



**Application for
Travel Assistance
for students aged 16 to 25**

Available to students with special travel assistance needs and an Education, Health & Care Plan

ACADEMIC YEAR 2019/2020

**APPLICATIONS FOR TRAVEL ASSISTANCE
SHOULD BE RECEIVED BEFORE 31 MAY 2019**



Statutory entitlement to free travel assistance ceases once the student has completed compulsory education in Year 11. However, Staffordshire County Council will continue to provide discretionary transport to Post 16 students who meet the policy criteria upon receipt of an application and payment of the relevant charge, subject to the approval of the application.

Please read pages 2 to 7 of this booklet to ensure that you meet the entitlement criteria and for details of the contribution towards travel assistance for Post 16 students.

You are advised not to apply until you have considered all the information provided.

If you would like to discuss any elements of the information, please contact your District SEND Assessment and Planning Service (EHC).

If you have not received a letter from Staffordshire County Council before 30 April 2019 and you meet the criteria below, you will need to apply for travel assistance before 31 May 2019

It cannot be guaranteed that applications received after this date, subject to eligibility, will automatically receive travel assistance from September 2019 and students will be responsible for making their own arrangements, including the financing of those arrangements until travel assistance has been arranged.

Students will need to ensure that all the requested information and evidence is provided in their application for travel assistance as this will form the basis for decision making.

Do you qualify?

If you need transport to school or college and are capable of accessing public transport you are not eligible under this scheme.

Students able to access public transport may wish to apply for a **'Your Staffordshire'** card which is available to all Staffordshire residents and allows travel for post 16 students on public bus services across Staffordshire at £1.30 per journey - see www.yourstaffordshirecard.info

Alternatively as a person with a disability or learning difficulty you may be eligible for a free travel pass, the extended **Disabled Person's Concessionary Pass**. You can use this to travel free on public transport in Staffordshire any time of the day, any day of the week. A companion pass may be provided for a companion to also travel free of charge. Outside of Staffordshire you can use the pass between 9.30am and 11.30pm, Monday to Friday, and all day at the weekend and Bank Holidays.

For more information please visit www.staffordshire.gov.uk/buspass

Staffordshire is committed to enabling its residents to become as independent as possible and offers **Independent Travel Training**. This is a lifelong skill which can have positive impacts beyond the home to school or college journey. It promotes independence and choice, develops confidence and social skills and it opens up further education and employment opportunities. Training is tailored to the skills and the pace of the individual. The Travel Trainers work in partnership with schools and parents/carers to enable the individual to achieve their goals. Travel Training involves route planning, using a variety of travel options, road and personal safety, dealing with emergencies and applying for the appropriate travel pass. For more information please contact the Travel Training team at independent.traveltraining@staffordshire.gov.uk

Travel Assistance Criteria for students with an Education, Health and Care Plan who require specialised travel assistance as they are unable to walk or use public transport (even when accompanied) because of their learning difficulty or disability, aged 16 to 18 or continuing a course commenced prior to their 19th birthday.

Our definition of 'accompanied': This does not refer to a County Council provided Passenger Assistant. It refers to the student's parent or carer identifying a responsible appropriate person within their support network to accompany the student during their journey to their chosen school or training provider.

Please consider the following before completing this application form:

1. The student is between 16 and 18 years old or continuing a course (see definition below) commenced prior to their 19th birthday and
2. The student is a resident of Staffordshire and
3. The student has an Education, Health and Care plan and is unable to use public transport or walk to school/college because of a learning difficulty or disability even if accompanied by a responsible adult and
4. Is studying at the nearest suitable school, college or Local Authority funded training provider offering the course **as specified by the Local Authority** and named in the Education, Health and Care Plan. When considering if a course is available, we take into account the end qualification awarded (not the individual subjects taken), the training provider having a place available to offer on that course, and that the students meet the entry requirements demanded by the training provider and
5. The student is attending a course that is funded by Staffordshire County Council and
6. The student is full time and studying more than 16 hours per week at entry level, level 1, 2 or 3.

