

CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE

9 MARCH 2017

HOME TO SCHOOL TRANSPORT POLICY FOR MAINSTREAM CHILDREN AND CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Report from: Ian Sutherland, Director of Children's and Adult Services

Author: Simon Harrington, Programme Lead-School Services
Jacqui Moore, Head of School Organisation and Commissioning
Angela Wellings, Interim Head of SEN and Inclusion

Summary

All Local Authorities have a statutory duty to have in place arrangements for the provision of home to school transport for children and young people who meet the published eligibility criteria.

Following agreement at Cabinet on 20 December 2016, a consultation has taken place on proposed changes to both the mainstream policy and that for children with Special Educational Needs and Disabilities (SEND) and to combine the two previously separate policies in to a single policy document covering both areas. This is in line with Cabinet expectations and to realise budgetary savings whilst continuing to ensure that all minimum statutory requirements are met.

The denominational elements of the current home to school transport policy go beyond the statutory minimum. The SEND travel policy for children below statutory school age also goes beyond the statutory minimum.

This report provides detail of the outcomes of the consultation and Overview and Scrutiny Committee is requested to note the outcomes and recommend the final combined policy to Cabinet for approval on 4 April 2017.

1 Budget and Policy Framework

- 1.1 The home to school transport policy supports the Council priority of supporting Medway's people to realise their potential. Any changes to policy will be a matter for Cabinet.

2 Background

- 2.1 This report provides details of the proposed changes and the response received to the consultation. The consultation ran from 9 January 2017 to 17 February 2017.
- 2.2 Cabinet determined the Council's current mainstream home to school transport policy in July 2007. The policy was amended by Cabinet with effect from January 2009 to update the criteria for determining the nearest qualifying schools for children deemed to be selective. The policy should be reviewed regularly to ensure that it remains fit for purpose. Any further changes to policy are subject to consultation and Cabinet approval.
- 2.3 Cabinet determined the Council's home to school travel policy for children with SEND in 2012. In 2014, the government issued statutory guidance **[the Special Educational Needs and Disability Code of Practice: 0 to 25]** relating to children with SEND, specifying maximum journey times for a child of primary and of secondary school age. The current policy does not meet the standards set out in the guidance.
- 2.4 The statutory provisions for home to school transport are set out in the Education Act 1996 **(As amended)** Sections 508A, 508B, 508C and 508D, inserted by the Education and Inspections Act 2006.
- 2.5 In particular, section 508B of the Act imposes a duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for eligible children. 'Eligible child' is defined in Schedule 35B of the Education Act 1996 and includes a child with SEN, disability or mobility problems as well as a child who lives more than the statutory walking distance from the school and some other categories of child.
- 2.6 Section 508C of the Act provides local authorities with discretionary powers to go beyond their statutory duties and provide transport for children who are not entitled to free transport.
- 2.7 Subsequent statutory guidance sets out more clearly what constitutes an 'eligible child' for transport purposes and details the Council's responsibilities to publish a sustainable transport policy and sets out more generous transport criteria for pupils from low-income households, often referred to as 'extended rights'.
- 2.8 The DfE published new statutory guidance for children in mainstream schools and children with Special Educational Needs in July 2014. Medway's current published home to school transport policy for non-SEND pupils is in line with this guidance but goes further than the statutory minimum in some areas.
- 2.9 There is no separate legislation regarding transport for children with SEND. However, the government issued statutory guidance **[the Special Educational Needs and Disability Code of Practice: 0 to 25]** for children with SEND in 2014¹. The current SEND travel policy goes further than the

¹ Nb- Transport is only mentioned in the CoP on pages 206-207 (paragraphs 9.214-9.217)

statutory minimum in one area, the provision of travel assistance for children with SEND attending specialist early years settings, but fails to meet the statutory guidance in regard to travel times for primary aged pupils.

The 2014 Children and Families Act increased the age range for **eligibility for an Education and Health Care Plan, for young people from 19 to 25.** The consequence of this is that there will be more applications for travel assistance for young people aged 19-25.

- 2.10 The 2016/17 mainstream home to school transport base budget is £1.1m with a forecast outturn of £1.2m as per the last completed budget monitoring for 2016/17.
- 2.11 In addition to the base budget expenditure set out above, the Council has received additional grant funding from the Department for Education (DfE) to provide for the 'extended rights' to school transport. The grant allocation for 2016/17 is £68,800 but is insufficient to cover the full cost of extended entitlement of £92,185. In 2012 the amount received for extended rights from the DfE was £222,000, compared to only £68,800 this financial year.
- 2.12 The home to school transport budget for children and young people with SEND for 2016/17 is £4.1m. The anticipated out-turn for 2016/17 is £5.2m.

3 Proposed changes and consultation outcomes

- 3.1 The consultation proposed that the Council removes some of the non-statutory elements of the current policies. The removal of non-statutory elements could result in cost savings to the council.
- 3.2 **The removal of denominational transport assistance, except for low-income families and Medway LAC**
- 3.3 As at September 2016, 13 pupils claimed free home to school transport on the grounds of religion who do not meet the low-income criteria. Local authorities are required to provide this for families that do meet the low-income criteria, as shown in paragraph 1.2 of the proposed policy.
- 3.4 The proposal is to phase the removal of the current criteria from September 2018 for families that do not qualify under low-income grounds. This is in line with the good practice set out in the DfE statutory guidance published in July 2014.
- 3.5 **The removal of transport assistance for children with SEND who are below statutory school age**
- 3.6 In the current academic year, home to school travel support is being provided to 24 children below statutory school age with a high level of SEND. These children attend one of three specialist settings. The proposal is to remove this assistance from September 2017.

3.7 **Journey Times for Children with SEND**

- 3.8 In order to comply with the statutory guidance for children with SEND the Council is required to amend the SEND home to school travel policy and state the maximum journey times for primary pupils (45 minutes) and secondary pupils (75 minutes).
- 3.9 As at the closing date of the consultation (17 February 2017), the Council have received 22 responses to the consultation. The below table provides a summary of these responses.

	Agree	Disagree	No comment
Removal of denominational transport, except for low-income and Medway LAC	10	8	4
Removal of transport for SEND below compulsory school age	7	12	3
Inclusion of maximum journey time for SEND children (in line with statutory guidance)			
45 minutes of primary aged children	12	5	5
75 minutes for secondary aged children	10	7	5
Overall home to school transport policy	5	14	3

- 3.10 There is a broad range of comments in these responses, but there are no key or recurring themes. Appendix 2 provides the detail of the responses and comments received.

4. Advice and analysis

- 4.1 It is recommended that changes should be phased, in line with the Department of Education home to school travel and transport statutory guidance published in July 2014.
- 4.4 Changes to SEN transport provision could be implemented from September 2017 but mainstream changes should only be implemented from September 2018. This is because families would already have applied for school places and been offered for September 2017 before these proposals are determined. As family decisions are likely to have been made taking account of transport policy, this is likely to cause negativity amongst families which could potentially cause reputational damage for the Council.
- 4.5 A start date of September 2018 for mainstream changes would enable the new transport policy to be available to families at the time they make decisions about school choices. This would enable families to make their choices in light of available transport support. This would mean that any savings would be delayed until 2018/19 financial year.
- 4.6 Formal public consultation on changes to the eligibility criteria in the home to school transport policy has taken place for a period of 6 weeks (from 9 January 2017 to 17 February 2017) in accordance with the statutory guidance.

- 4.7 The proposals provide greater financial sustainability as budget spend is reduced and directed to those in greatest financial need; those on low incomes and Medway Looked after Children.
- 4.8 A Diversity Impact Assessment has been completed and is attached as appendix 3.
- 4.9 For children with SEND, the proposal to remove support for young children with SEND will encourage more children to attend local provision and will, therefore, encourage greater diversity and inclusion within these settings. The proposal is also in keeping with the SEND Strategy, adopted in October 2016, and could be implemented from September 2017.

