

CABINET

4 SEPTEMBER 2012

SPECIAL EDUCATIONAL NEEDS TRANSPORT POLICY

Portfolio Holder: Councillor Les Wicks, Children's Services

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Summary

This report seeks to introduce a new policy for how Medway fulfills its statutory duties in supporting the transport arrangements for children and young people with special educational needs (SEN).

A consultation on the draft policy finished on 27 July 2012 and this report gives a summary of the responses including views from professionals and parents. Responses have generally fallen into themes that reflect a misunderstanding of statutory requirements, concerns that we may not understand the extent of the child's needs, the journey time, the use of pick up points and a worry that by raising our expectations of parental responsibility, parents and carers may find balancing the needs of their other children and working more difficult.

In order to action the new policy an implementation plan will be drawn up which enables Medway to manage the transition from one policy and practice, to another and to ensure ongoing communication with stakeholders.

The draft policy was discussed by Overview and Scrutiny on 17 July who were broadly happy with the thrust of the policy subject to a few changes which have now been made.

1. Budget and Policy Framework

- 1.1 The current special educational needs (SEN) transport policy is outdated and needs revision. In order to do this it has been important to consult widely. The policy is consistent with the provisions made in the Children and Young People's Plan and therefore final approval is a matter for Cabinet.
- 1.2 As this policy change relates to children and young people with additional needs, some of whom may also have disabilities, it is an important and sensitive area. It is vital that children and young people have their needs met

in a way that is flexible and respectful of their circumstances, while also ensuring the Council achieves best value for money.

2. Background

2.1 National context

2.2 There is an increasing focus on personalisation and on giving parents more control. Medway is a pilot for the national SEN and Disabilities Pathfinder programme which aims to test how systems can be developed which help to make this happen in practice. This could be achieved, for example; by supporting transport with an individual budget, which would enable parents and carers to make arrangements that might suit their family arrangements better.

2.3 There is a greater recognition that to best support children and young people to adulthood, work on supporting independence must start early. With that in mind it is vital to ensure that policies do not work against helping to achieve increasing independence, but instead maximise ways to develop that independence. The proposed transport policy has a presumption that increased independence is a goal for all young people.

2.4 Local context

2.5 The previous SEN transport policy was written in 2003 and is out of date. Nationally, practice has developed and there are things within the current policy that are over and above statutory duties.

2.6 In 2006, in response to concerns about the SEN transport costs, work was undertaken to change the policy. At that time it was felt that the anxiety and concerns that would arise from families outweighed adopting changes in relation to potential savings.

2.7 The financial climate is very different now and any policy changes need to be seen as part of a suite of measures being taken in relation to SEN generally and specifically the SEN Transport budget. It is also the case that the policy is not compliant as it stands and requires changing to bring it back in line with statutory guidance.

2.8 On 17 April 2012 the Cabinet considered a report providing details of a new proposed Special Educational Needs (SEN) Transport Policy. This report noted that the current SEN Transport Policy was out of date and that nationally, practice had changed. The Cabinet agreed to consult on a new proposed Special Educational Needs Transport Policy.

2.9 Following consultation the proposed policy is attached at Appendix A and an overview of the key changes from the old policy to this proposed policy are outlined below to enable Members to understand the key differences being proposed.

2.10 In developing this proposed policy we have researched practice in other local authorities (LAs), which is still ongoing to ensure we learn and use best practice. For example, one LA gives mileage as its default position rather than arrange transport. The proposed policy has been written in a way that enables

changes in approach to be possible without the need to re-draft a new policy again.

3. Main differences to the new policy

3.1 The main differences in the new policy are set out below:

- The title of the policy is significant – **'Policy on transport arrangements for children with SEN'** (rather than 'home to school transport')
- **Transport for "social, economic or domestic reasons"** will not be granted. There is no proviso for this within the current policy, which has led to the agreement of transport where it could otherwise have been refused. For example, requests to drop children off to multiple childminders during a week or parents requesting changes in drop off times due to their working hours. Each change results in a cost pressure being applied to the route.
- **Shared transport is specified.** This is not detailed in the current policy and it is important to be explicit about this as larger vehicles reduce the unit cost – but parents and carers prefer single arrangements. However, shared transport can be a good stepping stone to independence and adult use of public transport.
- There is a proposal for **pick up and drop off points** rather than door to door transport. A number of pupils are currently transported who could access the new arrangements. It is advised by Transport Procurement Unit that if pick up and drop off points are used, savings could be made through using larger vehicles to transport pupils and with more direct routes.
- The draft policy proposes that transport will be arranged from **one home address** provided by parents only. The current policy does not allow for this arrangement and there have been increased costs where parents request that their child is taken to different addresses on a regular or ad-hoc basis eg for child care changes.
- Sometimes children are placed in residential schools to meet a variety of differing needs. The arrangements of such schooling will vary according to the needs of the child. For some it may be weekly boarding, for others it may be termly or even full time. The proposed policy makes provision for **52 week residential placements** where **home to school transport will only be provided at the beginning and end of the placement.** Under the current policy, where a child is in 52 week residential provision and a parent wishes their child to return home for a weekend, the local authority provides the transport.
- The proposed policy makes provision for **38 week residential places where a child will only be transported at the beginning and end of the week.** Transport will not be provided in any other circumstance. The current policy does not specify this arrangement and has led to increased costs to transport a child in a 38 week residential placement where they have to, for example, attend an appointment mid week.

- **Review of transport provision on an annual basis** or if a family moves address is set out in the proposed policy. This is not currently detailed and there is a current expectation from parents that transport once in place for a child will remain.
- The proposed policy specifies that there will be **no automatic transport entitlement**. All parents will have to apply for transport where there is a transport entitlement.
- The Council is currently having to provide transport for pupils with Statements placed in specialist units at Academy provision to attend “electives” (after school additional teaching). This is adding to the cost of transport provision as attendance at electives is not specified in the current policy. The proposed policy specifies that **transport will not cover electives**.
- Arrangements relating to the change of the school day are specified in the proposed policy. These are not currently specified: where Academies have changed the timing of their school days, additional cost for transport has been incurred. In the proposed policy where maintained schools or Academies propose to change the timing of their school day we are asking that they consult with us in sufficient time to re-tender and thus avoid increased costs.
- Transport allowance entitlement **errors** and arrangements for **recovery** are covered in the proposed policy.
- The proposed policy is **compliant with all current relevant legislation** and in addition to the duties of the Local Authority, sets out the duties of parents.

4. Feedback during the consultation

- 4.1 There were 136 responses returned by parents, some by e-mail but most through completion of a feedback questionnaire. A full analysis of the responses is appended at Appendix B.
- 4.2 Issues highlighted within the feedback include:
- Misunderstanding the legal context and thinking that all children less than 2 miles from their school would have to walk irrespective of their special educational needs.
 - Misunderstanding our different duties where a family is on low income and thinking it unfair that families with non working parents may have a higher level of entitlement to support
 - A concern that if the school the LA has deemed suitable is further away than 2 miles (for younger children) or 3 mile (for older children) there will be no transport support from the LA.
 - A split between parents agreeing that independence should be an explicit aim and others who disagree – because there is a fear that the LA may push children before they are able to be independent.
 - Time spent on the transport has been raised. National parent advocacy groups advise that journey times should be 45 minutes. Medway is saying that we do not want local journey times to be greater than 1hr and 15 minutes (to include secondary aged pupils) which is in line with LA best practice guidance (DfE 2007).

- There is a worry about how parents can get their children to pick up points when they have other children in the household for whom they also have a responsibility for getting to school(s).
- Parents raised the concern that if getting their child to school becomes more of a burden on them, they would no longer be able to work and the cost to Medway in other ways would be higher.
- Concern that this is about reducing cost and that children's interests are not being put first.

4.3 Professionals, including the educational psychology service have said that they support the proposed policy; it is sensible, promotes independence and gives a range of options. However, there is some concern about how the policy is implemented and how we ensure that children and young people are not expected to do more than they are capable of. For example, the way judgement of who can, and who cannot use public transport or how pick up points are reached is an important factor in implementation arrangements.

4.4 Kids (Parent Partnership) helpfully made suggestions about simplifying the wording. They also highlighted the LA's role when making residential placements in agreeing with parents the arrangements for the child's contact with the family, which might include a need for transport.

4.5 The transport companies made no direct comments on the proposed policy but have been made aware of the changes proposed via the transport procurement section.

4.6 Comments made by parents include:

'it is important to build in enough flexibility to meet the needs of children who may need to be dropped off/ collected from different addresses for good reason – eg contact with birth families, attendance at respite etc'.

'After school clubs etc are an important part of socialising with school friends, extending opportunities to play sport in a safe environment and so on.'

'I do not want my child to be pushed into independent travel because of cost cutting by Council officials'.

'Children should only be encouraged to develop independent travel if it is appropriate / safe for them to do so.'

'The family situation as a whole needs to be considered otherwise siblings may suffer'.

5. Changes made as a result of the consultation

5.1 Many of the concerns raised demonstrated a misunderstanding of the wording and the legal framework outlined in policy. Therefore this has been edited and has been made more user friendly.

5.2 A set of 'frequently asked questions' with simple answers is being drawn up and will be available on line as soon as possible and will be aligned with the policy when it is published. The aim will be to update this over time as parents raise queries.

- 5.3 It has been made clearer in the policy that the transport **may be** to an agreed childminder address, provided that that address does not change more than once in any one academic year. The reason for this is that many parents' replies through the consultation made it apparent that they had not understood that Medway accepted a childminder as the 'end' transport point; however, each change in address requires a route change which adds cost to the journey.
- 5.4 With effect from 1 January 2013, for new entrants, where a decision has been made that a child is not eligible for travel assistance, or where a change in transport arrangements have been made and notified, or where transport has not been agreed on exceptional grounds, parents may ask for the decision to be reconsidered to include any exceptional circumstances they wish to put forward. A form will be provided for this purpose as supplementary evidence may be requested. The policy consulted on referred to a three-stage appeals process. However, to bring the appeals process in line with the non-SEN home to school transport policy a streamlined appeals process is recommended. The revised appeals process will involve: -
- Stage 1 - Due to the complexities that applications for SEN transport can include, a panel of professionals from the SEN Service will consider stage 1 appeals. This will include all the points of the case, alongside the original decision made.
 - Stage 2 - If the decision remains unchanged, the parents can progress their appeal to Stage 2 of the process where the School Transport and Curriculum Appeals Committee made up of Members of the Council will meet to consider the points of the case, alongside the initial decision made and the decision at Stage 1. This is the final stage in the appeals process.

