



NOTICE OF MEETING

CABINET MEMBER FOR CHILDREN, FAMILIES AND EDUCATION

THURSDAY, 23 FEBRUARY 2023 AT 11.00 AM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to Karen Martin, Tel: 023 9284 1704

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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 CHILDREN, FAMILIES AND EDUCATION

Councillor Suzy Horton (Liberal Democrat)

Group Spokespersons

Councillor Terry Norton, Conservative

Councillor Tom Coles, Labour

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

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

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

A G E N D A

RISK ASSESSMENT

- 1 Apologies**
- 2 Declarations of Members' Interests**
- 3 Consultation on Revised Travel Assistance Policies (Pages 7 - 50)**

Purpose

To seek approval to consult on making changes to the Travel Assistance Policy for children of statutory school age (5-16) and the Travel Assistance Statement for post-16 learners.

RECOMMENDED that the Cabinet Member for Children, Families and Education agrees to:

- a) Consult on revised draft Portsmouth travel assistance policies for children of statutory school age and post-16 learners**
- b) Delegate to the Director of Children, Families and Education responsibility for preparing and issuing updated policies taking account feedback during the consultation period.**

4 Education Advisory Board (Pages 51 - 54)

Purpose

To provide the background and rationale for dissolving the Education Advisory Board (EAB) and how the responsibilities of the EAB will be covered in the future.

RECOMMENDED that the Cabinet Member for Children, Families and Education:

- a) Dissolves the Education Advisory Board (EAB) and transfers the EAB responsibilities to the Cabinet Member and the EYCP scrutiny panel**
- b) Receives regular updates from officers on school improvement and standards through the Lead Member Briefings and that an annual report in the Autumn (covering the items in paragraph 3.5 of the report) is prepared for a Cabinet Member Decision meeting.**

5 Dedicated Schools Grant Budget 2023-24 (Pages 55 - 68)

Purpose

The purpose of this report is to inform the Cabinet Member of the initial determination of the Dedicated Schools Grant budget (including individual schools budgets) for 2023-24 and to seek the necessary approvals and endorsements required.

RECOMMENDED the Cabinet Member:

- a) Approve the initial determination of the Schools Budget for 2023-24 as set out in Appendix 1 of the report.**
- b) Approve the 2023-24 Element 3 Top-up values for Special Schools, Inclusion Centres, Alternative Provision settings and Mainstream schools, as set out in Appendix 2 of the report.**
- c) Approve the proposal that any carry forward of balances from 2022-23 to be used to assist with the revenue costs associated with the planned increase in high needs places, specifically The Wymering School, the continued introduction of the funding reform changes and fund any potential financial pressures arising during 2023-24.**

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stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

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Coronavirus Risk Assessment for the Council Chamber, Guildhall

Date: 1 April 2022 (based on Living safely with respiratory infections, including COVID-19, 1 April 2022)

Review date: Ongoing

Author: Lynda Martin, Corporate Health and Safety Manager, Portsmouth City Council

Coronavirus Risk Assessment for the Council Chamber, Guildhall

Manager's Name and Job Title completing Risk Assessment:	Lynda Martin Corporate Health and Safety Manager	Risk Assessment Dept:	Corporate Services	Date:	1 April 2022	Signature:	
		Location:	Council Chamber, Guildhall				

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
Risk of exposure to Covid-19 virus - Ventilation	Staff, contractors and attendees	<ul style="list-style-type: none"> There are no longer capacity limits for the Guildhall Chamber. We encourage all attendees to wear a face covering when moving around crowded areas of the Guildhall and the council chamber. The mechanical ventilation system works efficiently and the South Special Rooms Supply and Extract fans are fully operational during times when the Council Chamber is in use. Pedestal fans - positioned in each of the wing areas and along the back wall behind the pillars, maximum speed and modulation setting. 	Staff will ensure ventilation system and fans are operational.	In place
Risk of transmission of virus - Risk mitigation	Staff, contractors and attendees	<p>The Guildhall has the following measures in place:</p> <ul style="list-style-type: none"> Face Coverings – as per government guidance, we encourage you to continue to wear a face covering whilst in the venue & crowded places especially when walking around the building. Enhanced Sanitisation & Cleaning – we will carry out enhanced cleaning procedures between meetings and we encourage you to sanitise your hands on entry and regularly throughout your visit at the sanitisation points provided. 	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place
Risk of transmission of virus - Hygiene and Prevention		<ul style="list-style-type: none"> Updated government guidance from 1 April advises people with a respiratory infection, a high temperature and who feel unwell, to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature. From 1 April, anyone with a positive COVID-19 test result is being advised to follow this guidance for five days, which is the period when you are most infectious. Although not a legal requirement attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses. Wash hands for 20 seconds using soap and water or hand sanitiser. Maintain good hygiene particularly when entering or leaving. Hand sanitiser and wipes will be located in the meeting room. No refreshments will be provided. Attendees should bring their own water bottles/drinks. All attendees should bring and use their own pens/stationery. Attendees are no longer required to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting however we still encourage attendees to follow the Public Health precautions we have followed over the last two years to protect themselves and others including vaccination and taking a lateral flow test should they wish. It is strongly recommended that attendees should be double vaccinated and have received a booster. 	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place
Financial Risk	Staff, contractors and attendees	<ul style="list-style-type: none"> The council meeting may need to be cancelled at short notice if the Covid-19 situation changes due to local outbreaks, local sustained community transmission, or a serious and imminent threat to public health. Technology in place to move to virtual council meeting if required and permitted by legislation. 	Financial commitments minimised wherever possible.	In place

Agenda Item 3



Title of meeting: Cabinet Member, Children Families and Education

Date of meeting: 23 February 2023

Subject: Consultation on Revised Travel Assistance Policies

Report by: Alison Critchley, Head of Sufficiency and Resources

Wards affected: All

Key decision: Yes/No

Full Council decision: Yes/No

1. Purpose of report

- 1.1 To seek approval to consult on making changes to the Travel Assistance Policy for children of statutory school age (5-16) and the Travel Assistance Statement for post-16 learners.

