SEN Home to School Travel Assistance
Guidance on application

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This document is for further insight and guidance into the 'Home to School Travel Assistance Policy'.

Transport Brokering Team (TBT)

- TBT is responsible for commissioning travel solutions for young people that are considered eligible for receiving travel assistance by the Local Authorities SEN transport panel.

- TBT are responsible for ensuring that solutions provided are cost effective, to extend the limited resources available to eligible families.

- The staff and vehicles are not directly owned or managed by TBT but the requirements and standard of service are all outlined within the contractual agreements with all the contractors that provide a service under TBT's framework.

Eligibility Criteria

Special educational needs, a disability or mobility problem eligibility *(wording from home to school travel and transport guidance)*:

"Local authorities will need to assess eligibility on the grounds of special educational needs, disability or mobility problems on a case-by-case basis. The assessment should take account of the child's physical ability to walk to school and any health and safety issues related to their special educational needs, disability or mobility problems. It may take account of whether they would be able to walk to school if they were accompanied"

The eligibility criteria is different, dependent on age group:

5-16 years old	Statutory age
16-18 (19) years old	Discretionary
19-25	*such arrangements for the provision of transport, as they consider necessary"* and free of charge. (As the Local Authority consider necessary)

When filling in an application form, please ensure that you are completing the form that it is for the correct age group.

Other factors that are considered:

- Young person attends the most suitable local school, as per their EHCP
- Parents accompanying
- Age group
- Low income
- All pupils aged 16+ have their travel assistance reviewed annually. Their existing travel assistance arrangements do not automatically carry over.
- 16-19 bursary may be considered
- Mobility allowance or vehicle will be considered
- Further information can be found in the SEN home to school travel assistance policy

Types of Travel Assistance

- **Walking to school –** accompanied as necessary by parent/carer
- **Cycling to school –** Expenses towards cycling solutions are available
- **Travel expenses –** Travel expenses may be provided the for the applicant or to contribute towards parents/carers fees to accompany their own child.
- **Personal Transport Allowance (PTA) -** Financial assistance that is paid into the parent/carers account monthly, in line with the young persons attendance. A PTB offers families with the flexibility of arranging their own travel solution. The amount offered varies per client, dependent on distance and other factors.
- **Home to school transport –** Vehicle and driver provided by the Local Authority to take the young person to and from their educational establishment, in line with the schools operating hours.
- **Mileage expenses-** Financial assistance that is paid into the parent/carers account on a monthly basis, in line with the young person's attendance. The mileage expenses are calculated at £0.45p per mile, from home to school.
- **Independent travel training (ITT)-** Training provided by a specialist service to enable young people to build their confidence and skills to travel independently. This is a suitable aid in preparing young people for adulthood.

The two core options solutions that the Local Authority will provide to 16-19 year olds is a personal transport allowance at a fixed rate or Independent travel training. Please refer to the latest policy for the current rates and additional travel assistance options. Please also refer to the policy for further information on being assessed under exceptional circumstances for home to school transport.

Application process & panel

1. Application form to be completed and returned to Transport Brokering Team (TBT).
2. Once the application has been received, TBT will arrange for the application to go to next available panel slot. We normally try to have an application seen by panel within two weeks, dependent on availability and the term.
3. Panel review each case individually.
4. Each panel member contributes to the decisions made but the final decision on eligibility is to be made by the SEN manager present. The final decision on the type of travel assistance provided is made by the TBT manager present.
5. Once a decision has been made, TBT will notify the applicants of the outcome.
6. If the application is refused, then the applicant can appeal in the following order; review of decision by the SEN Transport Panel, review of SEN Transport Panels decision by a senior officer; request the Independent Appeals Panel to review the application, escalate to the Ombudsman. More information can be found on this in the 'SEN Home to School Travel Assistance – Guidance for appeals & complaints' document.

Please note that if applying for the next academic year, travel plans will be shared in the summer once the planning phase has been completed. However, eligibility will be confirmed by the panel and confirmation will be provided by the panel co-ordinator.

Application and Panel Process

Application form to be completed and returned to Transport Brokering Team (TBT). There are 3 different application forms, based on age group.

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Once the application has been received, TBT will arrange for the application to go to next available panel slot. We normally try to have an application seen by panel within two weeks, dependent on availability and the term.

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Panel review each case individually.

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Each panel member contributes to the decisions made on eligibility and the type of travel assistance necessary.

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Once a decision has been made, TBT will notify the applicants of the outcome.

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If the application is refused, then the applicant can appeal in the following order; review of decision by the SEN Transport Panel, review of SEN Transport Panels decision by a senior officer; request the Independent Appeals Panel to review the application, escalate to the Ombudsman. More information can be found on this in the 'SEN Home to School Travel Assistance – Guidance for appeals & complaints' document.