5. Risk management

Risk	Description	Action to avoid or mitigate risk	Risk rating
Increase in number of complaints and appeals	<p>There may be objections to the proposals from parents, schools or other stakeholders, leading to a potential increase in the number of complaints and appeals. This would create pressure on Council resources.</p> <p>In the event that legal proceedings were issued, the legal cost implications should also be borne in mind.</p>	Formal consultation on proposed changes has taken place	CIII
Potential for discrimination challenge	There is a possibility of a challenge being brought, where discretion to make travel arrangements on the basis of parents religious beliefs is not favourably exercised	Diversity Impact Assessment has been undertaken	

Increase in complaints to Local Government Ombudsman	<p>There is a risk that there would be an increase in complaints to the Local Government Ombudsman (LGO) post appeal. This risk could be mitigated by phasing in the changes as per DfE guidance. Members would need a good reason to depart from this recommendation in the guidance – see paragraph 4.1.</p> <p>There could also be the risk of challenges by way of a judicial review claim being lodged in the High Court, on the basis that the decision was unreasonable in all the circumstance (irrationality) - including for example that the Council had failed to: (i) properly exercise its discretionary powers (ii) take into account all relevant considerations; and or (iii) fettered its discretion by applying a blanket policy</p>	Formal consultation on proposed changes has taken place	CIII
Inability to issue travel passes on time	If implementation of mainstream changes were from September 2017, too close to the start of the new academic year, this would have an impact on the ability of Student Services to deliver full assessments for all children and issue travel passes on time.	Implementation takes place for the academic year 2018/19	CIV
Accuracy of cost implications	The estimates provided are based on current pupil numbers, and current demand, and could increase or decrease.	Monitoring of budgets to understand actual savings and to flag potential budget pressures	CIII

6 Consultation

- 6.1 Public consultation has been carried out between 9 January 2017 and 17 February 2017. This allows Overview and Scrutiny Committee and Cabinet time to consider any responses before confirming, amending or rejecting the proposals at Cabinet on 4 April 2017.
- 6.2 A decision is needed in early April because the new policy, particularly for mainstream, needs to be in place before the next admission round begins. Although the admission round for 2018 does not start until September 2017, information, booklets and other publicity materials are finalised during the early summer.

7 Implications for Looked after Children

- 7.1 The proposed changes in relation to denominational transport do not alter the provision for Medway Looked after Children. The proposed changes for SEND children below compulsory school age are not anticipated to have an effect on Looked after Children, as no Looked after Children are currently in receipt of this provision.

8 Financial implications

- 8.1 The proposed changes would realise a potential saving of approximately £71,000 in the first year.

9 Legal implications

- 9.1 The legal implications are set out in the body of the report.

10 Recommendations

- 10.1 Overview and Scrutiny Committee is asked to recommend the proposed Home to School Transport Policy for Mainstream Children and Children with Special Educational Needs and Disabilities to Cabinet on 4 April 2017 for approval.

Lead officer contacts

Simon Harrington, Programme Lead School Services, 01634 334014
simon.harrington@medway.gov.uk

Jacqui Moore, Head of School Organisation and Commissioning, 01634 338570
jacqui.moore@medway.gov.uk

Angela Wellings, Interim Head of SEN, 01634 331619,
angela.wellings@medway.gov.uk

Appendices

- Appendix 1 – Proposed ‘Home to School Transport Policy for Mainstream Children and Children with Special Educational Needs and Disabilities’
Appendix 2 – Summary of responses received
Appendix 3 – Diversity Impact Assessment

Background Documents

Department for Education - Home to school travel and transport guidance – statutory guidance for local authorities - <https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

Department for Education – Special Educational Needs and Disability Code of Practice: 0 – 25 -
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

This page is intentionally left blank



Medway Council

Home to School Transport Policy

- **Mainstream pupils**
- **Pupils with SEND**
(Special Educational Needs
and Disabilities)

This policy is for Medway resident pupils only

Authors: Programme Lead-School Services
SEND Project Manager
Date: 4 April 2017
Version: 1.4

Version Control

Version	Date	Type	Author
1-0	2 December 2016	First Draft	Simon Harrington Programme Lead-School Services
1-1	6 December 2016	Revised Draft	Simon Harrington Programme Lead-School Services
1-2	12 December 2016	Final Revised Draft	Simon Harrington Programme Lead-School Services
1-3	4 January 2017	Final Consultation Document	Simon Harrington Programme Lead-School Services
1-4	4 April 2017	Final Determined Policy	Simon Harrington Programme Lead-School Services

Table of Contents

		Starting page number
	Contact details and introduction	4
Part one – Eligibility criteria, definitions and general information		
1.1	Standard eligibility criteria (compulsory school aged children)	5
1.2	Low-income eligibility criteria (compulsory school aged children)	5
1.3	Denominational (faith) transport (compulsory school aged children)	6
1.4	Nearest qualifying school	6
1.5	Expression of school preferences	7
1.6	Accompaniment	7
1.7	Application process timescales	7
1.8	Definition of home address	8
1.9	Shortest available walking route	8
1.10	Limitations and matters that are not considered in home to school transport assessment	9
1.11	Expectations of behaviour	9
1.12	Modes of transport	10
Part two – Home to school transport for mainstream pupils (aged 5-16)		
2.1	Initial assessment	11
2.2	Transport assistance for children who move house during a critical stage	11
2.3	Requested mode of transport	11
2.4	Transport to independent and/or non-Medway schools for mainstream pupils	11
2.5	Consideration of medical needs for mainstream pupils	12
2.6	Home to school transport for Post-16 mainstream pupils	12
Part three – Home to school transport for pupils with SEND		
3.1	Applications	13
3.2	Specific information for SEND pupils only	13
3.3	Type of transport provision and support	13
3.4	Length of journey	14
3.5	Consideration of medical needs for SEND pupils	14
3.6	Residential educational provision	14
3.7	Provision of escorts	14
3.8	Transport changes due to extreme weather	15
3.9	Time keeping	16

3.10	Transportation of equipment	16
3.11	Review of transport provision	16
3.12	Pupil safety whilst travelling	16
3.13	Personal allowances	16
3.14	Transport arrangements for learners aged over 16 but under 25 with learning difficulties and/or disabilities	17
3.15	Young people over the age of 16, but under the age of 25 in residential educational provision	19
Part four – The home to school transport appeal process		
4.1	Stage one: review by a senior officer	20
4.2	Stage two: Appeal to independent appeal panel	20
4.3	Grounds for review/appeal	21
4.4	Complaints regarding service operational matters	21
Part five – Other transport options		
5.1	Medway Youth Pass	22
5.2	Yellow Bus Scheme (MY buses)	22
5.3	Vacant Seat Payment Scheme (VSPS)	22

Contact details

Any questions or matters arising should be directed to the relevant department.

Mainstream pupils: School Services

Email: schooltransport@medway.gov.uk

Tel: 01634 331155

SEND pupils: Special Educational Needs Team

Email: seneducationteam@medway.gov.uk

Tel: 01634 331123

Office address:

Medway Council
Gun Wharf, Dock Road, Chatham, ME4 4TR

Council website:

www.medway.gov.uk

Introduction

All local authorities have a statutory duty to have in place arrangements for the provision of home to school transport for children and young people (mainstream and SEND) who meet the published eligibility criteria.

The Home to School Transport Policy is developed within a national legal framework that sets out what local authorities must do to facilitate travel to school and sets out eligibility criteria for granting that support.

Under S,7 of the Education Act 1996, it is the responsibility of the parent of every child of compulsory school age, to cause their child to receive efficient full-time education either by regular attendance at school or otherwise. The duties and powers of local authorities to provide home to school transport are covered in other sections of the Act and its amendments. The provision of transport support incorporates consideration for children from low-income families.

Sections 508B and 508C of the Education Act 1996 (as amended) sets out the local authority's duties and powers respectively, to make such suitable travel arrangements as the local authority considers necessary, to facilitate a child's attendance at school. This applies to home to school travel arrangements and vice versa. They do not relate to travel between educational institutions during the school day.

This policy has been written having regard to the Department of Education's statutory 'Home to School travel and transport guidance' published in July 2014 (<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>) and the Equality Act 2010.

