

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

February 2024

### ***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. It has been updated to reflect the DFE's *Travel to school for children of compulsory school age* statutory guidance which was published in June 2023.
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 2024 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 16<sup>th</sup> 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 or disability (SEND).
- 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/>.

15. Some children and young people with SEND will be eligible for a free bus pass under the national scheme for concessionary bus travel (which also includes the free bus passes for older people). The [Portsmouth eligibility criteria mean that these passes are available to people who:](#)
- a. are blind or partially sighted, profoundly or severely deaf, without speech
  - b. have a disability, or have suffered an injury, which has a substantial and long-term adverse effect on your ability to walk
  - c. have long term loss of the use of both arms or do not have arms
  - d. have a learning disability – a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning
16. For more information and to apply for a disabled person's bus pass and a companion pass for those who are unable to travel alone on public transport go to the [Council's website](#).

*Travel Assistance Provided under Exceptional Circumstances Criteria*

17. 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.
18. All applications for non-statutory transport assistance will be assessed using the Student Eligibility Grid, a copy of which is attached at Appendix B.
19. 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.
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 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.

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 currently<sup>1</sup> £1050.00 payable in 3 termly instalments of £350, paid in advance.
24. To request travel assistance via the Privilege Place Scheme email [htstransport@portsmouthcc.gov.uk](mailto:htstransport@portsmouthcc.gov.uk).

### ***Section Three: The Travel Assistance Offer***

25. 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.
26. Travel assistance will only be given for travel to school at the start and end of the school day. Travel assistance is not provided to enable children to attend extra-curricular activities or other commitments outside school hours. Where a school and parent have, exceptionally, agreed a reduced timetable for a limited period e.g. to support transition the school will be responsible for providing any transport at times other than the beginning and end of the school day.
27. Travel assistance will be provided in a safe and cost effective manner, taking account of the child's specific needs, with regard to the best use of the Council's resources, and having regard to the duty on local authorities to promote the use of sustainable travel on journeys to and from places of education in the area. For pupils in Year 9 and above the travel arrangements will take into account the need to prepare young people for adult life and promote independence, including through supporting independent travel where appropriate. The main travel arrangements are:

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<sup>1</sup> Price correct for 2024/25 school year.

28. **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.
29. **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.
30. 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 and cannot be contacted then the Duty Social Worker will be contacted. 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.
31. 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.
32. 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.
33. **Car Mileage Allowance** - A mileage allowance of 45p 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. The mileage allowance is paid monthly onto a prepaid card, similar to a debit card.

34. **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](mailto:htstransport@portsmouthcc.gov.uk).
35. The Personal Budget is paid monthly onto a prepaid card, similar to a debit card, and can be used however a 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.
36. 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/>).
37. **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](mailto:htstransport@portsmouthcc.gov.uk).

#### **Section Four: Additional Important Information**

38. **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.

39. **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.

40. 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 8<sup>th</sup> birthday. Children will continue to receive travel assistance until the end of the term after their 8<sup>th</sup> birthday. Parents are then able to apply for transport under the "Exceptional Circumstances" criteria. Alternatively they may apply for a Privilege Place.
41. **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.
42. **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.
43. 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.
44. **Attendance:** Where attendance at school is irregular the Local Authority has the right to review transport assistance and withdraw it if attendance remains unacceptable.
45. **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.
46. **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.
47. **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.

48. **Health and Safety and Medical Needs:** 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. All of the Portsmouth passenger assistants have basic first aid training and will have received the information provided by parents about any health needs. Routine medication will not be administered on the journey to and from school. In a medical emergency the passenger assistant or driver will ring 999.
49. **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.
50. **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.
51. **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.
52. **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.
53. 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.
54. **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.
55. **Complaints** Portsmouth City Council takes complaints seriously and if needed the complaints procedure can be found at Portsmouth City Council [www.portsmouth.gov.uk](http://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

56. **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](http://www.portsmouth.gov.uk/learning).

### ***Section five: Additional information for schools***

57. **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.
58. 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.
59. Where particular classes, year groups or pupils have a start or finish time that is different to most pupils at the school it will not normally be possible for the local authority to make separate travel arrangements. Schools may need to make arrangements to accommodate these pupils.
60. Where a school has, exceptionally, agreed to a reduced timetable for a pupil, for example to support a phased transition, the school will be responsible for organising and paying for any transport other than at the beginning or end of the school day.
61. **Commissioned Placements** When a school commissions a place for a student in an alternative provision, e.g. The Harbour School or Flying Bull Academy, and the student remains on the roll of the school, the commissioner of the place will be responsible for contribution to the cost of any statutory transport that is required.
62. 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.

