

APPLICATION FOR TRAVEL ASSISTANCE FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

GUIDANCE FOR COMPLETION BY PARENTS / CARERS

This form must be completed by Parents / Carers who wish to apply for travel assistance for pupils with an Education, Health and Care Plan (EHCP) or pupils without an EHCP but have medical needs which might make them unable to attend school unaided. Bolton Council's current policy (20/21) on the provision of travel assistance for pupils with Special Educational Needs is available on our website: www.bolton.gov.uk or by contacting the team on: 01204 337957. The 21/22 policy will be published in due course.

For pupils with an EHC Plan we apply the same general eligibility criteria as other pupils. Where, due to the individual needs of the child, the journey to school cannot be undertaken safely even when accompanied, the Local Authority will assess the need for travel arrangements to be made.

Parents with a disability who are unable to accompany their child to school, who would otherwise need to be accompanied, will need to complete a separate form available from the contact number below.

Applicants must fully complete the form as the information will be used to assess whether your child may be entitled to travel assistance. You will be notified of the Council's decision in writing as soon as possible.

If assistance is declined, you will be notified in writing, outlining reasons for the decision.

If you disagree with the decision you may request a review by completing the Review of Decision/Appeal form which will be included with your travel assessment notification letter.

Applicants should allow approximately 30 days from the application to travel assistance commencing.

Please note that it is the legal responsibility of the parent / carer to ensure their child attends school regularly, including the period during this application process.

If your child has an Education, Health and Care Plan they may be entitled to a free travel pass from Transport for Greater Manchester for use on public transport and:

- be a permanent resident of Greater Manchester
- be registered blind; or
- be unable to talk; or
- be profoundly deaf and without speech; or
- be profoundly deaf with speech that cannot be readily understood; or
- have a learning disabilities; or
- be unable to use both arms;

You can apply for this pass by contacting Bolton Council's SENDAS Team on 01204 332097 or Transport for Greater Manchester 0161 244 1000.

Application for Travel Assistance to School

Name of Pupil		
Date of Birth		
Home Address (including postcode)	<hr/> <hr/> <hr/> <hr/>	
Parent(s) / Carer(s) names		
Contact Telephone Number (s)	Landline	
Emergency contact number	Mobile	
Email address	Emergency number	
	Email	

Name of school to which travel assistance is required.	
Date required from:	
Year Group	
Current school (if different)	
How does your child currently travel to this school?	

Do you have any other children aged 16 or under? (If yes, please list all other children living at the same address)	Yes	No
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Name	Age	Year Group	School	School Times	

Are you entitled to free school meals for your child(ren) or in receipt of your maximum Working Tax Credit?	Yes	No
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Does your child cycle?	Yes	No
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Does your child have a bus pass?	Yes	No
If no, have you applied for a National Concessionary Pass from Transport for Greater Manchester?	Yes	No

In your opinion is your child able to travel on public transport safely?

Yes, on their own

Yes, with support

No, even if they have support

If not, why not?

Has your child been assessed to determine their ability to be travel trained?

Yes, and suitable

Date of assessment

Yes, and not suitable

Date of assessment

No

Please tick if the answer is 'no'.

How many buses / trains would you / your child need to catch to travel to school?

One

Two

Three

Does the family have a car?

No

Yes, one

Yes, more than one

If yes, is the vehicle provided for the pupil under a Mobility, or other scheme?

Yes

No

In some circumstances the Council may provide you with a personal budget to arrange personalised travel arrangements.

APPLICATION FOR TRAVEL ASSISTANCE

Parent / Carer Declaration

I declare that the information provided on this form is correct at this moment in time. If circumstances change on any areas of the form, I will notify the Council immediately.

Following this assessment, the Council will decide what form of home to school travel assistance will be awarded.

If the Council agrees to provide travel assistance for my child, I understand:

- This will be stopped if any information on this form is found to be incorrect.
- **Any help with travel provided will be subject to an annual review. The type of transport or level of support may change to reflect the changing needs of the pupil. Travel support may not be necessary as the child grows older and if they become more independent.**
- Any change of circumstances e.g.: change of address, may affect my child's entitlement to travel assistance. This may also result in a change to the type of travel assistance awarded.
- The Council may withdraw travel provision if the behaviour of my child presents a health & safety risk to themselves or others whilst travelling on the transport.
- My child needs to be ready at the agreed pick up point at the agreed time, each morning.

Signed:	
Print name:	
Date:	

GDPR (General Data Protection Regulation) -

The Council maintains a Register of all applicants for Travel Assistance which is required for administration of this scheme. Personal information provided on this form is treated in confidence and complies with the requirements of GDPR Act.

Please return your completed application to:

Bolton Council
Integrated Transport Team
Mayor St Depot
Ellesmere St
BOLTON
BL3 5DT or email ITU.applications@bolton.gov.uk