Part one – Eligibility criteria, definitions and general information

1.1 Standard eligibility criteria (compulsory school aged children)

The standard (basic) eligibility criteria for entitlement to receive home to school transport assistance is that:

(i) The child must live more than the minimum eligible statutory walking distance for the child's age from the school being attended, as detailed below:

For children of compulsory school age and under eight years old – the school attended must be more than two miles from the home address.

For children aged eight and over – the school attended must be more than three miles from the home address.

And

(ii) The school attended must be deemed the nearest qualifying school to the home address.

And

(iii) The child/young person must be resident in Medway. Families living outside of Medway must apply through their home local authority, even if transport is to a Medway school.

1.2 Low-income eligibility criteria (compulsory school aged children)

A low-income family is defined as one where a child is entitled to free school meals and/or if the parent is in receipt of the maximum level of Working Tax Credit.

Please Note: This definition is prescribed by Central Government and may be subject to change.

If the applicant meets the above definition of a low-income family then a child will qualify for home to school transport assistance **if they live more than two miles, but not more than six miles, from one of their three nearest qualifying schools**. This distance is extended if the child is attending a faith school on the grounds of their faith (see paragraph 1.3).

In order for the relevant assessment to be made for low-income home to school transport assistance, applicants must provide an up to date full copy of their proof of benefit with the applications or, if applying on the grounds that the child is in receipt of free school meals, applicants must complete the relevant details on the application form so that the claim can be verified.

Where transport assistance is granted under this criterion, it will be assessed on an annual basis to determine whether the pupil is still eligible.

1.3 Denominational (faith) transport (compulsory school aged children)

NB: For Medway Looked after Children and low-income families only

An application can be considered to certain faith schools where: the pupil is attending the school, it was chosen because of its faith status and the pupil is of the same faith/denomination as that of the school.

In these cases the Council will consider the school as the nearest qualifying to the home address where:

(i) It is over the minimum eligible distance (for low-income families, it must be one of the three nearest qualifying schools of the relevant faith between two and fifteen miles from the home address, as stated in the Department for Education statutory guidance)

and

(ii) It is the geographically nearest school of the relevant faith to the Medway home address

and

(iii) The pupil is of the same faith/denomination as the school concerned (proof of faith/denomination is required and the application must be countersigned by the appropriate church authority, verifying that the pupil is a regular practising member of a church of the same faith/denomination as the school concerned). If such proof is not provided, the application cannot be considered on faith/denomination grounds.

1.4 Nearest qualifying school

The definition of the nearest qualifying school is:

(a) The geographically nearest school to the pupil's home address that is suitable to the pupil's age, ability and aptitude.

(b) Only one school can be deemed as the nearest qualifying school and this may include non-Medway schools

(c) For secondary age pupils, Medway Council also take into account whether a child is of grammar ability (under the Medway Test assessment procedures) or non-grammar ability. For grammar assessed pupils a Medway grammar school will be considered as the nearest qualifying school.

(d) A preference for single sex, mixed or particular type of school or a preference for a school because of its specialism or because it teaches certain subjects cannot be taken into account.

Qualifying schools include:

(i) Community, Voluntary Controlled, Voluntary Aided and Foundation schools (including special schools for pupils with an EHCP only)

(ii) Academies and Free Schools

(iii) Non-maintained or independent special schools (for pupils with an EHCP only)

(iv) Designated specialist provision or a unit attached to a maintained mainstream

school or academy (for pupils with an EHCP only)

(v) Pupil referral units (PRUs) – transport assistance is not provided for part-time PRU placements.

1.5 Expression of school preferences

When the school being attended is not the nearest qualifying school, home to school transport can only be considered if:

(a) The nearest qualifying school has been applied for as a highest named preference but not offered

(b) The nearest qualifying school has been applied for as a higher preference than the school being attended

(c) Schools have been applied for in qualifying distance order (i.e. the nearest qualifying school has been applied for as the first/highest preference, the next nearest qualifying school as the second preference, and so on. This principle and minimum eligible distances apply for all preferences.¹

If the nearest qualifying school has not been applied for or has been applied for as a lower preference than the school attended, the pupil will not be eligible for home to school transport even if over the minimum eligible distance.

1.6 Accompaniment

The general expectation is that a child will be accompanied on their journey to and from school as necessary. It is the parent/carers responsibility to ensure appropriate accompaniment, if required.

Medway Council wishes to ensure equality of opportunity for children whose parents/carers have a disability which prevents them from accompanying their child along a walking route and will consider relevant up to date medical information, when assessing a home to school transport application, as long as it is provided at the time of application and is from a GP, Consultant or other medical practitioner.

1.7 Application process timescales

All applications will be considered against each of the relevant eligibility criteria, as detailed above, and any additional parameters relevant to the individual pupil and whether they are mainstream or SEND (as detailed in parts two and three of this policy).

The estimated timescale for the processing of applications is up to four weeks from the date of receipt of the application by the relevant Medway Council department (i.e. School Services for mainstream pupils and the SEN Team for SEND pupils).

This timescale includes the application assessment, notification of decision, receipt of the relevant travel pass (where applicable) and the setting up of the appropriate transport.

¹ For young people transferring from Year 6 to Year 7, parents can request for an indication of their nearest qualifying schools prior to submitting secondary school applications. A form to do so is available in the composite prospectus.

1.8 Definition of the home address

The address that must be used for the assessment of eligibility for home to school transport is the **pupil's main place of residence**.

If the pupil is from a separated family and may live part time with each parent at two addresses, only the main place of residence can be considered for home to school transport purposes (e.g. where the pupil is registered as living for GP's, child benefit, etc).

Medway Council can only provide transport assistance from one address and will only grant assistance for one return journey from the pupil's home address (as defined above) to school each day.

It is the responsibility of parent/carers to inform Medway Council should the home address change. In most circumstances this would require the home to school transport to be re-assessed for eligibility.

1.9 Shortest available walking route

All distances calculated for home to school transport purposes are measured using the shortest available walking route from the home address to the school address.

Distances are calculated using the Medway geographical information software and may take account of footpaths, public rights of way, etc.

The shortest available walking route is one along which a child can walk to school, **accompanied**, with reasonable safety.

The safety of a route is considered and the relevant route assessment focusses primarily on identifying the road safety risks observed along the route. Such assessments are handled in accordance with the national 'Assessment of Walked Routes to School' guidelines produced by Road Safety Great Britain (RSGB) in 2012. This states, "Case law has found that assessments must look at the relationship between pedestrians and traffic only. Personal safety issues of children travelling alone are not considered. Local authorities are not legally obliged to provide free transport just because parents perceive the route to be unsafe on the grounds of personal safety and security."

The same method of measurement and route calculation is used for all applications to ensure that the nearest qualifying school can be identified. All distances will be calculated to four decimal places in miles and metres

Ordnance Survey advise that the point on a map that co-ordinates represent will be subject to a measure of accuracy. The absolute accuracy, which is the accuracy to a point originally surveyed at 1:1250 will be +/- 0.9 metres at a 99% confidence level. As home to school distance calculations deal with a home address and a school address, it is considered that any measurements made to route a child from home to school are given an overall accuracy of +/- 1.8 metres. This is the tolerance allowed for in all distance and route calculations.

If the route calculated is determined to be unavailable, then the distance and route is used for measurement purposes only and there is no expectation for the pupil to walk the route determined.

1.10 Limitations and matters that are not considered in home to school transport assessment

(a) Medway Council do not provide home to school transport for any child below compulsory school age in either a school, nursery or pre-school setting.

(b) Parent/carer work or other commitments

(c) Attendance of sibling at the relevant school or other schools

(d) If the parent/carer chooses for their child to attend a school that is not deemed the nearest qualifying

(e) Work experience placements

(f) Any travel between educational establishments, visits to other schools, colleges or other establishments

(g) Attendance of any out of hours clubs (e.g. breakfast and after school clubs or any extra curricular activity outside of the normal school day)

(h) Attendance at any educational provision at weekends or bank holidays or any link courses, elective lessons, etc that take place outside of the normal school day.

