



NOTICE OF MEETING

CABINET MEMBER FOR EDUCATION

THURSDAY, 27 FEBRUARY 2020 AT 2.00 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

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If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

CABINET MEMBER FOR EDUCATION

Councillor Suzy Horton (Liberal Democrat)

Group Spokespersons

Councillor Tom Coles, Labour

Councillor Terry Norton, Conservative

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

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A G E N D A

- 1 Apologies for absence**
- 2 Declarations of Members' Interests**
- 3 Dedicated Schools Grant Budget 2020-21 (Pages 5 - 32)**

Purpose of report

To inform the Cabinet Member of the initial determination of the schools budget (including individual schools budgets) for 2020-21 and to seek the necessary approvals and endorsements required.

RECOMMENDED that the cabinet member:

- a. Approve the initial determination of the Schools Budget for 2020-21 as set out in Appendix 1.
- b. Approve the 2020-21 Special School, Inclusion Centre and Alternative Provision places as set out in Appendix 2.
- c. Approve the 2020-21 Element 3 Top-up rates for The Harbour Special School, Inclusion Centres (including the addition of an Element 3 Top-up at Trafalgar Inclusion Centre), and Alternative Provision settings as set out in Appendix 3.
- d. Approve the Solent Academies Trust proposal to increase the 2020-21 Element 3 Top-up rates for Solent Academies Trust to include an increase of 1.84% as set out in Appendix 4
- e. Approve the proposal that any carry-forward balances from 2019-20 be used to assist with the continued introduction of the funding reform changes and fund any potential financial pressures arising during 2020-21.
- f. Approve the local funding arrangements in respect of the two, three and four year old early years provision for 2020-21 as set out in section 7 and Appendix 5.

4 Home to School Transport: consultation on policy for 2020/21 (Pages 33 - 80)

Purpose of report

To provide an update on the development of Portsmouth's approach to providing travel assistance and seek approval for the next stages of this work.

RECOMMENDED that the Cabinet Member for Education agrees to:

- a) Consult on the revised Portsmouth travel assistance policies for children of statutory school age and post 16 learners. The revised draft policies and consultation letter are attached at Appendices 2-4.
- b) Delegate to the Director of Children, Families and Education responsibility for finalising the updated policies taking account of feedback during the consultation period.
- c) Note the proposed approach to the commissioning of home to school transport, where provided, which will be implemented fully from 1 September 2020.

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Title of meeting: Cabinet Member for Education

Date of meeting: 27 February 2020

Subject: Dedicated Schools Grant Budget 2020-21

Report by: Alison Jeffery, Director Children Families and Education

Wards affected: All

Key decision: No

Full Council decision: No

1 Purpose of report

- 1.1 The purpose of the report is to:
- a. inform the Cabinet Member of the initial determination of the schools budget (including individual schools budgets) for 2020-21 and to seek the necessary approvals and endorsements required

2 Recommendations

- 2.1 It is recommended that the Cabinet Member:
- a. **Approve the initial determination of the Schools Budget for 2020-21 as set out in Appendix 1.**
 - b. **Approve the 2020-21 Special School, Inclusion Centre and Alternative Provision places as set out in Appendix 2.**
 - c. **Approve the 2020-21 Element 3 Top-up rates for The Harbour Special School, Inclusion Centres (including the addition of an Element 3 Top-up at Trafalgar Inclusion Centre), and Alternative Provision settings as set out in Appendix 3.**
 - d. **Approve the Solent Academies Trust proposal to increase the 2020-21 Element 3 Top-up rates for Solent Academies Trust to include an increase of 1.84% as set out in Appendix 4**
 - e. **Approve the proposal that any carry-forward balances from 2019-20 be used to assist with the continued introduction of the funding reform changes and fund any potential financial pressures arising during 2020-21.**

- f. **Approve the local funding arrangements in respect of the two, three and four year old early years provision for 2020-21 as set out in section 7 and Appendix 5.**

3

Background

- 3.1 The Dedicated Schools Grant (DSG) is a ring-fenced grant for education and can only be used for the purposes of the Schools Budget as defined in the School and Early Years Finance (England) Regulations.
- 3.2 The School and Early Years Finance (England) Regulations 2020 require each local authority, by no later than 28th February 2020, to:
- a. Make an initial determination of its schools budget; and
 - b. Give notice of that determination to the governing bodies of the schools which it maintains.
- 3.3 The Cabinet Member has already agreed, and Schools Forum has endorsed, the following principles in respect of the revenue funding arrangements for mainstream schools in 2020-21, which are summarised below:-
- a. To implement the National Funding Formula (NFF) for primary schools
 - b. To implement the minimum funding guarantee plus 1.84% for mainstream schools
 - c. To retain the Schools Block at its given value i.e. no transfer to the High Needs Block.
 - d. To calculate funding allocations in accordance with the NFF unit values plus the area cost of adjustment.
 - e. To adopt the Minimum Funding Levels (MFLs) as recommended by the Department for Education (DfE).
 - f. In addition, two disapplication requests, submitted to, and subsequently approved by, the ESFA, were agreed as being appropriate.
 - g. The submission of the authority proforma tool (APT) to the Education and Funding Skills Agency (ESFA) by the statutory deadline of 21 January 2020.
 - h. The budget to be held centrally for the payment of central licences negotiated nationally for all schools by the Secretary of State.
- 3.4 In addition Schools Forum has approved and the Cabinet Member endorsed the following:
- a. The Growth fund criteria for 2020-21 and secondary values
 - b. Centrally held budgets specifically:
 - Schools Forum
 - Admissions
 - Duties retained by the local authority for all schools.

- c. The carry forward of the final balance of the Schools Specific Contingency Fund from 2019-20 to 2020-21 to be used for the same purpose.

- 3.5 This report provides the Cabinet Member with the background and proposed changes to the High Needs Block and Early Years Block for 2020-21.

4 Financial Context

- 4.1 As in previous years, the pressures on the High Needs budget continue to grow. During this financial year, as part of the regular budget monitoring reports, growing pressures have been highlighted in a range of areas, most noticeably on out of city placements and the Element 3 top-up funding paid to mainstream schools.
- 4.2 Financial modelling of the pressures in September 2019 identified that if the High Needs Pressures continued to grow at the same percentage rates as in recent years the authority would be experiencing a £2m gap in high needs funding compared to 2019-20 funding, which could have to be met through the use of the schools block.
- 4.3 At the end of August 2019 the Government announced additional funding for schools over a three year period, £2.6bn for 2020-21, £4.8bn for 2021-22 and £7.1bn for 2022-23. It has since been confirmed that this included an additional £780m for High Needs in 2020-21 to support children with special educational needs and disabilities (SEND).
- 4.4 Whilst the increase in schools funding for the following three financial years has been announced, how the funding will be allocated and the proportion that will directed to high needs has only been confirmed for 2020-21. The authority will continue to work with schools to ensure a move to a more inclusive city ensuring that the high needs funding is focused where it can make the greatest impact whilst remaining within the resources available.

5 Dedicated Schools Grant

- 5.1 The determination of the 2020-21 Dedicated Schools Grant and Schools budgets is set out in Appendix 1.
- 5.2 On the 19 December 2019, the ESFA announced the Dedicated Schools Grant allocation for Portsmouth for 2020-21.
- 5.3 The overall DSG allocation includes the funding for both Maintained schools and Academies although Portsmouth City Council will only receive the funding for the Maintained schools as Academies receive this direct from the Education and Skills Funding Agency (ESFA).

- 5.4 In October 2019 the DfE released the indicative funding for 2020-21 based on the National Funding Formula and the October 2018 census data. The funding allocation has been updated for the October 2019 census and reflects the growth in pupil numbers seen both in mainstream schools and high needs settings across the city. The table below sets out the funding allocation for 2019-20 and the provisional funding allocation for 2020-21. It confirms that Portsmouth's allocation of the £2.6bn additional funding equates to £11.5m.

Table 1 DSG funding blocks 2019-20 and 2020-21				
Block funding	2019-20¹	2020-21	Variance	
	£	£	£	%
Schools Block	116,084,679	123,752,614	7,667,935	7%
Central School Services Block	825,483	856,419	30,936	4%
High Needs Block	21,174,134	24,759,016	3,584,882	17%
Early Years Block	14,175,471	14,415,543	240,072	2%
Total	152,259,767	163,783,592	11,523,825	8%

- 5.5 The amount expected to be received directly by Portsmouth City Council is £73.2²m, excluding funding for academies. The funding received directly will continue to change during the year as schools convert to Academy status, since they will receive their funding directly from the Education Funding Agency rather than from the Council. Table 2 below sets out the DSG funding allocation for 2020-21.

Table 2: DSG indicative and actual funding allocation as at December 2019				
DSG Funding	2020-21			
	Indicative funding inc. Academies	Provisional funding inc. Academies	Academy impact	Provisional exc. Academies
	£,000	£,000	£,000	£,000
Schools Block	120,706	123,753	(82,808)	40,945
Central School Services Block	841	856	0	826
High Needs Block*	24,502	24,759	(7,585) ³	17,174
Early Years Block**	14,399	14,416	0	14,416
TOTAL	160,448	163,784	(90,393)	73,391

* This is a provisional allocation which will be updated later in the year for import/export.

** This is a provisional allocation which will be updated later in the year; it reflects the January 2019 census.

¹ As at November 2019

² Includes expected reduction in import/export adjustment as set out in paragraph 5.8.

³ Assumes that The Harbour School will convert to academy status on 1 February 2020.

Import/export adjustment

- 5.6 The national funding formula for allocating local authorities' High Needs Block funding, includes an adjustment for the number of high needs pupils that are imported to Portsmouth Schools or exported to other local authority schools. The adjustment is based on the pupils recorded on the January school census and the individual learner records for Post 16 pupils and uses the following data to identify any changes in the import/export calculation:
- Pupils with top-up funding in mainstream schools and academies
 - Pupils in special schools and academies
 - Pupils in non-maintained special schools
 - Students in Special Post 16 Institutions (SPI)
 - Students with Top-up funding in further education institutions.
- 5.7 An allocation of £198,000 was made to the December 2019 indicative High Needs Block funding for 2020-21, to reflect the shift in census data between January 2018 and January 2019, showing that Portsmouth moved from being a net exporter to a net importer of high needs places.
- 5.8 The December 2019 high needs allocation will be adjusted in July 2020 for any changes in pupils from the January 2020 census. The authority is aware of one adjustment to the import/export for 2020-21 which relates to the correction of the home authority for a post-16 specialist provider that has sat with Portsmouth but will be removed by September 2020. This adjustment is likely to make the authority a net exporter and an expected reduction in funding of £234,000 has been factored into the 2020-21 funding allocation.
- 5.9 It is not currently possible to predict any further changes in 2020-21 funding, so any variance will need to be managed through the use of DSG balances. Work is underway to develop a robust methodology for estimating this adjustment in future.

6 High Needs Block

Comparison to mainstream school funding

- 6.1 When setting the mainstream school budgets the authority was able to set a minimum funding guarantee per pupil of plus 1.84 %. This ensured that mainstream school schools received at least an additional 1.84% per pupil funding when compared to the 2019-20 baseline.
- 6.2 As part of the funding to Special Schools, Inclusion Centres and Alternative Provision (AP) settings in 2020-21 it is proposed to increase the total funding received by Special Schools, Inclusion Centres and AP settings (Element 3 Top-up and place funding) by 1.84%. This has been added to the Element 3 top-up rates for 2020-21 and it is proposed that

the increases are paid from April 2020. The impact of these proposals are set out in Appendix 3 Element 3 Top-up rates.

Place Funding

Special School place changes

- 6.3 There are no proposed place changes at The Harbour School and Redwood Park Academy.
- 6.4 It is proposed to formalise the arrangement for commissioning additional places (seven) paid locally to Mary Rose Academy by increasing the commissioned places recouped and paid direct to the academies by the DfE, which, if approved by them, will be implemented from September 2020. This is purely a process change and has no impact on the authority's high needs place budget.
- 6.5 The budget reflects the full year impact of the expansion of Cliffdale Primary Academy to accommodate the pupils formally attending the Willows Centre for Children and the additional ten places for pupils that started at Cliffdale in September 2019.
- 6.6 Discussions are currently underway with the Solent Academies Trust regarding an additional 20 places required for September 2020. At the time of setting the budget it is unclear where these places will be located therefore the budget contains provision for the additional places but has not been identified against a particular school. The location of the places will be clarified when the budget is revised in July 2020.
- 6.7 Appendix 2 sets out the Special School places for 2020-21.