2. Recommendations

- 1.2 It is recommended that the Cabinet Member for Children, Families and Education agrees to:
 - a) Consult on revised draft Portsmouth travel assistance policies for children of statutory school age and post-16 learners
 - b) Delegate to the Director of Children, Families and Education responsibility for preparing and issuing updated policies taking account feedback during the consultation period.

3. Background

- 3.1. The Council is required to keep their travel assistance policy for children of statutory school age under regular review and are required to publish a travel assistance statement for post-16 learners on an annual basis.
- 3.2. The Council is 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 revised drafts (attached at Appendices A and B) make three main changes:



- i. **An increase in the charge made for Privilege Places:** Parents of children with an EHCP who do not meet the Statutory Criteria or the Exceptional Circumstances Criteria may apply for a Privilege Place. Privilege Places are available only where there is spare capacity in a vehicle used by children who meet the Statutory Criteria or Exceptional Circumstances Criteria. Decisions on the allocation of any Privilege Places will be taken based on the pupil's special needs and any impact on the other pupils travelling. To reflect the increased costs of transport it is recommended that the annual charge for Privilege Places be increased from £750 to £900 per year from September 2023, payable in three termly instalments of £300 per term. No change is proposed to the price charged to post-16 learners, which will remain at £600 per year (£495 for low income families).
 - ii. **Greater clarity about when travel assistance will and will not be provided for families moving school in year:** The new draft policies include additional information about the circumstances in which families would receive support if there were no school spaces in their local schools when moving within a school year. An extra paragraph has been added to make clear that parents would only receive travel assistance if they had applied for at least four schools and also confirmed that they were happy to be allocated a school place at a local school by the local authority.
 - iii. **Making it easier to find out about claiming a personal budget and independent travel training:** Travel assistance is provided in a variety of ways, including through the provision of personal budgets or mileage allowances, and by providing travel training. Independent travel where appropriate, or the use of a personal budget for the family to help their child/ young person get to school, can be empowering for children and families. Young people themselves have consistently told us through surveys that they want to gain the skills to be able to travel independently on public transport, not only to be able to get to school or college but also to access leisure activities. The Council therefore wants to make it easier for families to find out more about these options.
- 3.4. Whilst we are not proposing to change the wording of the policy, we are also proposing a change of approach for children attending Catholic secondary schools.
- 3.5. The Travel Assistance Policy for Children of Statutory School Age (5-16) states that "In Portsmouth the nearest "suitable" school will be the child's designated catchment school or nearer school, or qualifying special school."
- 3.6. In recent years the Council has taken a more flexible view of "suitable" than that stated in the policy and allowed practicing Catholic families to receive travel assistance to a Catholic school, despite there being places in nearer non-Catholic schools available.
- 3.7. From September 2024 the policy will be applied as written, so families would receive support only if the secondary school was their nearest school (or one of

their three nearest schools, for families on low incomes receiving support through the extended rights criteria).

- 3.8. Children who are already receiving travel assistance to attend a Catholic School, including Year 7 children starting in September 2023, will continue to receive support whilst they remain at the school. This will ensure that these children are not affected by this change in approach and also ensure the policy is applied fairly and transparently to all children seeking travel assistance.
- 3.9. It is proposed that the statutory consultation will run from 27 February 2023 to 28 April 2023. During this period the revised draft policies will be available on the Council website. The Council will also write to the local Catholic schools and the Catholic Diocese of Portsmouth to alert them to the planned changes in respect of children travelling to Catholic schools.
- 3.10. Due to the pre-election period, 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.

4. Reasons for recommendations

- 4.1. The Council is required to keep travel assistance policies under review. The proposed changes in respect of families wishing to change their child's school in-year, personal budgets, and independent travel training, as well as some other minor changes to the text, are intended to give greater clarity.
- 4.2. The change to the price charged for Privilege Places reflects the significant increase in the costs of providing travel assistance which had not previously been passed on to parents. This will come into effect from 1 September 2023.
- 4.3. There is no change in the Council's policy in respect of children traveling to Catholic Schools, but we will be changing our practice such that children who previously received a bus pass may not, in future, be eligible. When choosing to send their child to a Catholic school some distance from home some parents are likely to have assumed that a bus pass would be provided, based on previous practice. The Council is therefore proposing that this change be implemented from September 2024 for new pupils only, and that existing pupils (including those who have applied to start in Year 7 in September 2023) would receive a bus pass where eligible.

5. Integrated impact assessment

- 5.1. No changes are proposed to the eligibility criteria, and so there will be no adverse impact on children and young people who meet either the Statutory Criteria or the Exceptional Circumstances Criteria for receiving travel assistance.

- 5.2. The change in practice in respect of providing travel assistance to families choosing to send their child a long distance to attend a secondary Catholic School could have a negative impact on these children if it were changed without notice. This change of approach will therefore be introduced from September 2024, and children who are already attending secondary Catholic schools (including those starting in Year 7 in September 2023) will continue to receive a pass whilst at the school for so long as they are eligible.

6. Legal implications

- 6.1. The Education Act 1996 contains statutory duties and powers in relation to school transport. 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. This relates to children of compulsory school age (5 - 16) and ensures transport is free. When determining what is necessary, the Council must take account of local circumstances. 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.
- 6.2. 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 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. All arrangements made must be published by the LA.
- 6.3. There are further provisions for young persons (aged 16 - 18) and those continuing learners who started their programme of learning before their 19th birthday. These persons are defined as "persons of sixth form age". Under s.509AA 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 persons of sixth form age receiving education or training at schools, FE institutions and higher education institutions maintained or assisted by the LA. This statement must include the arrangements the LA consider necessary for the provision of financial assistance in respect of the reasonable travelling expenses of persons of sixth form age receiving education or training. The LA must publish the statement on or before 31st May in the year in which the academic year begins.
- 6.4. In preparing the post-16 policy statement, the LA must have regard to the statutory guidance from the DfE of 2019 "Post-16 transport and travel support to education and training."
- 6.5. The Education Act requires the Council to have regard to any parental choice of school based upon the parent's religion or belief (s.509AD) or in relation to a person of sixth form age, that person's choice based on their religion or belief (s.84 Education and Inspections Act 2006). Section 29 of the Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination and to promote equality of opportunity between different protected groups in the provision

of services. However, paragraph 11 of part 2 of Schedule 3 of the Equality Act states that the discrimination provisions on the grounds of age, religion or belief do not extend to transport arrangements.

