

**HOME TO SCHOOL TRANSPORT ASSISTANCE
POLICY**

AND

**PORTSMOUTH CITY COUNCIL'S TRANSPORT
STATEMENT FOR POST 16 LEARNERS WITH
SPECIAL EDUCATIONAL NEEDS AND
DISABILITIES**

Updated October 2017

Introduction

- 1 The legal responsibility for ensuring a child's attendance at school rests with the child's parent/carer. Generally, parents/carers are expected to make their own arrangements for ensuring that their child gets to and from school. The Local Authority is under a statutory duty to provide transport as set out in the Education Act 1996, which outlines the categories of children and young persons of statutory school age (5-16) who are eligible for free school transport. The Council's policy is to provide free school transport (referred to in the Act as "travel assistance") to those categories of eligible children in accordance with its legal obligations. Otherwise it will be at the Local Authority's discretion, where there are exceptional circumstances.
- 2 The revised document (October 2017) incorporates some significant changes that Portsmouth City Council have made to the home to school/college transport provision. This policy is effective from 31st May 2018 and applies to any application received thereafter. The policy will be subject to regular review.
- 3 The Home to School Transport Policy and Post 16 Learners Statement for students with Special Educational Needs and Disabilities, outlines the criteria for which transport assistance might be provided for:
 - a) children of statutory school age, including those with special educational needs and disabilities, attending mainstream schools and special schools or a resourced provision.
 - b) young people with special educational needs and disabilities in a further education setting.
- 4 Transport assistance will be provided where the Statutory Criteria (SC) are met and on non-statutory grounds where Exceptional Circumstances Criteria (ECC) are met.
- 5 The layout of the document is aimed at helping parents and carers to find their way through if they believe they are entitled to assistance with home to school or post 16 transport to an education provider. It is divided into five parts:
 - a) Statutory Transport Criteria (Part One).
 - b) Portsmouth City Council's Transport Statement for Post 16 Learners in Further Education and continuing learners with learning difficulties and disabilities (Part Two).
 - c) Non statutory assistance under the Exceptional Circumstances Criteria (Part Three)
 - d) Important information (Part Four)
 - e) Appendices (Part Five)

Part One

Statutory criteria for transport assistance for children of statutory school age.

**SCHOOL AGED CHILDREN - Reception - Year 11
HOME TO SCHOOL TRANSPORT ASSISTANCE**

Section	Who can we help?	What are the criteria?
1	Children living further than the statutory walking distance from their designated catchment school or a nearer school	<p>Children in Reception Year to aged 8 years old, who live over 2 miles (but less than 6 miles) from their designated catchment school, measured by the shortest walking route between the home and the school, qualifying special school, or a nearer school.</p> <p>Children aged 8 years old to the end of Year 11 who live over 3 miles (but less than 6 miles) from their designated catchment school. This is measured by the shortest walking route between the home and the school, qualifying special school or a nearer school.</p> <p>Generally journey times must not exceed 45 minutes.</p> <p>Where parents express a preference for the designated catchment school, special school or a nearer school, and the school is unable to offer a place, travel assistance will be offered to the next nearest school or special school with a place available, providing the distance criteria outlined above is met.</p>
2	Children with an Education Health or Care Plan or a Statement of Special Educational Needs.	Children attending their designated catchment school, or nearer school, or qualifying special school who are unable to walk to school (accompanied or unaccompanied) by reason of their special education needs, disability or mobility needs.
3	Children of disabled parents	Single parents/carers with a disability (or where both parents/carers have a disability, each parent/carer) must provide evidence from a medical professional stating the impact of their condition on their ability to accompany their primary aged child(ren) or secondary aged child(ren) with special educational needs and disabilities to school. The children must attend their designated catchment school, qualifying special school or a nearer school.
4	Children attending their designated catchment school or a nearer school or a qualifying special school.	Children who cannot reasonably be expected to walk to school because the route is deemed unsafe.