Travel assistance criteria for students with an Education, Health and Care Plan beginning a new course over the age of 19 and under 25

For students over the age of 19 and under 25, beginning a new course, an additional assessment is made, in addition to criteria at points 1 to 6 above, as to why it is necessary for the Local Authority and not the student/family to make their own travel arrangements.

We will consider, amongst other things:

- What other arrangements you have considered or tried and why they are not suitable.
- If there is a family member/carer who is able to transport the student and why it would not be a reasonable arrangement to make.
- If the student is in receipt of higher rate mobility component of the Personal Independence Payment or Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outside. We would normally expect this benefit to be fully utilised and if there are any factors limiting its' use you should provide details of them.
- If there is a 'Motability' vehicle which the student may or may not be driver. If a decision has been made to not use the 'Motability' vehicle to support the student to reach their education placement, we would normally expect the carer/student to make their own appropriate alternative arrangements, or provide details as to why that is not possible/reasonable.
- Any other exceptional circumstances that you consider need to be taken into account, and consider any recent supporting evidence that you provide.

Please note that we would not generally consider work or childcare commitments as an exceptional reason for travel assistance to be provided.

The decision on a student's eligibility for travel assistance will be based solely upon information provided by the parent / carer in the application. It is the responsibility of the parent / carer to demonstrate the need for County Council travel assistance on the basis that the student is unable to walk or use public transport (even when accompanied) because of their learning difficulty or disability.

Evidence provided by professionals to support the application should also explain why the students' needs impact on their ability to walk or use public transport (even when accompanied) because of their learning difficulty or disability.

Our definition of 'accompanied': This does not refer to a County Council provided Passenger Assistant. It refers to the student's parent or carer identifying a responsible appropriate person within their support network to accompany the student during their journey to their chosen school or training provider.

What is a new course and what is a continuing course?

Our definition of a new course is one where the named qualification, learning aims, outcomes, unit/course code or title of the course differ to the previous year. For example, an A level in maths delivered over 2 years (the qualification being awarded only at the end of completion of the second year) is considered a continuing course.

Where a student follows a programme of study such as a level 1 course the first year, and progresses on to the level 2 the next, or completes a series of courses where the outcomes differ each year and there is no requirement to progress to the second or further years to successfully complete each year, this is not considered a continuing course.

If you meet the criteria above you will need to apply for travel assistance before **31 May 2019**. It cannot be guaranteed that applications received after this date will automatically receive travel assistance from September 2019 and students will be responsible for making their own arrangements, including the financing of those arrangements until travel assistance is arranged. You will remain responsible for all travel arrangements in the interim.

Your Contribution to Travel Assistance

Staffordshire County Council continues to offer support to post 16 students in order to help facilitate education attendance, where eligibility is met. However, a contribution towards the cost is required.

The contribution for the academic year 2019/2020 is £625. However, applicants providing proof that they or their parents receive one of the following are entitled to a reduced contribution of £494:

- Income based Employment and Support Allowance
- Income Support
- Income based Job Seekers Allowance
- Guaranteed Pension Credit
- Child Tax Credit but not Working Tax Credit with a household income of less than £16,190
- Support under part VI of the Immigration & Asylum act
- Maximum level Working Tax Credit
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)

Suitable written proof includes a recent letter from the Benefits Agency giving details of the claim, your Pension Credit M1000 Award Notice, all pages of your TC602 Tax Credit award notice, a letter from the National Asylum Support Office confirming you are receiving support under part VI of the Immigration and Asylum Act 1999 or copies of the 3 most recent Universal Credit statements or entitlement letters (if you have been on Universal Credit less than 3 months please provide copies of

the all the statements or entitlement letters you have received so far). Your statements are obtained by you from your online Universal Credit account. If you don't have an online Universal Credit account, to request copies of your entitlement letters please contact the Department for Work and Pensions or your Jobcentre Plus office. Applicants will be invoiced for the full £625 contribution where acceptable proof is not received.

The contribution rate is fixed regardless of the number of days travelling, the distance travelled or cost to the Council.