Inclusion Centre and Alternative Provision place changes

- 6.8 The 2020-21 budget contains a nett increase (eight) in the number of places at Inclusion Centres from September 2020. Appendix 2 sets out the commissioned places for 2020-21.
- 6.9 There are no proposals to change the number of Alternative provision places in 2020-21. Appendix 2 sets out the commissioned places for 2020-21.

Element 3 Top-up Funding

Special Schools, Inclusion Centres and Alternative Provision Settings

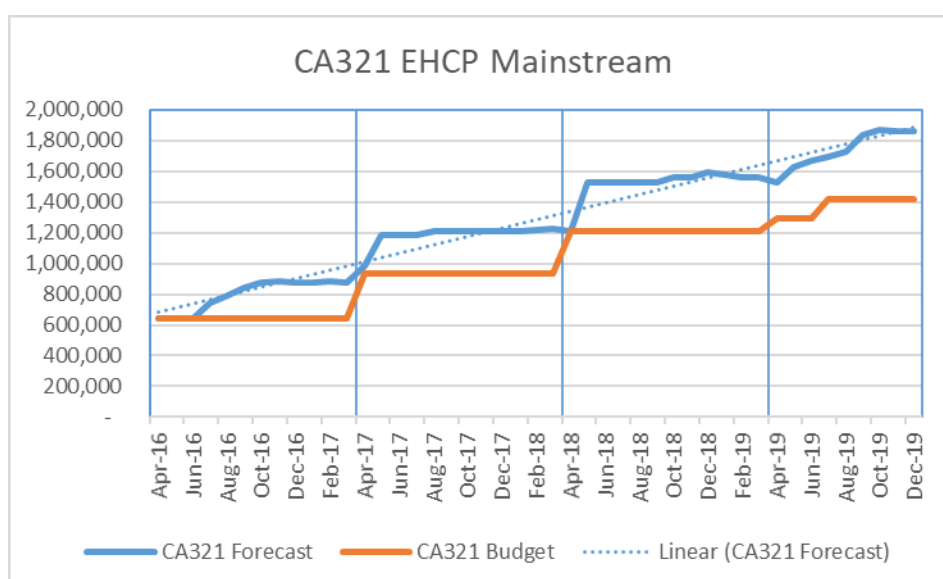
- 6.10 In line with paragraphs 6.1 to 6.2 above the element 3 top-up rates for special schools, Inclusion Centres and AP settings have been increased by 1.84%, the resulting top-up value has been rounded to the nearest £10. Appendix 3 sets out the element 3 top-up rates for 2020-21 payable from 1 April 2020.

Trafalgar Academy

- 6.11 The authority is changing the scope of the support provided by the Trafalgar Inclusion Centre from September 2020. The change will include the additional requirement for a qualified teacher as part of the Inclusion Centre offer which will enable the authority to place pupils with Autism who are not yet ready to access mainstream lessons, this will reduce the need to seek independent placements outside of the city.
- 6.12 To reflect the change in scope the authority is proposing to introduce an Element 3 top-up rate of £2,780 (currently £0.00) from September 2020. The additional cost for the financial year 2020-21 will be £17,800 with a full year effect of £30,600.

Pupils with SEND in mainstream schools

- 6.13 Over recent years the costs and numbers of pupils with SEND attending mainstream schools in receipt of Element 3 top-up funding has increased. Analysis has shown a year on year increase and despite using the latest information when setting the budget in previous years, expenditure has exceeded the budget resulting in annual overspends. The graph below illustrates the budget and forecast/actual year end position for the period April 2016 to December 2019.



- 6.14 Previously we have been able to partially offset any overspend through the use of the brought forward balance from previous years. The additional funding has enabled the authority to set this budget based on the data known as at November 2019 and include a 4% level of growth in pupil numbers and a 22% growth in costs due to level of need for the 2020-21 financial year.
- 6.15 As the authority implements the Inclusion agenda this area of expenditure is expected to grow over coming years and the authority will need to work with schools to develop a banding methodology for funding and monitoring mainstream pupils with SEND which will ensure the level of funding provides an appropriate level of support within the resources available to the authority.

Solent Academies Trust

- 6.16 As set out in previous reports the authority has been working with Solent Academies Trust following a request for increased funding. This has been a complex process as Solent Academies Trust is a Multi Academy Trust, and has its own accountability structures, and Portsmouth City Council does not have access to detailed budgets and forecasts. Therefore the authority is unable to undertake the deep dive analysis as previously completed with maintained schools.
- 6.17 To date a number of reviews have been undertaken and shared between the authority and the Trust, these include:
- A high level analysis of the Trust's 2020-21 budget by Portsmouth City Council using the DfE Special free school template. The review identified all the budgets to be within benchmarking parameters, apart from staffing costs which were slightly outside. The review was done for the Trust overall, and not for the individual schools.

- The results of a School Resource Management Advisor (SRMA) financial review, the report concluded that the school had identified and implemented savings to manage their costs.
- The results of an independent review carried out by an external consultant of a sample of pupils from the Trust to assess the level of need as set out in the Education Health and Care plan against the provision provided by the Trust. The review concluded that the pupils reviewed were on the correct band and that the ratio of teachers and support staff provided reflects the level of staff required to keep the children safe and to enable learning to take place
- A summary to help Schools Forum and Cabinet Member understand the current position has been provided by the Trust. This sets out the background to the financial pressures that the Trust has been faced with and the actions they have taken to manage their costs and bring expenditure back into line.

6.18 In total the Trust has requested an additional £350,000 included as part of an increase in Element 3 Top-up rates. The 1.84% increase provides £190,000 of this, which leaves a gap of £160,000. At Schools Forum on 12 February, the Executive Head Teacher presented the current position to the Schools Forum members along with the actions they had taken to bring the budget back in line. Following rigorous questioning Schools Forum voted to award Solent Academies Trust an increase in funding the equivalent of an additional 1.84% on their 2019-20 element three top-up rates and 1.84% on the place funding in line with other Special Schools in the City. Appendix 4 sets out the revised Element 3 top-up rates that would be implemented from April 2020.

6.19 In addition Schools Forum have asked the authority to undertake further detailed work with the Trust to better understand the financial position at the Trust.

Out of City Placements

6.20 The expenditure on Out of City placements continues to increase and the 2020-21 forecast position suggests an overspend in the region of £515,200⁴. On the basis that the current placements will continue into 2020-21, the budget provision for Out of City pupils has been increased by £612,000 or 25%, to £2.976m.

6.21 The overall number of children and young people placed out of city has increased throughout the year to 48 (from 36) but remains relatively low when compared to the national picture. Whilst the pupil numbers have increased there have been a number of placements where the costs have reduced either due to a change in the provision or confirmation of the split

⁴ Underlying pressure as at December 2019 following the removal of prior year accruals

between Education and social care. As a result there is a lower average annual cost per placement since the start of the year, this has decreased during the year from £60,454 to £58,311.

- 6.22 The remodelling of specialist provision within the City and the introduction of the Special Free School for Autism will reduce the need to place children Out of the City in the future. However it is envisaged that without changing processes, this will be an area of increasing pressure during 2020-21. The proposals set out in paragraphs 6.29 to 6.31 regarding the SEND "Monitoring and Review" Hub are intended to support the reduction of the pupils having to be placed Out of City. This has the benefit of maximising the funding available within the Portsmouth schools economy.
- 6.23 The Out of City budget also includes anticipated costs relating to the pupils placed by Child and Adolescent Mental Health Services (CAMHS) for 11 pupils at an average cost of £5,564 per placement.

Post 16 Element 3 top-up and place funding

- 6.24 At the start of the 2019-20 academic year (September 2019) the Post-16 Colleges in the City saw an increase (76) in the number of pupils with Education Health and Care Plans moving in to further education. Portsmouth City Council as the home authority is responsible for paying the place funding (Element 2) for these pupils irrespective of where they live at a cost of £6,000. This has been funded through the Post-16 Element 3 Top-up budget which is currently forecast to overspend by £108,000.
- 6.25 Following discussions with the Colleges these additional places are now built into the place funding which will be recouped by the Department for Education and paid directly to the Colleges from September 2020.
- 6.26 The total additional cost of the place funding for these pupils is £456,000, however as neighbouring local authorities are now responsible for the place funding when Portsmouth pupils attend Post-16 Colleges in other local authority areas, this additional cost is partially offset by the reduction in Element 2 Portsmouth was paying.
- 6.27 Therefore the 2020-21 Post-16 Element 3 top-up budget has been increased (£115,400) to cover the cost of the Element 2 place funding for the period April to July 2020 for which the authority will pay locally. In addition the Post -16 place funding budget has been increased (£200,000) to cover the recoupment by the DfE from August 2020 to March 2021.
- 6.28 As set out in Section 5 the Import/Export adjustment to the High Needs Block may provide funding to support these increases in Post-16 provision, but at this stage it is not possible to predict the overall adjustment.

Hospital and Medical Education

- 6.29 The authority commissions the Harbour School to provide tuition to those pupils who are in hospital, or unable to attend school due to a decision made by a medical practitioner. The funding for 2020-21 remains at £660,000 for this provision.
- 6.30 In addition the authority has been investigating opportunities to support pupils with medical needs who are unable to attend school to participate in classroom lessons through the use of technological solutions. Experience from other local authorities is showing that the use of AV1 Robots alongside the traditional support offered by medical tuition teams is improving pupil participation and reducing isolation for individuals. It is therefore proposed to set aside £12,100 to support this pilot in 2020-21.
- 6.31 A further report will be brought to Schools Forum and Cabinet Member in July 2020 to set out the details of the pilot.

Early Years Complex Needs Inclusion Fund

- 6.32 In February 2019 Schools Forum endorsed and Cabinet Member approved the set up an Early Years Complex Needs Inclusion Fund from September 2019. This enabled the authority to support those Early Years' pupils with complex needs in mainstream settings enabling a wider provision of services, following the closure of Willows Centre for Children.
- 6.33 The initial budget was set in September 2019 for 7 months at £52,500 (£90,000 per annum) based on the known complex needs pupils at the time. The fund has been operating since September 2019 and has supported 63 pupils to remain in/attend mainstream settings. Since the fund was established the numbers of pupils accessing the fund has been higher than originally predicted and the 2019-20 budget is forecast to overspend by £74,000.
- 6.34 To ensure the authority is able to continue to support early years' pupils with complex needs it is proposed to increase this budget to £200,000 per annum.

SEND Hub

- 6.35 The authority is proposing to set aside funding (£180,000) to provide a SEND "Monitoring and Review" Hub. The funding will enable us to recruit additional staff to focus on delivering the 'monitoring and review' function, working on behalf of Schools Forum to ensure value for money within the high needs provision both in the City and with Out of City providers. The team will work as part of the SEN team.

- 6.36 The purpose of these posts will be to focus on annual reviews of EHCPs to ensure that:
- The support specified within the EHCP is being delivered and is achieving the intended outcomes
 - The EHCP is being funded at the correct level, in line with the child's needs
 - Where there is evidence to suggest that the support required should be reduced or an EHCP should be ceased, then this is actioned
 - All out of city placements are proactively reviewed to ensure that plans are in place for when these children's needs can be met within the city.
 - Ensure timescales are met for responding to requests for changes in provision following annual review meetings, as well as amending or ceasing EHCPs, where this is appropriate.
- 6.37 It is expected that this spend to save initiative will help to cap the increase in costs seen across the High Needs sector by ensuring the appropriate level of funding to meet support requirements. It is proposed that the initiative will run for two financial years starting from April 2020 and that progress reports will be brought back to Schools Forum and the Cabinet Member.

Other High Needs Budgets

- 6.38 The funding for the Portage, Outreach and the Sensory Impairment (SI) Service budgets have been increased. These budgets have been subsidised by the authority over recent years due to the pressures within the High Needs budgets. The increased funding (£27,600) takes these budgets back to a cost neutral position for the Education Department for 2020-21.

7 Early Years Block

- 7.1 Funding provided by the Department for Education for the Council's Early Years Block of the Dedicated Schools Grant (DSG) has remained stable since April 2017. For the financial years 2017-18 and 2018-19 this was passed to settings as set out in the table below. In 2019-20 the Council reviewed the allocation funding to recognise the pressures faced by early years and childcare settings. We reduced the value of the growth contingency (the money we have to pay for the growing number of funded children during the year) and reduced the centrally allocated funding (the money the council uses to deliver early years and childcare services). This helped us to increase the hourly rate paid to providers.
- 7.2 The table below shows how the funding was distributed to settings in the City between 2017 and 2020.

