carers have requested their DESIGNATED CATCHMENT SCHOOL as a first preference.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but the decision may be challenged at any subsequent appeal.</p>
2	Difficult family circumstances	20	<p>Evidence may be taken from a CAF, where one is in place.</p> <p>The CAF must support the need for transport assistance to school for the child named in the application.</p> <p>Where there is no CAF in place or a parent has refused permission to use the CAF, evidence from a medical practitioner may be considered.</p> <p>Evidence from Portsmouth City Council Housing may be used where the applicant is living in temporary accommodation or a refuge.</p> <p>Points may also be awarded where there is evidence of domestic abuse; or where a young person in</p>

			<p>Year 10/11 moves house and the distance between the new house and the school is over the statutory walking distance;</p> <p>or where a parent/carer of a primary aged child or older child with special educational needs or disabilities) has a sudden debilitating illness, which makes it difficult for them to escort that child to school.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.</p>
3	You are the only adult living in the household.	10	<p>Evidence may be requested. Portsmouth City Council database will be used to evidence this information.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.</p>
4	A family or young person (if the young person is applying for transport in their own right) who receives any of the following benefits: Income Support, Income Based Job Seekers Allowance (IBJSA), Income-based Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual income of less than £16190 (as assessed by Her Majesty's Revenue and Customs) the guarantee element of State Pension Credit or maximum Working Tax Credits.	10	<p>Parent/carers/young people will need to provide a current benefit award letter detailing benefits received, or a copy of a current TC602 Tax Credit Award Letter (all pages).</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.</p>
5	A parent/carer who has access to	5	Points will be awarded at the

	a motor vehicle which they are licenced to drive. If NO		discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.
6	A parent/carer with a medical or mental health condition, who is the only adult able to take a PRIMARY aged child to school, or an older child where there is evidence of special educational needs and disabilities. Adults with parental responsibility who do not live in the same household may still be expected to escort their children to school, ie non-resident parent, other family member.	5	Current and relevant medical evidence will be required from a health professional which specifically states that the parent/carer would not be able to escort their PRIMARY aged child, or older child with special educational needs and disabilities from home to school and back home. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.
7	A parent/carer who is a full time primary carer for another family member living in the household.	5	You will need to provide evidence that you are in receipt of 'Carers Allowance' which has been awarded to support a family member living in the household and responsibility for their care would prevent you from walking a PRIMARY aged child, or older child with special educational needs and disabilities to school. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.
8	You and your partner work, and your working hours mean it is not possible for you to escort your PRIMARY aged child/children or child with special educational needs and disabilities to school.	5	Parents/carers will need to provide a letter from their employer stating the start and finish times of their working day. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.
Child and Young Person Factors			
9	You are a young person who is	20	Evidence will only be required

	attending college or 6 th form or other learning provider and were entitled to school transport, because of your special educational needs or disability in the year before you reached 16 years of age.		<p>if you were living outside of the PO1 to PO6 post code area at the time you were receiving transport assistance.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.</p>
10	Your child is attending a specialist resource provision or specialist nursery school allocated by the special educational needs team.	10	You will not normally be required to provide evidence.
11	Your child or young person has a physical disability or a learning disability and has a Statement of Special Educational Needs or an Education, Health and Care Plan	10	<p>Parents/carers can give permission for evidence to be used from the Statement of Special Education Needs or Education Health and Care Plan.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.</p>
12	The child or young person does not have a Statement of Special Educational Needs or an Education Health and Care Plan but has a medical condition which prevents them from walking to school	10	<p>Supporting medical evidence from a health professional will be required which specifically states that the child or young person is unable to walk to school or college.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.</p>
13	You are a secondary aged pupil or young person over 16 years of age and you are unable to travel independently.	5	<p>Evidence must be provided confirming that the young person is unable to travel independently from a GP or other health professional.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.</p>

14	You are a parent/carer of a primary aged child or secondary aged child with special educational needs or disabilities and you have to walk significantly further (more than one mile) than the statutory walking distances as outlined on Pages 3 and 4 of the Policy.	10	You will not normally be required to provide evidence. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at any subsequent appeal.
Environmental Factors			
15	There is no public transport available on the usual walking route from the child/young person's home to school or college.	5	You will not normally be required to provide evidence. Points will be awarded at the discretion of the Access and Entitlement Officer and may be challenged at any subsequent appeal.

Explanatory Notes re calculating and evidence

Every application for home to school transport will be considered on an individual basis and points will be awarded in accordance with the table above. Where a need is considered to be high, 60+ points transport will be provided, where a medium need is evidenced 45-59 points the application will automatically be considered by the Inclusion Support Panel and where there is low need less than 44 points more evidence may be requested or transport will be declined.