If you are eligible for transport to a college you are required to indicate that you have an Education Health and Care Plan.

Notification of Travel Assistance

If your application is approved you will be sent a letter outlining the travel assistance offer, an invoice and direct debit mandate (if applicable). Although you will have 28 days to pay the invoice to avoid debt recovery action, travel assistance will not be arranged until the invoice has been paid, or the mandate completed, returned and accepted.

Staffordshire County Council will determine the suitability and type of travel assistance provided. This will be based upon the student's needs and abilities, balancing reasonable costs and reasonable travel/waiting times to enable access to the place of learning for the general start/finish times of the establishment and not necessarily the student's own session times. Students using shared transport may be required to arrive before their own sessions begin and stay after they end to accommodate other students using the route. Additional journeys will not be arranged to fit around differences in student timetables.

If your application is not successful, you will be sent a letter outlining the rationale against criteria and be provided with details of the review / appeal process.

The student should allow up to 10 working days for the District SEND Assessment and Planning Service to assess the travel assistance application. If the student is eligible for Post 16 travel assistance, the student should allow up to 20 working days for suitable travel assistance to be put in place.

Failure to provide evidence which the applicant has indicated has been supplied but has not been supplied with the application may delay the ability to make a decision on the student's eligibility for travel assistance.

SECTION 1 - STUDENT DETAILS

SURNAME

FIRST NAME

DATE OF BIRTH

AGE AT 01/09/19

GENDER

MALE

FEMALE

ADDRESS

8

PARENTS CONTACT DETAILS

LANDLINE

MOBILE

EMAIL

Does the student have an Education, Health and Care Plan?

YES

NO

If you are answering no to this question you are not entitled to travel assistance under this scheme

Are you in the care to Staffordshire County Council?

YES

NO

SECTION 2 - COURSE DETAILS

School / College attended 2018/19

Full title of course 2018/2019

School / College to which assistance is required during 2019/20

Will you be attending a new course? YES NO

Full title of course 2019/2020

Full title of end qualification to be awarded

Is the course **16 hours or more** of timetabled study per week?

YES NO **If you are answering no to this question you are not entitled to travel assistance under this scheme**

If not, how many hours?

Date travel assistance required from

TIMETABLE

Only to be completed where the student is attending a college

	ARRIVAL TIME	DEPARTURE TIME
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Where no timetable is available travel assistance will be arranged to arrive at 9.00am and collect at 5.00pm. Where arrangements to college are shared the contract will be timed to accommodate the earliest start time and the latest finish time. Additional journeys will not be arranged to fit around differences in student timetables.

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Is this the **Local Authority determined suitable provider** named in the Education, Health and Care Plan?

YES

NO

If you are answering no to this question you are not entitled to travel assistance under this scheme

SECTION 3 - SPECIAL REQUIREMENTS FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

Special educational and/or medical needs

Please indicate the nature of your child's special educational needs ✓

Emotional & behavioural difficulties	<input type="checkbox"/>	Visual impairment	<input type="checkbox"/>
Physical & neurological impairment	<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>
Speech & language difficulties	<input type="checkbox"/>	Learning difficulties	<input type="checkbox"/>

Please list any specific needs i.e Autism / Down's Syndrome

Transport equipment requirements (please tick to specify)

None	<input type="checkbox"/>	Travels in wheelchair	<input type="checkbox"/>
Crelling harness	<input type="checkbox"/>	Takes a folding wheelchair in the vehicle	<input type="checkbox"/>
Travels in an electric wheelchair	<input type="checkbox"/>		
Other i.e. leg splints / walking frame	<input type="text"/>		

Wheelchair Details

Unloaded weight (KGS)

Manufacturer Model

Length (CMS) Width (CMS) Height (CMS)

Medical Needs

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

Epilepsy	Y <input type="checkbox"/> N <input type="checkbox"/>	Use of oxygen	Y <input type="checkbox"/> N <input type="checkbox"/>
Emergency medication for epilepsy (e.g. Buccal Midazolam)	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"/>
Diabetes	Y <input type="checkbox"/> N <input type="checkbox"/>	Gastrostomy Feed (Enteral Feeding)	Y <input type="checkbox"/> N <input type="checkbox"/>
Anaphylaxis (severe allergic reaction requiring adrenaline autoinjector)			Y <input type="checkbox"/> N <input type="checkbox"/>