	2017-18 & 2018-19		2019-20	
	3 and 4 year olds	2 year olds	3 and 4 year olds	2 year olds
	£	£	£	£
Basic hourly rate per pupil	4.09	5.03	4.17	5.04
Deprivation average hourly rate	0.20	-	0.20	-
SEN Inclusion fund	0.04	0.04	0.04	0.04
Growth contingency	0.13	0.13	0.06	0.13
Total funding passed to settings	4.46	5.20	4.47	5.21
Central retained funding	0.23	0.23	0.22	0.22
Total	4.69	5.43	4.69	5.43

- 7.3 The current growth contingency covers the in-year cost of additional pupils over and above those funded by the Department for Education. The table below shows the number of additional pupils this funding will cover for 2019-20.

Number of Full Time Equivalent (15 hours) pupils covered by the growth contingency 2019-20			
	2019-20		
	£	Hours	FTE
2 year olds	48,100	9,544	17
3 & 4 year old	153,200	35,057	62
Total	201,300	44,601	78

Additional funding 2020-21.

- 7.4 On 7 November 2019 the government announced additional funding to local authorities Dedicated Schools Grant Early Years Block of £0.08 per hour for two, three and four year olds. This equated to an additional £233,920 of funding for Portsmouth, based on January 2019 census figures.
- 7.5 The 2020-21 funding allocation will be adjusted for the number of pupils in an Early Years setting as at the January 2020 Early Years census in July 2020. However, the number of pupils the authority funds fluctuates in the year, and this will be different to the funding it receives.

Two, three and four year old proposals

- 7.6 The council could pass the full amount of the additional funding directly to settings by increasing the value of the hourly rate. However, by doing this the number of pupils that the council is able to cover using the growth contingency would reduce. This would put further pressure on Early Years' DSG budgets. The council needs to ensure that they are able to

fund the same number of Full Time Equivalent (FTE) pupils through the growth contingency in 2020-21 as in 2019-20.

- 7.7 For the council to continue to fund the same level of growth it would need to increase the hourly rate paid to settings by £0.04 and retain £0.04 for the growth contingency.
- 7.8 The council recognises the financial pressures on settings. We are also conscious that any end of year deficit in the DSG may require a reduction in funding to settings in future years.
- 7.9 The Council consulted with Early Years' settings on the proposal to increase the hourly rate to two, three and four year olds by £0.06 and increase the growth contingency by £0.02 per hour. The consultation started on 7 January 2020 and closed on 24 January 2020. In total 31 (15.5%) responses were received from a total of 200 providers contacted. Of the 31 responses, 24 (77%) agreed with the proposal and 7 (22.6%) disagreed with the proposal. Those providers who disagreed with the proposal took time to provide comments explaining why they disagreed and setting out the pressures that Early Years' providers are seeing particularly with the increase in the minimum wage and living wage. The anonymised comments are included in Appendix 6.
- 7.10 Since the consultation started on 7 January the authority has now received the final data set for the funding provided to early years settings as at the end of December 2019. This combined with the comments from providers has changed the proposals for 2020-21.

Two year olds

- 7.11 The data set is showing a decrease in the number of eligible two year olds pupils attending settings in the autumn term when compared to previous years. This information has been overlaid with recent data regarding birth rates in the City which is showing a decrease in the number of live births. In light of this new data it is expected that number of eligible two year olds is likely to decrease over 2020-21, thus reducing the requirement to hold a growth contingency at the same level as in previous years.
- 7.12 It is therefore proposed to pass the full £0.08 additional funding increasing the two year old hourly rate to £5.12 from April 2020.
- 7.13 It should be noted that as the pupil numbers decrease the authorities funding will also reduce on a lagged basis, thus the level of growth contingency will reduce. As the forecast pupil numbers do not take account of any housing developments that may take place over the coming years. It is important that the authority retains a small growth contingency to manage any future increase in pupils due to new housing.

Therefore it is proposed that no change is made to the proportion of hourly funded rate for the authority retained for the growth.

Three and four year olds

- 7.14 As at the December 2019 monitoring and data the number of three and four year olds attending early years' settings continue to grow and a proportion of the growth contingency has been used to pay settings for the additional pupil numbers. Whilst the number of two year olds are reducing we do not expect this population decrease to be seen in the three and four year old pupil numbers until 2021-22. In light of this and in recognition of the financial pressures felt by providers we are proposing to increase the three and four year old hourly rate by £0.07 to £4.24 from April 2020, retaining £0.01 to support the continued growth in this area.
- 7.15 In view of the changing early years population the value of the contingency fund and the hourly rates will be reviewed on an annual basis. Appendix 5 sets out the proposed two, three and four year old rates for 2020-21, for implementation from 1 April 2020.

8 Reasons for recommendations

- 8.1 The recommendations within this report seek to allocate DSG resources appropriately and fairly, to provide the best possible outcomes for pupils in the City. They are consistent with the requirements that are contained within the School and Early Years Finance (England) Regulations 2020. Local Authorities will be required to make an initial determination of their schools' budget no later than the 28th February 2020.

9 Integrated impact assessment

- 9.1 An integrated impact assessment is not required as the recommendations do not have a positive or negative impact on communities and safety, regeneration and culture, environment and public space or equality and diversity

10 Legal implications

- 10.1 The School and Early Years Finance (England) Regulations 2020 require local authorities to make an initial determination of their Schools Budget by the 28th February 2020. The recommendations in this report have regard to the requirements described in central government Operational Guidance and contained in those updated regulations and in particular identify elements of the proposals in respect of which Cabinet Members' specific approval or endorsement is required.

11 Director of Finance's comments

- 11.1 Financial comments have been included within the body of the report.

.....
Signed by: **Alison Jeffery, Director of Children, Families and Education**

Appendices:

- Appendix 1 Dedicated Schools Grant Original Budget 2020-21
- Appendix 2 - Special School, Inclusion Centre and Alternative Provision places 2020-21
- Appendix 3 - Element 3 Top-up 2020-21
- Appendix 4 - Solent Academies Trust Element 3 Top-up rates 2020-21.
- Appendix 5 - Early Years funding 2020-21.
- Appendix 6 - Comments relating to Early years Funding Consultation

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
School revenue funding 2020 to 2021 - operational guide (updated December 2019)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/831848/Schools_operational_guide_2020_to_2021.pdf
Schools Block national funding formula: technical note (October 2019)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/844007/2020-21_NFF_schools_block_technical_note.pdf
High Needs funding 2020 to 2021 operational guide (updated October 2019)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/837971/Operational_guide.pdf
Early Years Entitlements: local authority funding of providers: Operational Guide 2020-21 (December 2019)	https://www.gov.uk/government/publications/early-years-funding-2020-2021
Early Years national Funding Formula: Technical Note (updated December 2019)	https://www.gov.uk/government/publications/early-years-funding-2020-2021/early-years-national-funding-formula-technical-note-for-2020-21
The School and Early Years Finance (England) Regulations	www.legislation.gov.uk
School revenue funding working papers	Children, Families and Education Finance Team

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by on

.....
Signed by:

Appendix 1 Dedicated Schools Grant 2020-21 Original Budget

	2019-201 Schools Budget July 2019 (Inc. Academies)	Proposed Budget Revisions	2020-21 Schools Budget January 2020 (Inc. Academies)	2020-21 Schools Budget January 2020 (Ex. Academies)
	£000	£000	£000	£000
Schools Block				
Individual Schools Budgets (ISB)				
Primary	65,978	2,041	68,019	27,302
Secondary	49,453	5,181	54,634	12,543
Total ISB	115,431	7,221	122,653	39,845
De-Delegated and Central Budgets				
Growth Fund	754	649	1,403	1,403
De-delegated Budgets	142	(142)	0	0
Academy Conversions	25	(25)	0	0
Other Schools Block Sub Total	921	482	1,403	1,403
Total Schools Block	116,352	7,704	124,056	41,248
Central School Services Block				
Schools Forum	16	0	16	16
Admissions	307	27	333	333
Licences (negotiated by DfE)	126	(2)	124	124
ESG retained duties	377	7	384	384
Central School Services Block Total	826	31	856	856
Early Years Block				
3 & 4 Year Old Provision ¹	11,502	328	11,829	11,829
2 Year Old Provision	1,994	(51)	1,943	1,943
Central Expenditure on under 5's	642	1	643	643
Early Years Block Total	14,138	278	14,416	14,416
High Needs Block				
Individual Schools Budgets				
Special School Place Funding	5,597	138	5,735	244
Resource Unit Place Funding	522	76	598	374
Alternative Provision Place Funding	1,210	0	1,210	40
Total ISB	7,329	214	7,543	658
Element 3 Top-up funding	9,440	1,860	11,300	11,300
Out of City Placements	2,365	612	2,977	2,977
SEN Support Service	675	203	877	877
Medical Education	660	12	672	672
Outreach Services	187	5	192	192
Fair Access Protocol	60	0	60	60
Early Yrs. Complex Needs Inc. fund	53	148	200	200
Post-16 high needs places	504	200	704	0
Other High Needs block sub total	13,943	3,039	16,982	16,278
Total High Needs block	21,272	3,253	24,525	16,936
Total Expenditure	152,587	11,266	163,853	73,456

	2019-201 Schools Budget July 2019 (Inc. Academies)	Proposed Budget Revisions	2020-21 Schools Budget January 2020 (Inc. Academies)	2020-21 Schools Budget January 2020 (Ex. Academies)
Income				
Schools Block	(116,211)	(7,845)	(124,056)	(41,248)
Central Schools Services Block	(826)	(31)	(856)	(856)
Early Years Block	(14,138)	(278)	(14,416)	(14,416)
High Needs Block	(20,943)	(3,582)	(24,525)	(16,936)
DSG Income^{2,3}	(152,117)	(11,736)	(163,853)	(73,456)
One-off use of Carry Forward	(471)	471	0	0
Total Income	(152,587)	(11,266)	(163,853)	(73,456)

¹Includes early years pupil premium

²2020-21 per ESFA allocations December 2019

³ Includes reimbursement of Growth funding for Academy schools

Appendix 2 - Special School, Inclusion Centre and Alternative Provision Places 2020-21

Special School Place 2020-21		
	Places 2020-21	
Special School	Apr 20 to Aug 20	Sept 20 to Mar 21
Mary Rose Academy	145	152
Cliffdale Primary Academy	146	146
Cliffdale Willows Centre	18	18
Redwood Park Academy	141	141
The Harbour School	95	95
Total Special School Places	545	552
Additional places agreed and paid locally		
Mary Rose Academy	7	0
Cliffdale Primary Academy	10	10
Solent Academies Trust (To be confirmed)	0	20
Total additional places	17	30
Total Special school places	562	582

Inclusion Centre and Alternative Provision Places 2020-21		
	Places 2020-21	
Inclusion Centre	Apr 20 to Aug 20	Sept 20 to Mar 21
Devonshire Infant	8	10
Milton Park Primary	14	16
Portsdown Primary	9	10
Southsea Infant	7	8
Victory Primary	23	23
Northern Parade Junior	5	4
Trafalgar	8	11
St Edmunds	9	9
Total Inclusion Centre Places	83	91
Alternative Provision		
The Harbour School	105	105
Flying Bull Primary Academy	12	12
Flying Bull Primary Academy (Emergency Places)	4	4
Total Alternative Provision Places	121	121

Appendix 3 - Element 3 Top-up rates 2020-21

The rates listed below include the increase of 1.84% on the 2019-20 Element 3 Top up rates plus £184 per pupil to reflect 1.84% of the place funding of £10,000.