6.6. When considering the outcome of any decision, the decision maker must ensure stakeholders likely to be affected by the proposals have been adequately consulted, at a time when the proposals are still at their formative stage and have been provided with sufficient information to enable them to properly understand the proposals being consulted upon and given adequate time to consider and respond. The responses must be given genuine and conscientious consideration before a final decision is made.

6.7. As part of its decision making process, and subject to the proviso given above, the Council must have “due regard” to its equalities duties including the Public Sector Equality Duty. Under Section 149 Equality Act 2010, the Council in exercise of its education functions, must have “due regard” to the need to eliminate unlawful discrimination, advance equality of opportunity between persons who share a relevant protected characteristic and those who do not, and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are age, gender reassignment, disability, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6.8. It is within the powers of the Director of Children, Families and Education to make the recommendations in this report, in accordance with the Council's constitution.

7. Director of Finance's comments

7.1. Once the outcomes of the consultation are known, the financial consequences of the proposals should be costed to ensure that they are affordable within the Home to School Transport budget.

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Signed by:

Appendices:

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



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

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

February 2023

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 2023 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/>.

Privilege Places

19. Parents of children with an EHCP who do not meet the Statutory Criteria or the Exceptional Circumstances Criteria may apply for a Privilege Place. If a pupil is successful in being awarded a Privilege Place then they are transported on a Home to School vehicle suitable for their needs and picked up/set down at a central point up to one mile from the home address. Privilege Places are available only where there is spare capacity in a vehicle used by children who meet the Statutory Criteria or Exceptional Circumstances Criteria. Decisions on the allocation of any Privilege Places will be taken based on 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, or where the number of children on a route needs to be reduced, for example due to coronavirus.

21. The price of a privilege seat is currently¹ £900.00 payable in 3 termly instalments of £300, paid in advance.

22. To request travel assistance via the Privilege Place Scheme email htstransport@portsmouthcc.gov.uk.

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 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 it would be unreasonable to expect the parent/carer to accompany the child. Secondary age children would not normally be provided with a passenger assistant if travelling in a taxi.

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.

¹ Price correct for 2023/24 school year.

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 who are eligible for travel assistance can request a personal transport budget. For more information email htstransport@portsmouthcc.gov.uk.
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 email htstransport@portsmouthcc.gov.uk.
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 normally be determined once a school place has been allocated by the Local Authority. For on-time applications for starting school, transfer to junior and transfer to secondary school, 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.

For late applications to the main round transfer groups and in-year admissions, families would only normally be entitled to travel assistance if they had applied to their four nearest schools, including their catchment school(s), and had confirmed that they were happy to be allocated a school place at a local school by the local authority if their preferences could not be met.

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 reassessed based on the new address. Where a pupil has been entitled to a bus pass the old bus pass must be returned to the Access & 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 walking 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. 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	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 insert limits.

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 or working tax creditor 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 choses 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 choses to send their child to a faith school outside of Portsmouth, we will consider transport to that neighbouring school, if the

student meets the extended rights criteria. 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 if students meet the extended rights criteria.

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,</p>

			<p>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 	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>

	<ul style="list-style-type: none"> Income-related Employment and Support Allowance Support under Part VI of the Immigration and Asylum Act 1999 The guaranteed element of State Pension Credit Child Tax Credit 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 		Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.
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

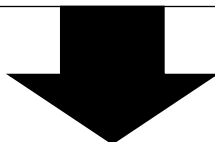
			<p>prevent you from walking a PRIMARY aged child, or older child with special educational needs and disabilities to school.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
8	<p>You and your partner work and your 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.

			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

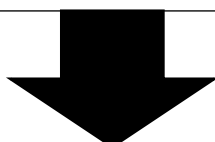
HOME TO SCHOOL TRANSPORT APPEAL PROCESS

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:

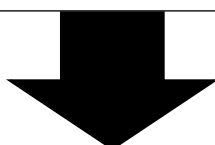


Challenge the decision (within 20 working days) on the basis of:

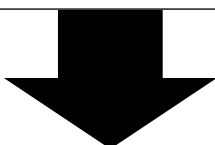
Entitlement
Distance measurement
Route Safety
Points awarded.



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.

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

February 2023

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 for young people who had an entitlement when at school) but young people or their parent/carer 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 2023 to 30 May 2023.

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. Families receiving travel assistance through a Personal Budget (see paragraphs X-Y) are not required to make a financial contribution. (this is a change to our policy, currently we deduct the contribution from the total personal budget)
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 - your household income must be less than £7,400 a year (after tax and not including any benefits you get)
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/>.

Privilege Places

21. Parents of children with an EHCP who do not meet the Exceptional Circumstances Criteria may apply for a Privilege Place. If a pupil is successful in being awarded a Privilege Place then they are transported on a Home to School vehicle suitable for their needs and picked up/set down at a central point up to one mile from the home address. Privilege Places are available only where there is spare capacity in a vehicle used by children who meet the Statutory Criteria or Exceptional Circumstances Criteria. Decisions on the allocation of any Privilege Places will be taken based on 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, or where the number of children on a route

needs to be reduced, for example due to coronavirus.

23. The price of a privilege seat is currently² £900.00 payable in 3 termly instalments of £300, paid in advance.

24. To request travel assistance via a Privilege Place email htstransport@portsmouthcc.gov.uk.

Section Three: The Travel Assistance Offer

25. Travel assistance will only be provided at the beginning and end of the school/ college day, and only on the days that the young person is required to be in school/ college.

26. Travel assistance will be provided in a safe and cost effective manner, taking account of the young person'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.

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 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 and colleges outside of Portsmouth.

² Price correct for 2023/24 school year.