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Decision Making Process for Travel Assistance

Parents obtain an application form via Local Authority or via their educational establishment.

Parents complete application form and within the application form they indicate what type of travel assistance they are applying for.

Once application is received by Transport Brokering, the application is sent to the nearest available panel slot; application is sent with any supporting information and the young persons EHCP/Statement. You can still apply without an EHCP but supporting evidence must be provided.

Panel will assess the application and seek the most suitable and cost effective solution, depending on the applicants needs, resources available, eligibility and other factors. For young people aged 16-19, the two core options to be explored are PTA and ITT.

Personal Transport Allowance A monthly allowance to arrange your own transport. The figure offered will be calculated from a preformulated calculator that works based on distance.

Home to school transport - dependent on the resources available and the needs of individual.

Mileage Expenses– The current figure stands at 0.45p per mile and is offered to families which transport the applicant themselves.

Independent Travel Training– Depends on needs, circumstance and availability of the applicant.

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Process for Personal Transport Budget (PTB)

The amount that the Local Authority offer will depend on multiple factors. Generally, the figure offered is calculated based on distance from home to school. The distance is inputted into a preformulated calculator to sum up a figure.

The amount offered for 16-19 year olds is at a fixed rate. Please check the policy for this years rates.

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The Local Authority will contact the parent/carer to discuss the PTB offer.

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If the family accept the PTB offer, the Local Authority will request details for payment and issue out an agreement letter which contains the terms and conditions of the arrangement.

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Once the agreement letter and bank details have been received, Transport Brokering will forward the details on to Barnets Finance team to make monthly payments to the parent/carer. This takes an average of 3-5 days but may also take longer at times, dependent on the finance teams workload.

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Transport Brokering will request monthly attendance records from the school. Payments will be made in line with the days attended. No payment will be made for non-attended days.

Process for home to school transport

Home to school transport is generally shared transport. One to one transport is only offered to passengers with severe medical needs or for exceptional circumstances, due to limited resources.

Being granted home to school transport does not mean that there is an automatic statutory entitlement to a passenger assistant.

Transport Brokering will seek a suitable space/resources for the young person.

Once a potential route has been found, Transport Brokering will check the suitability of the route, such as the dynamics of passengers/needs, risk assessments, control measures and other factors.

Transport Brokering will also negotiate with the contractor to ensure that they can accommodate the young person.

Transport Brokering to send parent/carer an agreement letter which contains the terms and conditions of the arrangements. The signed agreement must be returned as soon as possible. Transport may be cancelled if this is not received in a timely manner.

Once all arrangements have been finalised and records have been updated, the family will be provided with a start date and an estimated arrival slot for the vehicle.

A straightforward solution can take anywhere between a few days to two weeks. The average time it takes to recruit and train a PA is 3 months. If a passenger is a high risk medical client then we will require extra time to ensure the appropriate training has been completed.

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Home to school transport for 16-19 year olds is only offered under exceptional circumstances. Where an agreement is made for the Local Authority to provide home to school transport for this age group, the applicant will be expected to make a financial contribution. Please check the policy for the current rates.

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Process for Mileage Expenses

Mileage expenses are currently calculated at £0.45p per mile from home to school. Transport Brokering will check mapping systems to assess the distance.

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The Local Authority will contact the parent/carer to discuss the mileage expenses.

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If the family accept the mileage expenses, the Local Authority will request details for payment and issue out an agreement letter which contains the terms and conditions of the arrangement.

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Once the agreement letter and bank details have been received, Transport Brokering will forward the details on to Barnets Finance team to make monthly payments to the parent/carer. This takes an average of 3-5 days but may also take longer at times, dependent on the finance teams workload.

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Transport Brokering will request monthly attendance records from the school. Payments will be made in line with the days attended. No payment will be made for non-attended days.

Process for Independent Travel Training (ITT)

If the transport panel agree to fund ITT for a young person, a referral is made to one of our ITT providers.

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The ITT provider will meet with the young person and their family to undertake an assessment.

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The assessment will consider if the young person is suitable for ITT, their strengths, weaknesses and an action plan if the young person is considered suitable.

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The length of time required for ITT and the approach will vary from person to person, based on their needs, independence and behaviour.

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A dedicated travel trainer will be the acting trainer and escort throughout the programme.

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Regular assessments will take place throughout the program to ensure the young person is meeting their targets.

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Upon completion, the young person will be provided with a certificate to verify successfully completing the programme.

If you have any further questions or would like to make a request please contact us on transport.brokering@barnet.gov.uk or call 020 8359 7843 / 020 8359 4038

For the latest information, application forms, guidance and other material please refer to the local offer page :

Barnet Local Offer :: Home / Info and Advice / Transport / Travelling to and from education

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