Armed Services Covenant

Portsmouth City Council has signed up to the Armed Services Covenant. Portsmouth City Council will therefore ensure that the needs of members of the armed services are considered in line with the terms of the covenant when applications for transport using the exceptional circumstances criteria are assessed.

Part Four: Important information for Travel Assistance to Schools and Colleges or Learning Providers

Travel assistance will automatically be considered when the Local Authority applies for a placement in a special school or resourced provision for a child. Transport entitlement will be reviewed for all pupils annually. For pupils with a Statement of Special Educational Needs or Education, Health and Care Plan transport will be reviewed at a child's or young person's Annual Review.

1. Travel Times

Travel Assistance will only be given for travel to school or colleges/learning providers at the start and end of the school day.

Lower distances up to 3 miles are measured by the shortest available walking route. Upper distances are measured by the shortest available driving route.

Travel assistance will be provided in a safe and cost effective manner, where appropriate taking account of the child's specific needs and with regard to the best use of the Council's resources from a range of options set out below:

- a) **Bus or Rail Pass** - This is a free pass for the use on public transport and is the most common form of travel assistance provided. Parents/carers may need to accompany primary age children to school, but travel assistance for parents accompanying entitled children will only be considered on a discretionary basis taking into account significant and exceptional circumstances. Secondary age pupils are usually expected to travel independently.
- b) **Transport Vehicles** - The provision of a vehicle to transport a child or young person to and from school. Vehicles and drivers are provided by a suitably qualified registered, commercial provider working to contractual standards set out by Portsmouth City Council. Where necessary passenger assistants are employed and trained by Portsmouth City Council to look after the welfare of pupils travelling on school transport. A Passenger Assistant will be provided for a primary age pupil travelling by taxi if the parent/carer is unable to accompany the child. Secondary age children may be provided with a Passenger Assistant if requested by the Head Teacher.

Whenever possible, children and young people will travel together in mini-buses. These will be specially adapted to meet the needs of those children or young people travelling on them. Each route will be planned on the basis of school start and finish times and the shortest possible route for all children or young people travelling on a particular vehicle.

- c) **Personal Transport Budget** - Pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan can request a Personal Transport Budget. This can be paid as a direct payment. Families should discuss this option with their Assessment Co-ordinator or SEND Adviser at the pupil or young person's Annual Review. More details can be found in Portsmouth City Council's Local Offer.

- d) **Access to Independent Travel Training** - Support will be offered alongside a planned programme to enable the child or young person to travel independently over a period time.
- e) **Car Mileage Allowance or Cycle Allowance** - A mileage allowance of 20p per mile will be payable. Parents/carers should check their car insurance policy, as it may be invalidated if they do not inform their insurance company. Parents must submit their claim using the appropriate form within 4 weeks after the start of the following term; otherwise the claim cannot be accepted for payment.

3. Parental Preference

Assessment for travel assistance will be determined once a school place has been allocated by the Local Authority. If as a result of parental preference, a child is not attending their designated catchment or nearer school, or they are not attending one of the three nearest secondary schools (for families meeting the low income criteria) or nearest qualifying special school, they will not normally be entitled to assistance with transport to school, except in exceptional circumstances.

4. Commissioned Placements

When a school commissions a place for a student in an alternative provision, the student will have their transport assessed by measuring the distance between the student's home address and the commissioned placement. If the distance between the home and the commissioned placement is over the statutory walking distance, transport will be arranged by the local authority and funded by the school or the commissioner of the place.

If the walking distance between the student's home and the commissioned placement is less than the statutory walking distance, transport will not normally be provided, except in exceptional circumstances or the school or the commissioner of the placement agrees to fund the transport.

5. Change of Address

Parents should notify Portsmouth City Council of any change of address giving as much prior notice as possible but a minimum of 10 working days. Pupils who change their home address will have their eligibility reassessed based on the new address. Where a pupil has been entitled to a bus pass the old bus pass must be returned to the Access and Entitlement Officer before a new bus pass can be issued.

6. Journey Times

Transport will be arranged so as to be non-stressful. In normal circumstances, the maximum journey time should be no longer than 45 minutes for primary aged pupils and 75 minutes for secondary aged pupils. Exceptions may apply for operational reasons, although individual needs will be assessed. Longer journeys may be necessary for pupils attending special educational needs schools outside of Portsmouth.

Children are often picked up and set down at a central point (up to one mile from the home address) rather than at their home address. Parents are responsible for the safety of their child until they board and after they exit the vehicle. If the parent/carer is not at the drop off point to meet their child, he/she will be placed into the care of the Duty Social Worker at Children's Social Care. The parent/carer may be responsible for any additional expenditure incurred. Where there is evidence that a parent/carer is failing to meet their child on a regular basis, a review of entitlement to transport will be made.