6. Advice and analysis

- 6.1 The policy has been modified in line with the concerns that have been raised. Inevitably, as with any policy change there will be people who disagree with the detail as it impacts on their family.
- 6.2 A new policy is required to ensure statutory compliance. The proposed new policy is more in keeping with the practice seen in other local authorities, and will enable officers to apply criteria more consistently. This over time will ensure that the cost of transport is not over inflated, but is a fair reflection of statutory duties and pupil need. The range of ways in which support can be applied are as follows:
- Home address to school
 - Personal (mileage) payment
 - Bus pass
 - Pick up point
 - Group transport

This enables a more individualistic and targeted approach to how transport is organised for the wide ranging and differing needs of our children and young people.

- 6.3 Following concerns raised by Members of Overview and Scrutiny Committee on 17 July, the draft policy was modified. Pick up points will require a child to be taken up to half a mile from their home address rather than one mile. This

will make Medway's policy more 'generous' than those examined as part of the policy development.

- 6.4 A diversity impact assessment screening form has been carried out and is attached at Appendix C. The report shows that Medway will continue to meet its statutory duties and the policy change is not discriminating unfairly on any particular group in Medway. Children and young people will continue to have their needs met albeit, for some, this will be discharged in a different way. In order to implement the changes, it is recommended that an implementation plan is drawn up in order to give parents and carers sufficient notice of specific changes to their child's mode of transport/ transport arrangements.
- 6.5 An implementation plan will have to be put in place if Cabinet adopts the new policy. This will enable a transitional period with January 2013 as the date the policy would become fully implemented. Whole scale changes to individual child transport will not be made 'overnight'. For many children the current arrangement is entirely appropriate and will continue under the new policy. The implementation plan will allow changes to be carried out in line with the transport procurement unit contracting arrangements. It will focus on new children entering the system, the ability use personal budgets and promote independence.

7. Risk management

- 7.1 Risk management is an integral part of good governance. The Council has a responsibility to identify and manage threats and risks to achieve its strategic objectives and enhance the value of services it provides to the community. The following table sets out the risks associated with this policy and the actions needed to mitigate them.

Risk	Description	Action to avoid or mitigate risk
Dissatisfaction amongst parents	Parents may be unhappy about the changes being proposed, even if they are legally compliant. This may lead to a rise in complaints, particularly to members.	An implementation plan will be drawn up which will help the changes to be put in place in a managed way. A set of frequently asked questions and answers have been prepared and are on the website which will help clarify issues. This new proposed policy has an appeals procedure.

That the appeals procedure overturns decisions, effectively widening the eligibility criteria and increasing costs.	Where parents/carers may not wish to use public transport for their child or to use pick up points, they will be able to appeal through the new procedures. If each decision to refuse transport support, or to apply a specific value for money approach is overturned, then the budget will be exceeded.	The cost of the appeals process will be monitored and tracked to enable Members to make an informed decision during the budget setting cycle should they wish to widen the eligibility criteria.
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8. Consultation

- 8.1 This draft policy was sent to the parents and carers of every child in Medway who has a statement of special educational needs. Prior to it being sent out to parental (and wider) consultation it was discussed with
- The Portfolio Holder Children’s Services, the Portfolio Holder for Children’s Social Care, the Portfolio Holder for Front Line Services, the Portfolio Holder for Finance
 - Members of Cabinet
 - The SEN and Inclusion steering group
 - Legal services

9. Children and Young People Overview and Scrutiny Committee

- 9.1 The draft policy was considered by the Children and Young People Overview and Scrutiny Committee on 17 July.
- 9.2 The Committee discussed a number of issues including:
- Accessibility of the Frequently Asked Questions document;
 - The need to carefully ensure easy transition from the current system to the new system;
 - The definition of the description of the term ‘appropriate school’ within the policy and the need to ensure that the wording of the SEN Transport Policy is similar to that used for the standard Home to School Transport Policy so that the two policies are consistent;
 - Improvement to various sections of the Policy so that it is easier to understand;
 - Training for the School Transport and Curriculum Appeals Committee on the SEN Transport Policy.
 - Whilst recognising the need for there to be ‘one home address’ listed for each child, there may be some instances where a child has multiple addresses where parents have joint custody of the child;
 - Concern regarding the proposal that the pick up points and drop off points will be within 1 mile of the child’s home and the preference of the Committee that this should be reduced to ½ mile.
- 9.3 The Committee noted the feedback to date from the consultation and recommended the draft policy to Cabinet for approval with the following comments:
- a) ‘Frequently Asked Questions’ documents should in future be made available as soon as possible during the consultation period on policy changes.
 - b) The draft SEN Transport Policy be re-worded where necessary so as to ensure that it is in easy to understand plain English.

- c) Any transition arrangements from the existing policy to the new policy be carefully managed and clarified.
- d) Officers give further consideration to the need to ensure that the Policy makes provision for those children who are required to have more than one home address by virtue that their parents have joint custody.
- e) Further consideration be given to the proposal that pick up points and drop off points will be located within 1 mile of the child's home bearing in mind the Committee's preference for this to be reduced to within ½ mile.
- f) Full training be arranged for the members of the School Transport and Curriculum Appeals Committee (and regular substitutes) on the provisions of the SEN Transport Policy.

9.4 Since Overview and Scrutiny the policy has been modified to take account of Member concerns. There was overlap between their issues and the anxieties expressed by parents.

10. Implications for looked after children

10.1 There are no additional implications for children who are looked after.

11. Financial and legal implications

11.1 The new proposed policy complies with the statutory requirements, as set out in the Education Act 1996.

11.2 From a finance perspective, the policy clearly sets out eligibility for who can have transport support and a range of ways in which these needs can be met. This will enable officers to ensure that the budget is spent in a more targeted way minimising any potential for overspend.

12. Recommendation

12.1 That the attached policy on transport arrangements for children with SEN be approved.

13. Suggested reasons for decision

13.1 The current policy is outdated and required revision to ensure that it is compliant with legislation. The practice in Medway is currently out of step with other local authorities and the changes within the proposed policy would enable better value for money as well as support independence.

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Background papers

Home to school travel arrangements – Department for Education and Skills 2007

Medway Council

Policy on transport arrangements for children with Special Educational Needs

Foreword

Within Medway we want our young people to grow up to be as independent as possible. As part of growing up and acquiring life skills it is important that they have opportunities to travel and socialise with their peer group. We want to encourage that confidence and independence wherever possible. We recognise that for some young people with Special Educational Needs, who travel to school every day by taxi throughout their school years, they may not be as well equipped for adulthood as those who have been able to learn confidence through using public transport.

Nationally, as the policy direction changes towards personalisation, there is a greater and greater expectation that the use of personal budgets will become commonplace. As this policy is implemented, we fully expect that over the years, the balance will shift towards more and more families organising their own transport arrangement in a way that meets their individual needs far better than they could ever be when organised on a large scale through the local authority.

1. Legal Framework

- 1.1 The transport policy is developed within a national legal framework that sets out what it is that local authorities must do to facilitate travel to school and it sets out some eligibility criteria for granting that support. Within the Education Act (Section 444 of the Education Act 1996), it is the responsibility of parents and carers to ensure that children attend school. This includes that it is their responsibility to make the necessary travel arrangements. However, the provision of 'Home to School Transport' or more accurately the arrangements for supporting transport is covered in other sections of the Act¹. The provision of transport support additionally includes the amended section 77 of the Education Act 1996 to incorporate 'consideration for children from low-income families'.

Under Section 509, it is important to note that the law does not treat children with SEN differently from other children in relation to the duties imposed under this legislation.

- 1.2 The basic provisions in the Medway policy are Medway Council has a duty to assist in making suitable travel arrangements for "eligible" children in their area where necessary to enable them to attend school.
- a. The duty applies to home to school travel arrangements at the start of the day, and school to home travel arrangements at the end of the day. It does not relate to travel between educational institutions during the school day, medical appointments, visits to other schools or other locations, collection from school due to illness, parental attendance at meetings, part-time timetables (or to meet examination timetables), extended school clubs or elective lessons.

¹ The provision of 'Home to School Transport' or more accurately the arrangements for supporting transport is covered in law by Section 509 (1 – 6) of the Education Act (1996) and sections 508A, 508B, 508C, 509AD and schedule 35B of the Act (inserted by Part 6 of the Education and Inspections Act 2006).

- b. Arrangements must be free of charge to parents/carers except where public transport passes are lost or damaged and there is a charge for a replacement.
- c. Transport is normally to facilitate travel between the child's normal place of residence and school. Where children have more than one address, transport is normally between the school and the address where the child resides on most school nights.
- d. It is in the best interests of pupils that they are encouraged to develop independent travel skills. Pupils will therefore be encouraged to achieve this as soon as possible. **This will be in consultation with parents/carers.**

1.3 Medway Council are **not** able to take the following into account when considering transport entitlement: for eligible pupils with Special Educational Needs

- a. Parents' work or other commitments
- b. Attendance by siblings at other schools
- c. If a parent chooses to send their child to a school, or educational establishment that is not the nearest appropriate to the home address
- d. A work experience placement (other than as specified in Paragraph 6.3)
- e. An address other than the home address, or a regular (5 weekday evenings per week) childminder's address (as advised and authorised by parents) NB some children will have two 'home addresses as they live between both parents
- f. A journey from one educational establishment to another
- g. Ad hoc visits to other schools, colleges or other establishments
- h. Out of hours clubs (e.g. breakfast, after school activity, electives)
- i. Link courses/elective lessons/sessions/courses that take place outside normal school hours
- j. Any educational provision planned over weekends or bank holidays

In these instances, transport arrangements will be the sole responsibility of the child's parent/carer. NB if the LA identifies and places a pupil in a **special provision** that is not the nearest school, it **will be** the **nearest 'appropriate' school**.

2. Applications

Parents and carers may apply for support with transport arrangements when the child has a Final or Amended Final Statement of Special Educational Needs by completing an application form and returning it to the SEN Officer at Medway Council. The address is detailed on the application form.

3. Entitlements for pupils with Special Educational Needs

Medway Council will consider applications for transport support to school either when the child is in receipt of a Proposed Statement of Special Educational Needs or has a final Statement of Special Educational Need. The Special Educational Needs Team deal with transport applications and entitlement decisions as part of the placement process.

A Statement of Special Educational Needs does not give an automatic entitlement to free transport.

Medway Council's policy on support for transport relates to children who are:

- a. Resident within Medway
- b. Attending a school or other designated establishment
- c. Are of compulsory school age, or in pre-school or Post 16 school provision.

