



**Medway Council**

# **Education Travel Assistance Policy**

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

**This policy is for Medway resident pupils only**

**Version Control**

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## **Introduction**

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

The Education Travel Assistance 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 Section 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 education travel assistance are covered in other sections of the Act and its amendments. The provision of travel assistance 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.

## **Section A**

# **Education travel assistance for mainstream pupils of compulsory school age (5-16)**

**Section A - part one**  
**Eligibility criteria, definitions and general information**

### 1.1 Standard eligibility criteria for mainstream pupils

The standard (basic) eligibility criteria for entitlement to receive education travel assistance are 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**

The school attended must be deemed the nearest **suitable** school, meaning the nearest qualifying school to the home address with places available that provides education appropriate to the age, ability and aptitude of the child

### 1.2 Low-income eligibility criteria for mainstream pupils

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/young person will qualify for education travel assistance if they:

**live more than two miles, but not more than six miles, from one of their three nearest suitable 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 education travel assistance, applicants must ~~provide an up to date full copy of their proof of benefit with the application 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 so that the claim can be verified.

~~If the claim cannot be verified, acceptable proof of benefit will be requested.~~

~~No low-income education travel assistance can be provided without suitable evidence of receipt of a qualifying benefit.~~

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

### 1.3 Denominational (faith) travel assistance

**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 faith school, it was chosen because of its faith status and the pupil is of the same faith/denomination as that of the school (e.g. for a Catholic school the child is of the Catholic faith).

#### This is only available to Medway Children in Care and low-income families

~~In these cases, the Council will consider the school as the nearest suitable qualifying school to the home address where it is one of the three nearest suitable qualifying schools of the relevant faith.~~

To qualify on this basis

i) the school must be over the minimum eligible distance of between two and fifteen miles from the home address\*

**and**

ii) evidence provided from the relevant church authority that the pupil is a regularly practising member of a church of the same faith/denomination as the school concerned.

\* as stated in the Department for Education statutory guidance

~~Proof of faith/denomination is required, and the application must be countersigned by the appropriate church authority, verifying that the pupil is a regularly practising member of a church. If such proof is not provided, the application cannot be considered on faith/denomination grounds. In these cases the Council will consider the school as the nearest suitable qualifying school 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 suitable 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) 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.~~

#### **1.31.4 Nearest suitable qualifying school**

The definition of the nearest suitable qualifying school is:

- a) The geographically nearest school to the pupil's home address, where a place could have been secured, that is suitable to the pupil's age, ability, and aptitude
- b) Only one school can be deemed as the nearest suitable 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 procedures or admitted to a Medway grammar school following an independent admission appeal) or non-grammar ability. For grammar assessed pupils a Medway grammar school will be considered as the nearest suitable 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 for mainstream pupils include:

- i) Community, Voluntary Controlled, Voluntary Aided and Foundation schools
- ii) Academies and Free Schools, including University Technical colleges (UTC)
- iii) Pupil referral units (PRUs) – transport assistance is not provided for part-time PRU placements.

#### **1.41.5 Expression of school preferences**

**4.51.6** The nearest suitable qualifying school will be determined to be a maintained school or academy at which the child would have been offered a place, had the parent applied for the school on the admission application regardless of preference rank.<sup>1</sup>

**4.61.7** Unless the low income criteria is met, transport will not be provided to a school if:

**4.71.8** There is a nearer suitable qualifying school to the home at which a place would have been secured, when the application was assessed.

**4.81.9** There is a nearer qualifying school which was not applied for

**4.91.10** The parent has rejected an offer of a place at any nearer suitable qualifying school

#### **4.101.11 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 an application, as long as it is provided at the time of application and is from a GP, Consultant or other medical practitioner.

Where such parental disability is evidenced, and it is appropriate to do so, the Council may provide a suitably trained and vetted travelling companion to accompany the child on their journey to and from school.