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

FAMILIES ON LOW INCOME WITH SECONDARY AGED CHILDREN - YEAR 7 - YEAR 11		
Section	Who can we help?	What are the criteria?
6	Parents/carers with financial responsibility for a child or children and who meet the criteria for low income.	Children in Year 7 to Year 11 who live over 2 miles (but less than 6) from their home address to one of the three nearest schools, measured by the shortest walking route AND who are entitled to free school meals or whose parents/carers are entitled to the MAXIMUM level of working tax 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 it is the nearest faith school to the home address. For students living nearer to St Edmunds Catholic School, the designated faith school for Portsmouth residents, we will only consider providing assistance with transport to that school.

- 6 Children who do not meet the statutory criteria for home to school transport assistance, outlined on pages 3 and 4 of this Policy, may be eligible for assistance with transport to school if they meet the criteria for exceptional circumstances (see part three).

Nursery Age Children

- 7 No applications for assistance with home to nursery school transport will be accepted for children who have not reached Reception Year (Year 0).

Concessionary Travel (Privilege Place Scheme)

- 8 A spare place on a contract vehicle may be offered to a child who is not entitled to transport assistance, taking account of the pupil's special needs, and any impact on any other pupils currently travelling. The place will be withdrawn if it becomes clear that it is needed by an entitled child, or if re-tendering or re-planning changes the route or reduces the number of concessionary seats. The price of a privilege seat is currently £750.00 payable in 3 termly instalments of £250 in advance.

Part Two

Post 16 Transport Statement for Learners in Further Education and Continuing Learners with Learning Difficulties and Disabilities.

1 Introduction

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

This statement has been written in accordance with Section 509 of the Education Act 1996 (amended by 2002 Act) and amendments made to the 1996 Act by the Apprenticeships, Skills, Children and Learning Act 2009 (Sections 54 and 57). This policy statement gives consideration to the Department for Education, Post 16 Transport to Education and Training October 2017 statutory guidance for local authorities.

2 Residency

This 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 statement issued by their own Local Authority.

3 Statement

This statement covers the period 31st May 2018 - 30th May 2019.

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

4 Support provided by local education and training providers

Discounts and concessionary fares may be available to learners through individual education and training providers. Details of their scheme are given on Pages 14-18.

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 14-18. Please check the travel assistance available with your individual education provider before an application for transport assistance is made to Portsmouth City Council.

5 Support provided by Portsmouth City Council

There is no automatic entitlement to assisted transport for students over the age of 16 years. However, the local authority will assist with travel expenses for some Post-16 students with special educational needs and disabilities where there is evidence of exceptional circumstances.

Families who apply for transport on grounds of their exceptional circumstances must complete a travel assistance application form which is available to view on the Portsmouth City Council website "Transport to Schools and Colleges" or from:
Access and Entitlement Team
Portsmouth City Council
Civic Offices
Guildhall Walk
Portsmouth
Hants PO1 2EA

or from any Portsmouth City Council local office or local colleges.

6. Age

Home to school or college transport will usually only be provided up to the age of 19, where a young person has an Education Health and Care Plan and meets the points criteria for exceptional and significant circumstances.

Under Portsmouth City Council schemes, students who reach the age of 19 whilst continuing a course will remain eligible until the end of that academic year for transport support.

When a student over the age of 19 years with an Education Health and Care Plan starts a new course, an additional assessment will 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. The decision will be based on information provided by the student or the parent/carer and must be included in any social care and health assessment or Education Health and Care Plan. We will consider amongst other factors:

- What other arrangements have been considered or tried and why they are not suitable
- If there is a family member/carer who is able to transport the student and why it would not be a reasonable arrangement to make
- If the student is in receipt of higher rate mobility component of the Personal Independence Payment or Disability Living Allowance, the purpose of which is to assist those who have mobility problems with severe difficulties from walking or who need help getting around, why this should not be used to facilitate transport to a learning provider.
- If there is a 'Motability' vehicle to support the student to reach their education placement we would normally expect the carer/student to make their own appropriate alternative arrangements, or provide details as to why this is not possible/reasonable.

Please note that we would not generally consider work or childcare commitments as an exceptional reason for travel assistance to be provided.