NB – Medway Council only accept responsibility for transport support to school between the child’s main residence and school. Where children have more than one address, transport support will be based on the residence where the child habitually resides. Factors may be taken into consideration, and evidence requested, outlining where child benefit is paid, or where the child is registered with a GP. As stated earlier, a regular childminder will be accepted and a flexible approach will be made to children living between two parent/ carers.

In relation to the detail contained in this section, the above must apply.

3.1 Nursery Schools

- a. Transport support will be provided to children attending the nearest appropriate inclusive nursery school to their home where their placement is supported by the Special Educational Needs Team and the distance between their home and the nursery is more than 2 miles. This may include children on assessment placements.
- b. Parents **may** be expected to accompany their children whilst they are travelling, where appropriate.

3.2 Infant/Primary Schools (children in Foundation Stage and Key Stage 1, aged under 8)

- a. Transport support will be provided to children attending the nearest appropriate infant/primary school to their home where the distance between their home and the school is more than 2 miles.

3.3 Primary Schools (children in Key Stage 2, aged 8 years and over)

- a. Transport support will be provided to children attending the nearest appropriate junior/primary school to their home where the distance between their home and the school is more than 3 miles.
- b. Transport support will be provided to children in receipt of free school meals/working tax credit and the school is more than 2 miles from home.

3.4 Secondary Schools (children in Key Stage 3 and Key Stage 4)

- a. Transport support will be provided to children attending the nearest appropriate school to their home where the distance between their home and the school is more than 3 miles.
- b. Transport support will be provided to children in receipt of free school meals/working tax credit if they go to a suitable school between 3 and 6 miles away from their home address, as long as there are not 3 or more suitable schools nearer to home.

3.5 Special Schools, Resource Centres and Pupil Referral Units (PRU)

- a. Transport support will be provided to children in nursery, Foundation or Key Stage 1 (aged under 8 years) when attending the nearest appropriate special school resource centre or PRU where the distance between their home and the school is more than 2 miles.

- b. Transport support will be provided to children in Key Stage 2, 3 and 4 (aged 8 years or over) when attending the nearest appropriate special school, resource centre or PRU to their home where the distance between their home and the school is more than 3 miles,

3.6 Post-16 Education – Young People with LDD attending general FE colleges or 6th form colleges

Consideration for transportation for this group of young people is provided through the School Organisation and Student Services Team. Transport will be considered to the nearest college or 6th form offering an appropriate full-time, non-advanced course. An appropriate course is one that enables the young person to meet his or her employment objectives. The following conditions also apply:

- a. the young person is under 19 years of age on 31st August prior to when they start their course
- b. the distance between the young person's home and their college/school with a sixth form is more than 3 miles.

3.7 Post-16 Education – Students With Special Educational Needs

Travel assistance will be provided to the nearest **school** with post 16 provision offering an appropriate course. An appropriate course is one that enables the young person to meet his or her employment objectives or is specifically designed to meet the student's special educational needs. The following conditions also apply:

- a. the young person continues to hold a Statement of Special Educational Needs maintained by the Local Authority
- b. the young person is under 19 years of age on 31st August prior to when they start their course
- c. the distance between the young person's home and the school with a sixth form is more than 3 miles

4. **Supplementary Notes On Entitlement**

4.1 Distances will be measured as follows:

- a. Minimum distances will be measured by the shortest available safe walking route following recognised public footpaths

4.2 Children must be attending a qualifying school/college. Qualifying schools/colleges are :

- a. Community, foundation or voluntary schools
- b. Community or foundation special schools
- c. Non-maintained or independent special schools
- d. Authority designated specialist provision attached to a maintained mainstream school or Academy i.e. units or hub provision
- e. Pupil referral units
- f. Maintained nursery schools
- g. Academies
- h. Free Schools

4.3 Qualifying schools must be educationally appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have, all as outlined in the SEN Code of Practice (2001).

- 4.4 When assessing the availability of places, applications will be made at the expected times i.e. for those transferring to a secondary school this would be the closing date for applications. The following rules about expressions of preference apply:
- a. Where parents/carers state a preference for a school where the child would **not** be eligible for transport support under section 3 of this policy) and a place is not offered at this preferred school, transport will only be offered later to another school if the nearest appropriate school could not have offered a place before the school of parental preference was approached.
 - b. Where children qualify as above, travel assistance will only be available to the nearest school with an available place, not the next parental preference.
- 4.5 Where a child has been permanently excluded from school, they will have transport support to the nearest PRU, if travel distance criteria have been met. When a new school has been identified, the child's eligibility for transport support will be re-assessed (as outlined in part 3). Transport support will not be provided for part-time PRU placement (for example, if the child is participating in a fixed term programme at the unit).
- 4.6 To meet the means testing criteria, children must be entitled to free school meals or their parents/carers be in receipt of the maximum level of Working Tax Credit. In such cases, parents/carers must complete a "Home to School Transport – Exceptional Needs" form, providing evidence as required. Home to School transport that is provided based on exceptional need or means testing will be reviewed regularly. Parents are expected to provide updated benefits information on request. Medway Council retains the right to withdraw transport support where requested evidence or updated information is not provided.
- 4.7 All transport support is allocated on an annual basis. The Transport Procurement Unit will review all entitlements, routes, escorts and providers annually.
- 4.8 Once eligibility has been confirmed on income grounds, children will be assumed to be eligible for the remainder of the academic year (September to July) unless circumstances change.
- 4.9 It remains parents/carers responsibility to inform the SEN Service if a child/student has a change of address at any point within the school year. The child's eligibility will be reassessed following a new measurement of the distance between their home and the school/college.

5. Provision of transport support

- 5.1 In making judgements about what type of transport provision is made available to children, including the provision of an escort to accompany a child to school (to be read in conjunction with section 7.9), the Local Authority will consider:
- a. Age and maturity of the child;
 - b. Ability and aptitude of the child;
 - c. Any special educational needs the child may have
 - d. The type of vehicle the child is travelling on

- e. The length of the journey
- f. Nature of the possible routes from home to school, particularly in relation to safety;
- g. Whether the child is physically able to walk the distance involved;
- h. Whether the child needs to be accompanied and whether it is possible for the child to be accompanied.

6. Exceptional Circumstances and Medical Conditions

6.1 Pupils with medical needs/life threatening conditions

Some children, young people and young adults will have significant medical needs which require special arrangements to be made in order that they can travel to and from their educational provision safely. In some cases this will be for a short time only. Medway Council will consider making arrangements when there is supporting medical evidence, which indicates that special arrangements need to be made.

6.2 Parent/Carers Medical Conditions

Discretionary Transport support may be provided in exceptional circumstances within the minimum walking distances where appropriate evidence is provided and this is recommended following an assessment of individual need. The following evidence will be required:

- a. Written evidence from an appropriate professional confirming that the child requires accompaniment to school
- b. Written evidence from a GP or Hospital Consultant confirming that the parent is unable to accompany the child to school

The final decision remains with Medway Council.

Transport support provided on medical grounds will be reviewed regularly. Temporary medical conditions will be reviewed every half term, dependent on medical advice. Longer-term medical conditions will be reviewed annually.

7. Specific Areas of Policy

- a. Transport support will be arranged so as to be as non-stressful as possible. In normal circumstances, the maximum journey time will be no more than 1 hour 15 minutes, complying with best practice guidelines. In some circumstances it may be necessary to increase this timeframe where special schools are concerned. Journeys to and from schools outside of Medway's borders, or those children placed some distance from their home, may also, by definition, exceed the standard maximum times.
- b. Transport will be usually be shared with other pupils.
- c. Discretionary single transport will only be considered in **very exceptional circumstances** and where there is clear evidence to support the need for single transport. Where single transport is provided, this will be for a limited period of time, and there is an expectation that a child will return to shared transport at the end of the given period.

- d. Support for transport can be via a bus pass or mileage. The expectation is that as children get older and grow in maturity that they use public transport wherever possible.

7.2 Pick-up and Drop-off Points

Where appropriate, parents/carers will be expected to take their child to/from a pick up/drop off point. Such points will be within half a mile of the child's home

7.3 Change of Address

Where a pupil has transport entitlement and there is a change of address, it cannot be assumed that the transport entitlement will continue. Parents will have to re-apply for transport, which will be considered in line with the SEN Entitlement Policy.

7.4 Entitlement Errors

- a. Where travel assistance is found to have been granted in error, notice of one full term will be given to allow families time to make other arrangements
- b. Where entitlement has been denied in error, transport will be arranged as soon as possible and consideration will be given to reimbursing parents retrospectively, with a normal time limit of the start of the academic year in question

7.5 Change of School Day

The LA commissions transport and transport routes well in advance. We would expect that schools and Academies consult with / inform the local authority with sufficient notice so that changes to the transport arrangements can be made without incurring additional costs to the local authority, since this would not represent a good use of public money.

It should be noted that examination timetables and elective lessons/sessions do not constitute a change in the school day.

7.6 Children in residential educational provision

Where children are placed in a 52 week residential school, transport support is not provided. In these circumstances, Medway Council will provide one return journey at the start and end of the entire placement timeframe. Transport support will not be provided for any other visits to the school, or if the parent/carer chooses to take their child home for any reason.

Where children are placed in a residential school, other than those listed above, transport support will be provided according to the residential agreement (dependent on weekly, fortnightly or termly fee arrangements). In these circumstances, Medway Council will provide one return journey at the start and end of the week, fortnight or term, as applicable. Transport support will not be provided for any other visits to the school, or if the parents choose to take their child home for any reason.

7.7 Provision of Escorts

An escort is not routinely provided. Where large numbers of children are travelling together, or where a child is under 5 years of age, or if a child has significant health or

behavioural requirements, an escort may be provided for the route **or** the individual child. Escorts will only be provided in exceptional circumstances. These include:

- a. Where a number of children are travelling together, the Transport Co-ordination centre may provide an escort for the route. This route demonstrates a child may be at risk, or may pose a risk to others on the same route, if they travel without supervision. Any request for an individual escort must be supported by detailed evidence that demonstrates the risk to the individual/others. The evidence provided must include an up to date risk assessment and evidence of other strategies that have been previously applied.
- b. Where a child has a severe medical condition that requires support during transportation, a suitably trained escort may be provided. Any request for an escort must be supported by detailed evidence that demonstrates the risk to the child. The evidence provided must include an up to date risk assessment.

7.8 Where an escort is provided, this requirement will be reviewed every 6 months, since the need for an escort may change as the child grows older.