32. **Personal Budget Transport** - Pupils with an Education Health and Care Plan who are eligible for travel assistance can request a personal transport budget. For more information email htstransport@portsmouthcc.gov.uk.
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 and City of Portsmouth College.

Should this still be included?

Section Four: Additional Important Information

36. **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.
37. **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.
38. 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.

39. **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.
40. **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.
41. **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.
42. **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.
43. **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.
44. 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.
45. **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.
46. **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
47. **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)

City of Portsmouth College
Tangier Road
Portsmouth
Hants
PO3 6PZ

Telephone: 023 9266 7521

www.city-of-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) - to be updated

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@hsvc.ac.uk www.hsvc.ac.uk	Application forms will be available to download on the College website www.hsvc.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 - delete

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.

City of Portsmouth College - to be updated

Discount/Concession	Eligibility	Restrictions	Notes	Part time students	Contact details	How to access support
<p>Bus Passes</p> <p>Subsidised seven-day First Bus Pass (Portsmouth & Hampshire) available to purchase in College (First Bus online app launch for ticket sales tbc @ May 19).</p> <p>Subsidised seven-day Stagecoach Bus Passes to be ordered via their website: https://www.stagecoachbus.com/</p> <p>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.</p> <p>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.</p>	Full time	<p>Living more than 2 km away in a straight line measurement</p> <p>Attendance over 90% at all sessions to qualify for on-going support.</p>	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

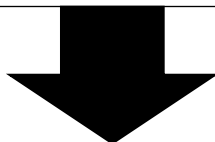
			<p>older child with special educational needs and disabilities to school.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
8	<p>You and your partner work and your working hours mean it is not possible for you to 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.

			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

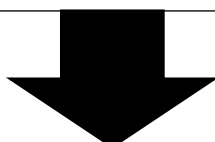
HOME TO SCHOOL/COLLEGE TRANSPORT APPEAL PROCESS

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:

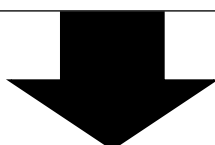


Challenge the decision (within 20 working days) on the basis of:

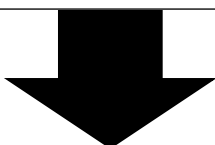
Entitlement
Distance measurement
Route Safety
Points awarded.



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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Agenda Item 4



Title of meeting: Cabinet Member for Children, Families and Education

Date of meeting : 7 February 2023

Subject: Education Advisory Board

Report by: Mike Stoneman, Deputy Director, Education

Wards affected: All

Key decision: No

Full council decision: No

1. Purpose of report

- 1.1 To provide the background and rationale for dissolving the Education Advisory Board (EAB) and how the responsibilities of the EAB will be covered in the future.

2. Recommendations

- 2.1 **It is recommended that the Cabinet Member for Children, Families and Education:**
- **Dissolves the Education Advisory Board (EAB) and transfers the EAB responsibilities to the Cabinet Member and the EYCP scrutiny panel**
 - **Receives regular updates from officers on school improvement and standards through the Lead Member Briefings and that an annual report in the Autumn (covering the items in paragraph 3.5) is prepared for a Cabinet Member Decision meeting.**

3. Background

- 3.1 The EAB replaced the Schools Standards & Improvement Group (SSIG) in 2016 following a decision at an [Education portfolio meeting in June 2016](#) to create the EAB. A report by the Director of Children, Families and Education stated the SSIG was the main mechanism for members to review and scrutinise educational performance. However, it held schools causing concern to account rather than LA officers. The LA's approach was not supported by schools and those schools that found themselves being held to account said the process was unhelpful and damaged the relationship between schools and the LA.
- 3.2 The EAB's purpose was stated to give members the opportunity to regularly review and scrutinise educational performance and the impact of work to

support progression and achievement, particularly with respect to LA maintained schools for which the LA continues to have statutory duties in relation to school improvement. It was intended to be the key mechanism for members to hold senior officers to account. The legal comments in the report said there was a statutory duty to promote high standards and under the terms of the council's constitution, the Cabinet Member had the appropriate powers to agree the recommendation proposed.

- 3.3 There was also a report at the same meeting by the Director of Children, Families and Education with an action plan to improve standards as a result of an Ofsted inspection of the LA's school improvement arrangements in February 2016; it also mentioned setting up an education partnership to address common issues amongst schools (the Portsmouth Education Partnership was approved by at an Education portfolio meeting in September 2016 and set up in November 2016; the PEP Chair attends the EAB).
- 3.4 The EAB's terms of reference states it is a formal committee of the council, operates in an advisory capacity to the Education Cabinet Member, provides a conduit for stakeholders to inform the Cabinet Member and relevant scrutiny panel and can prepare reports for the scrutiny panel.
- 3.5 The reports that go to the EAB regularly cover the following:
- A summary of the support and challenge provided by the LA to its LA maintained schools
 - A summary of recent Ofsted inspections (both academies and LA maintained schools) with specific details about any actions the LA is taking with respect to LA maintained schools
 - A summary of the end of academic year results (attainment and progress) for all schools in Portsmouth.
- 3.6 Due to the reasons set out in section 4 it is recommended that the EAB is dissolved and its responsibilities be transferred to the Cabinet Member for Children, Families and Education and the EYCP scrutiny panel. Furthermore, it is recommended that the Cabinet Member receives regular updates from offices on school improvement and standards through the Lead Member Briefings and that an annual report in the Autumn (covering the three items listed in the paragraph above) is prepared for a Cabinet Member Decision meeting.

4. Reasons for recommendations

- 4.1 Since 2016 there have been a number of developments and changes which provide a strong rationale for the proposal to dissolve the EAB.
- The majority of schools (70%) are now part of Multi Academy Trust (MAT). MATs are responsible for school improvement and raising standards in their schools and are accountable to the Regions Group.

There are now 14 MATs that have a presence in the city and one single academy trust (UTC Portsmouth).