(i) The use of any address other than the home address. This includes any address used for childcare/childminder arrangements.

1.11 Expectations of behaviour

All children who are granted home to school transport assistance are expected to adhere to the behaviour terms and conditions of both Medway Council and the relevant transport operator.

Any ticket issued is subject to the conditions of travel set by the relevant transport operator. By signing the application form and accepting the ticket both the parent/carer and the child are agreeing to abide by such conditions of travel.

If the child misbehaves their ticket may be withdrawn either temporarily or permanently, depending on the circumstances of the individual case. In these situations the parent/carer is then responsible for their child's travel arrangements. The transport provider will advise Medway Council if a child is banned from travel and the Council will no longer accept responsibility for the child's travel nor provide alternative arrangements.

Only the child named on the ticket is entitled to use the allocated ticket. If it is found that the ticket has been misused by another child then the relevant transport provider may pursue a prosecution against the eligible child and the child found using the ticket.

A Headteacher may also make a decision on whether a child's behaviour whilst travelling determines that transport assistance should be withdrawn. Such decisions should only be made based on sufficient evidence and following discussions with Medway Council.

1.12 Modes of transport

The route an eligible child will travel and the mode of transport to be used is determined by the Council when transport assistance is granted to ensure best value for money. This means that pupils will normally travel by public transport.

For SEND pupils their specific needs are also taken into account and may determine that they travel with other children in larger vehicles, **such as a minibus.**

The use of a taxi is not a normal mode of transport and will only be considered based on the specific needs of the child (for SEND pupils) and in exceptional circumstances (for mainstream pupil), as long as supporting documentation is provided. Decision on the use of a taxi are made on a case-by-case basis.

Part two – Home to school transport for mainstream pupils (aged 5-16)

2.1 Initial assessment

All applications will be considered against of the relevant eligibility criteria, as detailed in part one above, and the provisions of this policy.

(i) Where the initial assessment determines the pupil **is eligible** to receive home to school transport assistance, the applicant will be formally notified and the relevant travel pass issued, along with details of the transport provider/operator.

(ii) Where the initial assessment determines the pupil **is not eligible** to receive home to school transport assistance, the applicant will be formally notified of the decision and the reasons why the application has not been successful. This decision will also provide details of the appeal process (as shown in part 4 of this policy)

2.2 Transport assistance for children who move house during a critical stage

Where a family move home during a critical stage of their child's education (during Year 6, 10 or 11) home to school transport assistance **may** be granted to the current school being attended to allow completion of their course.

The minimum statutory eligible walking distance (as detailed above) and consideration of ease of access from the new home address to the school being attended will be taken into account when assessing suitability of providing transport assistance.

2.3 Requested mode of transport

On the mainstream application, parent/carers have the opportunity to express a preferred mode of transport. The options are bus, rail or fuel allowance. The fuel allowance is calculated at a cost per mile (or part thereof) for one return journey each school day. There is a maximum allocation of fuel allowance that can be granted each academic year and all allowances are issued three times per academic year (September, January and April).

For the latest information on the cost of fuel allowance per mile that can be granted, please contact School Services via the contact details set out on page 4.

2.4 Transport to independent and/or non-Medway schools for mainstream pupils

Medway Council **do not** provide home to school transport assistance for any Medway resident child attending an independent, private or fee-paying school.

In certain circumstances home to school transport assistance may be considered for a Medway resident attending a non-Medway school if said school is deemed the nearest qualifying school, or the pupil has moved house during a critical stage, or if qualifying on low-income and/or denominational grounds (as detailed in part one of this policy).

2.5 Consideration of medical needs for mainstream pupils

In exceptional circumstances, mainstream pupils may be given special consideration for home to school transport on the basis of medical grounds. If an application is being made on this basis, relevant medical evidence must be supplied at the time of application.

Such evidence must be up to date (dated no earlier than 6 months prior to the application, or the latest evidence available for long-term conditions (e.g. epilepsy, cerebral palsy, ongoing mobility conditions)).

The evidence provided must be from a GP, Consultant or other medical practitioner and must detail the child's medical needs, why the school being attended is the best suited to meet those needs and that the child is unable to access the school without transport assistance because of said medical needs and/or condition.

2.6 Home to school transport for Post-16 mainstream pupils

There is no free entitlement to home to school transport for Post-16 mainstream pupils.

Medway Council issued an annual policy statement providing information on the options available for Post-16 pupils. This can be found on the Medway Council website (www.medway.gov.uk) and selecting 'getting to school'.

Part three – Home to school transport for pupils with SEND

3.1 Applications

Parent/carers may apply for home to school transport assistance when their child has a final or amended Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs.

Medway Council will consider an application for transport when the pupil is in receipt of a proposed EHCP or when a decision has been made about a school or other placement.

3.2 Specific information for SEND pupils only

(a) Having an EHCP **does not** mean that a pupil is automatically eligible to home to school transport assistance. Eligibility is assessed based on (i) the individual needs of the pupil (taking into account their age and mobility) and (ii) the distance from home to the school being attended.

(b) For pupils attending work experience placements, transport assistance will only be considered if they rely on a wheelchair for mobility or are registered as blind.

(c) If the Council places a pupil with an EHCP in a specialist provision that is not the pupil's local school, for the purposes of this policy, such provision will be deemed to be the nearest qualifying school. The distance criteria (as shown in part one of this policy) will still apply when assessing the pupil for transport assistance.

(d) Wherever possible, parents/carers are expected to take their child to/from a pick up/drop off point. Such points will normally be within half a mile of the home address.

3.3 Type of transport provision and support

When making decisions about the type of transport provision to be granted for eligible pupils (in addition to the criteria set out in part one of this policy), including whether or not an escort is required, the Council will also consider:

- (a) the specific special educational needs of the pupil
- (b) the type of vehicle in which the pupil will be travelling in
- (c) the length of the journey (see 3.4 below)
- (d) whether the pupil is physically able to walk the home to school distance
- (e) whether the pupil is required to be accompanied by an escort.

Any transport provision granted will usually be in a shared vehicle with other pupils.

Single pupil transport will only be considered in exceptional circumstance and only where there is clear evidence to support the need. Any single pupil transport granted will be for a limited period of time and there is an expectation for the pupil to return to shared transport at the end of the specified period.

Transport assistance may be provided in various ways including a bus pass for use

on public services, an escort to accompany the child on foot or on public transport, a mini bus or, in very exceptional circumstances, an individual taxi.

The expectation is that as the pupil grows older and matures they use public transport wherever possible.

3.4 Length of journey

In normal circumstance the maximum journey time will be no more than 45 minutes for a pupil of primary school age and 75 minutes for a pupil of secondary school age, in accordance with statutory guidance.

In some individual circumstances (dependent on where the pupil lives and/or the location of the school being attended) it may not be possible to ensure this.

3.5 Consideration of medical needs for SEND pupils

In exceptional circumstances, SEND pupils may be given special consideration for home to school transport on the basis of medical grounds. If an application is being made on this basis relevant medical evidence must be supplied at the time of application.

The evidence provided must be from a GP, Consultant or other medical practitioner and must detail the child's medical needs, why the school being attended is the best suited to meet those needs and that the child is unable to access the school without transport assistance because of said medical needs and/or condition.

In addition, transport assistance may be provided where the parent/carer is unable to accompany their child due to their own medical conditions. Relevant medical evidence from a GP, Consultant or other medical practitioner is required.

3.6 Residential educational provision

For pupils placed in a 52 week residential school, Medway Council will provide one return journey at the start and end of the placement. 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.

For pupils placed in a residential school on a weekly, fortnightly or termly basis travel support will be provided according to the residential agreement. In these circumstances, Medway Council will provide one return journey at the start and end of the week, fortnight or term, as applicable. Travel 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.

3.7 Provision of escorts

Escorts will only be provided in exceptional circumstances. These include:

- (a) Where a number of children are travelling together and require supervision.
- (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 and/or others. The evidence provided must include an up to date risk assessment and detail other strategies that have previously been applied.

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

An escort's duty is 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.

