



**LONDON BOROUGH OF LAMBETH  
TRAVEL ASSISTANCE POLICY**

Children's and Young People's Service  
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Signed as a policy



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# Lambeth Special Educational Needs (SEN) Travel Assistance Policy

## 1. POLICY STATEMENT

This policy explains the entitlement to travel assistance for children and young people of statutory school age, in school education, up to the age of 19 and who have a statement of Special Educational Needs (SEN).

Those with children in Early Education **Settings** or pre-school children are reminded that children under the age of 5 years are eligible to travel free on public transport when accompanied by a fare-paying passenger.

Pupils between the ages of 5 and 16 who do not have a statement of Special Educational Needs seeking travel assistance should make an application under Lambeth's Pupil Support Transport Policy, found in Appendix C.

Young people between 16 and 19 who do not have a statement of Special Educational Needs seeking travel assistance should make an application under Lambeth's Home to school/college transport policy for post-16 students, found in Appendix D.

For young people over the age of 19 attending further education. Provision of transport will be the responsibility of Lambeth's Adult Care Services (ACS). Such arrangements will form part of their transition into adulthood plan. For further information and assistance you will need to contact Lambeth ACS on ☎ 020 7926 4761.

Where a non-statemented child cannot attend school due to specific diagnosed medical reasons, travel assistance may be available via Lambeth Social Care Service. For further information and assistance you will need to contact Lambeth CYPS Referral & Assessment Team on ☎ 020 7926 6676.

Lambeth is committed to ensuring that each child can fulfil their potential. The aim of this policy is to support all children and young people with significant SEN to lead lives that are as independent and as free from restriction as possible and that each child is supported to achieve independent travel wherever practicable thus contributing to achieving the Five Outcomes for children and young people as follows:

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well being

The vast majority of Lambeth pupils with a Statement of SEN do not receive or require specialised travel assistance from the Authority. Wherever possible the Authority expects parents/carers of pupils with a Statement of SEN to make arrangements for their child to attend school in the same way as for parents/carers of pupils without a Statement, as this is an important factor in developing the pupil's independence, social and life skills. To assist with facilitating independence, children of school age (including students in full time education up to the age of 18 years) are entitled to free travel on buses and trams from Transport for London. For more information go to [www.tfl.gov.uk](http://www.tfl.gov.uk)

This Travel Assistance Policy sets out the eligibility criteria for travel assistance, how parents/carers may apply, how decisions are made and how parents/carers may appeal against decisions that they are unhappy with.

The policy is intended to provide clarity for parents/carers in a wide range of circumstances, and to ensure that children with particular and significant needs are appropriately supported. **However, the Policy does not remove or reduce the legal responsibility of parents and carers to ensure that their children attend school regularly.**

If the Authority agrees to provide travel assistance it will be provided in a safe and cost effective manner taking account of the child's specific needs. The Authority also has a duty to ensure that all arrangements make best use of its resources. Lambeth has a nominated SEN Transport Manager working closely with parents/carers, schools and other agencies to oversee the application of this policy and the allocation of travel assistance.

Lambeth is committed to reducing traffic congestion, improving road safety and reducing the environmental impact of vehicle journeys by promoting alternative forms of travel, such as walking, cycling and use of integrated public transport. Wherever possible, in the provision of travel assistance the Authority will consider travel options for 'eligible children' that lead to reducing the number and length of vehicle journeys.

This policy is designed to be consistent with the Council's legal obligations as set out in the Government's Home to School Travel and Transport Guidance. If there are any inadvertent differences between this Policy and the underlying legislation, then the legislation will of course take precedence, wherever the legislation imposes a higher duty on the LA.

For large numbers of children, getting to school will be a reasonable and safe walking experience, which will also help in promoting their independence and physical well being. In addition, children under the age of 16 years (18 where in full time education) are eligible through Transport for London to travel free on public buses. However, there will (in particular) be a small number of children with special educational needs, disabilities or mobility problems who cannot reasonably be expected to walk to school, for whom the Council will need to make arrangements to provide 'travel' assistance dependent upon an eligibility assessment. Children who are required to travel beyond the relevant walking distance to reach their school because the LA is unable to make arrangements at a suitable school nearer to home, may have an entitlement to travel assistance. Again, this will be dependent on an eligibility assessment and where applicable, means testing. Also included in these criteria are children unable to walk in safety to school because of the nature of the route. There are also particular rules for children entitled to free school meals, or where the parent is awarded working tax credit at the maximum rate, or where children are attending a faith school. Parents will be aware that, in London, Transport for London provides free bus passes for all children under the age of 16, and so it is worth remembering that Lambeth CYPS will not need to make any additional arrangements for the vast majority of the children in its area.

The Local Authority is not necessarily required to provide free travel for pupils who attend schools outside the distance limit if there is a place available at a nearer appropriate school. Whilst the wishes of parents are an important consideration, they are not the only legal criteria in determining decisions by the LA on support for travel.

#### The Legislation

The Authority must make decisions in accordance with the relevant provisions which are (primarily) in Sections 508A, 508B, 508C, 508D, Section 509AA, 509AB, 509AC, 509AD and 509A of the Education Act 1996 (as amended). The Act provides that a duty to provide free school transport will be owed by the Local Authority to a child in its area who is an "Eligible Child" and either (i) no travel arrangements relating to travel in either direction between his home and school are provided free of charge by any other person, or (ii) such arrangements are not suitable for the purpose of facilitating attendance at school. The list of "Eligible Children" is, in summary, as follows:-

- SEN, Disability or mobility problems; children registered at a school within walking distance of home, who by reason of their SEN, disability or mobility problems, cannot reasonably be expected to walk there, and no suitable arrangements have been made to attend a nearer school
- Nature of Route; children registered at a school within walking distance of home but having regard to the nature of the routes which they could reasonably be expected to walk, cannot reasonably be expected to walk, and no suitable arrangements have been made to attend a nearer school
- Outside Walking Distance; children registered at a school outside walking and no suitable arrangements made for boarding or to attend a nearer school

- Free school Meals; There are detailed provisions for some children on free school meals or with a parent on full Working Tax Credit, depending on age, distance from school and whether the school is based on the parent's religion or belief

In summary, LAs in England must:-

- Have regard to the Government's Guidance, publish information about travel arrangements and consult.
- Have regard to any parental choice of school based upon the parent's religion or belief.
- Provide free transport to and from school for Eligible Children (as defined by Schedule 35B of the Act) for whom no (or no suitable) free travel arrangements are provided.
- Prepare for each academic year a transport policy statement specifying travel arrangements for persons of sixth form age and secure that effect is given to such arrangements.