7.9 Escorts' duties are to supervise pupils on the vehicle. They will assist pupils to board and to leave the vehicle but they cannot collect pupils from their home and take them into a school if that would mean leaving other pupils unattended in the vehicle. It is the parents'/carers' responsibility to supervise the child from the house to the vehicle and the duty of the schools' staff to get the child from the vehicle into the school building. At the end of the day school staff supervise children's entry to vehicles and then parents/ carers must supervise the child's entry to the home. 7.10
Escorts' duties also include the delivery of notes, medication or money between home and school.

7.10 Guidelines are issued for operators, drivers and escorts. Training will be secured by Medway Council. All escorts will be required to undergo training and will carry an identity card which will be renewed every three years following a new Criminal Record Bureau (CRB) check.

7.11 If a pupil has a life-threatening condition, the parent will be encouraged to escort the child him/herself where this is appropriate. Otherwise special arrangements will be made. (See Paragraph 6)

Where consideration is made for an escort, only Special Educational Needs officers can give authorisation for an escort to be provided following consultation with the SEN Manager/Deputy Manager.

7.12 Extreme Weather

On rare occasions, severe weather may impact on Medway Council's ability to arrange transport safely. Where severe weather results in the requirement to cancel transportation, the TPU will always try to notify parents at the earliest point to avoid unnecessary disruption.

If transport is cancelled, the TPU will try to advise, as best they can, when transport services are likely to resume. During these periods, the TPU will aim to keep affected parents/carers informed as much as possible.

If transport is cancelled due to extreme weather, the following is applicable:

- a) Where a route is cancelled and a parent/carers takes the decision to transport their child themselves, the parent/carers remains responsible for the return journey or any consequent costs should a return journey not be possible
- b) If a child is unable to attend school due to severe weather, the parent/carer remains responsible for their child
- c) Where a child is placed in residential provision and is unable to be transported home, the school, parent/carer, TPU and the SEN case officer, must ensure suitable arrangements are made for the child. This may include an extended stay in school, or overnight accommodation with an appropriate adult. However, it should be noted that if a child attends a residential school and is unable to get to school due to severe weather, (a) and (b) apply.
- d) It should be noted that the TPU and the SEN Teams are only available during core office hours.

Where transport has been cancelled due to adverse weather, it should be noted that the SEN case officer will be unable to provide any alternative arrangements as all transport for Medway Council is commissioned through the TPU who will co-ordinate any such situation

8. Supplementary Notes on Entitlement

- 8.1 The shortest **walking** route will be determined using the Council's geographical mapping system. This will never require a child to walk through the Medway Tunnel as it is not suitable for pedestrians.
- 8.2 Transport will be arranged by the most economical means available consistent with safety and the needs of the child. This means that pupils will normally travel using public transport, or together in larger vehicles and the assumption will be made that no special equipment will be necessary and that no special equipment will be carried. It is accepted that there are some children (usually in specialist provision) who are too vulnerable to use public transport. In time we expect far greater use of personal budgets.
- 8.3 The Council provides transport for pupils attending work experience if they rely on a wheelchair for mobility or are registered blind. Other pupils are expected to make their own way to and from their work experience placement as part of their experience.
- 8.4 In line with contract law and the Authority's obligations to comply with best practice as well as relevant legislation, the Council will re-tender contracts periodically. Contractors and their staff will therefore change from time to time.

9. Payments to parents

- 9.1 Some parents/carers may express a preference to provide transport themselves. If the child is entitled to transport assistance under this policy, it may be possible for the Council to contribute to the cost of parents/carers' mileage for the round trip from home to school using the shortest distance as measured using the Council's geographically mapping system. Over time, with the focus on personalisation, it is

anticipated that this will become more common than the current position. The local authority will always consider best value and best interests of the child or young person in deciding this.

- 9.2 A travel allowance will not normally be offered when there is a place available on existing transport and at a cost less than the cost of payment to parents/carers.
- 9.3 In cases where a pupil would be travelling a route not served by existing contract transport and the cost of providing individual transport would be costly, parents will be encouraged to take the child to school themselves and will be offered a travel allowance.
- 9.4 A travel allowance is normally payable at an agreed rate for the journey to and from school where the child is transported i.e. two journeys.
- 9.5 Claims for an agreed travel allowance must be presented monthly and received by the Council's Transport Procurement Unit no later than the 14th of each month to enable payment of travel allowance for the preceding month. No other time schedule is possible. It is the responsibility of parents/carers to submit the claim on time. Claims received for travel allowance outside of the specified time frame will not be paid.
- 9.6 Claims should be for the actual mileage incurred. Where claims are discovered to be for amounts greater than is justified, the Authority will seek repayment and will refer cases of fraud to the Police for investigation.
- 9.7 Claims must be in the format prescribed on the template invoice. All claims must be presented on the appropriate pro-forma.

10. Time keeping

- 10.1 In order to enable drivers to keep to schedule and to pick up and return pupils home at the times agreed, parents are expected to have pupils ready at appropriate times and be there to collect them when they are expected home.
- 10.2 In exceptional circumstances, a driver will wait for no more than three minutes beyond the scheduled pick-up time at a pick-up point in the morning.
- 10.3 If there is no-one to collect a child at the end of a school day, the driver will take the child on for the remainder of the journey and return to the agreed destination once all the other students have been delivered to their destinations. The child will not be left unescorted and will not be left with anyone other than the parents/carers without the parents'/carers' written authorisation.
- 10.4 If the parent /carer is still not there to meet the child, and where there is no suitable alternative, Medway Council's Children's Safeguarding Team (Customer First) will be contacted who will provide advice from then on.

11. Transportation of Equipment

Day pupils are expected to travel with no more than one item of hand luggage and pupils attending residential schools where transport has been allocated, are expected to travel with no more than one suitcase (or equivalent). Some pupils will have extra items (eg to meet their medical or physical needs) and these will be transported but prior arrangement is necessary.

12. Review of transport provision

- 12:1 Provision of transport will be reviewed on a regular basis, usually as part of the Annual Review process for pupils with Statements of Special Educational Needs.
- 12:2 Where transport is provided in line with section 1.2 of the Policy and the pupil is deemed to have made progress where public transport can now be used, a travel pass will be offered if this is the most cost effective method to provide transport assistance.

13. Safety

- 13.1 *The safety of children on Transport support is Medway Council's first priority. In particular, Medway Council will ensure that:*
- a. All drivers and escorts have been checked and cleared by the Criminal Records Bureau(CRB).*
 - b. All drivers and escorts carry identity cards*
 - c. Seat belts are provided and used on all contract vehicles*
 - d. Car seats/booster seats are provided in accordance with current Government legislation*
 - e. Escorts receive appropriate training and are familiar with safety and emergency equipment*

Drivers, escorts and operators are aware of their duties, particularly in emergency situations.

14. Appeals Procedure – this is subject to change to ensure that the same procedure is applicable for SEN transport and for non SEN transport statutory duties

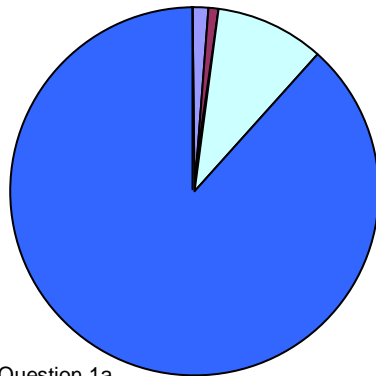
- 14.1 Where the decision has been made that a child is not eligible for travel assistance, or where a change in transport arrangements have been made and notified, or where transport has not been agreed on exceptional grounds, parents may ask for the decision to be reconsidered to include any exceptional circumstances they wish to put forward. A form will be provided for this purpose, since supplementary evidence may be requested. The first stage of the appeal process is in writing to the Special Educational Needs Manager who will prepare the case for a panel of professionals from the SEN Service, who will consider appeals.
- 14.2 If the decision remains unchanged, the parents can progress their appeal to Stage 2 of the process. If the decision remains unchanged, the parents can progress their appeal to Stage 2 of the process where the School Transport and Curriculum Appeals Committee will meet to consider the points of the case, alongside the initial decision made and the decision at Stage 1. This is the final stage in the appeals process.

The New Transport Arrangement for Children with Special Education Needs 2012: Consultation Analysis from Parent Questionnaire (July 2012)

Section 1: The Basic Provision

Q1. Please say how much you agree or disagree with the following statements which are being proposed:

a) Medway Council has a duty to assist in making suitable travel arrangements for “eligible” children in their area where necessary to enable them to attend school.



Question 1a

1% ■ Strongly disagree
 1% ■ Disagree
 0% ■ No Opinion
 10% ■ Agree
 88% ■ Strongly Agree
 0% ■ Unanswered

b) The duty applies to home to school travel arrangements at the start of the day, and school to home travel arrangements at the end of the day. It does not relate to travel between educational institutions during the school day, medical appointments, visits to other schools or other locations, collection from school due to illness, parental attendance at meetings, part-time timetables (or to meet examination timetables), extended school clubs or elective lessons.

c) Arrangements must be free of charge to parents/carers except where public transport passes are lost or damaged and there is a charge for a replacement.

d) Transport is normally to facilitate travel between the child's normal place of residence and school. Where children have more than one address, transport is normally between the school and the address where the child resides on most school nights.

e) It is in the best interests of pupils that they are encouraged to develop independent travel skills. Pupils will therefore be encouraged to achieve this as soon as possible. This will be in consultation with parents/carers.

Findings

Response	Question 1/a		Question 1/b		Question 1/c		Question 1/d		Question 1/e	
	Answered	%	Answered	%	Answered	%	Answered	%	Answered	%
Strongly disagree	2	1.49	7	5.22	1	0.75	6	4.48	12	8.86
Disagree	1	0.75	10	7.46	2	1.49	6	4.48	23	17.16
No opinion	0	0	3	2.24	3	2.24	2	1.49	14	10.45
Agree	13	9.7	47	35.07	33	24.63	42	31.34	56	41.79
Strongly agree	118	88.06	66	49.25	94	70.15	74	55.22	24	17.91
Unanswered	0	0	1	0.75	1	0.75	4	2.99	5	3.73
Total	134	100	134	100	134	100	134	100	134	100

2. Feedback from those who responded disagree or strongly disagree

“After school clubs etc are an important part of socialising with school friends, extending opportunities to play sport in a safe environment and so on. For many children with SEN after school activities, outings ending after normal school time etc will not be possible if transport is not provided since they are often unable to use / cope with public transport and parents do not all have the option of collecting them personally”.