This is in addition to meeting the general SEN Post 16 travel assistance criteria laid out for those continuing on a particular course.

What is a new course and what is a continuing course?

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.

Assistance with transport for students with learning difficulties will be reviewed annually and a new application will need to be completed each year.

Where transport assistance is considered necessary, we will always seek to provide this in the most cost-effective way.

Students over the age of 18 years should also be aware that Adult Social Care have a transport guidelines document which can be found on the Portsmouth City Council Local Offer at <http://www.portsmouthlocaloffer.org/local-offer-search/item/461>

Assessing an application for transport

The personal circumstances of an applicant and their parents/carers will be considered on an individual basis. For young people/families that meet the current points criteria and are considered to have significant need, Portsmouth City Council will contribute to the cost of transport. Young people or their families considered to have some additional needs will be referred to the Inclusion Transport Appeal Panel, a multi-agency panel made up of professionals and parents. The Inclusion Transport Appeal Panel will make a decision based on the needs of the young person or their family. Those young people or families considered to have low levels of need are required to submit further evidence or transport assistance will be declined subject to an appeal.

PLEASE NOTE: 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.

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.

Income: 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

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

The average cost of transport for Post 16 students travelling to and from colleges and Mary Rose Craneswater site in 2017/18 is £1,628 per annum

7 Which college/6th form/learning provider?

If transport is agreed under the exceptional circumstances criteria (part three) travel assistance will be given to the nearest college/6th form/learning provider considered by the Local Authority to be the most suitable placement for the student and one which offers a course or programme which is designed specifically to meet the special educational needs of the student concerned. Where there is no appropriate course, travel assistance will be provided to the next nearest college/6th form/learning provider offering an appropriate course.

Applications from students under the age of 19 years who have completed the first year of a course, and who wish to apply for transport for subsequent years of the course, must be able to demonstrate that they have made progress and transport will not normally be provided for students who wish to repeat courses. The Local Authority will have regard to any preference the individual may have for a particular institution based on their religion or belief.

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

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

9 Applying for assistance with transport

Students wishing to apply for help with transport can do so by completing Portsmouth City Council's Transport Application form, details of which can be found at <https://www.portsmouth.gov.uk/ext/schools/school-transport-and-travel> or they can be obtained from the reception of

Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
Hants
PO1 2EA

For further details please contact the City Help Desk on 023 9282 2251.

10 Appeals

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

Useful Contacts:

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

Tel: 023 9282 2251
www.portsmouth.gov.uk

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

Tel: 0333 014 3480
www.firstgroup.com

Stagecoach
Walton Road
Portsmouth
Hants
PO6 1TU

Tel: 0345 121 0190
www.stagecoachbus.com

Government Website
www.gov.uk

Colleges within the City of Portsmouth (PO1-PO6)

Highbury College
Tudor Crescent
Portsmouth
Hants
PO6 2SA

Telephone: 023 9238 3131

www.highbury.ac.uk

Portsmouth College
Tangier Road
Portsmouth
Hants
PO3 6PZ

Telephone: 023 9266 7521

www.portsmouth-college.ac.uk

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

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

Telephone: 023 9387 9999

www.hsdac.ac.uk

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

Telephone: 023 9387 9999

www.hsdac.ac.uk

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

Telephone: 023 9225 9214

www.oaklandscatholicschool.org

Havant College Campus

Discount/Concession	Eligibility	Restrictions	Notes	Part Time Students	Contact Details	How to access support
Travel allowance to help with public/own transport. Students receive £200 to help with transport pa, paid over 3 terms.	Full time students.	Students have to be 8 miles from college.	Introduce to enable students choice in course and college.	No applicable for students aged 16-19 years.	The Finance Office Havant College New Road Havant Hants PO9 1QL Email: finance@havant.ac.uk	Leaflet promoting scheme. Application Form. Completed and returned to The Finance Office. Tel: 023 9271 4013.
Travel allowance to help with transport by whichever means most appropriate/cost effective.	Full time students from low income families.	Paid to low income families, independent students or change in circumstances (redundancy etc) Must live over 4 miles.	Considered on individual merit. Received £200pa, paid over 3 terms.	N/A.	As above.	As above. Application approved by Director of Finance and Human Resources.
Bursary £1200.00.	Criteria. As defined by central government.	Must meet criteria.	6 students eligible for 2013/2014.	Full time.	As above.	As above.