The Authority may (has discretion) to:-

- Make such school travel arrangements as they consider necessary for children who are not Eligible Children (as defined by Schedule 35B of the Act).
- Provide assistance with travel for nursery education.

#### Parental responsibility

Parents/carers should note that they have a responsibility to ensure that their Child / children attend school under Section 444 of the Education Act 1996 and this includes making the necessary travel arrangements to get their child to and from school. The initial onus therefore rests with them to make travel arrangements in all situations but to ask for assistance from the LA where this is not possible or where the parent considers that the responsibility should fall on the LA. The LA will make an assessment to identify eligibility for assistance in line with the law and its published criteria below.

The LA will assist parents and carers with travel arrangements after an assessment has been carried out and it has been proved that the pupil meets the LA standard criteria outlined in this document.

If parents or carer's require further assistance understanding their rights and this policy they should contact Lambeth Special Educational Needs Service on 0207-926-3190, or alternatively they may also contact the national Special Educational Needs helpline freephone number, 0808-808-3555.

## **2. ELIGIBILITY**

Eligibility is based on the needs of the child, and not family circumstances such as parental/carer employment responsibilities. However, the Authority may take family circumstances into account when considering the type of travel assistance to be offered provided that it is consistent with the efficient use of resources (including routing).

### **2.1 A child or young person will normally be eligible for travel assistance under this policy if the child or young person:**

- a) Has a statement of special educational needs and ....
- b) Has a significant learning, physical or sensory disability affecting capacity to travel independently and .....
- c) Lives further than the statutory walking distance between home and school (ie over 2 miles for children under eight years of age or over 3 miles for children aged eight years old and over) and ...
- d) Attends a school that the Authority has determined or is named in the Statement as being the nearest available school that is able to meet the needs of the child or .... attends a school chosen by the parents/carers on the grounds of a recognised religion or belief and
  - there is evidence of adherence to that religion and
  - the first preference was for a denominational school and
  - the denominational school is the nearest available for the pupil's age group and
  - the denominational school can meet the needs of the child.

### **2.2 A child or young person may be eligible for travel assistance if the child or young person:**

- a) Has a Statement of SEN, lives within the statutory walking distance but is unable to walk relatively short distances to school owing to disability or mobility problems (including temporary medical conditions) and family circumstances make it impossible for the parent or carer to take the child to school.
- b) Is of pre school age and has undergone an assessment for a Statement or there is clear evidence that a child has significant special education needs and the Authority has recommended a place at a specially resourced nursery unit and this unit is over two miles away from the home address.
- c) Is undergoing Statutory Assessment, meets eligibility criteria, and has been placed on an assessment placement by the Lambeth SEN team.
- d) Is over the statutory school age of sixteen and has mobility difficulties of such severity that it is impossible to travel independently between home and school/college. Assistance may be provided in specific circumstances where:
  - the young person is under eighteen years of age or older if they started a course of further education before their nineteenth birthday and are still participating in that course and;
  - they are attending the nearest appropriate school/college and;
  - they are following a full time course leading to or working towards a recognised qualification.

All decisions will be based upon clear medical/specialist advice, evidence of need and parental circumstances.

**2.3 Other than in exceptional circumstance a child or young person will not be eligible for travel assistance under this policy if:**

- a) Where the pupil is not attending their local mainstream school, or the closest special provision or as named in their statement and the school is one of parental preference (except when the preference is on religious or belief grounds – see above).
- b) Where the parent/carer has requested that the Statement names a school that is not the nearest available school able to meet the child's needs as deemed by the Authority.
- c) When transport is being requested solely to facilitate attendance at school. It is a parental responsibility to ensure their child/children attend school regularly.
- d) For statemented pupils aged 14+, vehicular transport (school bus or taxi) will not be offered. If the distance criteria are met then the Authority may offer petrol reimbursement for parents or a travelcard. The exception will be those pupils with severe learning difficulties or profound and multiple learning and physical disabilities.
- e) Where higher rate Disability Living Allowance (DLA) for Mobility, has been issued for the benefit of the child for whom travel assistance is being requested. This will be done on a case by case basis and in discussion with parents
- f) For children in Early Education Settings / Pre-school Children - Children under the age of 5 years are eligible to travel free on public transport when accompanied by a fare-paying passenger. Where there is a profound need application may be made and the transport policy would be applied.
- g) For young people over the age of 19 attending further education. Provision of transport will be the responsibility of Lambeth's Adult Care Services (ACS). Such arrangements will form part of their transition into adulthood plan. For further information and assistance you will need to contact Lambeth ACS on ☎ 020 7926 4761.
- h) When transport is being requested solely because a child is being raised by a lone parent.
- i) When transport is being requested solely because one, or both parents, are registered disabled. Travel assistance may be available via Lambeth Social Care Service. For further information and assistance you will need to contact Lambeth CYPS Referral & Assessment Team on ☎ 020 7926 6676, and be able to demonstrate with medical evidence that they have a disability which prevents them from accompanying their children along a walking route, in circumstance where adult accompaniment is necessary to make the route safe
- j) Where a non-statemented child cannot attend school due to specific diagnosed medical reasons. Travel assistance may be available via Lambeth Social Care Service For further information and assistance you will need to contact Lambeth CYPS Referral & Assessment Team on ☎ 020 7926 6676.

Families of children from split parental homes must decide which home is their chosen address for travel assistance purposes; the Council may require proof of this address. Travel assistance will not usually be provided to both homes. For further information and assistance you will need to contact Lambeth CYPS Referral & Assessment Team on ☎ 020 7926 6676.

