

## Special Educational Needs Home to School Transport

The Local Authority (LA) recognises the responsibility of all parents to ensure their child attends school regularly. The policy of Slough Borough Council LA is that, wherever possible, children with a statement of special educational need should be treated no differently from children who do not have a statement. This includes the provision of transport. *It is important to bear in mind that the decision to provide transport will be based not on the parent's/carer's needs, but the child's.*

If transport is necessary, the LA will arrange transport in the most cost effective way bearing in mind the reasonable needs of the child. This may be by minibus, taxi or by issuing a bus pass.

If transport is agreed but the school place is available before transport can be arranged parents/carers may be asked to provide transport on a temporary basis.

It is recognised that transport requirements may vary as a child develops and a review of transport requirements forms part of the annual review of a child's statement of special educational needs.

Transport will be provided for children with special educational needs when the school recommended by the LA is beyond the statutory distance of the LA policy (see general policy) i.e. 2 miles for pupils under 8 years and 3 miles over 8 years of age.

Transport will be provided in the following circumstances:

- If the child fulfils the eligibility criteria irrespective of the statutory mileage condition. (See general policy section (ii)).
- Children who are in care and have been accommodated by the Local Authority outside the Borough, and attend special school.
- Where children are placed in residential schools, termly placements and weekly placements outside the Local Authority. However parents are encouraged to take and collect their children from such provision as a means of establishing regular contact with the school.

- For children in termly placements transport will only be provided to school and home at the beginning and end of the term and half term.
- For children in weekly placements transport will only be provided to school and home on the Friday and Sunday/Monday.
- Where a child has been assessed as entitled to transport and a mobility car has been provided to assist in access for education purposes, parents may be asked to accept responsibility for transport to and from school, with the LA paying a mileage allowance if this is agreed.
- Where possible we would expect parents of children with special educational needs to transport their child as an important means of communication with the school. When agreed they can claim mileage at the agreed rate.

Transport will not be provided in the following circumstances:

- If the pupil does not fulfil the criteria as stated in the general policy or the exceptions to the general policy of this document.
- If the parent/carer requests a place that is not the nearest appropriate school at which a place is available.
- For after school clubs or school trips.
- To work experience placements or other extra curricular activities.
- To dental or hospital appointments.
- To clinical, medical or non-educational appointments.
- In the event of detention.
- To attend school meetings following exclusion from school.
- To attend open days and 'taster sessions' at school.
- Following persistent misbehaviour occurring on transport. Transport may be withdrawn following written warning.

# Application form

Student details	
First Name	Date of birth
Surname	Gender
Also known as	
Home address (Please include post code)  Transport is only provided to and from the main residential address.	
Home telephone	
Mobile	
Email (Important please provide)	
Looked after child Y <input type="checkbox"/> N <input type="checkbox"/>	To which Local Authority
Social worker name	
Social worker contact number	
Borough or district your council tax is paid to	

School details and attendance	
School to be attended	
Required transport start date	

Transport for part time attendance will only be provided for nursery age children (3 years old onwards) attending a SEN School or specialist unit (e.g Hearing Impaired Unit, Speech and Language). Once the child reaches primary school age (Reception year) transport will not support part time attendance for entitled children.

If you are applying for transport for a nursery age child then please include a copy of their timetable from the school on headed paper.

Transport is only provided at the start and end of the school day for years reception to year 11. Where transport is required outside of these times it is the responsibility of the parent / carer or school to provide this.

This should be considered at the point of agreeing alternative timetables outside of normal school hours.

## Boarding school provision

If your child is boarding at their school please tick the appropriate arrangement:

Boarding type	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Termly <input type="checkbox"/>	52 Week placement <input type="checkbox"/>
Entitlement	One return journey per week in line with schools weekly boarding arrangements.	One return journey on a fortnightly basis in line with schools boarding arrangements.	One return journey every half term, travelling to school on the first day of term and returning on the last, every half term.	12 return journeys per academic year to and from school. Journey dates must be notified in writing at least 10 working days in advance of travelling.

Transport outside of these entitlements such as, to attend medical appointments, family events, etc. are the responsibility of the parent/carer or school the child is attending.

## Your child's Special Educational Needs (Please tick appropriate boxes)

Emotional and behavioural difficulties <input type="checkbox"/>	Physical and medical impairment <input type="checkbox"/>
Learning difficulties <input type="checkbox"/>	Visual impairment <input type="checkbox"/>
Speech and language difficulties <input type="checkbox"/>	Hearing impairment <input type="checkbox"/>
Autism Spectrum Disorder <input type="checkbox"/>	

Does your child exhibit any significant behaviour which will impact in their ability to access/wait at a specified pickup point, even if accompanied?

Y ☐ N ☐ If yes, please specify:

## Transport equipment requirements (please tick to specify)

None <input type="checkbox"/>	Travels in a wheelchair/buggy <input type="checkbox"/>
Infant seat <input type="checkbox"/>	Takes a folding wheelchair in the vehicle <input type="checkbox"/>
Booster seat <input type="checkbox"/>	Travels in an electrical wheelchair <input type="checkbox"/>
Crelling harness <input type="checkbox"/>	Takes a folding buggy in vehicle <input type="checkbox"/>

Wheelchair or buggy		Unloaded weight (kgs)	
Manufacturer		Model	
Length (cms)		Width (cms)	
		Height (cms)	

Our aim is to provide suitable transport provision that meets eligible children's needs. To enable us to do so please provide us with any useful information which may assist us? E.g. behaviour linked to needs such as spitting, hitting, aggression, undressing.