All information is correct at April 2017. It would be advisable for students to check current prices and conditions with college for verification.

Highbury College

Discount/Concession	Eligibility	Restrictions	Part time students	Contact details	How to access support
<p>Highbury College offer the following travel assistance to enable all eligible full time students over the age of 16 to access the course of their choice.</p> <ul style="list-style-type: none"> • a First or Stagecoach bus pass for use during Term Time or • a travel allowance of up to £100 per term for those who travel by train, car or ferry or • up to £300 per academic year for those students from the Isle of Wight or • an allowance towards a bike and bike safety equipment <p>Discounted rate bus passes for a whole or half term are also available for any student to purchase.</p> <p>Free student parking is available at the Cosham and 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>'Full cost' courses 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 2015-2016 including transport, will be available in June.</p>

All information is correct at May 2017. It would be advisable for students to check current prices and conditions with college for verification.

Portsmouth College

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 (Hampshire) available to purchase in College.</p> <p>Subsidised seven-day Stagecoach Bus Passes to be ordered via their website: https://www.stagecoachbus.com/</p> <p>The college has its own dedicated service (PC1) which runs from Fareham Bus Station through Portchester, Paulsgrove, Cosham and Stamshaw to the college. Arrival at college will be a little before the start of the first lesson of the day (9:55am) with the final journey shortly after the end of the last lesson of the day at around 4pm.</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>		Courses of over 60 hours but less than full-time per academic year may be eligible for support on a pro-rata basis.	<p>Portsmouth College.</p> <p>Tel: 023 9266 7521</p> <p>hello@tpc.ac.uk</p>	Application form at enrolment on course of study.
Bike Scheme up to £120.	Full time	<p>See Travel Policy - Term 1 & 2 only.</p> <p>Safety accessories required.</p>	Not eligible for other travel schemes.		<p>Portsmouth College.</p> <p>Tel: 023 9266 7521</p> <p>hello@tpc.ac.uk</p>	Application form at enrolment on course of study.

All information is correct at May 2017. Students should check current prices and conditions with the college for verification.

South Downs Campus

Discounted/ Free Bus passes or travel subsidy	Who is eligible	Restrictions	Costs	Part time students	Contact details	How to access support.
<p>South Downs Campus offers discounted travel for all students. Some students may be eligible for a travel subsidy, based on their post code. Students whose parents/careers receive any income based benefit may be eligible for a free bus pass. Please contact the college.</p>	<p>Students aged 16/18.</p>	<p>Must be on a full-time course (other than an HND/HNC).</p>	<p>Prices are dependent on where you live and your financial status. Please refer to either the college, First Group or Stagecoach websites.</p>	<p>Students in receipt of an income based benefit may be eligible to receive help towards their travel costs.</p>	<p>Student Finance & Travel Support, South Downs Campus, College Road, Waterlooville, Hants, PO7 8AA</p> <p>Tel: 023 9279 7979</p> <p>Email: studentfinanceandtravel@southdowns.ac.uk</p> <p>www.southdowns.ac.uk</p>	<p>Application forms will be available to download on the college website: www.southdowns.ac.uk or to purchase a bus pass direct please refer to either First Group or Stagecoach websites.</p> <p>www.firstgroup.com/students</p> <p>www.stagecoach.com</p>