Any changes that are to take place in relation to SEN Transport will be discussed with parents whose children are affected.

### **3. TRAVEL ASSISTANCE OPTIONS**

Where travel assistance is agreed, it may take one of the following forms:

- a) Provision of a travel card for the child to use on public transport (train, tube, DLR in addition to use of bus and tram currently available via Transport for London)
- b) Provision of a bus pass for a parent/carer or responsible adult (of parent/carer choice) to accompany the child to/from school.
- c) Reimbursement of mileage costs for parents/carers who are deemed able to transport their children to school. In accordance with Her Majesty's Revenue & Customs (HMRC directions).
- d) Direct payments for parent/carers to arrange transport themselves
- e) Home to school transport via existing school bus route.
- f) In exceptional circumstances, travel assistance may be provided by licensed taxi with or without a passenger assistant.
- g) Lambeth is currently developing an Independent Travel Scheme, which could be offered in future to provide assistance, guidance and support for students for pupils learning to travel independently.

Lambeth SEN Transport team will allocate transport in the most cost-effective manner. Pupils will be expected to travel with other children attending the same, or nearby school, unless there are compelling reasons for individual transport, (eg no transport sharing options available, significant challenging behaviour and/or significant medical needs).

Lambeth has an ongoing responsibility to ensure value for money. Therefore the mode of travel assistance offered will be regularly reviewed, and will not necessarily remain the same for the duration of eligibility.

Generally, transport provision will not be made other than at the beginning and end of the normal school day. However there are some instances where this can be waived if this will benefit the young person's educational development (for example, where a child has to attend an after school class as part of their education, or related work experience / examinations at a different location other than school). In cases of exclusion, illness etc, when a child has to go home during the course of the school day the school, or parent/carer would be responsible for transport.

Where the Authority decides to issue a travel card, it will be available for collection at the beginning of each term from the education establishment that the child attends. In order to collect a travel card, the pupil and/or parent/carer must present a current photo card.

### **4. APPLYING FOR TRAVEL ASSISTANCE**

The parent/carer must make a formal application for travel assistance before any assistance is considered. Requests received from schools will not be accepted. Parents/carers can however request assistance from schools with completing the form.

Copies of the SEN Travel Assistance application form can be obtained from the Lambeth SEN Transport Team;

Via email to [transport@lambeth.gov.uk](mailto:transport@lambeth.gov.uk)

Via phone on ☎ 020 8926 9681

Or by visiting the Lambeth website [www.lambeth.gov.uk/](http://www.lambeth.gov.uk/)

Completed transport application forms should be returned to the Lambeth SEN Transport Team;

Via email to [transport@lambeth.gov.uk](mailto:transport@lambeth.gov.uk)

Via post to SEN Transport (Applications), 2<sup>nd</sup> Floor Hopton House, 243a Streatham High Road, London, SE16 6EY

Transport requests will be processed promptly. However parents/carers should allow up to 30 days from submission of an application to implementation. In order to inform fully the decision making process and prevent unnecessary delays, parents/carers should ensure they provide as much information and evidence as possible to support their application.

It is the responsibility of parents/carers to ensure application forms have been received by the SEN Transport Team, as no exceptions can be made in circumstances where forms have not been received. During the application process it remains the legal responsibility of the parent/carer to ensure that their child attends school regularly.

Each application will be considered at a fortnightly SEN Panel, which will determine eligibility and type of assistance to be offered. Once a decision has been made, the SEN Transport Team will contact parents/carers advising the outcome, and if eligible, implement travel assistance.

## 5. **REVIEWS AND APPEALS**

### **Reviews**

The SEN Transport Team, in discussion with colleagues in SEN will keep under review the eligibility and/or type of travel assistance which is provided. Reviews will occur:

- a) **at Annual Statement Review.** Every pupil with a Statement of SEN will have an Annual Review, held at the school, to discuss progress towards targets and support requirements. Travel assistance should form part of this discussion.
- b) **when a pupil makes progress towards independence** and is deemed capable of independent travel by school/college staff and/or parents/carers.
- c) **when there is a significant change to the pupil's SEN**, since the time of first application, rendering them no longer eligible for travel assistance.
- d) **if the Council decides to cease to maintain a Statement of SEN.** Transport will be ceased.
- e) **at the Transport Team's annual review of transport routes.** Prior to the start of each academic year, existing transport routes will be reviewed to accommodate changes.
- f) **If a child moves from one education establishment to another.** Travel assistance will not automatically continue, and parents/carers must reapply.
- g) **if there is a change in other circumstances that affect eligibility.**
- h) **If there is a change of home address.** Distance criteria will be recalculated and may change eligibility for travel assistance.

## **Appeals**

The Authority will write to parent/carers to tell them if travel assistance will be given and what arrangements will be made. If parents/carers are not satisfied with the decision or travel arrangements proposed by the Council, they have the right to appeal.

Appeals should be made within 15 working days of the decision from the Council.

Parents who would like to seek support and information from an independent source in preparing evidence to present in their appeal may wish to contact the Parent Partnership team, on Tel: ☎ 020 7926 9805 or 020 7926 1831 or [parentpartnership@lambeth.gov.uk](mailto:parentpartnership@lambeth.gov.uk)

During an appeal, travel assistance will not be provided (although it will continue for those pupils where a change is being recommended when travel assistance currently exists).

### **Stage 1**

Parents/carers who wish to appeal should first write to;

Head of SEN Transport  
Lambeth Children and Young People's Service  
2nd Floor, Hopton House  
243a Streatham High Road  
London, SW16 6EY

Parents/carers should provide further information/clarification as to why travel assistance is required and why they feel unable to undertake this responsibility themselves.

On receipt of an appeal, the Head of SEN Transport will present the case to the SEN Panel for re-consideration. Parents/carers will be informed of the outcome by letter. If the parent is still dissatisfied they may make further appeal to the SEN Transport Appeals Panel. This is stage 2.