- The Portsmouth Education Partnership (PEP) is now firmly established with robust structures in place to implement an agreed three year education strategy. The PEP has also taken on the responsibility of a Local Partnership Board in terms of preparing and delivering the Priority Education Investment Area delivery plan, following the government announcement in 2022 that Portsmouth would be one of 12 new PEIAs. All 14 MATs are members of the Board.
- The support to our 18 LA maintained schools has been strengthened considerably through regular half termly LA briefings, half termly visits by members of the SLT to all 18 schools, a co-produced document setting out what can be expected of the LA and what can be expected of the schools, and robust support and challenge from the LA's small school improvement team.

- 4.2 The above demonstrates a changing education landscape that is now heavily academised but which retains strong collaborative arrangements across the city through the PEP and where there is robust school improvement council support for LA maintained schools.

5. Integrated impact assessment

- 5.1 The implementation of the recommendation to dissolve the EAB will not have a negative impact on any of the areas of equality of diversity, community safety, regeneration and culture or environment and public space.

6. Legal implications

- 6.1 A local authority must exercise its education functions with a view to promoting high standards, s.13A Education Act 1996. In addition, Part 4 of the Education and Inspections Act 2016 sets out a local authority's school improvement functions together with the Schools Causing Concern Guidance (October 2022). These functions require the monitoring of performance of maintained schools, arranging school improvement provision and intervention when appropriate. Beyond this, local authorities have considerable discretion as to how they deliver their statutory responsibilities in terms of school improvement in their maintained schools.
- 6.2 The EAB was established by the Cabinet Member, and it can also be dissolved by the Cabinet Member. The appointments made to it are agreed by Cabinet rather than Full Council. It is within the Cabinet Member's powers to make the recommendations described above.

7. Director of Finance's comments

- 7.1 There are no financial implications arising from the recommendation.

.....
Signed by Director of Children, Families and Education

Appendices:

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

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

.....

Agenda Item 5



Title of meeting: Cabinet Member, Children, Families and Education

Date of meeting: 23 February 2023

Subject: Dedicated Schools Grant Budget 2023-24

Report by: Sarah Daly, Director of Children, Families and Education

Wards affected: All

Key decision: Yes/No

Full Council decision: Yes/No

1 Purpose of report

1.1 The purpose of this report is to:

1.1.1 Inform The Cabinet Member of the initial determination of the Dedicated Schools Grant budget (including individual schools budgets) for 2023-24 and to seek the necessary approvals and endorsements required.

2 Recommendations

2.1 It is recommended that the Cabinet Member:

2.1.1 Approve the initial determination of the Schools Budget for 2023-24 as set out in Appendix 1.

2.1.2 Approve the 2023-24 Element 3 Top-up values for Special Schools, Inclusion Centres, Alternative Provision settings and Mainstream schools, as set out in Appendix 2.

2.1.3 Approve the proposal that any carry forward of balances from 2022-23 to be used to assist with the revenue costs associated with the planned increase in high needs places, specifically The Wymering School, the continued introduction of the funding reform changes and fund any potential financial pressures arising during 2023-24.

3 Background and previous decisions

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 2023 require each local authority, by no later than 28th February 2023, to:

3.2.1 Make an initial determination of its schools budget; and

3.2.2 Give notice of that determination to the governing bodies of the schools which it maintains.

3.3 In January 2023 the Cabinet Member approved and Schools Forum endorsed, a number of decisions regarding the Schools Block including mainstream school budgets, the Central Schools Support Block and the Early Years Block budgets.

3.4 This report provides the Cabinet Member with the background and proposed changes to the remaining High Needs Block budgets for 2023-24.

4 Dedicated Schools Grant

4.1 The determination of the 2023-24 Dedicated Schools Grant is set out in Appendix 1.

4.2 On the 16 December 2022 the ESFA announced the Dedicated Schools Grant Allocation for Portsmouth for 2023-24, details of which were reported to Schools Forum and Cabinet Member in January 2023.

5 High Needs Block 2023-24

5.1 As reported in January 2023 the High Needs Block for 2023-24 contains a grant called 'Additional Grant' of £1.5m. Unlike previous years the DfE have been specific about the methodology in how the additional grant should be distributed to Special Schools, additionally they require a minimum funding guarantee (MFG) of plus 3% against the 2021-22 baseline is applied to special schools for 2023-24.

Additional Grant

5.2 The 2023-24 Additional Grant has been applied in accordance with the methodology set out by the DfE in the operational guidance. For Special Schools this includes 3.4% per place based on £10,000 multiplied by the number of places for the 2023-24 financial year and 3.4% on the average Element 3 Top-up value paid in the 2022-23 financial year multiplied by the number of places in the 2023-24 financial year. As Wymering wasn't open in the 2022-23 financial year, the grant is paid based on the budgeted average Element 3 Top-up.

5.3 For Alternative Provision settings, again the grant is paid on 3.4% per place plus 3.4% on the published income data returned for 2021-22. As the Portsmouth Alternative Provision settings are part of either a Special School (The Harbour School) or a mainstream school (Flying Bull Primary Academy) the data is not published. To ensure that the funding received by both Alternative Provision settings is equitable, the authority has budgeted for 3.4% on place funding plus 3.4% on the 2022-23 place funding multiplied by the number of places for 2023-24 financial year.

5.4 In line with the guidance, the Additional Grant for Hospital and Medical service is calculated as 3.4% on the contract value for The Harbour School.

- 5.5 The grant is not added to the Element 3 top-up but will be paid as a separate grant to schools. Details of how this will be paid to schools will be set out in the High Needs guidance for 2023-24 which will be sent to schools in February.

Place Funding

- 5.6 In January 2023 Schools Forum endorsed and the Cabinet Member approved the number of places for High Needs settings, and the budget is reflected in Appendix 1.

Element 3 Top-up

- 5.7 The Element 3 top-up rates for 2023-24 for Special Schools, Inclusion Centres, Alternative Provision settings and Mainstream Schools are set out in Appendix 2.