Escorts' duties also include the delivery of notes, medication or money between home and school.

It is the parent/carers responsibility to supervise the pupil from the house to the vehicle and the duty of the school staff to get the child from the vehicle into the school building. At the end of the day school staff supervise the pupil's entry to the vehicle and parents/carers must supervise the pupil from the vehicle into the home.

Guidelines are issued for operators, drivers and escorts. All drivers and escorts will be required to undergo training and will carry an identity card which will be renewed every three years following a new Disclosure and Barring Service (DBS) check.

Where a pupil has a life-threatening condition we encourage parent/carers to act as escort. If this is not possible we will endeavor to provide an appropriately qualified escort, but this cannot be guaranteed.

3.8 Transport changes due to 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 transport every effort will be made to notify parents at the earliest opportunity.

If transport is cancelled the Council will, wherever possible, try to give parents an indication of when it is likely to resume. If transport is cancelled due to extreme weather, the following is applicable:

(a) Where a route is cancelled and a parent/carer takes the decision to transport their child themselves, the parent/carer remains responsible for the return journey or any consequent costs should a return journey not be possible

(b) The parent/carer remains responsible for their child

Where a pupil is placed in residential provision and is unable to be transported home, the school and the parent/carer are responsible for ensuring that suitable arrangements are made for the child. This may include an extended stay in school, or overnight accommodation with an appropriate adult. If a child attends a residential school and is unable to get to school due to severe weather, a and b apply.

3.9 Time keeping

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 their child ready at appropriate times and be there to collect them when they are expected home.

A driver will wait for no more than three minutes beyond the scheduled pick-up time at a pick-up point in the morning.

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 parent/carers without their written authorisation.

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 will be contacted and the child may be taken into care.

3.10 Transportation of equipment

Pupils are expected to travel with no more than one item of hand luggage.

Pupils attending residential schools are expected to travel with no more than one suitcase (or equivalent). Parents of a child who has extra items (e.g. to meet their medical or physical needs) are required to make prior arrangements to include these.

3.11 Review of transport provision

Unless otherwise agreed, Travel Arrangements will be reviewed on a regular basis, usually as part of the Annual Review process.

3.12 Pupil safety whilst travelling

The safety of children who are eligible for support with transport 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 Disclosure and Barring Service (DBS) and carry identity cards
- (b) Seat belts are provided and used on all contract vehicles.
- (c) Car seats/booster seats are provided in accordance with current Government legislation.
- (d) Escorts receive appropriate training and are familiar with safety and emergency equipment.

3.13 Personal allowances

The Children and Families Act (2014) introduced the option for parents to ask for a personal budget for some elements of a child's Education Health and Care (EHC) Plan.

Although entitlement to travel assistance rarely forms part of an EHC Plan, Medway Council uses its discretionary powers to treat home to school/college travel as if it were part of an EHC Plan. This means that parents can ask for the cost of travel assistance to be paid as a personal cash allowance, and to make their own arrangements to ensure their child gets to school. This might include taking the child themselves or paying someone else to provide the service.

A personal allowance cannot cost the local authority more than it would otherwise cost to provide the service. 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.

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 offered an allowance to cover the cost of travel.

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.

Claims for an agreed travel allowance must be presented monthly and received by the Council's SEN Team 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.

Claims should be for the actual mileage incurred. Where claims are discovered to be for amounts greater than is justified, the Authority will seek reimbursement and will refer cases of fraud to the Police.

Claims must be in the format prescribed on the template invoice. All claims must be presented on the appropriate pro-forma.

3.14 Transport arrangements for learners aged over 16 but under 25 with learning difficulties and or disabilities

Medway Council has a duty under DFE "Post 16 Transport to Education and Training" Statutory Guidance for local authorities (February 2014) to consider travel arrangements for learners with learning difficulties and/or disabilities.

The Guidance states that the transport needs of young people with learning difficulties and/or disabilities should be reassessed when a young person moves from compulsory schooling to post 16 education.

The Guidance also strongly recommends travel training schemes to enable young people with learning difficulties and/or disabilities to gain skills which can be used for travelling to education or training, particularly because of the all round benefits.

Eligibility

A Statement or Special Educational Need or an Education, Health and Care Plan does not provide automatic entitlement to free travel arrangements.

An application must be completed and Medway Council will consider travel arrangements for young people with learning difficulties and/or disabilities who are

resident within Medway, subject to a Statement of Special Educational Needs or an Education, Health and Care Plan, aged over 16 but under 25, and who live more than 3 miles (by shortest available walking distance) from the education institution or training provider.

Arrangements

If a young person is eligible, one of the following travel arrangements may be provided:

- A travel card.
- Travel training (with a travel card).
- A travel card with a “walking escort”.
- A place on a hired vehicle.
- A personal allowance, based on the distance from home to school/college (as requested either by the young person or by his/her parent/carer)

Arrangements will be appropriate to the needs of the young person and follow the DFE guidance to promote independent travel skills.

Travel provision on a hired vehicle or with a walking escort must be between one defined “home address” and the educational institution or training provider.

Travel provision on a hired vehicle or with a walking escort will be made for the days during the academic year on which the young person attends the educational institution or training provider.

Travel provision on a hired vehicle or with a walking escort may be subject to change to an alternative provider at the discretion of Medway Council. There will be no right to appeal regarding the change in this case.

Travel arrangements will be reviewed in line with the Person Centred Annual Review process, and may change to an alternative arrangement depending on the updated needs of the young person.

What cannot be considered

Medway Council is not able to take the following into account when considering transport entitlement: for eligible young people with learning disabilities and/or disabilities:

- The work commitments of family members or carers with whom the young person may live.
- Attendance by siblings at other schools, educational institutions or training providers.
- A work experience placement (other than as agreed by Medway Council SEN as part of the young person’s course or training and which takes place during the academic year and core hours for the educational institution or training provider).
- A journey from one educational establishment to another.

- Ad hoc visits to other schools, colleges or other establishments.
- Out of educational hours activities.
- Link courses/elective lessons/sessions/courses that take place outside normal educational institution or training provider hours.
- Any educational provision or training planned over weekends or bank holidays.

3.15 Young people over the age of 16, but under the age of 25 in residential educational provision

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

Where a young person is placed in a residential school, other than on a 52 week residential basis, transport arrangements 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 the young person home for any reason.

Part four – The home to school transport appeal process

4.1 Stage One: review by a senior officer

If a pupil is assessed as not eligible for home to school transport assistance, applicants may wish to ask for the decision to be reviewed by a senior officer.

(i) Requests for a stage one review must be received, in writing (letter or email) by the relevant Medway Council department (i.e. School Services for mainstream pupils and the SEN Team for SEND pupils) within 20 working days from the date of the initial formal decision notification.

(ii) The written request must detail why the parent/carer believes the decision should be reviewed and give details of any specific circumstances that they feel should be considered as part of the stage one review. The parent/carer can submit any additional evidence they wish considered in the review at this stage.

(iii) A senior officer from the relevant department will undertake the review and provide written notification of the review outcome within 20 working days of receipt of the request.

(iv) If the outcome of the review is to uphold the initial assessment decision not to grant home to school transport assistance, then full details and any relevant form regarding how to proceed to the stage two appeal will be provided.

4.2 Stage two: Appeal to independent appeal panel

If the outcome of the stage one review is to uphold the initial assessment decision not to grant home to school transport assistance, the applicant may pursue a formal appeal if they wish.

(i) Requests for a stage two appeal must be received, in writing by the relevant Medway Council department (i.e. School Services for mainstream pupils and the SEN Team for SEND pupils) within 20 working days from the date of the stage one review formal decision notification.

(ii) The appeal request must detail the reasons why the parent/carer is appealing and give details of any specific circumstances that they feel should be considered. The parent/carer can submit any additional evidence they wish considered in the appeal at this stage.

(iii) The Medway Council Democratic Services Team administers all the appeals and, once the appeal request is received, it will be lodged and the details forwarded to the Clerk for the School transport and Curriculum Appeals Committee for processing.