“I totally agree with the continued transport for these schools especially if Medway are telling you which school your child should attend and it may not be local enough for you to walk. Also most people have other siblings and we cannot possibly be in two places at one time. Also sometimes Medway cannot offer a suitable provision to meet need and so we have to place our child outside of the borough this is not our fault”.

Question 1 Analysis:

There is a very clear opinion that Medway Council should provide transport for ‘eligible’ children to attend school as 98% questioned either agreed or strongly agreed that this should happen. Again nearly 85% of those that responded said that they agree or strongly agree that Medway should provide transport and the beginning and end of each school day, but agreed that it should not include the stipulations within the question. 95% of those that responded expect transport to be provided for their child free of charge.

Question 1/e generated the most comments. 26% of parents feel that children their children should not be expected to use public transport if they are unable to or their circumstances prevent this. However 59% of people who responded agree or strongly agree that pupils should be encouraged to develop independent travel skills. Many of the comments made in section one refer to ‘forcing’ children to use public transport or ceasing transport. Also many respondents feel that the change in policy is purely for cost cutting reasons.

“I do not want my child to be pushed into independent travel because of cost cutting by Council officials”.

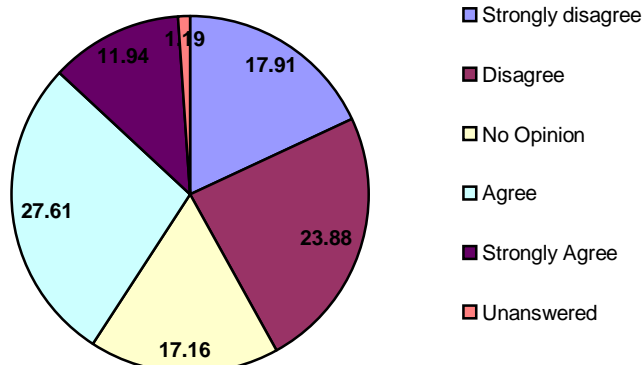
“Children should only be encouraged to develop independent travel skills if it is appropriate/safe for them to do so. Children should be encouraged not forced to this as a way of cutting costs. Vulnerable children should continue to be taken to & from school and not forced out of their comfort zones to travel alone”.

Section 3: The Basic Provision (continued)

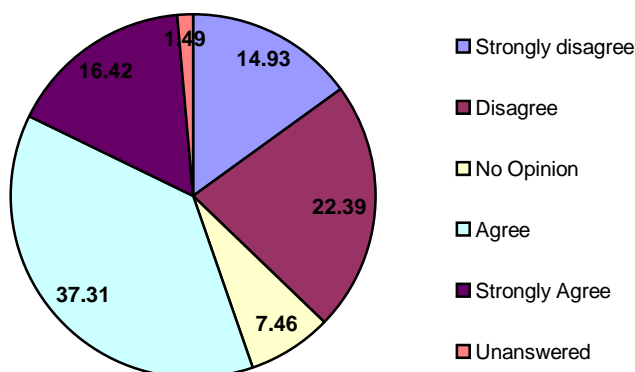
Q3. It is proposed that the following areas will not be considered when deciding to help parents with transport arrangement:

- a) Parents' work or other commitments
- b) Attendance by siblings at other schools
- c) If a parent chooses to send their child to a school, or educational that is not the nearest appropriate school to the home address
- d) A work experience placement (other than as specified in Paragraph 6.3)
- e) An address other than the home address, or a regular (5 weekday evenings per week) childminder's ad-

Question 3b



- f) A journey from one educational establishment to another
- g) Ad hoc visits to other schools, colleges or other establishments
- h) Out of hours clubs (e.g. breakfast, after school activity, electives)
- i) Link courses/elective lessons/sessions/courses that take place outside normal school hours
- j) Any educational provision planned over weekends or bank holidays



Question 3a

Findings

Response	Question 3/a		Question 3/b		Question 3c		Question 3/d		Question 3/e	
	Answered	%	Answered	%	Answered	%	Answered	%	Answered	%
Strongly disagree	20	14.93	24	17.91	23	17.16	9	6.72	17	12.69
Disagree	30	22.39	32	23.88	28	20.90	15	11.19	25	18.66
No opinion	10	7.46	23	17.16	19	14.18	32	23.88	21	15.67
Agree	50	37.31	37	27.61	48	35.82	53	39.55	50	37.31
Strongly agree	22	16.42	16	11.94	14	10.45	17	12.69	21	15.67
Unanswered	2	1.49	2	1.49	2	1.49	8	5.97	0	0.0
Total	134	100	134	100	134	100	134	100	134	100

Response	Question 3/f		Question 3/g		Question 3/h		Question 3/i		Question 3/j	
	Answered	%	Answered	%	Answered	%	Answered	%	Answered	%
Strongly disagree	9	6.72	7	5.22	15	11.19	9	6.72	7	5.22
Disagree	25	18.66	17	12.69	15	11.19	17	12.69	12	8.96
No opinion	20	14.93	24	17.9	16	11.94	23	17.16	20	14.93
Agree	57	42.54	63	47.01	60	44.78	62	46.27	65	48.51
Strongly agree	21	15.67	20	14.93	26	19.40	23	17.16	28	20.90
Unanswered	2	1.49	3	2.24	2	1.49	0	0	2	1.49
Total	134	100	134	100	134	100	134	100	134	100

4. Feedback from those responding (50 comments in total)

"Whilst the council are not responsible for where the parents work, surely by changing the transport provided is going to force some parents to stop working, I know this will save on transport costs but then the parent will only end up claiming housing & council tax benefit which is more than the cost of the transport and not of overall benefit to medway council".

"I do feel that if the school is within the area that the parents live and especially if they have other children attending the same school or very close they should arrange for their own transport".

"SEN children miss out on the valuable experience of after school clubs, work placements which are a necessary part of education all because there is no way to get them to and from said events".

Section 3: The Basic Provision (continued)

Question 3 and 4 Analysis:

Question 3 asked respondents to state their feelings regarding the decision making process for assigning transport for young people. Question 4 gave an opportunity for respondents to give feedback regarding any concerns they have regarding this part of the policy.

Overall people who responded to this question feel that transport should be provided for young people to enable them to get the best from their time at school whilst facilitating parents and carers to continue to work. Also, to enable them to look after any other siblings within the family.

Nearly 54% of people who responded either agreed or strongly agreed that the parents work or other commitments should not be taken into consideration by the council when making a transport decision. Whilst 37% of people responded either disagreeing or strongly disagreeing i.e the council should take this into consideration.

41% of people asked believe that Medway should consider attendance by siblings at other schools whilst 39% believe that this shouldn't be a factor. 17% of people believe that consideration should be given to those young people who are on special work experience placements where as 52% do not.

Importantly 31% of people think that consideration should be given to young people who have an alternative address (5 weekday evenings) or childminders address, but nearly 53% do not.

58% agreed or strongly agreed that travel between educational establishments should not be taken into account when making transport decisions. Whilst only 25% agreed that it should be. Similarly 62% think that it shouldn't be factored.

64% responded saying that they agreed that transport arrangements shouldn't be considered for out of hours clubs i.e breakfast clubs, after school activity and electives. Whilst only 22% agreed that it should.

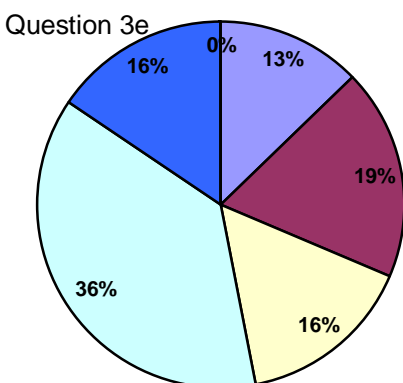
19% of people believe that Medway should consider link courses/electives/lessons/courses that take place outside normal school hours into consideration when deciding transport arrangements, whilst 63% agree that it shouldn't be considered (question 3/i)

69% think that education provision planned over weekends or bank holidays should not be considered when making transport arrangements. Only 14% of those who responded thought that they should.

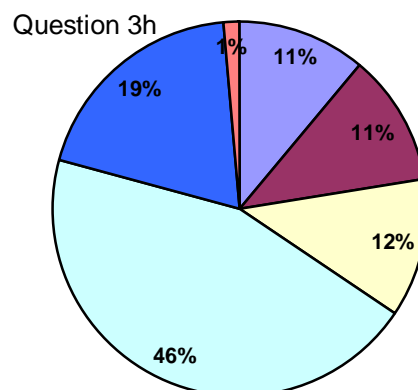
"It is important to build in enough flexibility to meet the needs of children who may need to be dropped off/ collected from different addresses for good reasons - eg contact with birth families, attendance at respite etc".

"My daughter's school is 11 miles away as there are no schools closer to meet her needs, the drivers of her school transport are kind enough to pick her up first so I am not late for work, if i had to take her myself I would have to give up work".

"The family situation as a whole needs to be considered otherwise siblings may suffer. It is not fair that a sibling is constantly late for school because the parent has to wait for SEN transport for the other child. What the LA deem as the nearest appropriate school actually is not the one that would best suit the individual child".



- Strongly disagree
- Disagree
- No Opinion
- Agree
- Strongly Agree
- Unanswered



- Strongly disagree
- Disagree
- No Opinion
- Agree
- Strongly Agree
- Unanswered

Section 3: Entitlement

Medway Council will consider applications for help with transport to and from school either when the child is in receipt of a Proposed Statement of Special Educational Needs or currently holds a final Statement of Special Educational Need. The Special Educational Needs Team will deal with transport applications and entitlement decisions as part of the placement process. When deciding if a child at nursery school age should be given help with transport the following will be considered:

Transport support will be provided to children attending the nearest appropriate inclusive nursery school to their home where their placement is supported by the Special Educational Needs Team and the distance between their home and the nursery is more than 2 miles. This may include children on assessment placements. Parents may be expected to accompany their children whilst they are travelling where appropriate.

5. Do you agree with this statement?

6: Feedback from those responding (37 comments in total)

	Count	%
Yes	73	54.48
No	33	24.63
Don't Know	28	20.90
Total	134	100

"I do feel that parents should take their own children to the nursery's and they certainly should accompany them there".

"This is completely unreasonable, especially in the case that parent (s) are working". "Parents have enough pressure in dealing with SEN children without worrying about having to accompany them to nursery."

"Many parents have work commitments, if we were free to accompany them, then we as well take than ourselves, we also have siblings in schools other than SEN schools, it is impossible to be in two places at once".

"My child only travels to and from school in a taxi - I do not see any need for one of his parents us to travel with him, this only takes up another space and will require a return journey to home address".