<sup>1</sup> 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 at [www.medway.gov.uk](http://www.medway.gov.uk)

#### **4.111.12 Application process timescales**

A decision regarding a pupil's eligibility for home to school transport can only be provided once a completed application has been fully assessed by School Services.

All applications will be considered against each of the relevant eligibility criteria, as detailed above, and any additional parameters relevant to the individual pupil.

The estimated timescale for the processing of applications is up to four weeks (20 working days) from the date of receipt by School Services. ~~of the application by Medway Council School Services Team.~~

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

### **4.12.1.13 Definition of the home address**

The address that must be used for the assessment of eligibility for education travel assistance 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 education travel assistance purposes (e.g. where the pupil is registered as living for GP's, child benefit, etc).

Medway Council can only provide travel 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. Any change in circumstances would require a new application for education travel assistance so that the pupil can be fully re-assessed for eligibility.

#### **4.12.1.13.1 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 as necessary**, 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.

#### **4.131.14 Limitations and matters that are not considered in education travel assistance assessment**

- a) Medway Council do not provide education travel assistance for any mainstream child below compulsory school age in 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) Work experience placements
- e) Any travel between educational establishments, visits to other schools, colleges or other establishments
- f) 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)
- g) 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
- h) The use of any address other than the home address. This includes any address used for childcare/childminder arrangements

#### **4.141.15 Expectations of behaviour**

All children who are granted education travel 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 travel assistance should be withdrawn. Such decisions should only be made based on sufficient evidence and following discussions with Medway Council.

## Section A - part two Assessment and outcomes

### 2.1 Initial assessment and outcome

All applications will be considered against **all** 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 education travel 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 education travel 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 Section C of this policy)

### 2.2 Education travel 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) education travel assistance **may** be granted to the current school being attended to allow completion of their course and continuity of their education.

The minimum statutory eligible walking distance (as detailed in Section A - part one) 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 travel assistance.

### 2.3 Mode of transport

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

If the applicant feels that there are exceptional circumstances for the child where public transport is not appropriate, they may request for the provision of a taxi to be considered.

The use of a taxi will only be considered in exceptional circumstances (usually relating to medical grounds) on a case-by-case basis, as long as relevant supporting documentation from an appropriate professional (e.g. medical practitioner) is provided. [Guidance on the required medical evidence is provided in point 2.5.](#)

Applicants may also request for a ~~fuel cash~~ allowance to be provided instead of a mode of transport to assist them ~~if they or someone else are able to in transporting their child to school each day themselves.~~

The ~~fuel cash~~ allowance is calculated at a cost per mile (or part thereof) for ~~two one~~ return journeys each school day. There is a maximum allocation of ~~fuel cash~~ allowance that can be granted each academic year, ~~and all~~ Allowances are ~~usually paid in one lump sum issued three times per for the~~ academic year, ~~(September, January and April).~~

For the latest information on the ~~rate cost~~ of ~~fuel cash~~ allowance ~~payable~~ ~~please see our website.~~ ~~per mile that can be granted, please contact School Services.~~

## 2.4 Independent and/or non-Medway schools

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

In certain circumstances education travel 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

In exceptional circumstances special consideration can be given for education travel assistance 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 dated no earlier than 6 months prior to the application or be 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 travel 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/gettingtoschool](http://www.medway.gov.uk/gettingtoschool)).

## **Section B**

# **Education travel assistance for SEND pupils**



## Section B part one

### Eligibility criteria, definitions and general information

#### 3.1 Applications

Parent/carers may apply for education travel 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 travel assistance when the pupil is in receipt of a proposed EHCP and when a decision has been made by the Council, in consultation with parents/carers about a school or other educational placement.