Please advise us of anything that may help your child's journey be more comfortable i.e. taking a favourite toy or listening to music.

## Transport care plan

If your child has a specialist healthcare need, then a transport care plan will be required. This will ensure that your child's individual healthcare needs are suitably supported and appropriately managed by operator staff.

Please confirm if your child has any of the following by ticking the appropriate box:

Epilepsy	Y <input type="checkbox"/>	N <input type="checkbox"/>
Emergency medication for epilepsy (e.g. Buccal Midazolam)	Y <input type="checkbox"/>	N <input type="checkbox"/>
Anaphylaxis (severe allergic reaction requiring adrenaline auto-injector)	Y <input type="checkbox"/>	N <input type="checkbox"/>
Diabetes	Y <input type="checkbox"/>	N <input type="checkbox"/>
Use of oxygen	Y <input type="checkbox"/>	N <input type="checkbox"/>
Oral or nasal suction required (excess salivation, risk of choking etc)	Y <input type="checkbox"/>	N <input type="checkbox"/>
Gastrostomy Feed (Enteral Feeding)	Y <input type="checkbox"/>	N <input type="checkbox"/>

If you have ticked yes to any of the above options, please enclose a copy of your child's Transport Health Care Plan (HCP). (Dated within the last year).

We cannot progress your application without this document.

Please be aware that as a general rule, passenger assistants are not trained to administer rescue medication for epilepsy. They are trained to carry out specific functions that are outlined in the risk assessment that you will receive and be asked to sign.

Passenger assistants do not administer oral or regular medication such as asthma pumps, calpol etc.

If you have any queries or concerns about your child's specialist healthcare need or require advice on the correct paperwork to supply with your application, please contact the community nursing team.

## Fuel reimbursement

Slough Borough Council is able to offer parents/carers or another responsible member of the household e.g. husband/wife, partner, grandparents, older siblings a payment in arrears in order for them to take their child to school/college ONLY when the cost of reimbursement is less than the cost of Slough Borough Council providing transport.

- a) the cost of an adult bus/train pass (this can also be used outside of school hours and at weekends)?  
Y ☐ N ☐
- b) payment of mileage allowance to take the child to school (currently 45p per mile)?  
Y ☐ N ☐

If no to either of the above, can you please provide an explanation as to why this would not be possible:

## How does your child currently travel to school?

Walk <input type="checkbox"/>	Car <input type="checkbox"/>
Public transport <input type="checkbox"/>	SBC <input type="checkbox"/>

## Family circumstances (please specify)

How many adults in your household (over 18)?

Children (under 18)	Names of school/college/university (if applicable)
.....yrs	
.....yrs	
.....yrs	
.....yrs	

Does your child ever travel on public transport? Y ☐ N ☐

If yes, please indicate how often Daily ☐ Weekly ☐ Monthly ☐ Yearly ☐

## Other circumstances

Are you in receipt of the mobility component (HRMC) of the Disability Living Allowance (DLA) for this child?

Y ☐ N ☐

Do you or any other adults in your family own a car? Y ☐ N ☐

If yes, how many cars are in your household? 1-2 ☐ 2-3 ☐ 4 or more ☐

Please indicate in the space below any exceptional circumstances you would like to be considered.

--

## Parent/carers agreement

I understand that:

- I am applying for Home to school transport as per the terms and conditions set out in this application form.
- The information I have given is to my knowledge true and correct.
- Slough Borough Council may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the authority.
- Slough Borough Council can withdraw transport in certain circumstances.
- Only correctly completed applications can be assessed for entitlement.
- I will inform you immediately of any change of address or if my benefit changes or ceases, and understand that transport will need to be reassessed and may not result in further entitlement. Any costs incurred during the reassessment will not be funded by Slough Borough Council.
- I accept that Slough Borough Council is committed to maintaining acceptable standards of behaviour on all school transport. Behaviour on our vehicles is monitored by Slough Borough Council and in extreme cases could result in transport being re-evaluated and in severe cases withdrawn.
- If my child is unwell then it will be my responsibility to collect him/her from school.
- I understand that transport can only be implemented from the main residential address which is the address on this application form.
- I understand that Home to School Transport will not accommodate before or after school clubs.
- I give permission to the Special Educational Needs and Disability Team to request and receive information relating to my child from all health professionals in his/her care with regards to transport needs. I also consent to this information being shared with all relevant professionals who are involved with the transportation of my child. If you do not wish to consent to this, please tick the ☐
- I confirm that someone has completed this application on my behalf and agree that the content is correct. Please tick ☐

## Declaration by applicant

I certify that the information given is to the best of my knowledge and belief correct and accurate. I will inform you immediately of any change in my circumstances, (at any time) which may affect my entitlement to transport. I understand that this information will be used for purposes related to the provision of transport and may be disclosed to other authorities for these purposes.

### Data Protection Act 1998

The information which you give on this form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

Parent/carers signature		Date	
-------------------------	--	------	--