

Extract 8.0 – 9.0 from Home to School/College Transport Policy

8.0 Transport for child/young person with a Statement of Special Educational Needs (SEN)

8.1 Most child/young people with Statements of SEN do not require special transport arrangements. Wherever possible and appropriate, the child/young person with SEN should be treated in the same way as those without i.e. in general they should walk to school, travel on public transport or be taken by their parents. They should develop independent travel skills which should be assessed at each Annual Review.

8.2 The majority of children/young people of compulsory school age (5-16) who have a statement of SEN will attend their designated mainstream school. Some children may qualify for free transport.

8.3 Free transport may be provided to child/young person with statements of SEN if:

- They live outside the agreed walking distance as noted in section 1 and 2.(over 2 miles for children under 11 years old and under 3 miles for children 11 years and over)
- They are a child/young person with a statement who has a special educational need medical need or disability which ordinarily prevents him/her from either walking or accessing free /subsidised transport provided by the Authority.

8.4 In these circumstances Authority will provide transport as set out below:

- I. In all cases where transport has been arranged, parents/carers will be asked in the first instance to transport and be offered remuneration for mileage (fuel costs).
- II. Mileage allowance will only be paid where there has been prior agreement between parents and the Council. Parent /carers claiming mileage must provide a valid driving licence, adequate insurance and a current MOT certificate for the vehicle they intend to use.
- III. Payment should not result in parents and carers experiencing income tax liability, but they should confirm this with their tax office. Only once this has been explored and written evidence provided to why parent/carer can not provide transport will the Authority provide free transport.
- IV. If parents/carers decide to send their child/young person to their preferred school (non catchment) the Authority will not provide transport. The only exception to this will be where the Authority is ordered to do so by the Special Educational Needs (SEN) and Disability Tribunal (SENDIST).

- V. Where a child/young person has a physical disability which prevents them from accessing their catchment or designated school, the County Resourcing Panel will consider each case in accordance with the Authority's Building Adaptation Policy including taking into account:
- whether all reasonable adjustments have been fully investigated so that the child/young person is not being treated less favourably;
 - the costs of building work necessary to adapt the catchment or designated school compared with the cost to transport the child/young person to an alternative accessible school (within a 5 miles radius from the child/young person's home) which has the required facilities/access.

If conditions are met transport may be provided as detailed below:

- VI. Pupils will be transported from their home address to school and back at the end of the school day. The Authority will not authorise the collection or return of a child/young person to a different "home" address during the week unless the Authority has reached a prior agreement with the parent/carer.
- VII. The council is unable to guarantee that pick up or drop off times will be compatible with any other arrangements made by parents /carers. On arrival at school, an escort will either take the child/young person into the building or hand them over personally to an identified member of staff.
- VIII. Parents/carers are responsible for escorting their child/young person to and from the vehicle. Where a child/young person is collected from an agreed pick up point the parents/carers remain responsible until the child/young person boards the vehicle at the home address. Once on school premises the school becomes responsible for the supervision of the pupils.
- IX. Parents/carers are required to receive the child/young person on their return from school. If parents/carers are not available when the child/young person returns from school the Authority advises drivers to take the child/young person to the nearest Social Care office.
- X. The Authority aims to keep journeys to no more than 45 minutes for primary and 75 minutes for secondary age child/young person each way, wherever possible.

The Authority will not provide transport in the following circumstances:

- XI. The Authority will not fund additional transport should the child/young person not be available at the agreed collection time. Additionally the Authority will not be responsible for funding transport to work experience placements.
- XII. Pupils will not be provided with transport to support their attendance at school. Should pupils have poor attendance records then there should be a referral to the locality team. The Authority will not provide transport where a

child/young person has to remain at school for a detention or when they are excluded from school.

XIII. The Authority will not fund transport to medical appointments, court appearances, birthdays or transport child/young person/young people home if they become ill at school. This remains parental responsibility.

8.5 Escorts for Child/young person with a Statement of SEN

An escort is provided on Authority transport for the following reasons:

- the child/young person is aged 5 or under
- the child/young person has assessed communication difficulties that prevent him/her alerting the driver to a problem
- Where the child/young person has individual needs which, in the Authority's risk assessment, require provision of an escort.

8.6 Ordinary Placement of Residence

There may be circumstances, where a child/young person has more than one home address for example where parents/carers are separated or where a pupil regularly resides with other family members or friends. The Authority does not provide assistance with transport from more than one home address. Parents/carers of a pupil with more than one residence should nominate one address to be the pupils "main residence" from which transport eligibility will be assessed in accordance with the transport policy. If no address is nominated the "main residence" will be taken to be the address nearest to the school.

8.7 Health and Safety

The Authority aims to maintain the highest standards of safety and security for all pupils travelling to and from school. However, parents also have a responsibility to help maintain safe and secure travelling arrangements for the benefit of all transport users.

8.8 Behavioural standards

Responsibility for child/young persons behaviour whilst accessing transport is the parent/carer and Authority. Inappropriate behaviour by child/young person will not be tolerated.

Child/young person being transported will be expected to follow the same behaviour codes as they do when in school. Unacceptable behaviour will be monitored and may result in exclusion from transport. Parents/carers will become responsible for transporting their own child/young person during any period of exclusion from transport.

8.9 Review of Arrangements

As part of Annual the Review of the Statement process the travel arrangements for the individual will also be reviewed. This will provide an opportunity to consider whether the needs of the individual have changed and therefore if the support provided to the Authority on issues or concerns.

The nature of placements means that overall transport arrangements have to be flexible and take into account new child/young person during the year. Frequent changes of operators are avoided wherever possible to ensure child/young person benefit from consistency and parents/carers will be given prior notification of any changes.

8.10 Special Out-County Schools for child/young person with Statement (up to end of year 14)

Where a child/young person has been placed in an independent out county school by Cambridgeshire County Council, the Authority will expect the parent/carer to transport the child/young person to and from school. CCC will and provide fuel costs at the agreed rate per mile. The Authority will only provide transport where the family has no access to a vehicle.

A written agreement between the Authority and parents/carers will identify the number of journeys the Authority will provide fuel costs for . This will vary dependant upon the nature of the residential placement i.e. weekly boarder/termly boarder.

The Authority provides additional transport in the following circumstances:

- The child/young person/young person is ill
- The child/young person is excluded

The Authority will **not** provide transport in the following circumstances:

- The child/young person needs to attend a medical appointment.
- The child/young person needs to attend a court appearance or associated required meeting.
- The Authority will not fund parent/carer attendance to Annual Reviews.
- Transport for birthdays.

9.0 Transport for child/young person who are looked after by the Local Authority (LAC)

For the purposes of home to school transport the policy for Looked after Child/young person (LAC) is the same as for pupils for whom the Authority is not the corporate parent. However, in circumstances where a child/young person's foster placement is changed the Authority is sympathetic to the disruption this can cause and mindful of the fact that school placement may be the one point of continuity for such child/young person. Decisions regarding requests for transport in such cases are based on the individual circumstances of the LAC, and take into account the

child/young person's year group, the journey length and time (in accordance with the Authority's policy as set out in paragraph 1.1(d) above) as well as the cost.