For those children attending an Infant, Junior or Primary school that are under the age of 8 years the following factor will be considered:

Transport support will be provided to children attending the nearest appropriate infant/junior or primary school to their home where the distance between their home and the school is more than 2 miles.

7. Do you agree with this statement?

8: Feedback from those responding (37 comments in total)

	Count	%
Yes	81	60.45
No	34	25.37
Don't Know	19	14.18
Total	134	100

"Where a child is vulnerable or has mobility issues then a mileage limitation is unreasonable".

"The nearest school is not necessarily the most appropriate school for the individual child, also parents get given schools for their children using a lottery style system, therefore will not be guaranteed a space in their nearest school".

"The term 'nearest appropriate school' is the one i disagree with, sometimes the councils opinion of what is appropriate and the parents differ. If the parent were to appeal for the school of their choice and win, does this mean that they would forfeit there right to transport?. This would not be fair".

"Having the wording nearest appropriate again removes parental choice for parents with SEN children".

For those children attending a Junior or Primary school that are over the age of 8 years the following factor will be considered:

Transport support will be provided to children attending the nearest appropriate junior/primary school to their home where the distance between their home and the school is more than 3 miles, or where the child is in receipt of free school meals/ working tax credit and the school is more than 2 miles from home.

9. Do you agree with this statement?

10: Feedback from those responding (48 comments in total)

	Count	%
Yes	73	54.48
No	42	31.34
Don't Know	19	14.18
Total	134	100

"Why should people that do not work and claim benefits be given an advantage over working parents that fall just above the income threshold. I feel this is discriminatory. It should be free to all that need it, regardless of income."

"What is the difference if the parents are on a low income or not? Their Junior school child still needs to be accompanied to school. Some people may not be entitled to some benefits, but be still financially unable to send their child in a taxi or pay a child minder."

Section 3: Entitlement

For those children attending a secondary school the following factors will be considered:

Transport support will be provided to children attending the nearest appropriate school to their home where the distance between their home and the school is more than 3 miles. Transport support will be provided to children in receipt of free school meals/working tax credit if they go to a suitable school between 3 and 6 miles away from their home address, as long as there are not 3 or more suitable schools nearer to home.

11. Do you agree with this statement?

12: Feedback from those responding (54 comments in total)

	Count	%
Yes	72	54.14
No	51	38.35
Don't Know	10	7.52
Total	134	100

“What is the difference between a child of Junior school age and Secondary school age if they are not able to travel independently? The distance should be 2 miles regardless of the type of school.”

“Why specify distances. If a child requires transport to get to school it should be provided whether they live a mile, or 5 miles away from the school. Those who are "able" mentally or physically may be able to travel to school using public transport, but for those with severe physical or mental disabilities these needs must be taken into account”.

“Transport should be available for all regardless of where the school is based in relation to where the child lives if the parent is unable to get them to school under their own steam”.

“I've answered 'don't know' because i haven't looked into this proposal, do you measure as the crow flies? Therefore expect my son to walk through the Medway” tunnel?”

Question 5, 7, 9 and 11 Analysis: (questions 6, 8, 10 and 12 are feedback questions).

Question 5 deals with nursery aged young people. 54% of people questioned agree that young people who are attending the nearest appropriate nursery school should receive transport when the selected nursery is more than 2 miles away. Also parents should be expected to accompany their children whilst travelling.

Question 7 relates to young people attending Infant, Junior and Primary schools under the age of 8. 60.45% of people agreed with the statement that transport should be provided for young people in this age group and who live more than 2 miles from the appropriate placement.

Similarly, question 9 deals with young people over the age of 8, but has the condition of 3 miles from the placement or where the child is in receipt of free school means/working tax credit. 54.48% of people agree this statement, but the majority of negative comments focused on the benefits element of the question. Some see using this as a measure of entitlement discriminates against those who are not in receipt of the benefits mentioned.

Secondary school pupils are dealt with in question 11. Again there is a 3 mile rule, benefit stipulation and a further criteria of 'not 3 or more suitable schools nearer to home'. 54.14% of people agree to this statement, again, feedback focuses on what is best for the young person, the definition of 'appropriate' provision and the distance.

For those children attending a Special School, Resource Centre or Pupil Referral Unit (PRU) the following factors will be considered:

Transport support will be provided to children in nursery, Foundation or Key Stage 1 (aged under 8 years) when attending the nearest appropriate special school resource centre or PRU where the distance between their home and the school is more than 2 miles, or where the child is in receipt of free school meals/working tax credit and the school/unit is more than 2 miles.

Transport support will be provided to children in Key Stage 2, 3 and 4 (aged 8 years or over) when attending the nearest appropriate special school, resource centre or PRU to their home where the distance between their home and the school is more than 3 miles, or where the child is in receipt of free school meals/working tax credit and the school/unit is more than 3 miles.

13. Do you agree with this statement?

14: Feedback from those responding (46 comments in total)

	Count	%
Yes	71	52.99
No	45	33.58
Don't Know	18	13.43
Total	134	100

“This should not just be a cost cutting exercise but a review to consider the health and safety implications associated with children that fall under the SEN. There is a risk that parents, particularly single parents, that make have to make decisions that affect the well-being of other siblings under their care. This is not appropriate and needs to be considered.

“Some parents have no transportation of their own and attempting to get their child to school with special needs may be very difficult”.

Section 3: Entitlement

For those young people staying on at sixth form school or going onto college who have learning difficulties or disabilities. Consideration for transportation for this group of young people is provided through the School Organisation and Student Services Team. Transport will be considered to the nearest college or 6th form offering an appropriate full-time, non-advanced course. An appropriate course is one that enables the young person to meet his or her employment objectives. The following conditions also apply:

The young person is under 19 years of age on 31st August prior to when they start their course. The distance between the young person's home and their college/school with a sixth form is more than 3 miles.

15. Do you agree with this statement?

	Count	%
Yes	75	57.69
No	40	30.77
Don't Know	15	11.54
Total	134	100

"Distance is irrelevant. A significant proportion of young people with learning difficulties would be just as at risk for short journeys as long ones".

16: Feedback from those responding (43 comments in total)

"I would only agree with this statement if the actual college course that the student would like to attend is fully available within the distance stated".

"We feel that this would result in parents being forced to send their child to the nearest school rather than their choice of school".

"Responsibilities for the continued care of the adult must continue after the individual reaches adulthood. It is important that the well-being of the individual is maintained to ensure that they remain safe and able to continue education in the correct environment".

For those young people wishing to stay on in education after 16 years, who have special educational needs. Travel assistance will be provided to the nearest school with post 16 provisions offering an appropriate course. An appropriate course is one that enables the young person to meet his or her employment objectives or is specifically designed to meet the student's special educational needs. The following conditions also apply:

The young person continues to hold a Statement of Special Educational Needs maintained by the Local Authority. The young person is under 19 years of age on 31st August prior to when they start their course. The distance between the young person's home and the school with a sixth form is more than 3 miles.

17. Do you agree with this statement?

	Count	%
Yes	79	58.96
No	35	26.12
Don't Know	20	14.93
Total	134	100

"We feel that this would result in parents being forced to send their child to the nearest school rather than their choice of school. It may be that the college which is further away will meet her needs better than the nearest 6th form".

18: Feedback from those responding (24 comments in total)

"Employment objective" - who defines this? What if the young person or their parent/carer finds an alternative course that is not provided locally but this is not defined by "employment objective" rather is the individual's preferred choice?

This means that there is huge potential for young people with disabilities to be discriminated against and their choices minimized rather than maximized.

This excludes young people from choosing the course they want to do rather than the course you think they should take! Why should they be discriminated against because of their transport needs? The young person's rights and freedom of choice are being removed!

Questions 13, 15 and 17 Analysis: (Questions 14 16, and 18 are feedback questions).

Question 13 relates to young people who attend and special school, resource centre or PRU. 52% of people who responded agreed that for young people aged upto 8 years old transport should be provided where the distance from home to educational establishment is more than 2 miles and 3 miles for older young people.

Question 15 shows 57% of people responding agree that transport should be provided for young people who are attend Sixthform or college who have learning difficulties or disabilities when the young person is under 19 years old on 31/8 and the distance to the educational establishment is more than 3 miles.

58% of respondents agree that young people who stay on in education after 16 years with SEN should continue to receive travel assistance when continuing to work towards his or her employment objectives whilst starting the course.

Comments in this section follow a similar tone to the previous section. People are worried about the change in policy affecting their children and interrupting their current arrangements.

Section 5: Type of Transport

In making judgements about what type of transport provision is made available to children, including the provision of an escort to accompany a child to school (to be read in conjunction with section 7.9), the Local Authority will consider:

- Age and maturity of the child;
- Ability and aptitude of the child;
- Any special educational needs the child may have
- The type of vehicle the child is travelling on
- The length of the journey
- Nature of the possible routes from home to school, particularly in relation to safety;
- Whether the child is physically able to walk the distance involved;
- Whether the child needs to be accompanied and whether it is possible for the child to be accompanied.

19. Do you agree with this statement?

	Count	%
Yes	121	90.30
No	6	4.48
Don't Know	7	5.52
Total	134	100

"I am concerned that this will not be done in detail and that only those with the highest need will get support. Will there be specific levels in each criteria that the children will have to meet in order to gain support? Or will it truly be done on a case by case basis with consultation with parents?"

20: Feedback from those responding (24 comments in total)

"Instead of taking the transport away from SEN children maybe those parents that can afford it could make a contribution towards their child's transport, even children of high earning parents get free transport when they would be more than capable of contributing some towards the cost".

Suggested factors to consider:

- Medical needs Accessibility
- Safety of the child
- Other siblings
- The suitability of a taxi firm,
- Parental disability,
- Ability of child to communicate

Section 6: Exceptional Circumstances and Medical Conditions

Some children, young people and young adults will have significant medical needs which require special arrangements to be made in order that they can travel to and from their educational provision safely. In some cases this will be a for a short time only. Medway Council will consider making arrangements when there is supporting medical evidence, which indicates that special arrangements need to be made.

Discretionary Transport support may be provided in exceptional circumstances within the minimum walking distances where appropriate evidence is provided and this is recommended following an assessment of individual need.

Transport support provided on medical grounds will be reviewed regularly. Temporary medical conditions will be reviewed every half term, dependent on medical advice. Longer-term medical conditions will be reviewed annually.

21. Do you agree with this statement?

	Count	%
Yes	114	85.07
No	5	3.73
Don't Know	15	11.19
Total	134	100

"Emotional needs as well as physical should be considered- for instance if a child has previously suffered bullying, or is vulnerable due to bereavement/lack of social awareness etc".