### **Stage 2**

Any Parent/carer still dissatisfied with the outcome of a stage 1 should write again to;

Head of SEN Transport  
Lambeth Children and Young People's Service  
2nd Floor, Hopton House  
243a Streatham High Road  
London, SW16 6EY

Parents/carers should provide further information/clarification as to why travel assistance is required and why they feel unable to undertake this responsibility themselves.

Stage 2 appeals will be considered independently of Lambeth SEN service. A letter detailing the outcome will be sent to the parent/carer.

Following independent consideration, decisions at this stage are final.

# Appendix A

## SEN Travel Assistance Service Standards and Expectations

The Special Educational Needs (SEN) Transport Team are responsible for arranging and overseeing all methods of travel assistance provided to eligible pupils with a Statement of SEN. This includes, but is not limited to;

- Processing of new applications
- Contacting parents/carers following SEN Panel decisions
- Implementing agreed assistance ie: issuing travel cards/ allocating suitable routes
- Reviews of travel assistance
- Managing the in-house transport provider contract
- Managing the framework contract with licensed taxi providers
- Day to day amendments/queries relating to travel assistance
- Monitoring of transport providers
- Investigating and responding to complaints

These service standards act as a guidance and clarity for the service users to whom SEN Travel Assistance has been granted. Underlying these standards is the principle that, if Lambeth Council agrees to provide travel assistance, it will be provided in a safe and cost effective manner, taking account of the child's specific needs and with regard to the best use of the Council's resources.

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## 1) Vehicles

- All transport will be provided in accordance with contractual standards and legislation.
- All vehicles will be properly licensed
- Regular monitoring of quality and service standards will take place on all vehicles.
- Vehicles will have specialist wheelchair access and wheelchair restraint systems where necessary.
- We ensure all vehicles are road worthy, clean inside and out, fitted with seat belts and carry emergency equipment i.e. fire extinguisher and first aid kit.

## 2) Service Personnel

### Passenger Assistants (PA)

- The Authority may provide a PA for children who have severe physical or learning difficulties, challenging behaviours and anti-social behaviours. They may be provided for pre-school children and infants.
- Where large numbers of children who fulfil the eligibility criteria travel together, more than one PA may be required per vehicle.
- The need for a PA must be reviewed annually as part of the annual review of the Statement of SEN. PAs will not be provided where parents make their own travel arrangements.
- Where provided, the Authority will make every effort to ensure the same PA is used on a regular basis. This may not always be possible due to factors such as staff illness, holidays, etc). Changes may also be necessary from time to time to ensure the efficient use of resources.
- The PA should assist children on and off the vehicle and ensure they are seated safely while the vehicle is moving.
- PAs should deliver children to a member of school staff on arrival at the school so that at no time are children left unattended on the vehicle.
- If the PA has a concern for any child in their care, the headteacher should be informed.
- PAs are not authorised to leave a child with anyone other than their parent/carer, or named responsible adult (16+) identified in advance by the parent/carer.
- All PAs will have enhanced CRB (Criminal Records Bureau) clearance.
- PAs must carry and display suitable identification at all times.
- PAs must adhere to the Council's no smoking policy
- PAs have strict instructions not to enter into any personal arrangements with parents/carers, including changing pick up or drop off points without consulting the Council.

### Drivers

- Drivers must carry and display suitable identification at all times.
- Drivers must have enhanced CRB clearance.
- Drivers must, as far as possible, be punctual.
- Drivers must ensure that all wheelchairs are securely clamped.
- Drivers must treat parents and children with respect and avoid confrontations.
- Drivers must report any bad behaviour of passengers to their supervisor and/ or the SEN transport team
- Drivers must ensure that all passenger harness and restraint straps are properly adjusted and fitted securely before the journey commences.
- Drivers must adhere to the Council's no smoking policy.
- The driver is to stop as close to the pick-up point as traffic conditions will safely permit.
- The driver is not allowed to sound his horn to alert parents that they are there.
- Neither drivers nor escorts are responsible for taking a child across the road if a parent/carer is waiting on the other side.
- Every effort will be made to ensure the same driver is used on a regular basis. This may not always be possible due to factors such as staff illness, holidays, etc). Changes may also be necessary from time to time to ensure the efficient use of resources.

### 3) Health and safety

- All wheelchairs and buggies must be crash-tested and transportable. If parents have any queries regarding this they should contact the Wheelchair Service on ☎ 0203 049 7731.
- If a child travels in a transportable buggy or wheelchair parents/carers must make sure that it is in good repair. For further advice parents/carers should contact the Wheelchair Maintenance Service on ☎ 0203 049 7700.
- Transport providers are asked to ensure that all children are covered by a Risk Assessment, which provides staff with information about the children in their care. The majority of children will fall within the boundaries of a generic risk assessment for transport, however in more complex cases a specific risk assessment will be written.
- Passenger Assistants (PAs) are trained in basic First Aid and receive additional training specific to the child's needs where necessary. However, in the event of an emergency, PAs and Drivers will contact 999 emergency services.
- No transport staff are permitted to administer medication to any passenger.
- It is vital that parents/carers advise the SEN transport team of any health concerns that may affect their child whilst on transport. Such information should include allergies, for example, even if not thought to be directly relevant to transport.
- Children are not permitted to consume food or drinks whilst on board a vehicle. This standard will be enforced to ensure the continuing safety of children whilst travelling.
- It is the responsibility of parents/carers to ensure that arrangements are in place AM and PM to ensure the safe handover of their child.

### 4) Journey times

- The Council will endeavour to ensure that pupils arrive at school fit to learn and recognises that the length of the journey to school can affect this aim. We expect the maximum length of journey for a pupil to schools in Lambeth will be no more than 60 minutes.
- Journey times will be longer where pupils are travelling to schools and colleges outside of Lambeth.
- On occasions there may be factors outside the Authority's control e.g. unforeseen traffic congestion or bad weather that may affect journey times.
- In certain circumstances it may be necessary for the Authority to vary planned routes and this may affect pick up and drop off times. Where this is the case the Authority will endeavour to contact parents/carers in advance to advise them.