Special Schools

- 5.8 For the 2023-24 financial year the DFE have set a plus 3% minimum funding guarantee (MFG) for special schools on Place funding and Element 3 funding, when compared to the 2021-22 baselines. The 2023-24 Element 3 top-up rates include an increase (£234,600) to ensure that this requirement is met. This replaces the requirement to pay anything for the 2022-23 Supplementary Grant. However, when a comparison of funding was undertaken, this would have meant an overall reduction in funding compared to 2022-23. Therefore, an additional £0.6m has been added to the overall Element 3 budget and divided by the projected numbers and added to the bands. This has given an additional funding per band of between £781 to £1,017 depending on the school.
- 5.9 This then gave a baseline against which any additional inflation could be added, of which 3% on the 2022/23 rates has been calculated. The overall budget also includes the associated Element 3 top-up for the places at the new Wymering Special School due to open in April 2023 (which is being funded by the DSG carry forward), along with an estimated increase in the level of need as seen in previous years.

Inclusion Centres

- 5.10 Following the introduction in April 2021 of the banded funding system for Inclusion Centres the 2023-24 budget reflects the assessed level of need of pupils recorded on the Summer 2022 class lists. Along with the estimated funding (based on the proportion of pupils in each band during the 2022 summer term) associated with the additional places from September 2023. A 6.4% increase on the Element 3 Top-up bands, plus a flat rate of £204 has been applied to each band, this reflects the increase that has been applied to Special Schools. The value for each band is set out in Table D in Appendix 2.

Alternative Provision

- 5.11 A 3% increase has been applied to the Alternative Provision top up values, which are set out in Table D, Appendix 2. Pupil numbers are estimated on the full time equivalent pupils placed by the local authority at the Harbour School and the four emergency places locally commissioned at Flying Bull AP unit. This is in addition to the Additional Grant which will be paid separately by the authority.

Mainstream Schools

- 5.12 The budget for 2022-23 reflects the assessed level needs via the banding assigned to pupils during the first part of the 2022-23 financial year. Additionally, it includes continuing growth based on the level of growth seen during 2022-23. To provide equity with Special Schools an increase of 6.4% has been applied to the band values, plus a flat rate of £204 to each band for 2023-24, as set out in Table E in Appendix 2.

Post-16 top-up and places

- 5.13 In September 2021 Highbury College amalgamated with Portsmouth College to provide a single post-16 offer in the city. The place funding budget contains provision for 150 places, plus an additional 43 places (£172,000) from August 2023 for the 2023-24 academic year. Funding for post-16 college places is recouped from the high needs block and paid direct to the college by the ESFA.
- 5.14 The associated Element 3 Top-up funding has been adjusted to reflect the reduction in Element two funding due to the change in place numbers and to reflect expected growth in pupils in the 2023-24 academic year.
- 5.15 The annual 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.

Out of City placements

- 5.16 This budget contains funding for pupils who are placed in independent and specialist provision out of the City and those in receipt of services from the Child and Adolescent Mental Health Service (CAMHS).
- 5.17 The budget reflects the pupils currently placed in independent and specialist providers who are expected to continue in those placements for the coming financial year. It reflects the increase in the number of high cost placements which reflects the increased levels of need and support provided. In addition, the 2023-24 budget includes growth for further high cost places, plus inflation on the cost of placements over the course of the 2023-24 financial year.
- 5.18 The budget reflects the number of pupils currently placed in CAMHS settings and assumes that the number of pupils will grow over the course of the 2023-24 financial year. As at December 2022 the average forecast cost per place was £4,500, and the budget has been set using the average cost per place with a provision for inflation.

Hospital and medical education

- 5.19 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 2023-24 remains at £660,000 for this provision.
- 5.20 In May 2021 a report was brought to Schools Forum which reported the success of the AV1 robots in supporting remote learning and engagement of pupils unable to attend school for medical reasons. The authority has now purchased the



original six robots and the budget contains the annual maintenance cost for these robots, in addition to funding to extend the project by a further five robots during 2023-24.

Supplementary Funding 2023-24

- 5.21 As previously mentioned, the supplementary funding provided to Special Schools in 2022-23 has been included in the Element 3 Top-up. Funding for Alternative Provision settings cannot be added to the Element 3 Top-up values as these are paid by schools rather than the authority. Funding will be paid as a separate grant in 2023-24 at £1,305 per place. In addition to the funding for Alternative Provision settings, the grant also provides additional support to Post 16 colleges, other local authority special schools and other specialist independent provision.

Early Years Complex Needs Inclusion Fund

- 5.22 The Early Years Complex Needs Inclusion Fund was established in September 2019 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.
- 5.23 Since the budget was set up, the demand on this budget has continued to grow. The proposed budget includes funding for those pupils already in receipt of funding and expected to continue to require funding for the 2023-24 financial year. An element of growth has been included for 2023-24 based on the growth seen over the 2022-23 financial year.
- 5.24 Discussions with the Inclusion and Early Years teams have highlighted the increased level of need in this area, which if not addressed will transfer to the mainstream primary sector. The Portage and Portage plus offer has been increased to ensure Early Years settings and families continue to have access to the support they require.

SEND Hub

- 5.25 In February 2020, Schools Forum endorsed, and the Cabinet Member approved the establishment of a SEND "Monitoring and Review" Hub to work 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 increasing pressure on the High Needs Budget means that this is no longer affordable in 2023-24. The authority has agreed to take over the funding of this team from September 2023. As at the end of December 2022, there is a forecast underspend of £70,000 on this budget which will be returned to the DSG and will form part of the carry forward balance. It is proposed to use this carry forward to continue to support the team until August 2023.

Other High Needs DSG Budgets

- 5.26 The following budget increases are proposed:
- Outreach: £4,200 to reflect the increase in salary costs.
 - Portage: £162,900 to reflect the full year impact of the increase in staffing agreed in the 2022-23 revised budget.
 - Sensory Impairment: £102,700 for additional communicators required for September 2023.

5.27 Following the report to Schools Forum in May 2021 and the subsequent budget approval in October 2021, the budget contains the full year funding (£100,000) for the Turnaround Project, which started in September 2021 for a three year period until August 2024.

5.28 The budget also contains funding for the Teacher pay and pensions grants for Academy Special Schools and non-Maintained special schools. The budget has been increased in line with increased pupils. The per pupil funding remains at the 2022-23 levels in line with the funding received by the authority.