The Harbour School

	The Harbour Special School	
	Element 3 Top up rates 2019-20	Element 3 Top- up - rounded 2020-21
	£	£
Band A	21,283	21,860
Band B	11,898	12,300
Band C	10,051	10,420
Band D	8,529	8,870
Band E	6,630	6,940
Band F	4,014	4,270
Band G	3,101	3,340
Band H	1,446	1,660
Stamshaw	28,190	28,890
Core	8,500	8,840
Enhanced	11,200	11,590
Exceptional	21,200	21,770
Highly Exceptional	28,190	28,890

Alternative Provision

	Element 3 Top-up rates 2019-20 £	Element 3 Top-up rates 2020-21 £
Flying Bull	6,000	6,290
Harbour	8,000	8,330

Appendix 3 - continued

The Inclusion Centre Element 3 top-up rates include an average of the additional 1.84% on the place funding of £6,000 for each occupied place and £10,000 for each unoccupied place

Inclusion Centres

	Element 3 Top-up rates 2019-20 £	Element 3 Top-up rates 2020-21 £
Devonshire Infant	1,934	2,090
Milton Park	8,476	8,750
Northern Parade Junior	0	110
Portsdown	1,934	2,090
Southsea Infant	2,731	2,900
Victory	1,934	2,080
St Edmunds	0	120
Trafalgar	0	2,920

Appendix 4 - Solent Academies Trust Element 3 Top-up rates

Table A - Element 3 Top-up rates increased by 1.84%								
	Cliffdale		Cliffdale Willows Centre		Mary Rose		Redwood	
	Element 3 Top up rates	Element 3 Top up rates	Element 3 Top up rates	Element 3 Top up rates	Element 3 Top up rates	Element 3 Top up rates	Element 3 Top up rates	Element 3 Top up rates
	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
	£	£	£	£	£	£	£	£
Band A	18,834	19,360	19,461	20,000	19,461	20,000	21,283	21,860
Band B	10,486	10,860	11,246	11,640	11,246	11,640	11,898	12,300
Band C	8,844	9,190	9,629	9,990	9,629	9,990	10,051	10,420
Band D	7,491	7,810	8,299	8,640	8,299	8,640	8,529	8,870
Band E	5,802	6,090	6,636	6,940	6,636	6,940	6,630	6,940
Band F	3,475	3,720	4,346	4,610	4,346	4,610	4,014	4,270
Band G	2,663	2,900	3,547	3,800	3,547	3,800	3,101	3,340
Band H	1,191	1,400	2,098	2,320	2,098	2,320	1,446	1,660
Core	5,500	5,790	8,500	8,840	8,500	8,840	3,800	4,050
Enhanced	9,700	10,060	11,200	11,590	11,200	11,590	9,000	9,350
Exceptional	18,800	19,330	19,400	19,940	19,400	19,940	18,800	19,330
Highly Exceptional	-	-	-	-	-	-	-	-
Highly Exceptional ⁵ - 3+	-	-	-	-	30,000	30,740	-	-
Highly Exceptional ⁶ - 1/2	-	-	-	-	45,000	46,010	-	-

⁵ Element 3 Top-up paid for any subsequent pupils (3+) attending the highly exceptional class (where agreed by the local authority)

⁶ Element 3 Top-up paid for the first two pupils attending the highly exceptional class (where agreed by the local authority)

Appendix 5
Early years funding 2020-21

2019-20 and 2020-21 allocation of the funded hourly rate for 2, 3 and 4 year olds								
	2019-20				2020-21			
	3 and 4 year olds		2 year olds		3 and 4 year olds		2 year olds	
	£	%	£	%	£	%	£	%
Basic hourly rate per pupil	4.17	88.9	5.04	92.8	4.24	88.9	5.12	92.9
Deprivation average hourly rate	0.20	4.3	-		0.20	4.2	-	
SEN Inclusion fund	0.04	0.8	0.04	0.7	0.04	0.8	0.04	0.7
Growth fund	0.06	1.3	0.13	2.4	0.07	1.5	0.13	2.4
Total funding passed to settings	4.47	95.3	5.21	95.9	4.55	95.4	5.29	96.0
Central retained funding	0.22	4.7	0.22	4.1	0.22	4.6	0.22	4.0
Total	4.69	100	5.43	100	4.77	100	5.51	100

Appendix 6 - Early Years consultation comments

Type of provision	Comments
PVI provider	<p>I'm more than happy to give further information as to why we have replied no to the suggested 25% proposed reduction of the funding offered if that helps us and other nurseries continue.</p> <p>The offer of only 6p will leave us even further out of pocket on the wages to deliver the funded hours than we already are given the relentless annual and previous biannual increases in the minimum wage whilst the funding rate has remained frozen since 2017.</p> <p>A 6p increase will mean an actual increase of 48p for 3 & 4 year olds and 24p for 2 year olds for ratios.</p> <p>The min wage increase in 2020 is 51p an hour, leaving us with a loss of 3p and 27p for 3 & 4 year olds and 2 year olds.</p> <p>Over the 15 hour a week entitlement that's 45p and £4.05 and over the 38 weeks it equates to £17.10 and £153.90.</p> <p>These calculations are based on the member of staff being at full ratio for both age groups and we both know that isn't always the case, it also doesn't take into consideration the hours worked when the children are not present to complete forms and cleaning etc. plus management hours needed to run the setting and other outgoings such as pensions we now have to deal with alongside an increase of every other cost associated with running a pre-school/nursery.</p> <p>The minimum wage since the funded rate was frozen in 2017 has increased by £1.52 per hour as of April and we also have pension payments for most staff adding another 25p to the payroll costs. That's an overall increase of £1.77 for a qualified member of staff in costs and only 7p in funding in the same time frame.</p> <p>We now have to pay for training that was previously supplied by PCC to remain legally open for business and contributions to allow us to train apprentices to keep the sector in qualified staff as ours and every study indicates that qualified/well trained staff led to better outcomes for the children. These are just two of the issues as listing them all would take forever that we now have to contend with that we didn't before, but all for the same money from PCC/DFE.</p> <p>The changes calculated on just the 15 hours x 38 weeks is £1008.9 for increased wages versus an £8.40 and £4.20 increase in funding for 3 & 4 yr olds and 2yr olds respectively. Over the two main settings and the preschool that's approximately £8071.20 for the level 3's working directly with the children and £1710 for apprentices for 2020 compared to 2017 totalling approx. £25k just in added payroll expenses over the last 3 years and a further £9781.20 for 2020. These increases are making the delivery of our outstanding childcare very challenging to maintain and has led to us questioning remaining in the sector if more funding isn't allocated in the near future as it's becoming unsustainable.</p> <p>I would also like to enquire if all the contingency money withheld to date has been spent and if so what has it been spent on? As I'm unaware of any updates on this money that was allocated for funding and on quick calculations I believe it to be a figure in the region of £600,000.00 since 2017. Forgive me if this figure is incorrect as I said I'm not in possession of the actual number of funded children over the last 3 years but it is a subject that's come to light and been reported on various media outlets that city councils have forwarded this underspend back to the nurseries in the form of a one off payment J</p> <p>Sorry that wasn't a brief answer (HAHA) but the 8p wasn't enough and 6p even less so. I am sure you are fully aware of this anyway.</p>



Type of provision	Comments
PVI provider	I have made a case that with anything less than the full 8p, I will have no option but to pass these costs on to the paying parent in increased fees, which I am reluctant to do as we only increased them in September last year. However, with the increased NMW and NLW in April, this year, with only a 6p increase on the funding, it will become a necessity. We will also have to look at the delivery of our funded hours and also what consumables we charge for. If you would like childcare providers in the City to remain sustainable, I would urge you to look at the rate you pay us and ensure that the absolute maximum is passed through to us, whether that be from within the growth fund or the centrally retained funds.
PVI provider	As a childcare provider I am already struggling on the rate I receive currently, which falls well below my hourly rate of £5.75 for under 3's and £5.50 for over 3's. This has already had an impact on all decisions we take regarding staff, training, resources etc. and despite numerous changes to the structure of the business and an increase in child occupancy from 50 to 60 to take on extra funded children, it remains a constant battle.
PVI provider	<p>Sorry it has taken me a while to write this email, we have been given an 8 pence increase for our funding yet Portsmouth Council are giving the providers 6 pence of the money.</p> <p>As you are aware myself and a few other providers have been trying to get our funding increased for many years, if we are given 8 pence then 8 pence is what we should be getting not 6 pence.</p> <p>Since I built the new preschool my business rates have rocketed to over £1000 per month, the national minimum wage increases each year, this year being 6.2%, we have to pay 3% towards pensions, which this month was over £500, we have mortgage to pay, the list goes on.</p> <p>I don't charge any extra so my parents get all the funded sessions for free unless they do extra hours, at present I don't charge additional services as we are not allowed to make it compulsory it has to be voluntary, so for me personally unless all are paying it you can offer any additional services as I would end up having another bill.</p> <p>Funding is 38 weeks most PVL settings are all year round so we have to stretch the funding to make it realistically work, for our settings%</p> <p>The council need to be working with the government to getting us all a funding rate that is more realistic.</p> <p>I do not agree with us getting 6 pence we should be having the full amount which we have been given.</p>
Childminder	My response to the consultation is no I do not agree. Providers need all of the additional funding to offer high quality care.
PVI provider	However this increase does not help with the National Minimum wage increase in April 2020, meaning we will still be financially unsustainable.



Type of provision	Comments
Childminder	I am emailing my response as NO! Whilst the money into Portsmouth is low many local authorities have passed the full 8p per hour on to providers. I am well aware of the dedicated schools grant and the formula of the Early Years National Funding Formula. I am well aware the whole system is flooded and central government need to realise the importance of both the need to invest in early years and the pressures local authorities face. Unfortunately 6p per hour will not help providers to offer high quality care and education. I would ask that the cabinet member looks carefully at this decision. As a childminder in an area of deprivation I am unable to charge my families top ups and do not want to cut the quality of care. I feel torn between providing good quality care and education or making my own family suffer financially. It is wrong the government sets the ratio and the funding rate with no idea of the impact.
PVI provider	I would like a commitment that if the growth contingency fund ends up not being used, that the £0.02 that has been allocated to the growth fund is then placed onto the base rate. Thank you for continuing to work prudently and responsibly with public funds.

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Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting: Education Cabinet

Subject: Home to School and College Travel Assistance

Date of meeting: 27 February 2020

Report from: Alison Jeffery
Director of Children, Families and Education

Report by: Julia Katherine
Head of Inclusion, Education and Early Help

Alison Critchley
Education Business and Partnerships Manager

Wards affected: All Wards

Key decision (over £250k): No

Full Council decision: No

1. Purpose of report

- 1.1 To provide an update on the development of Portsmouth's approach to providing travel assistance and seek approval for the next stages of this work.

2. Recommendations

- 2.1 It is recommended that the Cabinet Member for Education agrees to:
- a) Consult on the revised Portsmouth travel assistance policies for children of statutory school age and post 16 learners. The revised draft policies and consultation letter are attached at Appendices 2-4.
 - b) Delegate to the Director of Children, Families and Education responsibility for finalising the updated policies taking account of feedback during the consultation period.
 - c) Note the proposed approach to the commissioning of home to school transport, where provided, which will be implemented fully from 1 September 2020.

3. Background

- 3.1 In response to feedback from young people with Special Educational Needs and Disabilities (SEND), via the annual Dynamite 'Big Bang' survey, Portsmouth City Council are seeking to consult on changes to the way that some home to school and college transport is provided to ensure that young

people are supported to develop their independence skills at a level that is appropriate to their individual abilities.

- 3.2 The Council are not proposing any changes to the eligibility criteria, so children and young people who are currently eligible for home to school and college transport assistance will still be eligible under the revised policy.
- 3.3 The rationale for reviewing our approach to providing travel assistance and commissioning home to school transport is set out in the Home to School Transport paper to Education Cabinet on 16 January 2020.
- 3.4 This paper seeks decisions on specific issues in relation to consultation on an updated travel assistance policy, and on our proposed approach to the commissioning of home to school transport.

Consultation on Revised Travel Assistance Policy

- 3.5 Portsmouth's approach to providing travel assistance is set out in the "Home to School Transport Assistance Policy and Portsmouth City Council's Transport Statement for Post 16 Learners with Special Educational Needs and Disabilities". This was updated in March 2019 and was effective from 31 May 2019. The post 16 statement covers the period 31 May 2019 to 30 May 2020 and is required to be updated annually. The policy in respect of children of statutory school age is required to be updated "regularly" but there is no requirement for an annual review.
- 3.6 The proposed updates to the policy are designed to make the guidance clearer and easier for parents and carers to understand. We are proposing to separate out the policies out into two separate documents, one relating to travel assistance for children of statutory school age (5-16) and one for post-16 travel.
- 3.7 It is important to note that no changes are proposed to the criteria for determining which children and young people are eligible for travel assistance.
 - No changes are proposed to the interpretation of the statutory criteria for travel assistance for children of statutory school age.
 - No changes are proposed to the criteria for assessing under the "exceptional circumstances" category for post 16 learners with SEND or for children of statutory school age who do not meet the statutory criteria for travel assistance.
- 3.8 The updated policies signal possible changes in how travel assistance is provided, with greater emphasis on travel arrangements that support independent travel for children and young people for whom this is a viable option, and greater use of personal budgets to allow parents to make their own arrangements to fit in with the needs of their families. This is reflected in the proposed titles which refer to "travel assistance" rather than "home to school transport", and in an extended section on the options for using a personal budget and independent travel training.