### 5) Vehicle waiting times (Mornings)

- Parents/carers are expected to be available at an agreed pick up point, at an agreed time to meet transport in the morning. If a parent considers that a child's disability will make these timescales particularly difficult despite their best efforts, then they should discuss their concerns with the Transport Team at an early stage. Preferably at the application process for arrangements to be varied as appropriate or as soon as an issue arises.
- To keep journey times down to an absolute minimum and ensure that all pupils arrive at school on time, all vehicles will adhere to strict waiting time limits as follows:
  - a) If a child is not ready, or not at the agreed pick up point, the vehicle will wait for a maximum of 3 minutes after the agreed pick up time and then move off. If this means the child is unable to travel on the organised vehicle, the parent/carer is then responsible for ensuring that the child gets to school on time.
  - b) If the vehicle arrives early for a pick up it will wait until the official set time and then a maximum of 3 minutes before moving off. If this means the child is unable to travel on the organised vehicle, the parent/carer is then responsible for ensuring that the child gets to school on time.
  - c) If the vehicle is running late for a pick up, the crew are expected to advise parents/carers of the delay
  - d) When a vehicle arrives at a pick up or drop off point, the horn will **not** be sounded.

## 6) Vehicle waiting times (afternoons)

- Parents/carers must be available at the nominated drop off point, at the regular drop off time, every afternoon to meet their child.
- Parents/carers must provide an emergency address, located within Lambeth, where their child can be dropped off.
- In the event that a parent/carer is unable to meet their child at the specified time and location, the Authority's After School Procedure for children in receipt of SEN transport will be initiated (see Appendix B)
- At times, parents/carers may need to make emergency alternative arrangements for the handover of their child to a nominated responsible adult, either at the home address or at an alternative address within Lambeth. In these cases it is the parent/carer's responsibility to notify the SEN transport team and make suitable arrangements to ensure their child's safety.
- In circumstances where vehicles are delayed or late arriving the parent/carer should contact the SEN transport team. The team will take steps to directly address the situation with the provider.
- Where no responsible adult is available to meet a child from transport on more than two occurrences, travel assistance will be reviewed and may be suspended or permanently withdrawn. In such circumstances parents/carers will be responsible for ensuring their child's regular attendance at school

## 7) Absences

- Where a child cannot attend school on any particular day due to illness it is the parents/carers responsibility to;
  - a) Contact the SEN transport team the day before travel is required, if it is known that the child will be off school the next day or;
  - b) Contact the SEN transport team as early as possible in the morning of the day their child is due to travel, if the child has only just begun to show signs of illness.
- When travel assistance is cancelled due to illness, with no specified timeframe, **it will only be reinstated** when the parent/carer notifies the SEN transport team. This advice should be given on **the day before** the child is due to return to school.
- Travel assistance will be reviewed, and may be suspended for a period of time or permanently withdrawn, if it becomes apparent that vehicles are not being cancelled with sufficient advance warning. Parents/carers will be responsible for ensuring their child's regular attendance at school in such circumstances.

## 8) Extra journeys

- The provision of travel assistance extends only to journeys to and from school at the beginning and the end of the school day.
- Travel assistance is not provided on any other occasions, for example travel between schools, sports facilities, other curriculum activities and medical appointments. There are some instances where this can be waived (for example, where a child has to attend an after school class as part of their education, or related work experience / examinations at a different location other than school.)
- In cases of exclusion, illness etc, when a child has to go home during the course of the school day the parent / carer would be responsible for transport.
- Where a child attends more than one school, they may require additional transport. The school, which is the child's main school, will be responsible for arranging and meeting the cost of such transport.
- Where a child is based full time at a school, but visits other schools or a Pupil Referral Unit, the school where the pupil is 'on roll' will be responsible for arranging transport and for the cost of such transport. Parents/carers should, in these circumstances, address any issues directly to the child's school.
- No provision will be made for the transportation of spare equipment (wheelchairs, mobility aids etc) from home to school and vice versa.
- Assistance with travel to and from Annual Reviews is not provided for parents/carers. Attendance at Annual Reviews is parental responsibility, regardless of distance from home to school.

## 9) Travel Assistance for parents/carers to attend meetings/events

- Where a parent/carer is required to attend school for a meeting/event, it is their responsibility to make their own travel arrangements. However, subject to the following conditions, parents/carers may be allowed to travel on their child's vehicle:

(a) Permission is granted by the SEN transport team prior to the journey **(this is essential for insurance purposes)**;

(b) There is a spare seat available on the vehicle;

(c) The vehicle is not diverting from its regular route.

## 10) Travel to residential schools

- Children normally attend residential schools in the following categories: weekly; 38 week; and 52 weeks. Where a child attends as a weekly boarder and meets the transport criteria, transport will be weekly to and from school. Where the child is a 38 week boarder, transport will be provided at the beginning of term, beginning of half term, end of half term and end of term. Where a placement is for 52 weeks there will be a 'one off' transport provision to the placement until the young person leaves the placement permanently.
- Where a parent wishes their child to come home outside any of the above times it will be their responsibility to arrange travel unless there is professional evidence (including from the school) that a child needs to come home on a more frequent basis.
- In general; children will be picked up from their home address. However, in some circumstances transport will be from a central pick-up point. Children are expected to travel to the pick-up point by public transport with an escort where possible; a travel warrant will be issued to cover the cost of the journey.
- The Authority may also be willing to reimburse parents with an agreed mileage allowance where they have their own transport and have agreed to carry out this duty. In accordance with HMRC rate and subsequent future changes in this regard
- A travel warrant could also be provided to a parent/carer and pupil to facilitate independent travel where the Authority deems it necessary or parent asks for such mode of travel.