(iv) The School Transport and Curriculum Appeals Committee, which consists of a panel of five Councillors, will hear the appeal within 40 working days of receipt of the written request.

(v) Parents/carers will have the opportunity to attend the hearing. They can be accompanied by a friend, colleague or Ward Councillor and may choose to have a representative to help present their case. An officer from the relevant department

will be present to provide details of the case and the reasons why transport assistance has not been granted.

(vi) Following the appeal hearing, the committee will make their decision in private and both parties will be notified of the decision in writing from the Clerk, within five working days.

If a stage two appeal is not upheld parents/carers have a right of complaint to the Local Government Ombudsman, but only if complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled. If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for judicial review.

4.3 Grounds for review/appeal

The grounds on which a parent/carer can request a stage one review or a stage two appeal are not limited and is for parents who wish to challenge a decision about:

- (a) Their child's eligibility
- (b) The distance measurement in relation to statutory walking distances
- (c) The safety of the route
- (d) The transport arrangements offered
- (e) Any exceptional circumstances that the family may have.

4.4 Complaints regarding service operational matters

Any complaints relating to the operational service provided (e.g. lateness of vehicles, etc) on a specific route or service must be directed to the actual service provider. For SEND pupils on hired vehicles this is the Council's service provider, Medway Norse.

Part five – Other transport options

Where a pupil is **not eligible** to receive free home to school transport assistance, the following schemes are also available.

5.1 Medway Youth Pass

This scheme entitles all young people who live in Medway to apply for and receive a photo-card that lasts for three academic years or until the young person becomes sixteen years old (whichever is sooner).

Young people aged between sixteen and eighteen are also entitled for this scheme and will receive a photo-card that lasts to the end of the academic year in which they become eighteen.

The scheme provides for young people to pay half the adult fare for a single journey at all times when travelling on local bus services.

To qualify the journey must start in Medway and can be to any destination in Medway or Kent, as long as any change of bus takes place in Medway.

Medway Youth Passes are not valid on the subsidised yellow bus routes (MY buses) run by Medway Council or with companies that already offer a child fare.

Before applying for a Medway Youth Pass, parent/carers should verify with the appropriate bus company that the pass can be used on the relevant service/route and whether there is a more cost effective method to obtain a ticket from the bus company.

For up to date information on the cost of the Medway Youth Pass and where to apply for one, parent/carers should contact the School Services Department via the contact details provided in this policy.

5.2 Yellow Bus Scheme (MY buses)

Medway Council operates a series of bus services which supply school buses for pupils living in certain parts of Medway to travel to certain Medway secondary schools at a reduced cost than public transport.

Details of this scheme are available at <http://www.medway.gov.uk/parkingandtransport/buspasesandtimetables/schoolbustimetables.aspx>

5.3 Vacant Seat Payment Scheme (VSPS)

Children who do not qualify for free home to school transport assistance may apply for a vacant seat on a hired school vehicle, if one operates on the required route, at a cost.

It is important to understand that should a vacant seat be granted it might be withdrawn at any time if it is subsequently required by a child who is eligible to receive free home to school transport assistance, or if the transport being used is withdrawn from service.

Details of this scheme are available at
<http://www.medway.gov.uk/schoolsandeducation/gettingtoschool/vacantseatspayment/scheme.aspx>

This page is intentionally left blank

	Response method	Removal of denominational transport assistance, except for low-income families and medway LAC on a phased basis from 2018	Comments	Removal of home to school transport assistance for children with SEND who are below compulsory school age	Comments	For children with SEND the policy has been amended to include the maximum journey time for primary aged pupils (45 minutes) and secondary aged pupils (75 minutes)	Comments	The overall home to school transport policy	Comments	Notes
Designation	paper / online	Agree / Disagree		Agree / Disagree		Agree / Disagree		Agree / Disagree		
Parent - Gordon Infant School	online	Agree	none	Agree	none	Agree	none	Agree	If the applicant meets the above definition of a low-income family then a child will qualify for home to school transport assistance if they live more than two miles, but not more than six miles, from one of their three nearest qualifying schools. This distance is extended if the child is attending a faith school on the grounds of their faith. Why put an upper limit of 6 miles on it? If a child is eligible due to low income, setting a maximum distance from school doesn't make sense.	The six mile upper limit is defined by the DfE, not by Medway Council
Parent of child using wheelchair who previously attended SEN school (Abbey Court)	online	Agree	none	Disagree	none	Agree - primary 45 minutes Disagree - Secondary 75 minutes	Personal care needs of children with SEND needs to be considered. It would be far too long to leave a child in a soiled pad for more than 30 minutes let alone an hour and 15 minutes. Skin viability breaks down after 15 minutes when in contact urea ammonia. I would question institutional risk and liability if a child should suffer ammonia burns resulting from being left in a soiled pad for longer than 30 minutes.	Disagree	No mention of ensuring that contracting drivers hold suitable PSV as well as having current DBS check? Surely it is the responsibility of the council to ensure all contractors only engage drivers with accredited, suitable driving certificates as well as experience. Also, what about ensuring the safety of the buses being used, including straps for wheelchairs? In fact I think this section is seriously lacking in clarity and in its transparency for responsibility of the council to ensure its contractors are acting with the health and safety law.	75 minutes is the length of journey specified within the DfE home to school to transport guidance. In terms of practicalities, we would expect that a child who wears pads would be changed before they left home in the morning or school in the evening to ensure that they have a new pad. Similarly when the child arrives at school in the morning, and at home in evening that the pad would be checked early on. (2) DBS checks are carried out on drivers and escorts by the Council. However, to assure parents perhaps this should be added to the policy to advise that all drivers and escorts are DBS checked (The cost for DBS checks is down to the providers of transport)
Parent	online	Disagree	My son has Asd and Chrons disease and colitis and the reason he cannot cope with public transportation is due to his anxiousness and how sick he can be in an instant	Disagree	You need to think about children's anxiousness, mental health issues, asd etc and any illnesses they have.	Agree - primary 45 minutes Disagree - Secondary 75 minutes	none	Disagree	none	The DfE guidance for journey times has been considered in drafting this policy. If parents do not wish to place their child on commissioned vehicle, alternative arrangements can be offered e.g. 40p per mile cash allowance to enable parents to transport the child themselves
Parent - Bradfields Academy - a Special School for children with a primary SEN designation of complex learning difficulties.	online	Agree	With a multicultural society and a requirement to teach all faiths in all schools, there should be no requirement to attend a school of a denominational faith and this is purely a parental preference and not a necessity. If a parent wishes to send their child to a school that is not their closest this on the grounds of faith this is derived from choice. Sadly, those with SEN have no choice.	Agree	Sending your child to school before compulsory age is a matter of choice for all. Not a requirement, so no transport is therefore required, merely requested.	Disagree	Children with SEND have a necessity to travel to school on a school bus as the school is generally not their closest school and they have little to no choice about which school they attend. However, 45 minutes for primary and 75 minutes for secondary is too long on a bus as most could not cope with this length of time in their seat, also the increased length of time in their school day will be too much. Some children need access to a toilet frequently and 75 minutes would be too long.	Disagree	People do not choose to have disabilities, either physical or mental, it would all be very simple to have a child that attends their local school, or get a public bus to school. However, for children attending Special Schools this is not through choice, not because its most convenient and not because its the school the child or parent has aspirations to attend and do well giving them a good opportunity of GCSE's and University. It is simply a Special School there to try to meet the needs, physical and/or mental needs of a child with no options, Medway Council does not provide a choice, other private SEN schools are attended by Kent County Council pupils all transported into Medway. Our children cannot get on a public bus alone and make it to school, they cannot walk themselves to school with their friends and home again. The Home School Transport is their sole means of, and I quote Medway Councils website: "growing up to be as independent as possible, as part of growing up and acquiring life skills it is important to have opportunities to travel and socialise with peers. Encouraging confidence and independence wherever possible". Government Policy states: Make transport arrangements for ALL children who cannot reasonably be expected to walk to school because of their mobility or associated health and safety issues relating to SEN. Usual transport requirements eg statutory walking distances should NOT be considered when assessing the transport needs of children eligible due to SEN &/or disability. Why is Medway Council attempting to ignore government policy? Home to School Transport is a requirement for ALL children with SEN not just those whose parents do not work.	See above comments. The comment regarding Kent children is incorrect : Kent travel policy in very similar to the Medway draft. Kent applies the policy for transport allocation in line with the legislation and DfE guidelines: there is no "blanket policy" in Kent to provide transport to all SEN children. Medway can ensure that children with SEN can attend their local mainstream school if this is the parents' wish. As such there is a "choice" of placement for parents. In terms of the "government policy", reference is made to children who cannot reasonably be expected to walk to school because of their disability or mobility problem. The threshold is a high one.
Parent - Bradfields Academy	online	Disagree	none	Disagree	none	Disagree	none	Disagree	Generally I feel that Medway Council should be flexible to families of children with SEND to minimise stress and anxiety they may suffer. The emotional well being of the child should be priority.	SEN is flexible in that alternative arrangements to a place on a commissioned vehicle can be offered e.g. 40p cash allowance for parents to take children to and from school themselves. SEN can also place a child in their local mainstream school if this is parents' wish.