- 3.9 In addition, there are no changes proposed to the charges made to those parents who pay. Parents of post-16 learners who receive travel assistance pay £600 per year (£495 for low income families). Parents pay £750 per year for a Privilege Place.
- 3.10 The revised draft "Portsmouth Travel Assistance Policy for Children of Statutory School Age (5-16)" and "Portsmouth Travel Assistance Statement for Post-16 Learners with Special Educational Needs and Disabilities" are attached at Appendices 3 and 4. These documents have been drafted following informal consultation with a range of stakeholders including:
- officers in the education and transport teams,
 - SENCos, head-teachers, and college principals
 - parents of children with SEND via the Portsmouth Parent Voice Shaping Better Futures Together parents coproduction group.
 - Young people via Dynamite young people's group
- 3.11 It is proposed that the statutory consultation will run from 2 March 2020 to 24 April 2020. Due to Purdah, and the need to have the updated policy finalised promptly after the end of the consultation period, Members are asked to delegate to the Director of Children, Families and Education responsibility for agreeing the final policy taking account of feedback from consultation.
- 3.12 It is proposed that two aspects of the current policy are clarified:
- 3.12.1 *Children who are not yet of statutory school age:* Currently a small number of children who are ineligible for travel assistance under the statutory criteria because they are not yet of statutory school age have been receiving transport under the "exceptional circumstances" criteria. Any travel assistance that has already been agreed will continue to be provided until the end of the school year to avoid unnecessary disruption for these children and their families. From September 2020 new applications will be considered under the statutory criteria only once children reach statutory school age i.e. in the term after their fifth birthday. Parents of four year olds in Reception will be able to apply for transport under the "exceptional circumstances" criteria. No applications for assistance with travel to school or nursery will not be accepted for children who have not yet reached Reception Year.
- 3.12.2 *Children aged 8 living between 2 and 3 miles from their nearest suitable school:* These children would normally lose their eligibility for travel assistance under the Statutory Criteria on their 8th birthday. Although our policy states that this group would no longer receive transport, in practice these children have continued to receive travel assistance until the end of the school year in which they have their 8th birthday. It is proposed that the updated guidance be revised to clarify that these children are not eligible for transport under the Statutory Criteria, but that they will continue to receive free travel assistance until the end of the term after their 8th birthday. They would then be able to purchase a place on the Privilege Places scheme for the remainder of the school year, where a place is available.

4. Commissioning of Home to School Transport

- 4.1 We are working with an external company, *adam*, to introduce a new Dynamic Purchasing System to support the commissioning of transport to school and college for children with Special Educational Needs and Disabilities (SEND). We anticipate that this project will bring a number of benefits including:
- An increased number of providers offering home to school and college transport for children in Portsmouth;
 - Increased competition for business on some routes, resulting in reduced costs;
 - More straightforward systems for giving assurance that those providing home to school transport are suitably qualified, insured etc.
 - More user friendly management information about costs per route which enables new routes to be planned in a way which provides a quality service to users whilst also maximising value for money.
- 4.2 As part of this work we will need to define clear "accreditation and enrolment" criteria which taxi and mini-bus providers will need to comply with in order to be considered for work with Portsmouth City Council. It is proposed that we keep these criteria broad enough to enable new transport providers to begin offering their services, without compromising the safety, security and reliability of the service provided to children and young people in Portsmouth. In practice this will mean minimising bureaucracy by asking potential providers to, for example, confirm that they will comply with the Council's safeguarding and health and safety procedures (including providing evidence of up to date DBS checks), rather than asking them to provide their own policies, which would be more challenging for small providers and sole traders.
- 4.3 We are proposing to re-tender transport provision starting from the beginning of the new school year.

8. Equality Impact Assessment (EIA)

- 8.1 An integrated impact assessment is not required as the recommendation contained within this report does not have a negative impact on any of the protected characteristics as described in the Equality Act 2010. The proposed changes to policy will not affect which children and young people are considered eligible for travel assistance. The new draft policy places greater emphasis on supporting more independent travel where this is a viable option, in response to the feedback we have had from young people themselves (via the annual Dynamite Big Bang survey) who tell us that they would like to develop the skills and confidence to travel to school or college independently, using public transport.

9. Legal implications

- 9.1 The Council has a duty to make such travel arrangements as they consider necessary to secure suitable home to school transport arrangements are

made for eligible children in accordance with s.508B of the Education Act 1996. This relates to children of compulsory school age (5 - 16) and ensures transport is free. Section 508C of the Act gives the Council discretionary powers to make school travel arrangements for other children not covered by section 508B. Such transport does not have to be provided free of charge

- 9.2 In making those arrangements, regard must be had to the statutory guidance issued by the DfE. The current guidance is in the 2014 "Home to school 7 travel and transport guidance." The guidance recognises that it is for the individual LA to decide how they apply their discretion and that LAs will need to balance the demands for a range of discretionary travel against their budget priorities.
- 9.3 There are further provisions in s.509AA and s.509AB for young persons (aged 16 - 18), disabled persons and persons with learning difficulties, those continuing learners who started their programme of learning before their 19th birthday ("persons of sixth form age") and for young people with EHC Plans up to age 25 where they are continuing on a course started before their 19th birthday. LAs must prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or otherwise that the authority considers necessary for facilitating the attendance of such persons.
- 9.4 Additionally, LAs have a duty under s.508F and s.508G to make such arrangements for the provision of transport as they consider necessary in respect of adults aged 19 or over and relevant young adults with an EHC Plan in certain specified circumstances. These arrangements and those stated in paragraph 9.3 above must take into account the statutory guidance issued by the DfE "Post-16 Transport and Travel Support to Education and Training" January 2019.
- 9.5 In addition to the duties under the Education Act 1996, the LA has a general duty under the Education and Skills Act 2008 to encourage, enable and assist participation of young people with SEND up to the age of 25.

10. Finance comments

- 10.1 The encouragement to more independent travel and the flexible approach to commissioning transport should over time reduce transport costs. However there is a risk that a more personalised approach to travel and a change to how the transport is commissioned, could increase costs. Before the policies are finalised, the financial implications should be reviewed, and then monitored once in place.

.....
Signed by:
Alison Jeffery
Director of Children, Families and Education

Appendices:

- Appendix 1: Eligibility for free home to school transport.
- Appendix 2: Draft consultation letter
- Appendix 3: Portsmouth Travel Assistance Policy for Children of Statutory School Age (5-16)
- Appendix 4: Portsmouth Travel Assistance Statement for Post 16 Learners with Special Educational Needs and Disabilities

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Home to school travel and transport statutory guidance	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/575323/Home_to_school_travel_and_transport_guidance.pdf
Post-16 transport and travel support to education and training statutory guidance	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/772913/Post16_transport_guidance.pdf
Home to school transport policy 2018	https://www.portsmouth.gov.uk/ext/schools/school-transport-and-travel

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

Appendix 1: Eligibility for free home to school transport

Local authorities have a duty to make transport arrangements as they consider necessary to facilitate attendance at school for all 'eligible' children (*DfE Home to school travel and transport guidance. Statutory guidance for local authorities. July 2014*). Children are 'eligible' for free home to school transport if they fall into one of the following categories:

1) Statutory walking distances eligibility

The Local Authority is required to provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable school is:

- beyond 2 miles (if below the age of 8); or
- beyond 3 miles (if aged between 8 and 16)

2) Special educational needs, a disability or mobility problems eligibility

The Local Authority is required to make transport arrangements for all children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability. Eligibility, for such children should be assessed on an individual basis to identify their particular transport requirements. Usual transport requirements (e.g. the statutory walking distances) should not be considered when assessing the transport needs of children eligible due to SEN and/or disability.

3) Unsafe route eligibility

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

4) Extended rights eligibility

The Local Authority is required to provide free transport where pupils are entitled to free school meals or their parents are in receipt of maximum Working Tax Credit if:

- The nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11);
- The school is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools);
- The school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).

5) Discretionary eligibility

Local Authorities have discretionary powers to go beyond their statutory duties and provide transport for children who are not entitled to free transport. In these cases local authorities can make charges, paying none, part or all of the reasonable travel expenses.

6) Post 16

The policy for post 16 transport is different from that for compulsory school aged children (5-16). Although local authorities do not have to provide free or subsidised transport, when making their assessment of what is required, local authorities must act reasonably, taking into account all relevant matters, such as the needs of their population, the local transport infrastructure and the resources available.

Local authorities have a duty to publish an annual transport policy statement specifying the arrangements for the provision of transport to ensure that:

- learners of sixth form age are able to access the education and training of their choice
- if support for access is required, this will be assessed and provided where necessary

Appendix 2

Consultation on Portsmouth Travel Assistance Policies

Portsmouth City Council is seeking parents' and stakeholders' views on new draft Travel Assistance policies that will come into effect from September 2020.

No changes are proposed to the criteria for determining which children and young people are eligible for travel assistance. Travel assistance will continue to be provided free of charge for children meeting the Statutory Criteria and the Exceptional Circumstances Criteria.

The Council is proposing to keep the amounts payable by parents/carers of children in receipt of Post-16 travel assistance, and the costs of a Privilege Place, the same as in 2019/20.

The updates to this policy are designed to make the guidance clearer and easier for parents and carers to understand. The new guidance separates out the previously combined "*Home to school transport assistance policy and Portsmouth City Council's transport statement for post 16 learners with special educational needs and disabilities*", into two separate documents, one which applies to children of statutory school age and one for post 16 learners. This change is intended to make it easier for parents/carers to find information that is relevant to their situation.

The revised guidance also gives more information about the range of ways in which travel assistance may be provided. There is a greater emphasis on travel arrangements that support independent travel for children and young people for whom this is a viable option, and more information about the use of personal budgets to allow parents to make their own arrangements to fit in with the needs of their families.

The consultation is open from Monday 2 March and will close at midnight on Wednesday 24 April 2020. Comments should be emailed to Education.EducationSharedEmail@portsmouthcc.gov.uk

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PORTSOUTH TRAVEL ASSISTANCE POLICY FOR CHILDREN OF STATUTORY SCHOOL AGE (5-16)

Updated March 2020 (Draft for consultation 2 March 2020 - 17 April 2020)

Section one: Introduction

1. This document sets out Portsmouth's Policy for providing travel assistance to children of statutory aged school age i.e. children aged 5-16.
2. 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.
3. Travel assistance may be provided for children aged 5-16 where the Statutory Criteria are met, or, for children who do not meet the Statutory Criteria, where the Exceptional Circumstances Criteria are met. Where there is spare capacity, places may be offered via the Privilege Places scheme.
4. For information about Portsmouth's travel assistance policy for post 16 learners see the separate "Portsmouth Travel Assistance Policy for Post 16 Learners with Special Educational Needs and Disabilities".
5. No applications for assistance with travel to school or nursery will be accepted for children who have not reached Reception Year (Year 0).
6. Portsmouth will not consider assistance with travel to fee paying schools, unless the school has been named in a pupil's Education Health and Care Plan (EHCP) or is the nearest school considered by Portsmouth City Council's SEN team as able to meet the needs of the pupil.
7. The statement applies to children and young people residing in the Portsmouth City area (Post codes PO1 - PO6). Learners not resident within the post code area should refer to the transport policy issued by their own Local Authority. Where a child lives at more than one address they will be assessed using the address of their main home. Where time is split equally between two addresses, the address of the parent in receipt of child benefit will be used.
8. This policy will be used to determine applications for transport from 1 September 2020 onwards. It will be subject to regular review.

Section Two: Eligibility for Travel Assistance

Travel Assistance Provided under Statutory Criteria

9. The Local Authority is under a statutory duty to provide travel assistance as set out in the Education Act 1996 to eligible children and young people of statutory school age. Statutory (or compulsory) school age starts at the beginning of the term after a child's fifth birthday, and ends at the end of June in the school year in which a young person has their 16th birthday.