For a free travel pass you must be in receipt of an income based benefit or be a dependent of someone who is in receipt of an income based benefit. Or you can 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 F, HNC/HND, Levels 3, 4, and 5)	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.	<p>Student Finance & Travel Support, South Downs Campus, College Road, Waterlooville, Hants, PO7 8AA</p> <p>Tel: 023 9279 7979</p> <p>Email: studentfinanceandtravel@southdowns.ac.uk</p> <p>www.southdowns.ac.uk</p>	<p>Application forms will be available to download on the college website: www.southdowns.ac.uk or to purchase a bus pass direct please refer to either First Group or Stagecoach websites.</p> <p>www.firstgroup.com/students</p> <p>www.stagecoach.com</p>
Discounted travel 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 any benefit.	Students on HND/HNC courses are able to purchase a bus pass directly through the bus companies.	Prices are independent on where you live. Please refer to either First Group or Stagecoach websites.	N/A	<p>Student Finance & Travel Support, South Downs Campus, College Road, Waterlooville, Hants, PO7 8AA</p> <p>Tel: 023 9279 7979</p> <p>Email: studentfinanceandtravel@southdowns.ac.uk</p> <p>www.southdowns.ac.uk</p>	<p>Please refer to either First Group or Stagecoach websites.</p> <p>www.firstgroup.com/students</p> <p>www.stagecoach.com</p>

All information is correct at May 2017. Students should check current prices and conditions with the college for verification.

Part Three

Non statutory assistance under the Exceptional Circumstances Criteria

Exceptional Circumstances Criteria.

- 1** 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 transport assistance can make to the lives of some vulnerable children and young people. However, the funding available for such support is limited and under continued pressure, so the ECC aims to ensure that transport assistance is allocated to those most in need.
- 2** All applications for non-statutory transport assistance will be assessed using the Student Eligibility Grid. The Student Eligibility Grid (SEG) was developed using the feedback from the Portsmouth City Council's 2010 School Transport Consultation. The consultation feedback has been collated under the following headings:

Parent and Family Factors
Child Factors
Environmental Factors

These headings are in line with the Early Help Assessment (EHA), formerly referred to as Single Assessment Framework (SAF). The responses that parents gave most frequently were accorded the highest priority eg other siblings to escort to school.

- 3** All applications for transport assistance under the ECC are assessed using the SEG and transport will be provided where a family meets the threshold of 70 points.
- 4** Families whose applications do not meet the 70 points threshold on the SEG can appeal to the Inclusion Transport Appeal Panel (ITAP) in writing. Membership of ITAP includes a range of professionals including special educational needs advisors and parent representatives.
- 5** In cases where ITAP does not support the request for transport assistance the applicant will be informed in writing within 20 days and will have the option to lodge an appeal to the Deputy Director of Children's Services - Education.
- 6** The ECC will be reviewed regularly by the ITAP who will make recommendations for change, if deemed necessary.

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/carer 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/carer working hours may be required. The School Admissions Service will be contacted to ensure parent/carers have requested their DESIGNATED CATCHMENT SCHOOL as a first preference.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but the decision may be challenged at any subsequent appeal.</p>
2	Difficult Family Circumstances	20	<p>Evidence may be taken from 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 • 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 	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>

	<p>you stop qualifying for Working Tax Credit</p> <ul style="list-style-type: none"> • 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	<p>You will need to provide evidence that you are in receipt of 'Carers Allowance' which has been awarded to support a family member living in the household and responsibility for their care would prevent you from walking a PRIMARY aged child, or older child with special educational needs and disabilities to school.</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	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.	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	<p>Parents/carers can give permission for evidence to be used from the Education Health and Care Plan or the Statement of Special Educational Needs.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.</p>
12	The child or young person does not have an Education Health and Care Plan but has a medical condition which prevents them from walking to school.	10	<p>Supporting medical evidence from a health professional will be required which specifically states that the child or young person is unable to walk to school or college.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.</p>
13	You are a secondary aged pupil or young person over 16 years of age and you are unable to travel independently.	5	<p>Evidence must be provided confirming that the young person is unable to travel independently from a GP or other health professional.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at</p>

			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 or college.	5	You will not normally be required to provide evidence. Points will be awarded at the discretion of the Access and Entitlement Officer, but may be challenged at subsequent appeal.

7 Explanatory Notes re calculating and evidence

Every application for home to school transport will be considered on an individual basis and points will be awarded in accordance with the table above. Where a need is considered to be high 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 A.