If you have ticked yes to any of the above options, please enclose a copy of the student's Healthcare Plan. **We cannot progress your application without this document.**

SECTION 4 - THE STUDENT'S TRAVEL ASSISTANCE NEEDS

Providing an alternative to public transport is an exception for those students with severe physical or learning difficulties. Please provide details of how the student's difficulty prevents them from using public transport or to walk to school / college even if accompanied by a responsible adult. You will have to demonstrate in the box below and with relevant supporting evidence you provide, why an alternative option to public transport should be considered. You may want to include in this section how the student travels to social activities away from home or attends appointments such as doctors, hospital, etc.

The decision on a student's eligibility for travel assistance will be based solely upon information provided by the parent / carer in the application. It is the responsibility of the parent / carer to demonstrate the need for County Council travel assistance on the basis that the student is unable to **walk or use public transport (even when accompanied) because of their learning difficulty or disability.**

Our definition of 'accompanied': This does not refer to a County Council provided Passenger Assistant. It refers to the student's parent or carer identifying a responsible appropriate person within their support network to accompany the student during their journey to their chosen school or training provider.

If applicable please continue on a separate sheet.

Additional information to be provided by students with an Education, Health and Care Plan beginning a new course over the age of 19 and under 25

An additional assessment is made as to why it is necessary for the Local Authority and not the student / family to make their own travel arrangements. Please refer to the criteria '**Travel assistance criteria for students with an Education, Health and Care Plan beginning a new course over the age of 19 and under 25**' on page 5 and demonstrate how you meet criteria.

If applicable please continue on a separate sheet.

SECTION 5 - CONTRIBUTION DETAILS

If your application for travel assistance is approved, there is a contribution of £625 for this academic year. However, there is a reduction if you are in receipt of any of the following allowances. Please tick to indicate which (if any) of the following you or your parents receive.

If acceptable proof* of receipt is provided with the application the contribution will be £494.

Applicants will be invoiced for the full £625 contribution where acceptable proof is not received.

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Eligible for Child Tax Credit but not Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. Please note: anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive

- Suitable written proof includes a recent letter from the Benefits Agency giving details of the claim, your Pension Credit M1000 Award Notice, all pages of your TC602 Tax Credit award notice, a letter from the National Asylum Support Office confirming you are receiving support under part VI of the Immigration and Asylum Act 1999 or copies of the 3 most recent Universal Credit statements or entitlement letters (if you have been on Universal Credit less than 3 months please provide copies of the all the statements or entitlement letters you have received so far). Your statements are obtained by you from your online Universal Credit account. If you don't have an online Universal Credit account, to request copies of your entitlement letters please contact the Department for Work and Pensions or your Jobcentre Plus office.

SECTION 6 - PAYMENT OPTIONS

If your application is approved you will be required to pay a contribution towards the travel assistance awarded.

Please select your preferred method of payment.

Your contribution details will be processed and we will email you with an invoice for payment as per your chosen payment method. If no email address is provided we will send you the information in the post. Although you will have up to 28 days to pay the invoice travel assistance will not start until the invoice has been paid or the direct debit mandate accepted by the bank. You remain responsible for travel arrangements in the interim. N.B. Please do not send payment with this form.

ANNUAL OR TERMLY PAYMENTS OPTIONS

Please tick one option only and indicate date if paying by direct debit.