## 11) Safeguarding children

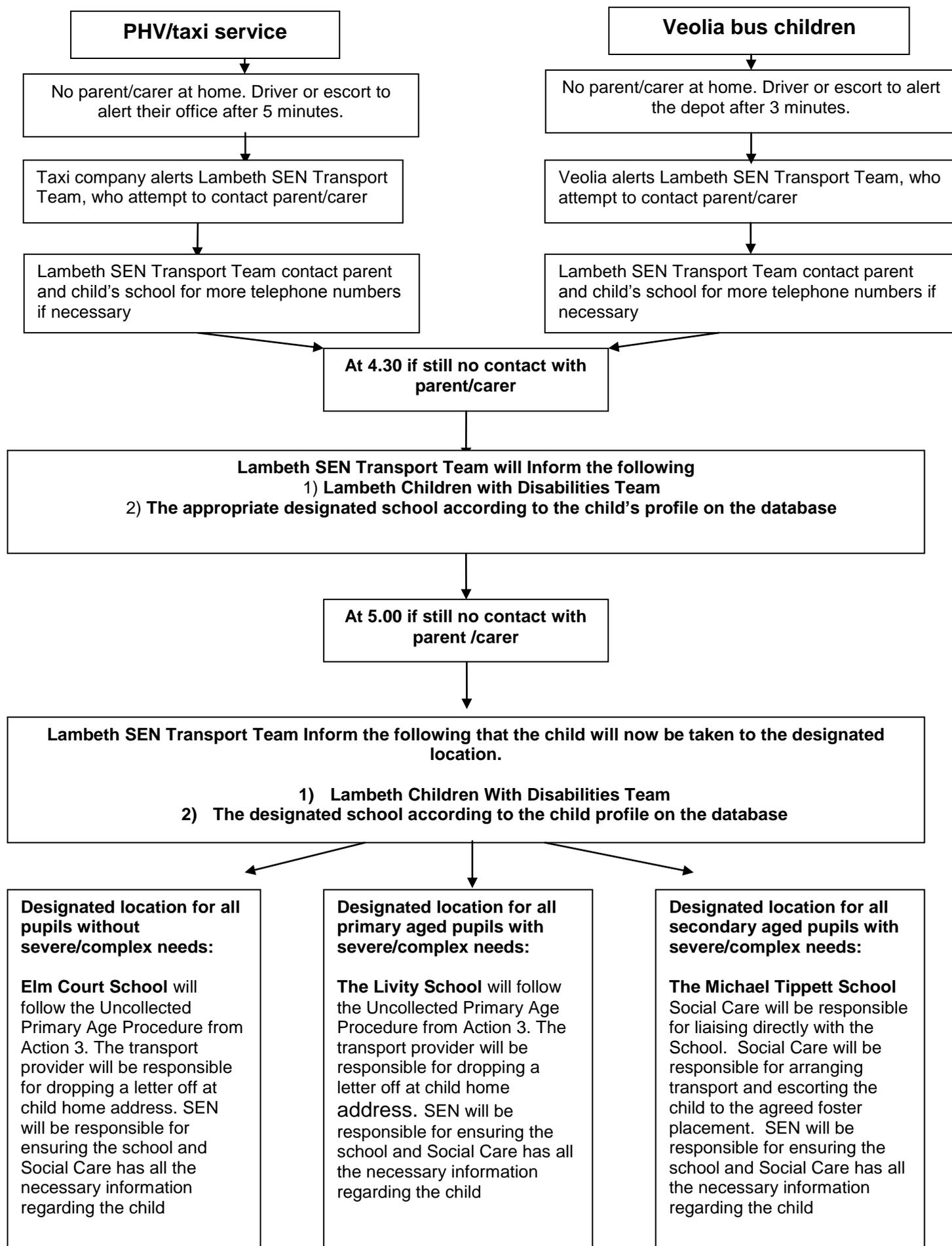
- All children must be handed over to a responsible adult at the drop off address within Lambeth, provided by parent/carer. Transport staff are not permitted to leave children with any person under the age of 16, or who is not an 'authorised' adult, unless a parent signs a waiver indicating otherwise in advance and agreed by Lambeth
- Prior to starting transport, Lambeth SEN transport team will request details of any authorised adult and/or emergency contact details for any person who a child can be handed over to.
- A child should never be removed from a vehicle anywhere on a route other than at the normal setting down point for that journey. The exception to this would be long distance journeys making pre-agreed rest stops.
- All transport staff are instructed to report any incidents, concerns or queries relating to pupils, parents, or colleagues directly to their manager. This will be passed to the Lambeth SEN transport team who will then liaise with parents/carers, schools and colleagues in Social Care where appropriate.

## 12) Behaviour Standards

- Children, parents, schools, transport operators and the Council all have a role to play in ensuring the appropriate behaviour of children on school transport.
- Whilst escorts have a responsibility for safeguarding children and ensuring discipline on the vehicle during the course of the journey, schools will take whatever steps possible to ensure the appropriate behaviour of their children on home to school transport; and will take appropriate action should incidents of poor behaviour be reported. Appropriate action may include the use of sanctions, written warnings and exclusion from transport. Parents are also expected to take responsibility for their child's behaviour whilst with an escort.
- Where a child's behaviour is directly as a result of a known and diagnosed medical condition and it is agreed by medical advisors and teachers that the child has no control over their behaviour, the Council will undertake a risk assessment and will consider making alternative arrangements.
- It is however recognised, that general poor behaviour, not directly attributable to a child's particular special educational needs and circumstances, cannot be taken into account when determining an appropriate safe travel plan. It is therefore paramount to have and to enforce clear standards of acceptable behaviour in the interests of ensuring a safe journey for all pupils and staff as well as other road users.
- All reasonable adjustments will be made in cases where behaviour problems persist and it is judged that the safety of the passengers is endangered. Where reasonable adjustments cannot be made to deal with behaviour, transport can be withdrawn in individual cases and the Authority will provide resources for parents to carry out this duty.
- In consultation with schools, the Authority may be required to instigate periods of exclusion from travel assistance. Parents/carers will be responsible for transporting their children during any period of exclusion and ensuring their child's regular attendance at school. The intention is for this sanction to be used rarely and for the purpose of deterrence and only after the most careful consideration of all the circumstances and in discussion and consultation with parents.