Primary school with special provision	online	Agree	none	Agree	none	Agree	none	Disagree	Para 3.7: I do NOT believe it should be the responsibility of the school to supervise the children in and out of the vehicle at the beginning and end of the day. This is not practical and in some cases could involve staff having to leave the school grounds to get to wherever the taxi is parked. It should be acceptable for schools to receive and hand over children to the driver and/or escort in the same way as they would to parents.	
Parent - Twydall Primary School	online	Agree	none	Agree	none	Agree	Not to extend these times, the school day for a send child is long enough without extending the school journey .	Agree	none	
Parent	online	Agree	none	Agree	none	Agree	none	Disagree	Howard is not a Grammar school and therefore should not be classed as such when determining entitlement to free school transport	
Parent - Twydall Primary School	online	Disagree	none	Disagree	none	Agree	none	Agree	none	
Parent - Luton Infants School	online	Disagree	none	Disagree	none	Disagree	none	Disagree	none	
Parent - Bradfields Academy	online	Agree	none	Agree	Needs to be considered on individual circumstances a child should not miss out if a parent does not have access to a car	Agree	none	Disagree	The use of pick up points for children with SEN, not practical from a safety aspect	Kent CC use pick up points for all of their children who attend special schools. Furthermore, parents have a duty to accompany their child (to school/pick up point) as they consider necessary. Pick up points are a good way in introducing public transport to older children with SEN.
Vicky Aspin, Deputy HT, Abbey Court School	paper / online	no decision	none	no decision	none	no decision	none	no decision	various comments on Section 3 of the policy - letter scanned in for reference and passed to Angela Wellings for comment/response	
Parent-Bradfields Academy	paper	Disagree	none	Disagree	none	no decision	Neither agree or disagree, as long as vulnerable SEND children get their transport to and from school	Disagree	Our children are currently students at Bradfields Academy. Will this affect their transport? If so they are unable to travel to school unattended due to their vulnerability. What is compulsory school age? If below 18 please look at above answer. If above 18, please see point 2. 2. Students are unable to use their bus pass before 9-9.30, so would not get to school until at least 10-10.30, due to their needs this is not an option that would work. 3)This will cause even more distress, as they are already dwelling on how they will get to school. If the proposal of transport goes ahead, are you going to look at the times on the bus pass and adjust accordingly? We feel this is a very unfair proposal as travel training is not done until yer 14 and our children are anxious and will not ask for help due to their vulnerability.	
Parent-Bradfields Academy	paper	Disagree	none	Disagree	none	no decision	I neither agree or disagree. I would just like for my vulnerable SEND child to get their transport to and from school	Disagree	1.My child is currently a student at Bradfield Academy. Will this effect his transport? If so he is unable, due to his vulnerability, to travel to school unattended. What is compulsory school age? If below 18 my son is unable to travel alone. My son will not cope he has got enough issues. 2.Unable to use bus pass before 9/9.30, so wouldnt get to school until at least 10.30! But due to his needs this isnt an option that will work. 3. This will cause even more distress that is already causing as he is dwelling on what maybe. It has impacted his health. 4.I'm in receipt of tax credit I don;t earn alot and I dont drive. If the proposal of transport goes ahead are yo going to look at the time on the bus pass and adjust accordingly? We feelthis is a very unfair proposal as travel training isn;t done until Yr14.	
Parent - Bradfields Academy	online	Disagree	none	Disagree	none	Disagree	I personally feel these times are fair but how many families would this limit effect? If the nearest suitable provision meant travelling for this amount of time, what options are those families getting? Surely it is even more necessary for these students to get a safe and reliable mode of transport.	Disagree	School transport is a life line for so many parent of children & young adults with SENs. Life is a constant battle, continually jumping over hurdles just to get through the day, meeting challenges EVERY DAY just to get your "child" up out of bed, washed, dressed and fed. To add the juggling act of a hectic school run onto this equation would be the breaking point for so many families and an impossibility for others. Reliable school transport with the continuity of known drivers and escorts is VITAL for our children, not just for comfort or ease or to start their school days in a calm and consistent manner but for their safety, their well being, their security and also for many, a feeling of independence from their parents or carers that many could not possibly achieve on "public transport!"	We are not intending to remove home to school transport for eligible children with SEND
parent - Bradfields Academy	online	Agree	none	Disagree	none	Agree	none	Agree	none	
parent - various schools	online	Agree	none	Disagree	none	Agree	none	Disagree	Transport for nursery children should be provided it is so important for these children to get extra help early on. Also children with no ECHP may also have send needs which prevent them going on public transport and the nearest school may have been choose cause of those needs and may actually not be deemed the nearest school in the councils eyes.	With effect from April 2017, nurseries will be able to receive funding for children with lower level SEN needs (e.g. not at EHCP level) through the Pre school SENCO surgery. An application for funding for children with high level needs can also be made through the Pre school SENCO surgery. All nurseries have been advised and trained. In addition from April 2017, nurseries will be able to received a payment for all children in receipt of disability living allowance to enable to nursery to make reasonable adjustments for access. Therefore, all children with SEND will be able to attend their local mainstream nursery. Many other LAs do not have specialist nursery provision: all children attend their local nurseries leading to greater and more effective inclusion when the children transfer to primary school