6 Dedicated Schools Grant Balances

6.1 Current forecast modelling suggests that the final carry forward balance from 2022-23 will be in the region of £8.4m, however this could change before the end of the financial year.

6.2 The balances include the £0.5m relating to the planned underspend on the Schools Specific Contingency and the Growth Fund, which has been approved to be carried forward to 2023-24 for the same purposes. Along with funding to support the Relational Practice project and the pre-opening Grant for the Wymering School previously endorsed by Schools Forum and approved by the Cabinet Member. This has been included in the Budget as set out in Appendix 1.

6.3 Due to the nature of the High Needs national funding formula for authorities, the only element that has a direct relationship with the number of pupils in High Needs settings relates to the place numbers in Special Schools as at the October census. The other elements of the formula relate to general population, health, and deprivation data.

6.4 In 2022-23 Schools Forum endorsed and Cabinet Member approved the retention of £2.0m of carry forward balances to support the revenue implications of the additional high places currently being built by the authority. The authority has been able to cover the revenue cost of the additional places from the High Needs Block allocation for 2023-24, except for the Wymering School.

6.5 The delay in the opening of The Wymering School to April 2023, has meant that many of the pupils were not registered at a Special School on the October 2022 census and therefore the authority has not received High Needs Block funding for these pupils. It is proposed to cover two thirds of the place and Element 3 Top-up funding (£0.7m) from April 2023 from the balances brought forward from 2022-23.

6.6 This leaves a balance of £1.3m to cover any future revenue costs associated with new high needs places.

6.7 In addition to the proposal to use the carry forward balance to support the revenue implications of the additional high needs places, it is prudent to ensure there are enough balances to manage in year cost pressures. Particularly in the high needs sector as both pupil numbers and complexity are expected to continue to

increase as the country continues to come out of the pandemic. A reasonable balance would be considered 1% of overall DSG funding. This would provide a contingency of £1.993m on overall DSG funding of £199.3m.

- 6.8 The table below sets out the proposed use of the 2022-23 forecast carry forward in 2023-24.

Table 1 - Estimated 2022-23 Carry forward		
	£m	£m
Forecast carry forward as of 31 December 2022		8.395
Impact of decisions on 2022-23 carry forward		
Schools specific contingency	(0.124)	
Carry forward of Growth Fund balance	(0.424)	
Relational Practice	(0.169)	
Wymering pre-opening grant	(0.250)	(0.967)
Sub total		7.428
Funding of Wymering Place and Element 3 Top-up due to funding lag	(0.747)	
Revenue implications of High Needs places for future years	(1.293)	
Contingency to manage in-year pressures	(1.993)	(4.033)
Forecast carry forward available for use		3.395

- 6.9 Any residual balance carried forward would be a one-off funding source and therefore should be used to support one-off expenditure items rather than recurrent expenditure.

7 Reasons for recommendations

- 7.1 The recommendations within this report seek to allocate DSG resources appropriately and fairly, and to provide the best possible outcomes for pupils in Portsmouth City. They are consistent with the requirements contained within the updated School and Early Years Finance (England) Regulations 2023. Local Authorities are required to make an initial determination of their schools' budget no later than the 28 February 2023.

8 Integrated impact assessment

- 8.1 This report and the proposals within form part of, and are consistent with, the national implementation of the schools and high needs National Funding Formula as directed by the Department of Education and set out in the School and Early Years Finance (England) Regulations 2023.
- 8.2 The funding system does not seek to target funding by reference to particular protected characteristics under the Equality Act 2010, but instead targets funding to those groups which the evidence demonstrates face barriers to their educational achievement.

9 Legal implications

- 9.1 Regulation 5 of the School and Early Years Finance (England) Regulations 2023 (coming into force on 14 February 2023) requires local authorities to (a) make an initial determination of their Schools Budget and (b) give notice of that determination to the governing bodies of the schools which they maintain, by no later than 28 February 2023. The recommendations in this report are consistent with the requirements contained in those updated regulations, based on operational guidance published by central government, and in particular identify elements of the proposals in respect of which the Cabinet Member's specific approval or endorsement is required.

10 Director of Finance's comments

- 10.1 Financial comments and implications are included in the body of this report.

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Signed by: Sarah Daly, Director Children Families and Education

Appendices:

Appendix 1: Dedicated Schools Grant Original budget 2023-24

Appendix 2: Special School, Inclusion Centre, Alternative Provision and Mainstream EHCP Element 3 Top-up values 2023-24.

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
Schools Revenue funding 2023 to 2024: Operational guide	schools operational guide 2023 to 2024
School and Early Years Finance (England) Regulations 2023	School and Early Years Finance (England) Regulations 2023
The National Funding Formula for Schools and High Needs 2023 to 2024	2023-24 NFF Policy Document
High Needs Funding 2023 to 2024: Operational Guide	high needs funding arrangements 2023 to 2024 operational guide



Early years entitlements: local authority
funding of providers: Operational Guide
2023 to 2024

[Early years entitlements local authority
funding operational guide 2023 to 2024](#)

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

.....
Signed by: Councillor Suzy Horton, Cabinet Member for Children Families and Education