#### 3.2 Eligibility criteria

- (a) Having an EHCP **does not** mean that a pupil is automatically eligible for education travel assistance. Eligibility is assessed based on (i) the individual needs of the pupil (taking into account their age and mobility) and (ii) where transport is not required in relation to SEN needs, the distance from home to the school being attended will also be taken into consideration
- (b) For pupils attending work experience placements or transition days, 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 Section A of this policy) will still apply when assessing the pupil for travel assistance
- (e)(d) SEND Transport will only be provided at the start and the end of the normal school day. Part-time or individual timetables cannot be supported where it would mean an additional run would be required

#### 3.3 Consideration of medical needs for SEND pupils

In exceptional circumstances, SEND pupils may be given special consideration for education travel assistance 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 travel assistance because of said medical needs and/or condition.

In addition, travel 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.

Where such parental disability is evidenced, and it is appropriate to do so, the Council may provide a suitably trained and vetted travel companion to accompany the child on their journey to and from school.

## Section B - part two

### Assessment and outcomes

#### 4.1 Travel assistance arrangements

Where a child or young person is eligible, the Council will consider how travel assistance may be provided in the most appropriate and least restrictive way possible.

To promote personal development and independence skills and reduce the environmental impact of home to school travel, children and young people will be supported to use public transport wherever possible. This support may include travel training and/or the provision of a walking companion.

All applications will be considered by the a weekly SEN Travel Assistance Panel to establish eligibility and determine the most appropriate arrangement based on the needs of the child or young person as presented in the application. The panel will consider all the information available at the time of the assessment from sources such as the application for SEND Transport, the child/young person's EHCP, PCAR and any additional supporting evidence provided.

All applications for travel will be considered for a fuel allowance or, in cases of complex or exceptional needs, a direct payment in the form of a Personal Travel Assistance Budget.

In the case of high volume routes, shared transport arrangements are likely to be the most cost effective and environmentally sustainable solution under most circumstances. However, in the case of solo or ad-hoc travel arrangements, a cash allowance or direct payment in the form of a Personal Travel Assistance Budget may provide greater flexibility for families and carers to make their own arrangements.

~~All applications for travel will be considered for a cash allowance or, in cases of complex or exceptional needs, a direct payment in the form of a Personal Travel Assistance Budget. Other direct support will be available where appropriate, for example a travel pass for public transport, a walking escort or shared transport.~~

When making decisions about the type of travel assistance to be granted for eligible pupils, including whether or not a passenger assistant is required, the Council will consider:

- (a) the specific special educational needs of the pupil
- (b) whether the family/carer might wish to be financially supported to make their own travel arrangements
- (c) where applicable, the type of vehicle in which the pupil will be travelling in
- (d) the length of the journey (see 5.1 below)

- (e) whether the pupil is physically able to walk the home to school distance
- (f) whether the pupil is required to be accompanied by a walking escort or passenger assistant

## 4.2 Review of transport provision

Unless otherwise agreed, applications for SEND Travel Assistance must be submitted on an annual basis, and all existing arrangements are subject to an annual review process overseen by the Council's SEN Travel Assistance Panel.

## 4.3 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 Plan (EHCP).

Although entitlement to travel assistance rarely forms part of an EHCP, 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 or carers can ask for the cost of travel assistance to be paid as a **fuel cash** allowance or, in cases of complex or exceptional needs, a direct payment in the form of a Personal Travel Assistance Budget (PTAB) 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. The Council may also use its discretion to provide a Personal Travel Assistance Budget (PTB) where this provides the best value for money.

### 4.3.1 **Fuel Cash** allowances

A **fuel cash** allowance is normally payable at the Council's published mileage rate for two return ~~he~~ journeys to and from home to school each school day. ~~where the child is transported i.e. two journeys.~~

We will usually make three payments over the course of a year, in September, January and April. Each payment will be made within the first 6 weeks of the new term.

Should any overpayment occur, the Authority will seek reimbursement and will refer cases of fraud to the Police.