## Appendix B

### After School Procedure for Children Receiving SEN Transport



## Appendix C

### Pupil Transport Support (for pupils with no Statement of SEN, aged 5-16)

All young people aged 5-16 are entitled to free travel from Transport For London (TFL) on London's buses and trams. In some cases it may not be possible for a child to make the journey from home to school by these methods alone, and Lambeth may be able to offer some assistance in these situations.

The mode of assistance offered will be a travel card for the child, which enables travel on trains and the underground, in addition to the free travel already available from TFL.

Assistance must be formally applied for and eligibility is based on a number of criteria detailed below.

#### 1. ELIGIBILITY

To qualify for pupil transport support, the child must meet the following criteria:

- The child must be aged 5-16 years and in full time school education, with no statement of SEN.
- The child must be resident in the London Borough of Lambeth
- The child must attend the nearest appropriate school to home – i.e.: the nearest Community, Foundation, Voluntary-Controlled or Voluntary-Aided, Academy or free school to home, regardless of whether the school is mixed or single-sex; the nearest denominational school to home whether mixed or single-sex.
- Where the distance from home to school is over 2 miles for a child aged 5-7 or over 3 miles for a child aged 8-16.
- Children aged 8-11 registered at a school over 2 miles away getting free school meals or maximum working tax credit, AND where the LEA has not made suitable arrangements at nearer school.
- Children aged over 11 registered at a school over 2 but less than 6 miles, getting free school meals or working tax credit, as long as there are not 3 or more suitable schools nearer home.
- Children aged over 11 registered at a school based on religion or belief, over 2 but less than 15 miles, getting free school meals or working tax credit, as long as there is no other such suitable school nearer home.

(Note: If the distance of your child's school is more than the distances mentioned above, we will only consider your child for transport support if this school is the nearest school to your home with a place for your child. We will check this with the Schools Admission Section or directly with the school. You must send us proof if you could not get your child into the nearer schools)

- All pupils attending their nearest appropriate faith school for their home address on denominational grounds will be considered to be attending the appropriate school and will therefore be eligible for travel assistance if they meet the distance criteria, in this case, the outer limit is extended to fifteen miles, but the child must attend the closest such school, and in accordance with legislation. A supporting reference will be required from the Headteacher.

(Note: Travel assistance will not be agreed if any child attending a faith school for reasons unconnected to the religion or beliefs of their parents or wishes to attend a faith school other than the nearest appropriate faith school, the school will be treated as a 'preferred school' for the purposes of travel assistance, and so travel assistance may not be made)

## 2. APPLICATIONS

The parent/carer must make a formal application for transport support before any assistance is considered. Requests received from schools will not be accepted, however if required, parents can request assistance from schools with completing the form.

Copies of the application form for Pupil Transport Support (for pupils with no Statement of SEN, aged 5-16) can be obtained as below:

Via email to [transport@lambeth.gov.uk](mailto:transport@lambeth.gov.uk)

Via phone on ☎ 020 8926 9335

Or by visiting the Lambeth website [www.lambeth.gov.uk/](http://www.lambeth.gov.uk/)

Completed transport application forms should be returned as below:

Via email to [transport@lambeth.gov.uk](mailto:transport@lambeth.gov.uk)

Via post to Pupil Transport Support, 2<sup>nd</sup> Floor Hopton House, 243a Streatham High Road, London, SE16 6EY

Transport requests will be processed promptly, however parents/carers should allow up to 15 days from submission of an application to implementation. In order to fully inform the decision making process and prevent unnecessary delays, parents/carers should ensure they have included relevant evidence to support their application.

It is the responsibility of parents/carers to ensure application forms have been received, as no exceptions can be made in circumstances where forms have not been received. During the application process it remains the legal responsibility of the parent/carer to ensure that their child attends school regularly.

## 3. APPEALS

If a transport application is refused. The parent/carer can appeal in writing to:

Pupil Transport Support  
c/o SEN Transport Manager  
2nd Floor, Hopton House  
243A Streatham High Road  
London, SW16 6EY

☎ 020 7926 9684

Appeals should be made within 15 working days of the decision from the Council.

### WHAT IF A CHILD LOSES THEIR PASS?

In the event of a child losing, defacing, damaging or rendering the pass unusable for any other reason, the parent/carer will be responsible for replacing the pass or for covering the cost of the child's travel for the duration of that term.

### WHAT IF A CHILD CHANGES SCHOOL OR THE FAMILY MOVES HOME?

If the child changes school or the family moves home, the parent/carer must apply for free school travel again. We will not be able to offer the child a travel pass if there is a school with a vacancy nearer the family's new home address.

### REFUNDS

Parents/carers can only claim refunds of travel expenses if the Authority take longer than four weeks to process the child's application. Parents/carers should keep all the travel pass/tickets to submit with the claim form.

## Appendix D

### London Borough of Lambeth

#### **Home to school/college transport policy for post-16 students – 2011/12**

##### **Introduction**

This policy describes how the London Borough of Lambeth will meet its duty to ensure that post-16 learners resident in Lambeth are able to access the education and training of their choice.

In accordance with section 509AA of the Education Act 1996 (and subsequent amendments) the policy describes the arrangements for the provision of transport for 16-18 year olds who are studying in appropriate education and training.

Lambeth's policy for support with transport between home and school/college is set out below. For the majority of students, transport needs are currently met by the provision of free travel by Transport for London (TfL). Young people travelling by bus are required to obtain the appropriate Oyster card in place at the time. It is also the young person's responsibility to meet the requirements set by TfL for retaining an Oyster card.

##### **Scope of policy**

**1. Academic year:** 1 August 2011 to 31 July 2012.

**2. Learner residency:** young people who are resident in Lambeth. Learners not resident in Lambeth or who are looked after by another Council, but live in Lambeth, should refer to the transport policy issued by their local authority.

**3. Learner age:** young people aged over 16 but under 19 as at 31<sup>st</sup> August 2011.

**4. Learning institution:** Young people who are engaged in education or training at:

- a school (including academies);
- a further education institution (including sixth form colleges);
- a local authority maintained or assisted institution providing higher or further education;
- an establishment funded directly by the YPLA, e.g. independent specialist providers for learners with learning difficulties and/or disabilities;
- a learning provider that is funded by the local authority to deliver accredited programmes of learning which lead to positive outcomes (this could include colleges, charities and private learning providers).

