



**Staffordshire**  
County Council

**SEN Home to School  
Stage 1 Travel Assistance  
Review Request  
for pupils up to and including Year 11**

Available to students with special travel assistance  
needs and an Education, Health & Care Plan or  
a Statement of Special Educational Needs



A travel assistance review will only consider the entitlement to travel assistance and travel arrangements made. It is outside the remit of the SEN travel assistance review process to make decisions regarding the suitability of a school named in Part 4 of a Statement of Special Educational Needs or Section I of an Education, Health and Care Plan as nearest appropriate. Requests for review which centre solely on the suitability of the school will be rejected and the parent referred back to the SEND Assessment and Planning Service (EHC).

The travel assistance review process will ensure that the transport policy and law have been correctly applied. It will also ensure that any special and exceptional circumstances which mean that travel assistance should be granted as a concession are taken into account.

In order to understand the rules about eligibility and the grounds on which you can request a review, please read all of this form before completing and submitting it.

The full Home to School Travel Assistance Policy can be found at:  
**[www.staffordshire.gov.uk/schoolandcollegetransportpolicy](http://www.staffordshire.gov.uk/schoolandcollegetransportpolicy)**

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The placement of a child with special educational needs in a mainstream or special school / unit, or issuing of an Educational Health and Care Plan or Statement of Special Educational Needs, does not automatically result in the provision of free travel assistance.

Under legislation and Staffordshire County Council policy, travel assistance may be provided for children with special educational needs to the nearest appropriate school if:

- The child is aged under 11 years and lives more than two miles from the nearest appropriate school (as determined by the Local Authority).
- The child is aged 11 years and over at the start of the school year and lives more than three miles from the nearest appropriate school (as determined by the Local Authority).
- The child has a physical or sensory impairment which makes it impossible for them to travel to school by any other means and which prevents them from walking to school even when accompanied by a responsible adult.
- The child has severe, profound or multiple learning difficulties or a disability which prevents them from walking to school **even when accompanied** by a responsible adult.
- The child has a disability which prevents them from accessing the transport generally available to take other children from that area to school.
- Secondary age pupils also have an entitlement to income assessed travel assistance. For pupils registered for free school meals or where the family receive the maximum amount of working tax credit, free travel assistance will be provided to one of the three closest suitable schools when it is between 2 and 6 miles away, or the closed school chosen on faith grounds when it is between 2 and 15 miles away. Income assessed travel assistance is re-assessed each year and if the qualifying criteria are no longer met, travel assistance is removed at the end of the academic year.

Passenger assistants will be provided on special needs transport if:

- The child is under 5 years old.
- The Local Authority decides that the child has a disability which makes it necessary to provide a passenger assistant.
- The child has an emotional / behavioural difficulty which gives rise to concerns about the wellbeing of the pupil or other pupils or staff.

Schools and parents have a responsibility to ensure that they brief passenger assistants about all the needs of the child.

A parent may wish to appeal a decision about:

- Eligibility for travel assistance including;
  - o The distance measurement in relation to statutory walking distances for children and young people up to and including Y11; and
  - o The availability and / or nature of the route for children and young people up to and including Y11;
- Transport arrangements offered

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During the review / appeal process you will be responsible for making your own travel arrangements, including the financing of those arrangements. If, at any stage during the review and appeal process, the decision not to provide travel assistance is overturned, only then will the Local Authority become responsible for putting appropriate travel assistance in place and for funding it once travel arrangements have been made.

To request a review against a decision regarding travel assistance or transport arrangements made, please complete all sections of this form and send the completed form by email or post (within 20 working days of your refusal) along with your supporting evidence to the relevant SEND District Office:

East Staffs & Tamworth Locality Office  
Grange Centre  
Grange Street  
Burton-on-Trent  
DE14 2ER

**[SENDTransportAppealsBurtonTamworth@staffordshire.gov.uk](mailto:SENDTransportAppealsBurtonTamworth@staffordshire.gov.uk)**

Lichfield & Cannock Locality Office  
The Old Library  
Bird Street  
Lichfield  
WS13 6PN

**SENDTransportAppealsLichfieldCannock@staffordshire.gov.uk**

Stafford & South Staffs Locality Office  
The Kingston Centre  
Fairway  
Stafford  
ST16 3TW

**SENDTransportAppealsStaffordSouthStaffs@staffordshire.gov.uk**

Newcastle & Moorlands Locality Office  
Seabridge Centre  
Ash Way  
Off Seabridge Lane  
Newcastle-under-Lyme  
ST5 3UB

**SENDTransportAppealsNewcastleMoorlands@staffordshire.gov.uk**

We aim to make a decision within 20 working days of receipt of your request for a review.

You may wish to contact the SEND Family Partnership Service who will help you to express any views you may have and provide you with relevant advice. They are an impartial and confidential service who can be contacted on 01785 356921.

## Guidance Notes:

Please give full details of why you are appealing against the decision not to provide travel assistance:

- Eligibility for travel assistance
  - o Including why the child is unable to make the journey to school (accompanied as necessary); or
  - o Why the child requires travel assistance outside of Staffordshire County Council's agreed policy (which includes distance measurement and / or availability / nature of the route for children and young people up to and including Yr 11).
- Transport arrangements offered
  - o Why you feel the transport arrangements are not suitable.

Include all recent supporting evidence (no more than 6 months old) which you consider supports your appeal. Letters simply of 'support' without additional evidence (e.g. medical professional's report) are not sufficient.

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We will consider the information you provide when making our decision. We will not generally seek extra information for confirmation of your views you have sought from schools, doctors, other professionals, etc.

Each request will be assessed on a case by case basis, considering the law, County Council policy and any supporting information provided.

Exceptional circumstances depend on the facts of each case but would not normally include reasons such as:

- Change of address;
- Low income;
- Lack or non availability of transport;
- Single parent;
- Non-entitlement arising from attending a parent's choice of school;
- Parent(s) unable or unwilling to accompany their child due to work, family or other childcare commitments;
- Requests for assistance to / from any address (e.g. childminder or other family member) other than the main home address as registered with the school;
- Requests for assistance to / from before and after school clubs;
- To move with their peer group from their previous school.

**SECTION 1 - PUPIL DETAILS**

SURNAME

FIRST NAME

DATE OF BIRTH

ADDRESS

SCHOOL TRAVEL ASSISTANCE REQUESTED TO

REQUESTED START DATE FOR TRAVEL ASSISTANCE

## SECTION 2 - DETAILS OF PERSON COMPLETING THIS FORM

TITLE

SURNAME

FIRST NAME

RELATIONSHIP TO CHILD

TELEPHONE NUMBER

EMAIL ADDRESS

ADDRESS IF DIFFERENT TO THE CHILD (any correspondence will be sent to the address of the person completing this form)

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## SECTION 3 - DETAILS OF APPEAL

Please tick the decision you are appealing against:

Eligibility for travel assistance including:

- The distance measurement in relation to statutory walking distances for children and young people up to and including Y11
- The availability and / or nature of the route for children and young people up to and including Y11

Transport arrangements offered



### SECTION 3 CONTINUED - DETAILS OF APPEAL

Please provide details of:

- Why you are appealing the decision.
- Why you think the child is eligible for travel assistance.
- Why you think the travel arrangements offered are not suitable for your child.
- The evidence you are providing to support your claim.

Please continue on a separate sheet if necessary.

Please ensure that you submit any supporting evidence with the review request form.

SIGNED

DATE

Please list the supporting evidence you have provided