~~Claims for an agreed cash allowance must be presented monthly and received by the Council's SEN Travel Assistance Team no later than the 14th of each month to enable payment of the cash 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 cash allowances 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.~~

### 4.3.2 Personal Travel Assistance Budgets

Personal Travel Assistance Budgets (PTABs) will normally represent the value of the cash allowance, plus an additional payment to support parents/carers to arrange personalised, flexible travel arrangements that suit the needs of their child and family. Parents/carers will not need to show the council how their PTAB is spent. Parents/carers can spend the budget however they like as long as their child is supported to attend school regularly and on time. The Council reserves the right to terminate a PTAB arrangement at its sole discretion should concerns arise in relation to school attendance.

The published PTAB values represent the maximum proposed allocation for each distance banding and each application will be considered on an individual basis, taking into account the level of additional needs and requirements.

The value of the PTAB based on distance bandings will be reviewed annually and published on the Council's website. A PTAB cannot cost the local authority more than it would otherwise cost to provide the service and, in the case of high volume routes, shared transport arrangements are likely to continue to be the most cost effective and sustainable solution under most circumstances. A PTAB will, therefore, 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.

## 4.4 Allocation of transport

Where the SEN Travel Assistance Panel determines that travel assistance should be granted through one of the Council's commissioned transport providers this will usually be in a shared vehicle with other pupils. 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 and the Council and its contractors will always give due consideration to the age and needs of the child and the route to and from the pick up/drop off point.

Solo pupil transport (e.g. private taxi) will only be considered in exceptional circumstances and only where there is clear evidence to support the need. Any solo 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. All such arrangements will be subject to an annual review process to ensure, in consultation with families and carers, that arrangements take account of the personal development of individual children and young people, opportunities to promote independence and any changing individual or family circumstances e.g. medical needs.

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

## 4.5 Provision of passenger assistants

Passenger assistants will only be provided in exceptional circumstances. These include but are not limited to:

- a) Where a number of children are travelling together and require supervision
- b) Where a child has a severe medical condition or behavioural need, that requires support during transportation

Any request for a passenger assistant must be supported by detailed evidence that demonstrates the risk to the child and/or others. The evidence provided must include a risk assessment, compiled by the Council in partnership with the school or education setting and/or medical professionals, and, in the case of behavioural needs, detail any other strategies that might reasonably be employed to support the young person.

Where a passenger assistant is provided, this requirement will be reviewed every 6 months. The need for a passenger assistants may change as the child grows older.

A passenger assistant'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.

Passenger assistants' 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 passenger assistants. All drivers and passenger assistants will be required to undergo appropriate training, commensurate to the needs of the children and young people they are supporting 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 serious or life-threatening medical condition or exhibits extreme challenging behaviour, we encourage parent/carers to act as the passenger assistant. If this is not possible the Council will make all reasonable endeavours to provide an appropriately qualified passenger assistant but this cannot be guaranteed.

#### **4.6 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. Travel assistance 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 assistance will not be provided for any other visits to the school, or if the parents choose to take their child home for any reason.

<b>Section B – part three</b> <b>Operational issues</b>
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**5.1 Length of journey**

In normal circumstances 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.

**5.2 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.

**5.3 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 appointed or scheduled 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.

#### **5.4 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.

#### **5.5 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) Passenger assistants receive appropriate training and are familiar with safety and emergency equipment

**Section B – part four**  
**Travel Assistance arrangements for learners aged between 16 and 25 with SEND**

### **6.1 Eligibility**

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.

An application for travel assistance for post 16 travel assistance must be completed and the 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.

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

### **6.2 Student contribution**

Whilst young people are now required by law to be engaged in education, employment or training up to the age of 19, the compulsory school age remains 16. Local Authorities do not have a statutory duty to provide home to school/college transport free of charge for learners aged 16 to 19 in the same way as they do for primary and secondary aged pupils up to the end of Year 11. Subsidised post-16 transport is, therefore, a discretionary provision.

All students aged 16-19 (Year 12-14) who require assistance travelling to school or college will be required to pay a contribution towards the total cost of travel. This contribution will be reviewed annually and published within Medway’s Post-16 Travel Assistance statement. This applies regardless of whether they are living in the parental home.