10. Portsmouth City Council's travel assistance policy follows the DFE statutory guidance in determining which children meet the Statutory Criteria for travel assistance. There are four different circumstances in which children may meet the Statutory Criteria:
- a. **Statutory walking distances eligibility:** where the nearest suitable school is:
 - beyond 2 miles (if below the age of 8); or
 - beyond 3 miles (if aged between 8 and 16)
 - b. **Special educational needs, a disability or mobility problems eligibility:** where the child cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability.
 - c. **Unsafe route eligibility:** where children cannot reasonably be expected to walk to nearest suitable school because the nature of the route is deemed unsafe to walk.
 - d. **Extended rights eligibility** where pupils are entitled to free school meals or their parents are in receipt of maximum Working Tax Credit if:
 - the nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11); or
 - the school is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools); or
 - the school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).
11. In Portsmouth the nearest "suitable" school will be the child's designated catchment school or nearer school, or qualifying special school.
12. Portsmouth also deems children to be eligible for travel assistance under the statutory criteria where the parent/carer(s) have a disability which means that it is not possible for either parent to accompany their primary aged child(ren) or secondary aged child(ren) with special educational needs and disabilities to school.
13. The full criteria for travel assistance under the Statutory Criteria for children of statutory school age are set out at Appendix A.
14. To apply for travel assistance please complete an application form on the Portsmouth SEN local offer website <https://portsmouthlocaloffer.org/services/701/>.

Travel Assistance Provided under Exceptional Circumstances Criteria

15. Children and young people who do not meet the criteria for statutory transport assistance may be eligible for help under the Exceptional Circumstances Criteria (ECC). Portsmouth City Council recognises the difference that travel 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 ECC aims to ensure that transport assistance is allocated to those most in need.
16. All applications for non-statutory transport assistance will be assessed using the Student Eligibility Grid, a copy of which is attached at Appendix B.
17. Every application for home to school transport will be considered on an individual basis and points will be awarded in accordance with the Student Eligibility Grid. Where a need is considered to be high (70+ points) transport will be provided. Where points are less than 70, transport will be declined. Where an applicant wishes to appeal against the decision, a letter outlining the reasons can be sent to the Access and Entitlement Officer as outlined in the appeals process at Appendix C.
18. To apply for travel assistance please complete an application form on the Portsmouth SEN local offer website <https://portsmouthlocaloffer.org/services/701/>.

Travel assistance provided under the Privilege Place Scheme

19. Parents of children with an EHCP who do not meet the Statutory Criteria or the Exceptional Circumstances Criteria may apply for travel assistance via the Privilege Place scheme. Under the Privilege Place scheme children may be picked up and set down at a central point up to one mile from the home address. Decisions will be taken based on the availability of places, the pupil's special needs, and any impact on the other pupils travelling.
20. Applications for Privilege Places are made on an annual basis. The decision about the allocation of Privilege Places is made after the travel assistance for all pupils meeting the Statutory Criteria and Exceptional Circumstances Criteria has been agreed, and therefore may be notified close to the start of the relevant term. The place may be withdrawn with 10 days' notice at any time, if it is needed by a child meeting the Statutory or Exceptional Circumstances Criteria, or where routes are changed or re-tendered.
21. The price of a privilege seat is currently¹ £750.00 payable in 3 termly instalments of £250, paid in advance.
22. To apply for travel assistance via the Privilege Place Scheme [email].

¹ Price correct for 2020/21 school year.

Section Three: The Travel Assistance Offer

23. 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 an Education Health and Care Plan or Statement of Special Educational Needs transport will be reviewed at a child's or young person's Annual Review.
24. Travel assistance will only be given for travel to school at the start and end of the school day.
25. Travel assistance will be provided in a safe and cost effective manner, taking account of the child's specific needs, and with regard to the best use of the Council's resources. The main transport arrangements are:
26. **Bus or Rail Pass** - This is a free pass for use on public transport and is generally provided for children and young people who meet the Statutory Criteria under the "walking distances" and "extended rights" eligibility criteria. Secondary age pupils are expected to travel independently. Parents/carers may need to accompany primary aged children to school, but travel assistance for parents accompanying entitled children will only be considered on a discretionary basis where the family meets the Exceptional Circumstances Criteria.
27. **Transport Vehicles** - Vehicles and drivers are provided by a suitable 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.
28. 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/carers 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.
29. 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.

30. Transport will be arranged so as to be non-stressful. Best practice indicates that the maximum journey time should be no longer than 45 minutes for primary aged pupils and 75 minutes for secondary aged pupils. However consideration should be given to traffic conditions within the city. Exceptions may apply for operational reasons, although individual needs will be assessed. Longer journey may be necessary for pupils attending special education needs schools outside of Portsmouth.
31. **Personal Budget Transport** - Pupils with an Education Health and Care Plan can request a personal transport budget. Families should discuss this option with their Assessment Co-ordinator or Special Educational Needs Adviser at the pupil or young person's Annual Review.
32. The Personal Budget is paid into the parent/carer's designated bank account on a monthly basis. It can be used however the parent chooses, as long as the child gets to and from school on time and in a way that ensures their safety, encourages their attendance and does not negatively affect their ability to learn once they are at school. Examples of how Personal Transport Budgets include:
- a. Buying a travel pass for a parent or a trusted adult to accompany the child to and from school.
 - b. Covering the costs of driving or cycling with the child to school.
 - c. Sharing the costs of the school run with another parent such as shared driving responsibilities, walking buses or joint taxi bookings.
33. The amount of the Personal Budget, including elements of mileage, will be paid at a rate determined by the local authority at the time. More details can be found in Portsmouth City Council's Local Offer.
(<https://portsmouthlocaloffer.org/documents/personal-transport-budgets/>).
34. **Access to Independent Travel Training** - Travel training supports children, young people and adults to get more out of life through learning the skills and building confidence to use public transport safely. For information about accessing support for independent travel for a child of statutory school age please discuss this at the child's annual review.
35. **Car Mileage Allowance or Cycle Allowance** - A mileage allowance of 50p per mile will be payable, payable for two round trip journeys per day. 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.

Section Four: Additional Important Information

36. **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.

37. **Age:** A child becomes eligible for travel assistance under the Statutory Criteria only once they have reached statutory school age i.e. in the term after their fifth birthday. Most children start full time school in the September after they turn four, and will therefore start school before they are able to apply for travel assistance under the Statutory Criteria. Parents of four year olds in Reception can apply for transport under the "Exceptional Circumstances" criteria. Alternatively they may apply for a Privilege Place.
38. Children living between 2 and 3 miles from their nearest suitable school will normally lose their eligibility for travel assistance under the Statutory Criteria on their 8th birthday. Children will continue to receive travel assistance until the end of the term after their 8th birthday. Parents are then able to apply for transport under the "Exceptional Circumstances" criteria. Alternatively they may apply for a Privilege Place.
39. **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 re-assessed 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 & Entitlement Officer before a new bus pass can be issued.
40. **Unacceptable Behaviour** Where a child is unable to travel safely to school, including where the pupil's behaviour is such that it may threaten the safety of the pupils, driver and passenger assistants, the council reserves the right to suspend transport support for up to two weeks. Parents would normally have been contacted by the transport team, including through a formal warning letter from the Integrated Transport Unit, before such a suspension is made. Should a suspension be considered necessary the parents/carers will be responsible for transporting their child to school during this period. Transport will then be re-instated.
41. Where there are ongoing issues an officer of the Local Authority will discuss with parents/carers the possible withdrawal of transport and the alternative arrangements which may need to be made, which might include the offer of a public bus pass or personal budget.
42. **Attendance:** Where attendance at school is irregular the Local Authority has the right to review transport assistance and withdraw it if attendance remains unacceptable.
43. **Permanent exclusions or managed moves:** Where a child changes school as a result of a permanent exclusion or managed move, then transport assistance will be provided if the school is beyond the statutory talking distance and the local authority agrees with the preference.

44. **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 re-organisation takes place.
45. **Armed Forces Covenant** Portsmouth City Council has signed up to the Armed Forces 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 application for transport using the exceptional circumstances criteria are assessed.
46. **Health and Safety** Health and safety information provided by parents/carers and head teachers is gathered as part of the application process. This is then assessed and relevant information will be provided to passenger assistants.
47. **Emergency Travel Assistance:** Travel assistance may exceptionally be provided on a short term basis where a pupil may be at risk of educational disruption due to circumstances beyond the control of the parents. Evidence to support such applications will be required from relevant professionals. Each application will be considered on its own merits. A parental/carer contribution towards the costs of providing emergency travel assistance may be payable.
48. **Appeals:** Parents/carers have the 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 in Appendix C.
49. **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 pupils school. Such reimbursement will be calculated using the most cost effective means of transport.
50. **Assessment Errors:** Where assistance is found to have been granted in error, notice of four weeks will normally be given that travel will be withdrawn to allow families to make other arrangements.
51. Where entitlement has been denied in error transport will be arranged as soon as possible and consideration will be given to reimbursing parents/carers retrospectively, with a time limit of the start of the academic year in which the error was discovered.
52. **Lost and Stolen Bus Passes** Where a bus pass is lost there will be an administration charge made by the bus company to the parents/carers for a replacement. Stolen bus passes will not incur an administration charge if evidence in the form of a police crime number is provided.

53. **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:

Complaints Manager
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
Hants, PO1 2EA

54. **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.

Section five: Additional information for schools

55. **Change of Time of the School Day:** Provided that governing bodies have followed the procedures in statute and national guidance the City Council will seek to re-arrange 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.

56. When a school wishes to temporarily change the time of the school day i.e. at the end of the term, transport will only be provided at the changed end of the day with the prior consent of the manager of the Integrated Transport Unit who must be given at least one month's notice of the change of school day.

57. **Commissioned Placements** When a school commissions a place for a student in an alternative provision, i.e. The Harbour School, and the student remains on the roll of the school, the commissioner of the place will be responsible for funding any statutory transport that is required.

58. 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 where the student meets the criteria for exceptional circumstances, or where the school or the commissioner of the placement agrees to fund the transport.

APPENDIX A - ELIGIBILITY FOR TRAVEL ASSISTANCE UNDER THE STATUTORY CRITERIA FOR CHILDREN AGED 5-16		
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 Reception Year to aged 8 years old, who live over 2 miles (but less than 6 miles) from their designated catchment school, measured by the shortest walking route between the home and the school, qualifying special school, or a nearer school.</p> <p>Children aged 8 years old to the end of Year 11 who live over 3 miles (but less than 6 miles) from their designated catchment school. This is measured by the shortest walking route between the home and the 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, travel assistance 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 an Education Health or Care Plan or a Statement of Special Educational Needs.	Children attending their designated catchment school, or nearer school, or qualifying special school who are unable to walk to school (accompanied or unaccompanied) by reason of their special education needs, disability or mobility needs.
3	Children of disabled parents	Single parents/carers with a disability (or where both parents/carers have a disability, each parent/carer) must provide evidence from a medical professional stating the impact of their condition on their ability to accompany their primary aged child(ren) or secondary aged child(ren) with special educational needs and disabilities to school. The children must attend their designated catchment school, qualifying special school or a nearer school.
4	Children attending their designated catchment school or a nearer school or a qualifying special school.	Children who cannot reasonably be expected to walk to school because the route is deemed unsafe.

FAMILIES ON LOW INCOME WITH PRIMARY AGED CHILDREN - AGE 8 TO AGE 10 YEARS.		
Section	Who can we help?	What are the criteria?
5	Parents/carers with financial responsibility for a child or children and who meet the criteria for low income.	Children aged 8 years to age 10 years, attending their designated catchment school or nearer school, who live over 2 miles from the school measured by the shortest walking route AND who are entitled to free school meals or whose parents/carers are entitled to the MAXIMUM level of working tax credit or universal credit.

FAMILIES ON LOW INCOME WITH SECONDARY AGED CHILDREN - YEAR 7 - YEAR 11		
Section	Who can we help?	What are the criteria?
6	Parents/carers with financial responsibility for a child or children and who meet the criteria for low income.	Children in Year 7 to Year 11 who live over 2 miles (but less than 6) 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/carers are entitled to the MAXIMUM level of working tax credit or universal credit *.
7	Parents/carers with financial responsibility for a child or children and who meet the criteria for low income and attend the nearest suitable school preferred on grounds of religion or belief.	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 AND who are entitled to free school meals or whose parents are entitled to the MAXIMUM level of working tax credit or universal credit. **

* for some students living within the PO6 post code area, one of the three nearest schools may be situated within another Local Authority area. If a parent/carer chooses to send their child to a school outside of the Portsmouth City Council boundary, we will consider transport to the neighbouring Local Authority school, if it is one of the three nearest to the student's home address. However, if a parent/carer wishes to send their child to a school within the Portsmouth City Council boundary, only the three nearest schools within Portsmouth will be considered as the nearest three schools.

** for some students living within the PO6 post code area, the nearest faith school may be situated within another Local Authority area. If a parent/carer chooses to send their child to a faith school outside of Portsmouth, we will consider transport to that neighbouring school, if it is the nearest faith school to the home address. For students living nearer to St Edmunds Catholic School, the designated faith school for Portsmouth residents, we will only consider providing assistance with transport to that school.