## Available Support

### 1. Transport for London – free and discounted travel

#### **16-18**

Residents of London boroughs aged 16-18 and in full-time education or on a work-based learning scheme (at least 12 guided hours per -week on courses at level 3 and below) can apply for a 16+ Oyster photocard.

The card gives:

- free travel on London buses and trams;
- half adult-rate Oyster single fares on the tube, DLR and London overground;
- child rate travelcard season tickets on the tube, DLR and London overground;
- half adult-rate Oyster single fares on some national rail services;
- child rate travelcard season tickets on national rail services.

Free travel is available until the end of the course or the academic year, whichever is earlier.

#### **18+ Student Oyster**

18+ Student Oyster photo cards are available to students who are aged 18 and over, and are attending a full-time course (and in certain circumstances a part-time course) at universities, colleges and schools registered on the TfL.

The 18+ student card gives 30% discount on bus, tram, tube, DLR, London overground and national rail travelcard season tickets.

Application forms are available from Post Office® branches throughout Greater London and areas that are served by the London bus, tube and overground networks. For further details visit [www.tfl.gov.uk](http://www.tfl.gov.uk)

### 2. 16 -19 Bursary Fund

From September 2011 young people who need some financial support to help them stay in education and training after age 16 can apply to their school, college or training provider for the new 16-19 Bursary fund.

The 16-19 bursary fund has two elements:

#### **Guaranteed bursary:**

Those most in need will be eligible for a bursary of £1200 a year. To qualify students must meet at least one of the following criteria:

- in receipt of income support;
- care leaver;
- in care;
- disabled student in receipt of both Employment Support Allowance and Disability Living Allowance.

**Discretionary bursary:**

Providers may use their discretion to distribute any remaining funds to young people in ways that best fit the needs and circumstances of their students. Bursary funds should be targeted to young people facing financial barriers to participation, such as the costs of transport, book and equipment.

Providers have discretion to set policy, administer and allocate funds which best suit the needs of its learners. All organisations should have a 16-19 Bursary Fund policy which is available upon request. Applications should be made directly to the school, college or training provider.

If a learner feels aggrieved about how their request for a bursary has been handled, they should follow the school's/college's/provider's standard complaints procedure.

For further information on the 16-19 bursary fund visit: [www.ypla.gov.uk/learnersupport/16-19-bursary/](http://www.ypla.gov.uk/learnersupport/16-19-bursary/)

**3. Education Maintenance Allowance (EMA)**

EMA is now closed to new applicants. Transitional arrangements are in place to help those young people who are part-way through their studies and were in receipt on EMA previously, as follows:

- The most vulnerable learners currently receiving EMA (young people in care, care leavers and those on income support) will be eligible for the £1200 bursary in place of their current EMA weekly payments.
- Learners who successfully applied for EMA in 2009/10 will continue to receive payments at the level set out in their EMA guarantee for each week they are in education or training, until the end of the 2011/12 academic year.
- Learners who successfully applied for the maximum weekly EMA payment of £30 in 2010/11 will be eligible for £20 for each week they are in education or training, until the end of the 2011/12 academic year.
- Learners who started Year 12 in September 2010 and who received either £10 or £20 a week EMA will no longer receive EMA but they can apply for a bursary from their school, college or training provider.

**4. Care to Learn**

The Care to Learn scheme will continue to be available for parents in England who are under 20 when they start a course in 2011/12. The Care to Learn scheme will pay up to £175 per child per week to help with the cost of:

- childcare while the young person is learning, on work placements linked to the course or programme of study or doing private study;
- any registration fees (up to £80) or deposit (up to £250) charged by the childcare provider;
- a childcare 'taster' (up to five days) aimed at helping the learner's child settle in before their learning starts;
- fees the learner needs to pay during summer holidays to keep the childcare place open;
- additional travel costs the learner has to pay so they can take their child from home to the childcare provider.

The childcare provider will receive payments direct from Care to Learn. Funding to help with travel costs will be paid to the young person's learning or training provider regularly and the provider will reimburse the learner or arrange travel for them.

For information on care to learn visit:

<http://www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn/Caretolearn/DG066971>

## **5. Support for learners with learning difficulties and/or disabilities**

The London Borough of Lambeth expects and would encourage most learners aged 16 to 19 to travel independently on public transport because of the beneficial effects this can have on the young person's development. However, we recognise that in some circumstances, additional assistance with travel may be required.

Applications will be considered from 16-19 year old students against the following criteria:

- The learner is subject to an SEN statement or 139a assessment. Lapsed statements will be considered.
- The learner is aged between 16 and 19 and is on a course of further education at a school, college or training provider.
- The course is deemed to be suitable and will provide an educational benefit to the learner – as assessed by the learner's transition adviser and/or an educational psychologist nominated by the Local Authority.
- The need for specific travel assistance has been identified in the learner's statement of special educational needs or transition plan.
- The learner lives more than 3 miles from school or college and is unable to undertake the journey by free public transport, with assistance where appropriate.
- The learner has a disability or learning difficulty that would make it impracticable or dangerous for them to try to undertake a journey to school or college of less than 3 miles. Applications will be assessed on their own merits.
- If a learner has been provided with a motability allowance or vehicle, then this will be taken into account
- If a student is in receipt of an Education Maintenance Allowance (EMA), up to a third of the value of the EMA will be taken into account in any decision about the amount of travel assistance that may be provided.

## **6. Support for young people 19+**

Young people with difficulties and disabilities who are 19 years old or older will be referred to Lambeth's Adult Social Care Department for consideration for transport. All applications will be considered individually.

Adult Learning Disabilities Partnership Team,  
7<sup>th</sup> Floor, Phoenix House,  
10 Wandsworth Road,  
London SW8 2LL  
0207 926 3245.  
[adultlearningteam@lambeth.gov.uk](mailto:adultlearningteam@lambeth.gov.uk)