22: Feedback from those responding (11 comments in total)

"I do not think it needs to keep being reviewed. If the child need transport for special reasons then give it to them and let them get on with their education. Keep reviewing it is unsettling and if transport were refused, could mean the child not being able to attend the most appropriate school".

"Every case must be treated in it's own right. this must be needs led, not finances led"

Questions 19 and 21 Analysis: (Questions 20 and 22 are feedback questions).

There is resounding agreement (90.3%) that the items in question 19 are used as criteria when making transport decisions. People who responded also suggested that criteria such as parental disability and other siblings needs are also taken into account.

85.07% of people responding agreed that discretionary transport may be provided in exceptional circumstances where appropriate evidence is provided. Transport provided in this way should also be reviewed on a regular basis following medical advice.

Section 5: Type of Transport

23. Are there other section(s) in the proposed new transport information (policy) that you do not agree with?

	Count	%
Yes	26	19.40
No	62	46.27
Don't Know	46	34.33
Total	134	100

24. Feedback from those responding (27 comments in total)

“Who decides a children's ability? It must not be done just for financial reasons”

“Escort only for children under 5 years. This is very young and children with disabilities tend to be more dependent and emotionally vulnerable than other children. I believe this should be extended to under 8 years”.

“Pick up and drop off points for pupils being transported by bus. This can be very unfair on children and parents if the children don't cope well outside. I have already done this for almost a complete school year at the request of my child's previous driver. On many occasions, my child had to start the day cold, wet and overloaded by outside information as the bus would arrive at different times depending on the local traffic. Does it really make such a huge difference to money saving strategies to not include this? Please do reconsider as my child is a good example of how not having to deal with additional stress before school has a positive impact on learning and behaviour during the day”.

“7.2 - the idea that a parent could walk an SEN child to a pick up point is not practical. the safety issue and emotional issues relating to this could be detrimental to the child's well-being and their view of school as a whole”.

“I don't feel I have been provided with full information to correctly answer the questions detailed above. Whilst I understand the council needs to make cut backs, this should not be at the sake of a disabled person. I don't feel all disabilities are looked into individually and the impact of changing a method of transport will affect the child”.

“The distance the child has to live from the school seems to have been extended. Also children are no longer picked up from their homes individually. This may cause anxiety waiting in a public area for some children”.

“Pick up points are not realistic in the majority of cases especially where parents have more than one child in their care. Please be realistic and consider the reality of caring for a child that has SEN. Whilst financial issues are important and we realise that budget savings need to be made, you do need to consider the serious implications of making decisions that will affect parents abilities to care for more than one child. The position is that children tend to finish school at the same time and parents cannot be in two places at once!”.

“Section 7 We do not feel that a maximum journey time of 1hour 15mins (in normal circumstances) is acceptable. We do not agree with the idea of pick up and drop off points. They will make journey times even longer, they will reduce independence because the children will need to be escorted to and from them”

“I think it is another way of trying to save money by taking yet more essential services away from families”.

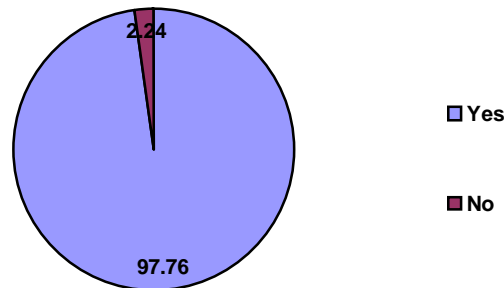
Questions 23 Analysis: (Question 24 is a feedback question).

As seen above most of the concern raised regarding the policy is around reduction or removal in service, pick up points, journey times and reviewing individual provision are reoccurring themes. 19% of people responding disagreed with part of the policy and 46% did not.

About Your Child

25. Does your child have a disability?

	Count	%
Yes	131	97.76
No	3	2.24
N/a	-	-
Total	134	100



26. If 'Yes, please tick from the list below what most closely describes your child's disability (tick all that apply)

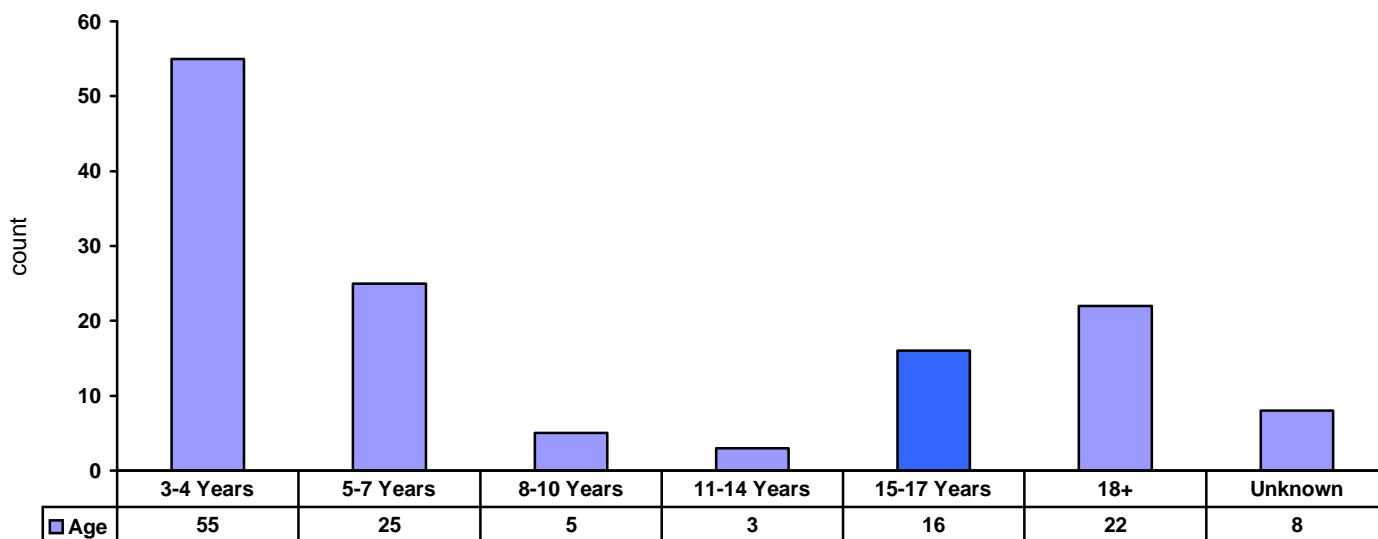
SEN Type	Count	%
Autistic Spectrum Disorder	83	21.28
Behavioural, emotional & social difficulties	60	15.38
Hearing Impairment	14	3.59
Visual Impairment	8	2.05
Speech, learning and communication needs	74	18.97
Physical disability	24	6.15
Moderate learning difficulties	55	14.10
Severe learning difficulties	22	5.64
Specific Learning Difficulties	24	6.15
Profound & Multiple Learning Difficulties	10	2.56
Something Else	16	4.10
Total	390	100.00

Question 25 to 31 Analysis:

97.76% of respondents said that their child has a disability. Of these the most represented SEN type was ASD, followed by SLCN. The biggest age group represented was ages 3-4 and 5-7 these ages made up nearly 60% of those who responded.

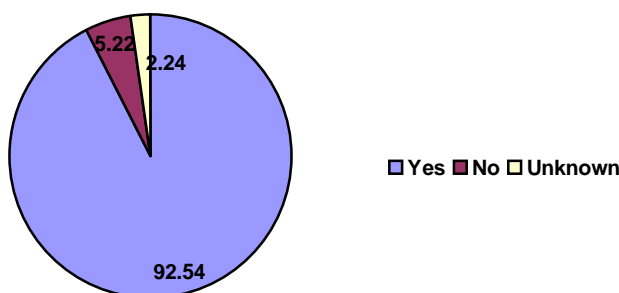
92% of people who completed this questionnaire said that their child has a statement. 58.9% attend a special school during the day. The largest response was from people in the Lordswood and Capstone ward (10), followed by those in Luton and Wayfield (9) and Gillingham South (9).

27. How old is your child? (Only give the age of the child who has the disability)



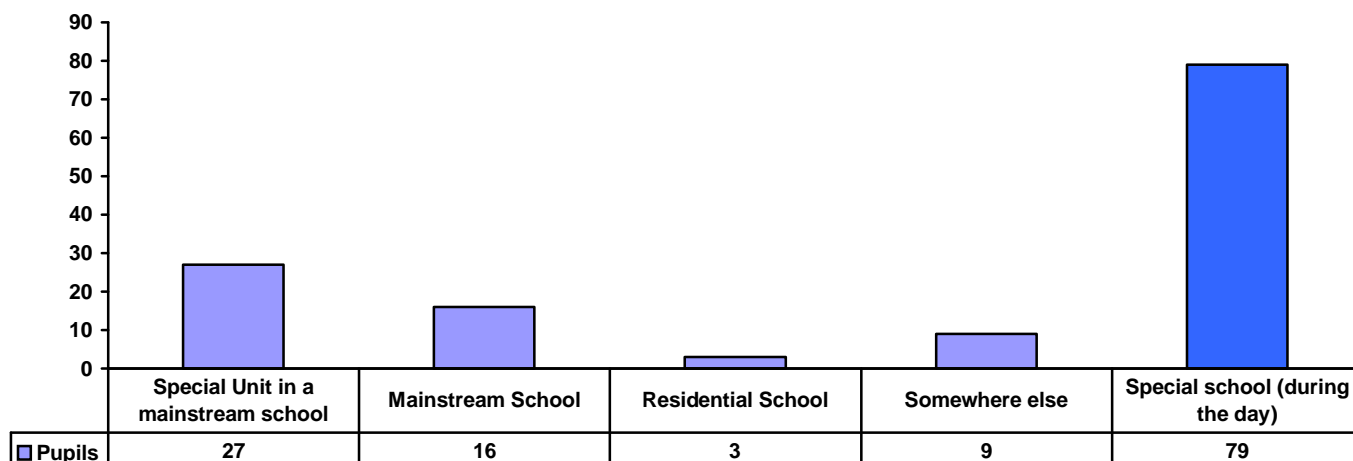
28. Does your child have a Statement for Special Educations Needs (SEN)?