Appendix 1 - Dedicated Schools Grant Original budget 2023-24

	Approved 2022-23 Budget - July 2022 (including Academies)	Proposed Budget Revisions	2023-24 Schools Budget Jan 2023 (Including Academies)	2023-24 Schools Budget Jan 2023 (Excluding Academies)
	£000	£000	£000	£000
Schools Block				
Individual Schools Budgets (ISB)				
Primary	72,502	3,053	75,555	24,791
Secondary	63,822	6,525	70,347	15,511
Total ISB	136,324	9,578	145,902	40,302
De-Delegated and Central Budgets				
Growth Fund	1,295	0	1,294	1,294
De-delegated Budgets	124	80	204	204
Academy Conversions	0	0	0	0
Other Schools Block Sub Total	1,419	80	1,499	1,499
Total Schools Block	137,743	9,658	147,401	41,800
Central School Services Block				
Schools Forum	16	0	16	16
Admissions	346	0	346	346
Licences (negotiated by DfE)	130	15	146	146
ESG retained duties	478	20	498	498
Central Teachers Pay /pensions grant	49	0	49	49
Central School Services Block Total	1,020	36	1,055	1,055
Early Years Block				
3 & 4 Year Old Provision ¹	11,421	637	12,057	12,057
2 Year Old Provision	1,851	175	2,026	2,026
Central Expenditure on under 5's	671	44	714	714
Early Years Block Total	13,942	855	14,797	14,797
High Needs Block				
Individual Schools Budgets				
Special School Place Funding	6,368	712	7,080	220
Resource Unit Place Funding	757	140	897	307
Alternative Provision Place Funding	1,257	80	1,337	87
Total ISB	8,382	932	9,314	614
Element 3 Top-up funding	15,296	930	16,226	16,226
Out of City Placements	3,289	1,773	5,062	5,062
SEN Support Service	1,013	86	1,098	1,098
Medical Education	675	0	675	675
Outreach Services	192	4	196	196
Turnaround Project	100	0	100	100
Fair Access Protocol	60	0	60	60
Early Years Complex Needs Inclusion fund	835	280	1,115	1,115

	Approved 2022-23 Budget - July 2022 (including Academies)	Proposed Budget Revisions	2023-24 Schools Budget Jan 2023 (Including Academies)	2023-24 Schools Budget Jan 2023 (Excluding Academies)
	£000	£000	£000	£000
Post-16 high needs places	884	188	1,072	0
Teachers Pay/Pension grants High Needs	569	9	578	578
Relational Practice	0	169	169	169
Wymering Pre Opening Grant	0	250	250	250
Special Schools Additional Grant 2023/2024	0	672	672	672
High Needs supplementary funding	1,139	(790)	349	349
Other High Needs block sub total	24,051	3,571	27,622	26,550
Total High Needs block	32,433	4,502	36,936	27,164
Total Expenditure	185,138	15,051	200,189	84,817
Income				
Schools Block	(137,314)	(9,538)	(146,852)	(41,252)
Central Schools Services Block	(1,020)	(35)	(1,055)	(1,055)
Early Years Block	(13,942)	(855)	(14,797)	(14,797)
High Needs Block	(31,192)	(4,577)	(35,770)	(25,998)
High Needs supplementary funding	(1,139)	1,139	0	0
DSG Income ^{2,3}	(184,608)	(13,866)	(198,474)	(83,102)
One-off use of Carry Forward	(530)	(1,185)	(1,715)	(1,715)
Total Income	(185,138)	(15,051)	(200,189)	(84,817)

¹Includes early years pupil premium

² 2023-24 per ESFA allocations December 2022

³ Includes reimbursement of Growth funding for Academy schools

Appendix 2: Element 3 Top-up values 2023-24

Table A - Solent Academies Trust - Element 3 Top-up values 2023-24								
	Cliffdale		Cliffdale Willows Centre		Mary Rose		Redwood	
	Element 3 Top up rates 2022-23	Element 3 Top up rates 2023-24	Element 3 Top up rates 2022-23	Element 3 Top up rates 2023-24	Element 3 Top up rates 2022-23	Element 3 Top up rates 2023-24	Element 3 Top up rates 2022-23	Element 3 Top up rates 2023-24
	£	£	£	£	£	£	£	£
Band A	20,340	22,350	All Pupils are now on the new bands as set out below	All Pupils are now on the new bands as set out below	21,010	23,270	All Pupils are now on the new bands as set out below	All Pupils are now on the new bands as set out below
Band B	11,410	12,530			12,230	13,680		
Band C	9,650	10,600			10,500	11,790		
Band D								
Band E	6,400	7,030						
Band F								
Band G								
Band H								
Core	6,090	6,780	9,290	10,350	9,290	10,470	4,250	5,000
Enhanced	10,570	11,780	12,170	13,560	12,170	13,620	9,830	11,550
Exceptional	20,310	22,620	20,950	23,340	20,950	23,200	20,310	23,870
Highly Exceptional ¹ - 3+	-	-	-	-	32,290	35,580	-	-
Highly Exceptional ² - 1/2	-	-	-	-	48,340	53,100	-	-

¹ Element 3 Top-up paid for any subsequent pupils (3+) attending the highly exceptional class (where agreed by the local authority)

² Element 3 Top-up paid for the first two pupils attending the highly exceptional class (where agreed by the local authority)

Appendix 2 Continued

Table B: Delta Academy Trust				
	The Harbour School		The Wymering School	
	Element 3 Top up rates	Element 3 Top-up rates	Element 3 Top up rates	Element 3 Top-up rates
	2022-23 £	2023-24 £	2022-23	2023-24
Band A	22,970	25,340	Not open in 2022-23	All Pupils are on the new bands as set out below
Band B	12,930	14,270		
Band C				
Band D	9,320	10,280		
Band E				
Band F				
Band G				
Band H				
Stamshaw				
Core	9,290	10,390	Not open in 2022-23	14,850
Enhanced	12,170	13,610		18,040
Exceptional	22,880	25,590		25,460
Highly Exceptional	30,350	33,940		31,260

Table C: Alternative Provision		
	Element 3 Top-up rates	Element 3 Top-up rates
	2022-23	2023-24
	£	£
Flying Bull	8,750	9,010
The Harbour	8,760	9,020

Table D: Inclusion Centres		
Funding Band	Element 3 Top-up rates	Element 3 Top-up rates
	2022-23	2023-24
	£	£
Ordinarily Available Provision	0	0
Core	2,100	2,440
Enhanced	4,520	5,010
Exceptional	6,360	6,970
Highly Exceptional	8,400	9,140

Appendix 2 Continued

Table E: Mainstream Schools EHCP pupils		
Band	Element 3 Top-up rates 2022-23	Element 3 Top-up rates 2023-24
	£	£
Ordinarily Available Provision EHCP	0	0
Core	420	650
Enhanced	2,100	2,440
Exceptional	4,520	5,010
Exceptional plus	6,360	6,970
Highly Exceptional	8,400	9,140