Student Eligibility Grid

	Criteria	Points	How points are awarded
Parent and Family Factors			
1	The applicant is primary school age and the parent or carer of the applicant has other PRIMARY school aged children to escort to their CATCHMENT school, nearer school or another school allocated by Portsmouth City Council Admissions Team. Or the parent/carers has older children with special educational needs or disabilities to escort to their designated place of education and the distance between the education establishment and the home would prevent all of the students from arriving at their educational establishment 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/carers 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 an Early Help Assessment (EHA) or Single Assessment Framework (SAF) or Child in Need Plan (CIN) where one is in place. The EHA/SAF/CIN must support the need for transport assistance to school for the child named in the application.</p> <p>Where there is no EHA/SAF/CIN in place or a parent has refused permission to use the EHA/SAF/CIN, 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 Year 10/11 moves house and the distance between the new house and the school is over the statutory walking distance; 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	<p>A family or young person (if the young person is applying for transport in their own right) who receives any of the following benefits:</p> <ul style="list-style-type: none"> • Income Support • Income-based Jobseekers Allowance • Income-related Employment and Support Allowance 	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>

	<ul style="list-style-type: none"> • Support under Part VI of the Immigration and Asylum Act 1999 • The guaranteed element of State Pension Credit • Child Tax Credit only, provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190. Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income • Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit • Universal Credit 		
5	A parent/carer who has access to a motor vehicle which they are licenced to drive. If NO	5	Points will be awarded at the 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 responsible for taking a PRIMARY aged child to school, or an older child where there is evidence of special educational needs and disabilities who is unable to walk unaccompanied. Adults with parental responsibility who do not live in the same household may still be expected to escort their children to school, i.e. non-resident parent, other family member.	5	<p>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.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
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

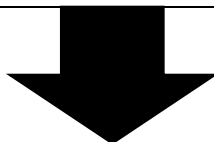
			<p>older child with special educational needs and disabilities to school.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
8	<p>You and your partner work and your working hours mean it is not possible for you to escort your PRIMARY aged child/children or older child with special educational needs and disabilities who is unable to walk unaccompanied to school.</p>	5	<p>Parents/carers will need to provide a letter from their employer stating the start and finish times of their working day.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
Child and Young Person Factors			
9	<p>You are a young person who is attending college or 6th 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> <p>Or attended a mainstream school with and Education, Health and Care Plan that specifies full time support</p>	20	<p>Evidence will only be required if you were living outside of the PO1-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 allocated by the special educational needs and disabilities 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 an Education Health and Care Plan	10	Parents/carers can give permission for evidence to be used from the Education Health and Care Plan or the Statement of Special Educational Needs.

			Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.
12	The child or young person does not have an Education Health and Care Plan but has a medical condition which prevents them from walking to school.	10	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. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.
13	You are a secondary aged pupil or young person over 16 years of age and you are unable to travel independently.	5	Evidence must be provided confirming that the young person is unable to travel independently from a GP or other health professional. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.
14	You are a student or parent/carer of a Post 16 student with special educational needs or disabilities and you have to walk significantly further (more than one mile) than the usual statutory walking distances outlined on Pages 4 and 5 of this document.	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 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.	5	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 subsequent appeal.

APPENDIX C

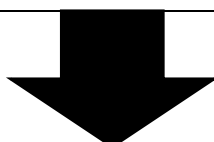
HOME TO SCHOOL TRANSPORT APPEAL PROCESS

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

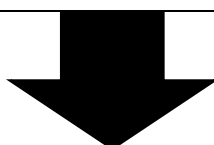


Challenge the decision (within 20 working days) on the basis of:

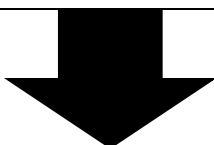
Entitlement
Distance measurement
Route Safety
Points awarded.



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



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



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

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

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Appendix 4

PORTSMOUTH TRAVEL ASSISTANCE STATEMENT FOR POST 16 LEARNERS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Updated March 2020 (Draft for consultation 2 March 2020 - 17 April 2020)

Section one: Introduction

1. Portsmouth City Council and its partners have written this Transport Statement to ensure that young people aged 16-19 in Portsmouth are informed and supported with regard to the transport that is available to them to help them access their learning.
2. 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, Post 16 Transport to Education and Training October 2017 statutory guidance for local authorities.
3. There is no statutory entitlement to transport for young people attending Post 16 education (even if you had an entitlement when you were at school) but young people or their parent/carers can apply to be considered for a discretionary award of transport if they have an Education Health and Care Plan.
4. This document provides information about the range of concessionary fares, discounts, subsidies, passes or travel cards available for young people aged 16-19 studying in or close to Portsmouth, and who provides them. It also sets out how Portsmouth City Council will assist with travel expenses for some Post-16 students with an Education Health and Care Plan where there is evidence of Exceptional Circumstances.
5. For information about Portsmouth's travel assistance policy for children of statutory school aged i.e. aged 5-16 see the separate "Portsmouth Travel Assistance Policy for Children of Statutory School Age (5-16)".
6. Support is not normally available for students aged 19 or over to start a new¹ course. To request an additional assessment to be made to establish why it is necessary for the Local Authority, and not the student or the student's family, to make the travel arrangements contact the adult social care helpline on 023 9268 0810 or by email on ASCoppdAdmin@portsmouthcc.gov.uk.

¹ Our definition of a new course is one where the named qualification, learning aims, outcomes, unit/course code or title of the course differ to the previous year. For example an 'A' level in maths delivered over 2 years with the qualification being awarded only at the end of the completion of the second year, is considered a continuing course.

Where a student follows a programme of study such as a Level 1 course the first year, and progresses on to the Level 2, the next, or completes a series of courses where the outcomes differ each year and there is no requirement to progress to the second or further years to successfully complete each year, this is NOT considered a continuing course.

7. Portsmouth will not consider assistance with travel to fee paying schools or colleges, unless the school has been named in a pupil's Education Health and Care Plan (EHCP) or is the nearest school considered by Portsmouth City Council's SEN team as able to meet the needs of the pupil.
8. The statement applies to young people residing in the Portsmouth City area (Post codes PO1 - PO6). Learners not resident within the post code area should refer to the transport policy issued by their own Local Authority. Where a young person lives at more than one address they will be assessed using the address of their main home. Where time is split equally between two addresses, the address of the parent in receipt of child benefit will be used.
9. The statement covers the period 31 May 2020 to 30 May 2021.

Section Two: Eligibility for Travel Assistance

10. There is no statutory entitlement to travel assistance for post 16 learners. Travel assistance is provided only for post 16 learners with Special Educational Needs and Disabilities and who have an Education and Health Care Plan who also meet the Exceptional Circumstances Criteria (see paras 13-20 below). Travel assistance is not the provision of arranged transport free of charge, there is a contribution to the cost of any arranged transport.
11. Discounts and concessionary fares may be available to learners through individual education and training providers. Details of their scheme are given at Appendix A, along with contact details to receive the most up to date information.
12. When a course of study is agreed with a learning provider it may be possible to apply for support with travel as set out in Pages 10-13. Please check the travel assistance available with your individual education provider before an application for transport assistance is made to Portsmouth City Council.

Travel Assistance Provided under Exceptional Circumstances Criteria

13. Post 16 students with an Education, Health and Care Plan (EHCP) may be eligible for help under the Exceptional Circumstances Criteria (ECC). Portsmouth City Council recognises the difference that travel 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 ECC aims to ensure that transport assistance is allocated to those most in need.
14. All applications for non-statutory transport assistance will be assessed using the Student Eligibility Grid, a copy of which is attached at Appendix B.
15. Every application for home to school/college transport will be considered on an individual basis and points will be awarded in accordance with the Student Eligibility Grid. Where a need is considered to be high (70+ points) transport will be offered subject to the relevant contribution. Where points are less than 70, transport will be declined. Where an applicant wishes to appeal against the decision, a letter outlining the reasons can be sent to the Access and Entitlement Officer as outlined in the appeals process at Appendix C.

16. A contribution towards the cost of providing transport for Post-16 students will be payable for each young person travelling. Parent/carers who do not meet the criteria for low income will have to make a contribution of £600.00 per annum, payable in 3 termly instalments of £200.00, in advance.
17. Parents/carers, who meet the criteria for low income, will have to make a financial contribution of £495.00 per annum payable in 3 termly instalments of £165.00, in advance.
18. Parent/carers who receive any of the following benefits are considered to meet the criteria for low income:
- Income Support
 - Income based Job Seekers Allowance
 - Income based Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Maximum level of Working Tax Credit
 - Universal Credit
19. Young people who receive any of these benefits in their own right will also be considered to be from a low income family.
20. To apply for travel assistance please complete an application form on the Portsmouth SEN Local Offer website
<https://portsmouthlocaloffer.org/services/701/>.

Travel assistance provided under the Privilege Place Scheme

21. Parents of young people with an EHCP who do not meet the Exceptional Circumstances Criteria may apply for travel assistance via the Privilege Place scheme. Privilege Places are offered only where there are spare places on an existing route to school or college. Under the Privilege Place scheme young people may be picked up and set down at a central point up to one mile from the home address. Decisions will be taken based on the availability of places, the pupil's special needs, and any impact on the other pupils travelling.
22. Applications for Privilege Places are made on an annual basis. The decision about the allocation of Privilege Places is made after the travel assistance for all pupils meeting the Statutory Criteria and Exceptional Circumstances Criteria has been agreed, and therefore may be notified close to the start of the relevant term. The place may be withdrawn with 10 days' notice at any time, if it is needed by a child meeting the Statutory or Exceptional Circumstances Criteria, or where routes are changed or re-tendered.
23. The price of a privilege seat is currently² £750.00 payable in 3 termly instalments of £250, paid in advance.

² Price correct for 2020/21 school year.

24. To apply for travel assistance via the Privilege Place Scheme [email].

Section Three: The Travel Assistance Offer

25. Travel assistance will only be provided at the beginning and end of a young person's course hours. Portsmouth City Council will not provide transport to college for students wishing to undertake extracurricular activities or enrichment courses outside of the 16 core hours of their course.

26. Travel assistance will be provided in a safe and cost effective manner, taking account of the child's specific needs, and with regard to the best use of the Council's resources. The main transport arrangements are:

27. **Bus or Rail Pass** - This is a free pass for use on public transport and is generally provided for children and young people who meet the Statutory Criteria under the "walking distances" and "extended rights" eligibility criteria. Secondary age pupils and above are expected to travel independently.

28. **Transport Vehicles** - Vehicles and drivers are provided by a suitable qualified registered commercial provider working to contractual standards set out by Portsmouth City Council. A Passenger Assistant (escort) will not usually be provided for a young person in Post 16 provision unless there are exceptional circumstances supported by the school/college or appropriate professional and agreed by the local authority.

29. Young people 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/carers are responsible for the safety of their child until they board and after they exit the vehicle. 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.

30. Where the distance between a pick-up or drop-off point and home or school/college 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.

31. Transport will be arranged so as to be non-stressful. Best practice indicates that the maximum journey time should be no longer than 45 minutes for primary aged pupils and 75 minutes for secondary aged pupils and above. However consideration should be given to traffic conditions within the city. Exceptions may apply for operational reasons, although individual needs will be assessed. Longer journey may be necessary for pupils attending special education needs schools outside of Portsmouth.

32. **Personal Budget Transport** - Pupils with an Education Health and Care Plan can request a personal transport budget. Families should discuss this option with their Assessment Co-ordinator or Special Educational Needs Adviser at the pupil or young person's Annual Review.

33. The Personal Budget is paid into the parent/carer's designated bank account on a monthly basis. It can be used however the parent chooses, as long as the young person gets to and from school on time and in a way that ensures their safety, encourages their attendance and does not negatively affect their ability to learn once they are at school/college. Examples of how Personal Transport Budgets include:

- a. Buying a travel pass for a parent or a trusted adult to accompany the young person to and from school.
- b. Covering the costs of driving or cycling with the young person to school/college.
- c. Sharing the costs of the school/college run with another parent such as shared driving responsibilities, walking buses or joint taxi bookings.

34. The amount of the Personal Budget, including elements of mileage, will be paid at a rate determined by the local authority at the time. More details can be found in Portsmouth City Council's Local Offer.

(<https://portsmouthlocaloffer.org/documents/personal-transport-budgets/>).