Where the distance between a pick-up or drop-off point and home or school is less than one mile, the City Council will not normally provide transport for that part of the journey. Requests for transport to be provided for a home to pick-up point of less than one mile will be considered on an individual basis and will be dependent upon the medical needs of the pupil and/or parent/carer and should be supported by appropriate medical evidence.

6. Unacceptable Behaviour

The City Council will reserve the right to review, with parents/carers, the provision of transport on a contract vehicle, where a pupil's behaviour is such that it may threaten the safety of the pupils, driver and passenger assistants.

When parents are advised, in writing, of their entitlement to transport, their attention is drawn to the section "Behaviour on the Vehicle" in the Educational Authority's Guide for Parents and Carers. They are advised that if their child misbehaves, they will receive a letter from the Integrated Transport Unit, which will warn that a suspension of transport for up to two weeks will apply if the behaviour does not improve. Should a suspension be considered necessary, parents will be responsible for transporting their child to school during this period. Transport is then re-instated. If the child's behaviour does not improve, an officer of the Local Authority will discuss with parents the possible withdrawal of transport and the alternative arrangements which may need to be made. A public bus pass or mileage expenses may be offered.

7. Attendance

Where attendance at school or college/6th form//learning providers is irregular the Local Authority has the right to review transport assistance and withdraw it if attendance remains unacceptable.

8. School Re-organisation (by the City Council)

Other than by exceptional decision, the normal entitlement policy will apply to the children of families where closure or reorganisation takes place.

9. Change of School Day

Provided that governing bodies of Local Authority maintained schools have followed the procedures in statute and national guidance the City Council will seek to rearrange transport accordingly. However, if additional costs are involved, the City Council reserves the right to make arrangements for all or part of those costs to be charged to the school concerned.

10. Health and Safety

Health and safety information provided by parents and head teachers is gathered as part of the application process. This is then assessed and relevant information will be provided to passenger assistants.

11. Appeals

Parents have a right to appeal the decisions made by Portsmouth City Council officers when assessing Home to School Transport applications. The appeals process is outlined in Home to School Travel Appeal process detailed at Appendix A.

12. Timescales.

Where a delay occurs in providing transport which is over and above the normal operational timescale for doing so, and the application for transport has been submitted with the permitted timescales, (including all supporting evidence) reimbursement may be made to cover expenses incurred (upon production of evidence of expenditure) from the date from which transport would otherwise have been provided dependent on authorisation from the Head Teacher of the pupil's school. Such reimbursement will be calculated using the most cost effective means of transport.

13. Assessment Errors

Where assistance is found to have been granted in error, notice of one full term will normally be given that assistance will be withdrawn to allow families to make other arrangements.

Where entitlement has been denied in error, transport will be arranged as soon as possible and consideration will be given to reimbursing parents retrospectively, with a time limit of the start of the academic year in which the error was discovered.

14. Lost and Stolen Bus Passes

Where a bus pass is lost there will be an administration charge made by the bus company to the parent/carer for a replacement. Stolen bus passes will not incur an administration charge if evidence in the form of a police crime number is provided.

15. Complaints

Portsmouth City Council takes complaints seriously and if needed the complaints procedure can be found at Portsmouth City Council www.portsmouth.gov.uk. In the first instance complaints should be put in writing to Commissioning Manager, Child Support Services and Education Directorate, Civic Offices Guildhall Square, Portsmouth PO1 2EA.

16. Contacts

The most up to date information on who to contact can be found on the Home to School Transport page at www.portsmouth.gov.uk/learning.

APPENDIX A

HOME TO SCHOOL/COLLEGE TRANSPORT APPEAL PROCESS

Stage 1 - The Access and Entitlement Officer assesses the application for Home to School Transport using the Exceptional Circumstances Criteria Student Eligibility Grid and if transport is declined the parent/carer/young person may::



Challenge the decision (within 20 working days) on the basis of:

- Entitlement
- Distance Measurement
- Route safety
- Points awarded



Stage 2 - The Access and Entitlement Officer prepares and presents the case on behalf of Portsmouth City Council to the Inclusion Transport Panel. Parent/carers or their representatives are invited to attend and present their case.

Parents/carers/young people receive written notification of the outcome of the Inclusion Transport Panel within 7 working days from the date of the Inclusion Transport Panel and if their application is declined the parent/carer/young person may:



Appeal the decision, in writing to the Director of Children's Services and Education (within 20 working days)



Stage 3 - The Director of Children's Services and Education reviews the case and parents/carers/young people are informed of the decision in writing, within 40 working days.

The Director of Children's Services and Education decision letter gives details of how to escalate a complaint to the Local Government Ombudsman.

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