<b>APPENDIX A - ELIGIBILITY FOR TRAVEL ASSISTANCE UNDER THE STATUTORY CRITERIA FOR CHILDREN AGED 5-16</b>		
<b>Section</b>	<b>Who can we help?</b>	<b>What are the criteria?</b>
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.

<b>FAMILIES ON LOW INCOME WITH PRIMARY AGED CHILDREN - AGE 8 TO AGE 10 YEARS.</b>		
<b>Section</b>	<b>Who can we help?</b>	<b>What are the criteria?</b>
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 <b>AND</b> who are entitled to free school meals or whose parents/carers are entitled to the <b>MAXIMUM</b> level of working tax credit or universal credit insert limits.

<b>FAMILIES ON LOW INCOME WITH SECONDARY AGED CHILDREN - YEAR 7 - YEAR 11</b>		
<b>Section</b>	<b>Who can we help?</b>	<b>What are the criteria?</b>
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 <b>AND</b> who are entitled to free school meals or whose parents/carers are entitled to the <b>MAXIMUM</b> 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 <b>AND</b> who are entitled to free school meals or whose parents are entitled to the <b>MAXIMUM</b> level of working tax credit or universal credit. **

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

\*\* for some students living within the PO6 post code area, the nearest faith school may be situated within another Local Authority area. If a parent/carer chooses to send their child to a faith school outside of Portsmouth, we will consider transport to that neighbouring school, if 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
<b>Parent and Family Factors</b>			
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 form 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,</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"><li>• Income Support</li><li>• Income-based Jobseekers Allowance</li></ul>	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"> <li>Income-related Employment and Support Allowance</li> <li>Support under Part VI of the Immigration and Asylum Act 1999</li> <li>The guaranteed element of State Pension Credit</li> <li><b>Child Tax Credit only</b>, provided your annual household income (as assessed by HM Revenue &amp; Customs) does not exceed £16,190. <b>Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income</b></li> <li>Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit</li> <li>Universal Credit</li> </ul>		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 <b>PRIMARY</b> 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	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 <b>PRIMARY</b> aged child or older child with special educational needs and disabilities from home to school and back home.  Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.
7	A parent/carer who is a full time primary carer for another family member living in the household.	5	You will need to provide evidence that you are in receipt of 'Carers Allowance' which has been awarded to support a family member living in the household and responsibility for their care would



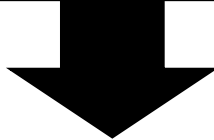
			<p>prevent you from walking a <b>PRIMARY</b> aged child, or older child with special educational needs and disabilities to school.</p> <p>Points will be awarded at the discretion of the Access and Entitlement Officer but may be challenged at any subsequent appeal.</p>
8	<p>You and your partner work and your working hours mean it is not possible for you to escort your <b>PRIMARY</b> 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>
<b>Child and Young Person Factors</b>			
9	<p>You are a young person who is attending college or 6<sup>th</sup> 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	<p>Your child is attending a specialist resource provision allocated by the special educational needs and disabilities team.</p>	10	<p>You will not normally be required to provide evidence.</p>
11	<p>Your child or young person has a physical disability or a learning disability and has an Education Health and Care Plan</p>	10	<p>Parents/carers can give permission for evidence to be used from the Education Health and Care Plan.</p>

			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.
<b>Environmental Factors</b>			
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

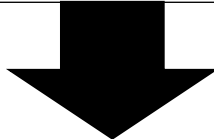
### HOME TO SCHOOL TRANSPORT APPEAL PROCESS

**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:

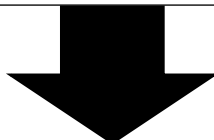


Challenge the decision (within 20 working days) on the basis of:

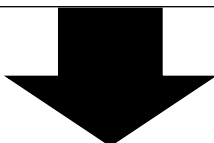
Entitlement  
Distance measurement  
Route Safety  
Points awarded.



**Stage 2** - The Access and Entitlement Officer passes the application to the Special Educational Needs Case Management Decision meeting who review the application and supporting evidence. If the appeal is unsuccessful parents/carers or their representatives can challenge the decision (within 20 working days.).



**Stage 3** - The Access and Entitlement Officer prepares and presents the case on behalf of Portsmouth City Council to the Inclusion Transport Appeal Panel. The parent/carer/young person or their representatives are invited to attend and present their case. If the appeal is unsuccessful the parent/carer/young person can challenge the decision, in writing to the Deputy Director of Education (within 20 working days)



**Stage 4** - The Deputy Director of Education reviews the case and parents/carers/young people are informed of the decision in writing, within 40 working days. The Deputy Director of Education decision letter gives details of how to escalate a complaint to the Local Government Ombudsman.