35. **Access to Independent Travel Training** - Travel training supports children, young people and adults to get more out of life through learning the skills and building confidence to use public transport safely. Independent Travel Training is currently provided through some courses offered at Havant and South Downs College, Highbury College and Portsmouth College. For information about accessing support for independent travel for a child of statutory school age please discuss this at the child's annual review.

36. **Car Mileage Allowance or Cycle Allowance** - A mileage allowance of 50p per mile will be payable, payable for two round trip journeys per day. 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.

Section Four: Additional Important Information

37. **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. Students who change their home address will have their eligibility re-assessed based on the new address. Where a student has been entitled to a bus pass the old bus pass must be returned to the Access & Entitlement Officer before a new bus pass can be issued.

38. **Unacceptable Behaviour** Where a young person is unable to travel safely to school/college, including where the young person's behaviour is such that it may threaten the safety of others, the council reserves the right to suspend transport support for up to two weeks. Parents would normally have been contacted by the transport team, including through a formal warning letter from the Integrated Transport Unit, before such a suspension is made. Should a suspension be considered necessary the parents/carers will be responsible for transporting their young person to school during this period. Transport will then be re-instated.

39. Where there are ongoing issues an officer of the Local Authority will discuss with parents/carers the possible withdrawal of transport and the alternative arrangements which may need to be made, which might include the offer of a public bus pass or personal budget.
40. **Attendance:** Where attendance at school/college is irregular the Local Authority has the right to review transport assistance and withdraw it if attendance remains unacceptable.
41. **Armed Forces Covenant** Portsmouth City Council has signed up to the Armed Forces 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 application for transport using the exceptional circumstances criteria are assessed.
42. **Health and Safety** Health and safety information provided by parents/carers and head teachers/ college principal is gathered as part of the application process. This is then assessed and relevant information will be provided to passenger assistants.
43. **Appeals:** Parents/carers have the right to appeal the decisions made by Portsmouth City Council officers when assessing Travel Assistance for Post 16 Learners. The appeals process is outlined in the Home to School Travel Appeal process detailed in Appendix C.
44. **Assessment Errors:** Where assistance is found to have been granted in error, notice of four weeks will normally be given that travel will be withdrawn to allow families to make other arrangements.
45. Where entitlement has been denied in error transport will be arranged as soon as possible and consideration will be given to reimbursing parents/carers retrospectively, with a time limit of the start of the academic year in which the error was discovered.
46. **Lost and Stolen Bus Passes** Where a bus pass is lost there will be an administration charge made by the bus company to the parents/carers for a replacement. Stolen bus passes will not incur an administration charge if evidence in the form of a police crime number is provided.
47. **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:
- Complaints Manager
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
Hants, PO1 2EA
48. **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: **Useful Contacts:**

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

Tel: 023 9282 2251

www.portsmouth.gov.uk

First Bus Travel Shop
The Hard Interchange
Portsmouth
Hants
PO1 3PA

Tel: 0333 014 3480

www.firstgroup.com

Stagecoach
Walton Road
Portsmouth
Hants
PO6 1TU

Tel: 0345 121 0190

www.stagecoachbus.com

Government Website

www.gov.uk

Colleges 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
Portsmouth
Hants
PO3 6PZ

Telephone: 023 9266 7521

www.portsmouth-college.ac.uk

Local Colleges outside of the City of Portsmouth (PO1-PO6)

Havant & South Downs College (Havant Campus)
New Road
Havant
Hants
PO9 1QL

Telephone: 023 9387 9999

www.hsdac.ac.uk

Havant and South Downs College (South Downs College)
College Road
Waterlooville
Hants
PO7 8AA

Telephone: 023 9387 9999

www.hsdac.ac.uk

Oaklands Catholic School and 6th Form College
Stakes Hill Road
Waterlooville
Hants
PO7 7BW

Telephone: 023 9225 9214

www.oaklandscatholicschool.org

Havant & South Downs College (HSDC)

The College recognises travel costs should not be a barrier to engagement in education and as such offers a Travel and Financial Assistance Scheme to support students cover their cost of public transport.

We work closely with Stagecoach and First Group bus companies to provide discounted priced bus passes and as many direct routes to college as possible. We also work with South Western Railway, so that we can offer discounted rail passes.

The Travel and Financial Assistance Scheme is designed to provide support to all full and part time students aged 16+ where a genuine need for assistance has been demonstrated.

Discounted & College Funded Bus/Train Passes and Travel Subsidies	Who is Eligible	Restrictions	Costs	Part time Students	Contact details	How to access support
HSDC offers discounted travel (bus & train passes) for all students. Some students may be eligible for a travel subsidy, based on their post code area. Students whose parents/carers receive an income-based benefit may be eligible for a bus pass purchased by the college <u>or</u> the equivalent cost of a bus pass towards a	Students aged 16-18 (& 19+ if the student was 18 when they started the course).	Must be on a full-time course (other than an HND/HNC)	Prices are dependent on where you live and your financial status. Please refer to either the College, First Group or Stagecoach websites.	Students in receipt of an income-based benefit may be eligible to receive help towards their travel costs. Students will need to complete an application form and provide	Student Travel & Support South Downs Campus College Road Waterlooville Hampshire PO7 8AA 023 9279 7991 (option 3) Email : travelandsupport@hsrc.ac.uk www.hsrc.ac.uk	Application forms will be available to download on the College website www.hsrc.ac.uk or to purchase a HSDC bus pass direct (for those not in receipt of college financial assistance) please refer to either First Group or Stagecoach websites. www.firstgroup.com/buy-ticket/students www.stagecoachbus.com

train pass. Please contact the College for more information.				their proof of benefit.		
For a college funded Travel Pass you must be in receipt of an income-based benefit or be a dependant of someone who is in receipt of an income-based benefit. You can also purchase a bus pass direct from the bus companies.	Students aged 19+	Must be on a full-time course (other than courses which begin with SC/HC, HNC/HND)	Prices are dependent on where you live and your financial status. Please refer to either the College, First Group or Stagecoach websites.	Students in receipt of an income-based benefit may be eligible to receive help towards their travel costs. Students will need to complete an application form and provide their proof of benefit.	Student Travel & Support South Downs Campus College Road Waterlooville Hampshire PO7 8AA 023 9279 7991 (option 3) Email : travelandsupport@hsdc.ac.uk www.hsdac.ac.uk	Application forms will be available to download on the College website www.hsdac.ac.uk or to purchase a HSDC bus pass direct (for those not in receipt of college financial assistance) please refer to either First Group or Stagecoach websites. www.firstgroup.com/buy-ticket/students www.stagecoachbus.com
Discounted bus passes can be purchased direct from the bus companies.	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 purchase a bus pass directly through the bus companies.	Prices are dependent on where you live. Please refer to either First Group or Stagecoach websites	N/A	Student Travel & Support South Downs Campus College Road Waterlooville Hampshire PO7 8AA 023 9279 7991 (option 3) Email : travelandsupport@hsdc.ac.uk www.hsdac.ac.uk	Please refer to either First Group or Stagecoach websites. www.firstgroup.com/buy-ticket/students www.stagecoachbus.com

All information is correct at April 2019

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 those that live more than 10 miles away 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 North Harbour 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>Students on 'full cost' courses or on apprenticeship programmes or on any waged training are employed rather than in education and are not eligible for travel assistance.</p>	<p>Part time students can apply for a discounted bus pass</p>	<p>Student Welfare Team Highbury College.</p> <p>Tel: 023 9232 8947</p> <p>Email: welfare@highbury.ac.uk</p>	<p>Students should apply to Highbury College as soon as they receive an offer. Application forms for financial support during 2019-2020, including transport, will be available in June.</p>

Correct as at May 2019.

Portsmouth College

Discount/Concession	Eligibility	Restrictions	Notes	Part time students	Contact details	How to access support
Bus Passes Subsidised seven-day First Bus Pass (Portsmouth & Hampshire) available to purchase in College (First Bus online app launch for ticket sales tbc @ May 19). Subsidised seven-day Stagecoach Bus Passes to be ordered via their website: https://www.stagecoachbus.com/ College Bus PC1 (Private Service) Subsidised as for First Bus but contracted to run from Portchester (Nth) via Paulsgrove, Cosham, Hilsea and Stamshaw to meet start and end of college day. College Bus PC2 (Private Service) Subsidised as for First Bus but contracted to run from Fareham via Cams Hill and Portchester (Sth) to meet start and end of the college day.	Full time	Living more than 2 km away in a straight line measurement Attendance over 90% at all sessions to qualify for on-going support.	Further financial assistance may be available for students via Portsmouth College Bursary Schemes	Courses of over 60 hours but less than full-time per academic year may be eligible for support on a pro-rata basis.	Portsmouth College. Tel: 023 9266 7521 room15@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.		Portsmouth College. Tel: 023 9266 7521 hello@tpc.ac.uk	Application form at enrolment on course of study.

All information is correct at May 2019. Students should check current prices and conditions with the college for verification.

Appendix B: Student Eligibility Grid

	Criteria	Points	How points are awarded
Parent and Family Factors			
1	The applicant is primary school age and the parent or carer of the applicant has other PRIMARY school aged children to escort to their CATCHMENT school, nearer school or another school allocated by Portsmouth City Council Admissions Team. Or the parent/carers has older children with special educational needs or disabilities to escort to their designated place of education and the distance between the education establishment and the home would prevent all of the students from arriving at their educational establishment 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/carers 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 an Early Help Assessment (EHA) or Single Assessment Framework (SAF) or Child in Need Plan (CIN) where one is in place. The EHA/SAF/CIN must support the need for transport assistance to school for the child named in the application.</p> <p>Where there is no EHA/SAF/CIN in place or a parent has refused permission to use the EHA/SAF/CIN, 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 Year 10/11 moves house and the distance between the new house and the school is over the statutory walking distance; 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	<p>A family or young person (if the young person is applying for transport in their own right) who receives any of the following benefits:</p> <ul style="list-style-type: none"> • Income Support • Income-based Jobseekers Allowance • Income-related Employment and Support Allowance 	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>

	<ul style="list-style-type: none"> • Support under Part VI of the Immigration and Asylum Act 1999 • The guaranteed element of State Pension Credit • Child Tax Credit only, provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190. Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income • Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit • Universal Credit 		
5	A parent/carer who has access to a motor vehicle which they are licenced to drive. If NO	5	Points will be awarded at the 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 responsible for taking a PRIMARY aged child to school, or an older child where there is evidence of special educational needs and disabilities who is unable to walk unaccompanied. Adults with parental responsibility who do not live in the same household may still be expected to escort their children to school, i.e. non-resident parent, other family member.	5	<p>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.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
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

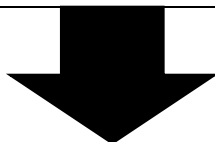
			<p>older child with special educational needs and disabilities to school.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
8	<p>You and your partner work and your working hours mean it is not possible for you to escort your PRIMARY aged child/children or older child with special educational needs and disabilities who is unable to walk unaccompanied to school.</p>	5	<p>Parents/carers will need to provide a letter from their employer stating the start and finish times of their working day.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
Child and Young Person Factors			
9	<p>You are a young person who is attending college or 6th 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> <p>Or attended a mainstream school with and Education, Health and Care Plan that specifies full time support</p>	20	<p>Evidence will only be required if you were living outside of the PO1-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 allocated by the special educational needs and disabilities 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 an Education Health and Care Plan	10	Parents/carers can give permission for evidence to be used from the Education Health and Care Plan or the Statement of Special Educational Needs.

			Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.
12	The child or young person does not have an Education Health and Care Plan but has a medical condition which prevents them from walking to school.	10	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. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.
13	You are a secondary aged pupil or young person over 16 years of age and you are unable to travel independently.	5	Evidence must be provided confirming that the young person is unable to travel independently from a GP or other health professional. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.
14	You are a student or parent/carer of a Post 16 student with special educational needs or disabilities and you have to walk significantly further (more than one mile) than the usual statutory walking distances outlined on Pages 4 and 5 of this document.	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 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.	5	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 subsequent appeal.

APPENDIX C

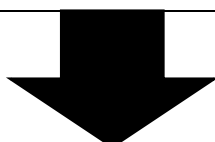
HOME TO SCHOOL/COLLEGE TRANSPORT APPEAL PROCESS

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

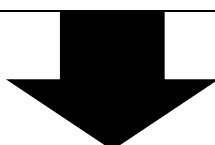


Challenge the decision (within 20 working days) on the basis of:

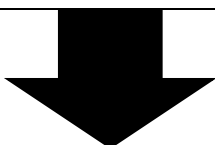
Entitlement
Distance measurement
Route Safety
Points awarded.



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



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



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

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

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