OPTION 1

Annual - 1 single invoice payment

Non Low Income	£625.00	<input type="checkbox"/>
Low Income	£494.00	<input type="checkbox"/>

OPTION 2

8 x Direct Debit Payments

Non Low Income	7 x £78.13	1 x £78.09	<input type="checkbox"/>
Low Income		8 x £61.75	<input type="checkbox"/>
Preferred payment date	1st	15th	<input type="checkbox"/>

(Please tick one option only and indicate date if payment by direct debit)

OPTION 3

3 x termly invoice payments

	NON LOW INCOME		LOW INCOME		
Autumn	£225.00	<input type="checkbox"/>	Autumn	£180.00	<input type="checkbox"/>
Spring	£200.00	<input type="checkbox"/>	Spring	£157.00	<input type="checkbox"/>
Summer	£200.00	<input type="checkbox"/>	Summer	£157.00	<input type="checkbox"/>

SECTION 7 - INVOICE DETAILS

Please provide details of the person to be invoiced for this travel assistance contribution if your application is approved.

TITLE: MR/MRS/MS/ OTHER (PLEASE SPECIFY)

FORENAME

SURNAME

ADDRESS

POSTCODE

Contact telephone number

Email for invoicing

Please remember to include acceptable proof if you are applying for the lower contribution of £494.

IF YOU ARE NOT IN RECEIPT OF OR FAIL TO PROVIDE ACCEPTABLE PROOF WITH THE PAYMENT DETAILS THE CONTRIBUTION WILL BE £625.

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SECTION 8 - DECLARATION

To avoid delays in your application being processed, please check and confirm that you have enclosed the relevant supporting evidence:

- Acceptable proof of benefit (if applicable)
- Student's Healthcare Plan (if applicable)
- Evidence to support why an alternative option to public transport should be considered

(Please list what evidence you have provided)

By submitting this application, I acknowledge and accept the provision made will be as described in the guidance notes which I have read and understood and agree to the contribution towards travel assistance as identified at Section 6 if the application is approved.

- I agree that the information provided on this application form will be used to ensure that the council's records are correct and may also be shared with other agencies and service providers to ensure that my family receives an appropriate service. The full Data Protection statement can be found at <https://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>.
- I agree that the information I have provided is true to the best of my knowledge, and understand that any false or deliberately misleading information provided on this form and/or supporting papers may render this application invalid and could lead to the withdrawal of any travel assistance provision offered to my child.
- I agree that the School Transport Service and/or the SEND Assessment and Planning Service (EHC) can contact any relevant agencies in order to validate this application to arrange my child's transport.

Signed

Date

Name

(BLOCK CAPITALS)

PLEASE SEND YOUR COMPLETED APPLICATION AND SUPPORTING EVIDENCE BY POST OR EMAIL TO THE RELEVANT SEND DISTRICT OFFICE:

East Staffs & Tamworth Locality Office

Grange Centre
Grange Street
Burton-on-Trent
DE14 2ER

BSSBurton@staffordshire.gov.uk

Stafford & South Staffs Locality Office

The Kingston Centre
Fairway
Stafford
ST16 3TW

BSSStafford@staffordshire.gov.uk

Lichfield & Cannock

Locality Office
The Old Library
Bird Street
Lichfield
WS13 6PN

BSSLichfield@staffordshire.gov.uk

Newcastle & Moorlands Locality Office

Seabridge Centre
Ash Way
Off Seabridge Lane
Newcastle-under-Lyme
ST5 3UB

Newcastle.bss@staffordshire.gov.uk

APPLICATIONS FOR TRAVEL ASSISTANCE SHOULD BE RECEIVED BEFORE 31 MAY 2019

If you have any queries with this form, please contact your District SEND Assessment and Planning Service. Alternatively you may wish to contact the Staffordshire Family Partnership for independent confidential advice on 01785 356921.

Applicants may also wish to visit the website of the Special Educational Needs Transport Advocacy Service (SENTAS) which is a non-profit Community Interest Company formed to provide parents and young adults with information, advice and advocacy around issues with SEND home to school and college transport:

<http://sentas.co.uk/>

Any personal data collected through your application for travel assistance is handled securely and in accordance with the Data Protection Act 1998. We will use this information to process your application for travel assistance. The County Council uses personal information about children and families to enable it to provide relevant services to them and to carry out specific functions for which it is responsible.

For more detailed information please see :-<https://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

If you would like assistance with the translation of this form into another language or format, please contact the Contact Centre on 0300 111 8000.