8 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.

9 Independent Schools

Portsmouth City Council will not consider assistance with travel to fee paying schools, unless the school has been named in a student's Education Health and Care Plan or Statement of Special Educational Needs and it is the nearest school considered by Portsmouth City Council Special Educational Needs team as able to meet the needs of the student.

Part Four

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

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

1 Travel Times

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

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

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

- a) **Bus or Rail Pass** - This is a free pass for the use on public transport and is one of the most common form of travel assistance provided. 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 taking into account significant and exceptional circumstances. Secondary age pupils are usually expected to travel independently.
- b) **Transport Vehicles** - The provision of a vehicle to transport a child or young person to and from school. Vehicles and drivers are provided by a suitable qualified registered commercial provider working to contractual standards set out by Portsmouth City Council. Where necessary passenger assistants are employed and trained by Portsmouth City Council to look after the welfare of pupils travelling on school transport. A passenger assistant will be provided for a primary age pupil travelling by taxi if the parent/carer is unable to accompany the child. Secondary age children may be provided with a passenger assistant if requested by the Head Teacher.
- c) **Personal Budget Transport** - Pupils with an Education Health and Care Plan or a Statement of Special Educational Needs can request a personal transport budget. Families should discuss this option with their Assessment Co-ordinator or Special Educational Needs and Disability Adviser at the pupil or young person's Annual Review. More details can be found in Portsmouth City Council's Local Offer.
- d) **Access to Independent Travel Training** - Our arrangements are currently under review.
- e) **Car Mileage Allowance or Cycle Allowance** - A mileage allowance of 20p per mile will be payable. Parents/carers should check their car insurance policy, as it may be invalidated if they do not inform their insurance company. Parents must submit their claim using the appropriate form within 4 weeks after the start of the following term; otherwise the claim cannot be accepted for payment.

2 Parental Preference

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

3 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.

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.

4 Change of Address

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

5 Journey Times

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.

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.

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

6 Unacceptable Behaviour

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

When parents/carers are advised, in writing of their entitlement to transport their attention is drawn to the section "Behaviour on the Vehicle". They are advised that if their child misbehaves they will receive a letter from the Integrated Transport Unity, which will warn that a suspension of transport for up to two weeks will apply if the behaviour does not improve. Should a suspension be considered necessary the parents/carers will be responsible for transporting their child to school during this period. Transport will then be re-instated. If the child's behaviour does not improve, 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. A public bus pass or mileage expenses may be offered.

In some instances, parents/carers and students may have to sign a behaviour contract which outlines what is expected of a student travelling on a minibus or taxi.

7 Attendance

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

8 School Re-organisation (by the City Council)

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

9 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.

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.

10 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.

11 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 A.

12 Timescales

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

13 Assessment Errors

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

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

14 Lost and Stolen Bus Passes

Where a bus pass is lost there will be an administration charge made by the bus company to the 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.

15 Complaints

Portsmouth City Council takes complaints seriously and if needed the complaints procedure can be found at Portsmouth City Council www.portsmouth.gov.uk. In the first instance complaints should be put in writing to the:

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

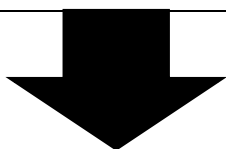
16 Contacts

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

APPENDIX A

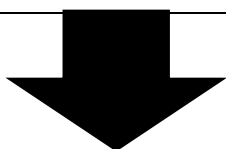
HOME TO SCHOOL/COLLEGE TRANSPORT APPEAL PROCESS

Stage 1 - The Access and Entitlement Officer 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:

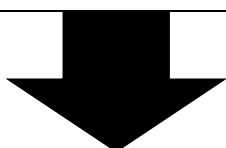


Challenge the decision (within 20 working days) on the basis of:

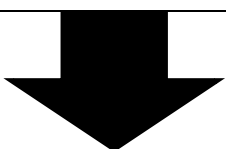
Entitlement
Distance measurement
Route Safety
Points awarded.



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.