Learners/parents/carers will be notified of the cost of contribution in advance of their student attending Post 16 provision. This will be done once a request for travel support has been approved. Details of the current rate of contribution is also available on our website.

~~Requests for payment will be made termly at the beginning of each term. Contributions must be paid immediately so that transport arrangements can be made.~~

A 25% reduction to the published contribution rate will apply in line with the eligibility criteria described in paragraph 1.2

Where a young adult with a learning difficulty and/or disability aged 19 – 25 has a named education / training provider in their EHC Plan, and if taking into account their personal circumstances, transport is necessary to enable them to access this provision, then transport to/from the place of learning/training will be arranged on an individual basis without charge.

### **6.3 Travel Assistance arrangements**

To support young people in gaining important life skills, and promote independent, sustainable travel, eligible young people accessing post-16 education will be offered a travel pass. Where appropriate they may also be offered travel training and or/support from an independent travel companion for a defined period of time.

Fuel allowance is also available to assist families who drive young people to and from school or college.

Subsidised post-16 transport is a discretionary provision, and therefore alternative post-16 transport options will only be considered in exceptional circumstances. For example, where a young person cannot be driven to school or college, and their special educational needs or disability mean that it is not reasonably practicable for them to access their provision by public transport. Supporting evidence from a GP, Consultant or medical practitioner which illustrates an exceptional need is required to support the application.

The Council may also use its discretion to offer alternative transport options where a young person cannot be driven to school or college, and it is not reasonably practicable for them to access their provision by public transport. This would usually be because of its location, or because the journey requires several changes on public transport, resulting in an unreasonably long journey time.

~~Pupils accessing post 16 education will be offered a Personal Travel Assistance Budget (PTAB) or travel pass, or where the council considers it to be the most cost effective solution, a place may be offered on shared transport.~~

Solo pupil transport will only be considered in exceptional circumstances and only where there is clear evidence to support the need. Any solo 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. All such arrangements will be subject to an annual review process to ensure, in consultation with the young person and their family / carer, that arrangements take account of the personal development of individual young people, opportunities to promote independence and any changing individual or family circumstances e.g. medical needs.

The expectation is that as the young person grows older and matures they are supported to use public transport wherever possible.

All 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.

#### **6.4 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/carers 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.

## **6.5 Travel training**

Travel training gives people with special educational needs or disabilities the confidence and skills to travel on buses and trains. Help can also be provided for walking routes. Being able to travel on public transport is a key life skill. It lets you make choices about how you live, go about your daily life and fulfil your potential. Training can be individually tailored to the needs of the young person and include aspects like:

- confidence in using buses or trains
- personal safety
- how to use timetables and buy tickets
- road safety, including how to cope with traffic on major roads
- what to do when things go wrong (e.g. the bus is late) and
- money skills

Medway Council will offer Travel Training to support young people to access independent travel where families and carers consider this to be appropriate to their needs.

## **Section C**

# **The education travel assistance appeal process**

<b>Section C</b> <b>The education travel assistance appeal process</b>
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**4.1 Stage One: review by a senior officer**

If a pupil is assessed as not eligible for education travel 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) to the School Services Team 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 School Services 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 education travel 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 education travel 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 School Services Team 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. A senior School Services officer will be present to provide details of the case and the reasons why travel 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) 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.



## **Section D**

### **Other travel options**

## Section D

### Other travel options

Where a pupil is **not eligible** to receive free education travel 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. [Some season tickets are also available.](#)

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 [to apply online please visit:](#)  
[https://www.medway.gov.uk/info/200161/travel/351/medway\\_youth\\_pass\\_where\\_to\\_apply\\_for\\_one](https://www.medway.gov.uk/info/200161/travel/351/medway_youth_pass_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/buspassesandtimetables/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/vacantseatspaymentscheme.aspx>~~