Hoo ST Werburgh primary school and Marlborough Centre	online	Agree	none	Disagree	we have a number of FS age children who attend the Marlborough and use the transport provided. As we are their nearest suitable provision, we need this to continue so they can still attend school.	Agree	none	Disagree	1.10 as previously explained 1.11 children with ASD as their primary need are not always predictable and despite best efforts of all concerned, there are on occasions, difficult times regarding transition to and from school. It is vital that we continue to offer transport and provide couriers too.	SEN is also able to offer a cash allowance of 40p per mile to parents as a suitable alternative.
parent - Bradfields Academy	online	no decision	none	Disagree	Children with send rely on this service and will not cope with such a change in routine	Disagree	Home to school transport in vital for my child with her needs. The stress and anxieties she has had have only just been settled with her journey and she now accepts help from the coach people. A change in routine would result in months of hard work putting my child back to being unhappy and possibly unable to cope with change. Also the help in transportation is a vital part of the logistics getting my other children to other schools so us having to transport my child would mean her missing time at school as the starts and finish time clash.	Disagree	The simple fact that all families and children rely on transport to school and in our case it's the child's needs rather than financial but this cannot be removed as many children with send will not manage with out this service	Please see above
parent	online	Disagree	none	Agree	none	Agree	none	Agree	none	
Unknown	online	no decision	none	no decision	none	no decision	none	no decision	There is no mention in this policy about Home to School transport for children whose families have been placed in temporary accommodation by Medway Council. This then becomes their current main residence. Being placed in temporary accommodation can have a hugely detrimental effect on children education when placements are many miles from the temporary accommodation. Families can find it very difficult to get to school on time or consistently. As an example, one case currently being worked with in the Early Help Transformation Team (Medway Council) with a Strood school is where a family has been placed in temporary accommodation in Gillingham and sometimes the child doesn't get to school until almost lunchtime. There are others where the parent has disabilities and finds it impossible to make the regular journey on time. We have another case where the family have been permanently housed in another area (Rainham) and yet the children go to school in Chatham New Road. There are no places for the children in Rainham schools. This distance is causing the family difficulty in getting both children to school on time. During a time of change and uncertainty being able to attend a familiar school can be the only stability a child experiences. For those in temporary accommodation it is not generally appropriate for children to transfer to another school as the family do not know where they will be housed permanently and there would be costs of uniform, trying to develop new friendship groups etc. It would be really helpful in cases where families are placed in temporary accommodation or moved permanently by Medway Council some support for Home to School transport could be provided to help children succeed academically and minimise impact on their emotional well-being, even if short term or until local placements are found, for those moving permanently.	If the families with children with ECHPs have been placed in Medway by another LA, SEN deems them to be "ordinarily resident" in their home LA (ie still on that LA's housing waiting list) As such the cost of transport is the responsibility of the home LA to enable the child to continue at their original school
Parent	email	no decision	none	no decision	none	no decision	none	no decision	I wanted to raise that siblings are not taken into consideration when making a decision whether a child qualifies for school transport. My son is disabled and now attends Abbey Court nursery in Rainham. I have 3 older children who attend schools in Chatham where we live. For me the only reason that I applied for school transport for my youngest son is because of his siblings. I cannot be in to places at once and therefore cannot take my 9 and 7 year old to school for 8.40am and collect at 3.30pm and also be in Rainham for 9am and pick up at 3.30pm. If I didn't have any other children then I would. We cannot be the only family who have these reasons and want to make that point.	The policy is in line with DFE home to school transport guidance. As such, transport cannot be considered for social, economic or domestic reasons affecting other family members.

Diversity impact assessment

TITLE <i>Name / description of the issue being assessed</i>	Home to school transport policy for mainstream children and children with SEND consultation
DATE <i>Date the DIA is completed</i>	January 2017
LEAD OFFICER <i>Name, title and dept of person responsible for carrying out the DIA.</i>	Simon Harrington, Programme Lead – School Services Angela Wellings, Interim Head of SEN and Inclusion

1 Summary description of the proposed change

All local authorities have a statutory duty to have arrangements in place for the provision of home to school transport for children and young people who meet the published eligibility criteria.

Medway Council has consulted on a new home to school transport policy, which incorporates both mainstream children and children with special educational needs and disabilities (SEND). These were previously two separate policy documents.

Whilst the new policy is primarily an integration of the two previous policies, therefore removing duplication of information and terms, there are some changes of eligibility proposed. These are:

- The removal of denominational transport assistance, except for low-income families and Medway Looked after Children.
- The removal of home to school transport assistance for children with SEND who are below statutory school age.
- To comply with the statutory guidance for children with SEND the policy has been amended to include the maximum journey time for primary aged pupils (45 minutes) and secondary aged pupils (75 minutes).

2 Summary of evidence used to support this assessment

The Home to School Transport Policy has been developed within the national legal framework that sets out what local authorities must do to facilitate travel to school and sets out eligibility criteria for granting that support.

The Education Act (Section 7 of the Education Act 1996) defines the responsibility of parents and carers to ensure that children attend school and it is their responsibility

Diversity impact assessment

to make the necessary travel arrangements. The duties and powers of local authorities to provide home to school transport are covered in other sections of the Act and its amendments. The provision of transport support incorporates consideration for children from low-income families.

Sections 508B and 508C of the Education Act 1996 (as amended) make provision for local authorities to ensure suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school. These provisions apply to home to school travel arrangements and vice versa. They do not relate to travel between educational institutions during the school day.

This policy has been written having regard to the Department of Education 'Home to School travel and transport guidance' published in July 2014 (<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>) and the Equality Act 2010.

The previous policy exceeded the statutory minimum requirements in two areas, and fell short of the statutory minimum requirements in one. The new policy brings Medway into line with statutory minimum requirements in all three areas.

The policy also takes into account the likely impact on young children with disabilities, and the impact on these children and families if travel support is no longer available.

Currently 3.1% of the Medway population aged 0-25 have Statements of Special Educational Need or Education, Health and Care Plans. (DFE national statistics 2015-16). This is in line with the national average for England and Wales.

3 What is the likely impact of the proposed change?

Is it likely to :

- *Adversely impact on one or more of the protected characteristic groups?*
- *Advance equality of opportunity for one or more of the protected characteristic groups?*
- *Foster good relations between people who share a protected characteristic and those who don't?*

(insert ✓ in one or more boxes)

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age	✓		
Disability		✓	✓
Gender reassignment N/A			
Marriage/civil partnership N/A			
Pregnancy/maternity N/A			
Race			

Diversity impact assessment

N/A			
Religion/belief	✓		
Sex N/A			
Sexual orientation N/A			
Other (eg low income groups) N/A			

4 Summary of the likely impacts

- *Who will be affected?*
- *How will they be affected?*

1. Proposal to remove entitlement for home to school travel on denominational grounds, other than those on low income, would (if implemented this year) affect a total of 13 pupils, fewer than 3 per year. Of the current 13, 2 would continue to receive support because of their family income. However, the proposal is to phase the implementation from September 2018 and **not** to cease support for any pupils currently in receipt.
2. The proposal to provide transport for children with special education needs only once they reach statutory school age will affect approximately 20 children per year. These children are currently taken to settings some distance from their home, thus have a longer school day than their peers. Additionally, the SEND Strategy, approved by Cabinet in October 2016 seeks to encourage more children with SEND to attend local settings. Removal of travel support is likely to encourage more children to attend local settings.
3. The proposal to reduce maximum journey times for primary children will have a positive impact. This is a statutory requirement.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

Diversity impact assessment

1. The potential adverse impact of the changes to denominational transport will affect a very small number of families and will not impact on those families on low-income or vulnerable children who are Medway LAC. The impact is reduced by phasing the implementation, allowing existing recipients to continue until such time they reach the end of Year 11.
2. As stated above, whilst the removal on travel support may be seen as detrimental there are positive aspects. It will help ensure that children with additional needs or disabilities are more integrated into local mainstream settings alongside their peers, it will reduce the number of journeys on Medway roads and it will reduce the time that vulnerable children have to spend travelling. Consideration may also be given to introducing travel support from the time at which the child starts primary school, which is usually before their statutory start date.
3. There is no adverse impact of reducing journey times for primary age children, other than the possibility that some children may change route and/or provider. However, this is already a frequent occurrence and should not cause any child to suffer a disadvantage.

6 Action plan

Action	Lead	Deadline or review date
Cabinet approval to Consult on changes	AW/SH	20/12/2016
Consultation starts	SH	09/01/2017
Consultation ends	SH	17/02/2017
Cabinet considers any points raised during consultation and either confirms or amends policy	AW/SH	04/04/2017

7 Recommendation

The proposals contained in the new home to school travel policy are in keeping with current legislation and statutory guidance. In overall terms, the number of children and families affected is very small, and limited to future possible users rather than any current users. This assessment has identified some positive outcomes which will be of benefit to children and families, and that negative aspects can be mitigated against by introducing the changes over time.

Diversity impact assessment

8 Authorisation

The authorising officer is consenting that:

- *the recommendation can be implemented*
- *sufficient evidence has been obtained and appropriate mitigation is planned*
- *the Action Plan will be incorporated into the relevant Service Plan and monitored*

Assistant Director

Helen Jones
Assistant Director Commissioning and Strategy

Date

31 January 2017

Contact your Performance and Intelligence hub for advice on completing this assessment

RCC: phone 2443 email: annamarie.lawrence@medway.gov.uk

C&A: (Children's Social Care) contact your normal P&I contact

C&A (all other areas): phone 4013 email: chrismckenzie@medway.gov.uk

BSD: phone 2472/1490 email: corppi@medway.gov.uk

PH: phone 2636 email: david.whiting@medway.gov.uk

Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication (corppi@medway.gov.uk)