	Count	%
Yes	124	92.54
No	7	5.22
Unknown	3	2.24
Total	134	100



About Your Child

29. What type of school does your child attend?



30. Are you the child's main carer?

	Count	%
Yes	129	97.47
No	2	1.5
Unknown	2	1.5
Total	134	100

31. Your Postcode?

Deprivation Ranking (a)	Ward	Total Respondents	Percentage	% of Pupils with SEN in Ward (b)	% of State-mented Pupils in Ward (b)
1	Luton and Wayfield	9	6.72	37.48	3.64
2	Chatham Central	7	5.22	32.70	3.13
3	Gillingham North	7	5.22	27.38	3.16
4	Gillingham South	9	6.72	25.38	3.37
5	Strood South	7	5.22	25.03	2.96
6	Rochester East	3	2.24	25.30	2.34
7	Twydall	4	2.99	24.91	3.16
8	Strood North	3	2.24	21.91	2.71
9	Princes Park	4	2.99	25.76	2.99
10	River	4	2.99	21.04	1.83
11	Rochester West	3	2.24	21.21	2.37
12	Walderslade	3	2.24	25.82	3.56
13	Peninsula	7	5.22	25.06	2.94
14	Rainham North	4	2.99	21.81	2.90
15	Lordswood and Capstone	10	7.46	21.14	1.66
16	Rochester South and Horsted	4	2.99	20.44	2.25
17	Watling	2	1.49	16.78	2.16
18	Strood Rural	5	3.73	19.41	2.59
19	Rainham South	5	3.73	24.60	3.36
20	Rainham Central	6	4.48	19.66	2.93
21	Cuxton & Halling	7	5.22	19.73	3.54
22	Hempstead and Wigmore	2	1.49	17.89	2.14
-	Chatham Area	2	1.49		
-	Gillingham Area	2	1.49		
-	Out of Area	3	2.24		
-	Rainham Area	6	4.48		
-	Rochester Area	1	0.75		
-	Strood Area	1	0.75		
-	Unknown	4	2.99		
	Grand Total	134	100.00		

Source:
(a) - Children's Plan Update 2012
(b) - Medway school census (January 2012)

Diversity Impact Assessment: Screening Form

Directorate Children and Adults	Name of Function or Policy or Major Service Change Policy on transport arrangements for children with Special Educational Needs (SEN)	
Officer responsible for assessment Genny Cherriman	Date of assessment July 2012	New or existing? New (Update of an existing policy)
Defining what is being assessed		
1. Briefly describe the purpose and objectives	<p>The proposed new policy on transport arrangements for children with Special Educational Needs (SEN) sets out the legal obligations of the Local Authority in respect of provision of transport for SEN pupils including the eligibility criteria. It also , provides clear details relating to transport arrangements, and an appeal process where parents/carers disagree with the decision of the Council.</p> <p>The proposed policy recognises the national policy direction to promote independence and autonomy through 'personalisation' and the use of personal budgets with the potential for families to make their own transport arrangements.</p> <p>Support with transport arrangements will continue to be provided based on the SEN statement needs of the child and the eligibility criteria.</p>	
2. Who is intended to benefit, and in what way?	<p>Parents of pupils with Statements of Special Educational Needs would have clarity in relation to transport arrangements.</p> <p>Parent would be afforded the right to appeal against decisions made relating to SEN transport provision.</p>	
3. What outcomes are wanted?	<p>Eligible pupils with Statements of SEN have appropriate transport arrangements to attend school.</p> <p>Everyone is clear about the eligibility criteria, the transport arrangements and the appeal process.</p>	
4. What factors/forces could contribute/detract from the outcomes?	<p>Contribute</p> <p>Clarity of SEN statements in relation to transport needs</p> <p>Support from parents/carers</p>	<p>Detract</p>
5. Who are the main stakeholders?	<p>Parents and pupils with Statements of Special Educational Needs.</p> <p>Schools</p>	

	Medway Council
6. Who implements this and who is responsible?	Special Educational Needs and Transport Procurement Unit at Medway Council

Assessing impact														
7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial/ethnic groups</i>?	YES	Brief statement of main issue No												
	NO													
What evidence exists for this?	<p>Transport provision is considered and made according to the special educational needs of the child to whom it relates.</p> <p>The ethnic breakdown of pupils with SEN statements is as follows:</p> <table> <tr> <td>White</td> <td>71.76%</td> </tr> <tr> <td>Mixed</td> <td>4.26%</td> </tr> <tr> <td>Black</td> <td>2.13%</td> </tr> <tr> <td>Asian</td> <td>2.19%</td> </tr> <tr> <td>Other</td> <td>1.03%</td> </tr> <tr> <td>Refused</td> <td>0.84%</td> </tr> </table> <p>Data not available/ blank 17.79%</p>		White	71.76%	Mixed	4.26%	Black	2.13%	Asian	2.19%	Other	1.03%	Refused	0.84%
White	71.76%													
Mixed	4.26%													
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8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>?	YES	Brief statement of main issue YES: the proposed new policy refers to “pick up points” as opposed to door to door transport for some children where this may be appropriate.												
What evidence exists for this?	<p>The policy refers to pick up and drop off points that may be upto 1 mile (upto 1½ miles for post 16 students) from the child’s home and in appropriate cases parent will be expected to drop off and pick up their child from these points.</p> <p>Transport from pick up point has the potential to have a differential impact upon children based on their level of ability / disability.</p> <p>Support with transport arrangements will continue to be provided to parents based on the SEN statement of the individual child and the eligibility criteria.</p>													
9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>?		Brief statement of main issue No												
	NO													
What evidence exists for this?	<p>Transport provision is considered and made according to the special educational needs of the child to whom it relates.</p>													

	<p>The gender breakdown of pupils with SEN statements is as follows:</p> <p>Female 22.79%</p> <p>Male 59.45%</p> <p>Data not available / blank 17.79%</p>																																					
<p>10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>?</p>		Brief statement of main issue																																				
	NO	No																																				
<p>What evidence exists for this?</p>	<p>Transport provision is considered and made according to the special educational needs of the child to whom it relates.</p>																																					
<p>11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>?</p>		Brief statement of main issue																																				
	NO	No																																				
<p>What evidence exists for this?</p>	<p>Transport provision is considered and made according to the special educational needs of the child to whom it relates.</p>																																					
<p>12. Are there concerns there <u>could</u> be a differential impact due to people's age?</p>	YES	Brief statement of main issue																																				
		Yes :the proposed new policy refers to "pick up points" as opposed to door to door transport for some children/young people where this may be appropriate.																																				
<p>What evidence exists for this?</p>	<p>The policy refers to pick up and drop off points that may be upto 1 mile (upto 1½ miles for post 16 students) from the child's home and in appropriate cases parent will be expected to drop off and pick up their child from these points.</p> <p>Transport from pick up point has the potential to have a differential impact upon children based on their age in line with the eligibility criteria.</p> <p>Support with transport arrangements will continue to be provided to parents based on the SEN statement needs of the individual child..</p> <p>The age breakdown of pupils with SEN statements is as follows:</p> <table border="0"> <thead> <tr> <th>Age (Years)</th> <th></th> <th>Age (Years)</th> <th></th> </tr> </thead> <tbody> <tr> <td><4</td> <td>1.03%</td> <td>11</td> <td>7.16%</td> </tr> <tr> <td>4</td> <td>2.77%</td> <td>12</td> <td>6.96%</td> </tr> <tr> <td>5</td> <td>3.03%</td> <td>13</td> <td>6.51%</td> </tr> <tr> <td>6</td> <td>4.32%</td> <td>14</td> <td>7.09%</td> </tr> <tr> <td>7</td> <td>4.64%</td> <td>15</td> <td>7.16%</td> </tr> <tr> <td>8</td> <td>4.71%</td> <td>16</td> <td>2.64%</td> </tr> <tr> <td>9</td> <td>5.87%</td> <td>17</td> <td>2.77%</td> </tr> <tr> <td>10</td> <td>7.16%</td> <td>18</td> <td>1.03%</td> </tr> </tbody> </table>		Age (Years)		Age (Years)		<4	1.03%	11	7.16%	4	2.77%	12	6.96%	5	3.03%	13	6.51%	6	4.32%	14	7.09%	7	4.64%	15	7.16%	8	4.71%	16	2.64%	9	5.87%	17	2.77%	10	7.16%	18	1.03%
Age (Years)		Age (Years)																																				
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10	7.16%	18	1.03%																																			

		Data not available	25.15%						
13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i>?		Brief statement of main issue No							
	NO								
What evidence exists for this?	Transport provision is considered and made according to the special educational needs of the child to whom it relates.								
14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. speakers of other languages; people with caring responsibilities or dependants; those with an offending past; or people living in rural areas)?		If yes, which group(s)? NO							
	NO								
What evidence exists for this?	<p>SEN are currently making provision for the proposed new policy to be translated into Slovakian, Turkish and Bengali – the three languages for which we have had a need to offer translated SEN documents and correspondence.</p> <p>The proportion of pupils with SEN statements who are eligibility for Free School Meals is shown below:</p> <table border="0"> <tr> <td>Eligible for Free School Meals</td> <td>20.63%</td> </tr> <tr> <td>Not eligible for FSM</td> <td>61.57%</td> </tr> <tr> <td>Data not available</td> <td>17.79%</td> </tr> </table>			Eligible for Free School Meals	20.63%	Not eligible for FSM	61.57%	Data not available	17.79%
Eligible for Free School Meals	20.63%								
Not eligible for FSM	61.57%								
Data not available	17.79%								
15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)?	YES	Brief statement of main issue							
What evidence exists for this?	<p>As outlined above transport from pick up/drop off point has the potential to have a differential impact upon children based on their age and ability/disability in line with the eligibility criteria.</p> <p>Transport provision will continue to be considered and made according to the special educational needs of the child to whom it relates.</p>								

Conclusions & recommendation

16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact?		Brief statement of main issue Provision of SEN transport will continue to be made in line with statutory requirements where there is an eligibility. Transport from pick up points would be considered according to the special educational needs of the child/young person to whom this may apply.	
	NO		

17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason?	YES	Please explain N/A
	NO	Transport provision is considered and made according to the special educational needs of the child to whom it relates.
Recommendation to proceed to a full impact assessment?		
NO	There is no indication of an adverse impact on any section of the community. This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case.	
NO, BUT ...	What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)?	Minor modifications necessary (e.g. change of 'he' to 'he or she', re-analysis of way routine statistics are reported)
YES	Give details of key person responsible and target date for carrying out full impact assessment (see DIA Guidance Notes)	

Action plan to make Minor modifications		
Outcome	Actions (with date of completion)	Officer responsible

Planning ahead: Reminders for the next review	
Date of next review	

Areas to check at next review (e.g. new census information, new legislation due)		
Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time?		
Signed (completing officer/service manager)	Date	
Signed (service manager/Assistant Director)	Date	

NB: Remember to list the evidence (i.e. documents and data sources) used