



TRANSPORT ASSISTANCE FOR STUDENTS AGED 19-25 WITH AN EDUCATION HEALTH AND CARE PLAN AND/OR LEARNING DISABILITIES OR DIFFICULTIES

Please read the information carefully before completing the application form

Data Protection:

Data Protection Act 2018/GDPR: The information you release to us will only be used for school transport purposes

For learners with an Education and Health Care plan free transport assistance may be provided for those beginning new courses after their 19th birthday. This will only be provided if it is considered necessary by the Local Authority for the young person to attend the course, and also necessary for the Local Authority to facilitate attendance at the place of education or training.

In deciding whether it is necessary for the local authority to provide free transport assistance in these circumstances, the authority would generally require young people to meet all of the following criteria, in that they should be:

- Resident in Warrington;
- Aged 19 or over but under 25 at the start of the academic year in which the course begins*;
- Holding an Education and Health Care plan;
- Starting a new course of study for a higher level qualification than has previously been studied for (we may seek confirmation from the school/college if necessary)**;
- Attending a full-time course of at least 540 guided learning hours per academic year;
- Unable to travel to the place of education without transport assistance, and with no support available from members of the household in which they reside, other family members, or from personal assistants;
- Studying at the nearest suitable school, college or local authority funded training provider offering the qualification of choice for the young person. When considering whether a qualification is “the qualification of choice for the young person”, the Council take into account the end qualification awarded (not the individual units taken, or the name of the course), 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;
- Travelling further than the statutory walking distance applied to statutory school age pupils of 3 miles by the shortest available route or, due to the young person’s special educational needs, disability and/or mobility problems, they cannot reasonably be expected to walk to the place of education, accompanied as necessary (proof of this must be supplied with your application); and
- Attending during the normal school/college day and during term time only

*This provision will not be available for anyone beginning a new course of study before their 19th birthday, and will not be available for anyone after the end of the academic year which includes their 25th birthday.

**For the purposes of deciding whether to provide free transport the Authority would not consider it necessary, other than in exceptional circumstances, for a young adult learner to attend an additional Further Education course at the same level or equivalent where the learner had previously attended and completed a course at an establishment within the Further Education sector.

Conditions

Transport will only be provided to the main campus of the young person's registered educational placement. Transport to any other address or setting will be the responsibility of the educational establishment, the young person's parents or the young person themselves.

Transport assistance may also be provided in exceptional cases where the above criteria are not all met. In those circumstances the Local Authority would have regard, non-exclusively, to:

- 1) the young person's age, ability and aptitude;
- 2) any special educational needs or disabilities the young person may have;
- 3) the locations and times at which the education or training is provided;
- 4) the nature of the route, or alternative routes, which the learner could reasonably be expected to take;
- 5) the ability of other members of the young person's household to transport the learner to and from the educational placement; and
- 6) the ability of the young person to travel independently.

The type of transport assistance offered will be determined by the Local Authority and will be one of the following:

- Independent travel training for the young person;
- A bus or train pass;
- A specialist vehicle (as a last resort, only when absolutely necessary)

If the Local Authority deems that the student does not qualify for free transport assistance, transport may be provided in exchange for a contribution.

**IF YOU ARE A LOW-INCOME FAMILY YOU MUST COMPLETE THE BENEFITS
DECLARATION SECTION WITHIN THIS FORM AND RECENT PROOF OF BENEFIT MUST BE
ENCLOSED – FAILURE TO DO SO WILL CAUSE DELAYS IN PROCESSING YOUR
APPLICATION.**

How to Pay

Should we determine that you are not eligible for free transport assistance due to the level of course to be studied, we will contact you to request payment.

Important Information

Transport is procured for the start and end of the school/college day, we do not provide transport in the evenings or at weekends or for induction days. However, reasonable adjustments can be made to provide transport which accommodates students' individual timetable in exceptional circumstances. However, when considered necessary and reasonable students may be required to wait at school/college at the beginning or end of the day.

Warrington Borough Council will seek advice from relevant professionals if there is any dispute over the nature of transport requested / required. Please note that transport is not provided past the age of 25.

Please return your application to Education Transport as soon as possible. If you know which establishment you hope to attend, apply immediately. Payments will be refunded in full if your plans change before the start of term. Applications are dealt with in the order they arrive. The sooner you apply, the more likely your transport will be in place by the start of term. Any transport costs incurred as a result of a late application are non-refundable.

You are responsible for reaching your designated pick up point safely and on time for school transport. It is your responsibility to contact the transport provider as soon as possible if you are going to be absent from school and will not require school transport. If you become sick whilst at school, or are excluded it is your responsibility to arrange for your own transport outside of normal pick up times.

Please ensure that you have read the conditions of travel in this application form. Whilst each student's needs are taken into account, if the transport provider experiences problems which raises concerns over the health and safety of others they reserve the right to refuse to transport. On such occasions, it is your responsibility to ensure you attend school.

If you are unable to sign the form then help can be provided with your submission, we do however request for the name of the person completing the form and their relationship to the transport applicant.

Further information

The Council's policy on the provision of travel assistance and further information on the councils post 16 transport statement is available to view or download on our website www.warrington.gov.uk. If you do not have access to a computer a paper copy can be obtained by contacting the Admissions, Organisation and Transport Team on 01925 442974. For help in completing this form please contact the Inclusion service on 01925 442917 or contact your transition social worker.

Please return your completed application form to:

Admissions, Organisation & Transport Team, Education Services, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH or by email to: sentransport@warrington.gov.uk



**APPLICATION FOR TRANSPORT ASSISTANCE FOR STUDENTS AGED 19-25
WITH SPECIAL EDUCATIONAL NEEDS AND/OR LEARNING DIFFICULTIES OR
DISABILITIES ATTENDING SPECIAL SCHOOLS AND COLLEGES
ACADEMIC YEAR 2020 / 2021**

Return to: Education Transport Officer, Education Services, East Annexe, Town Hall,
Sankey Street, Warrington, WA1 1UH or by email to: sentransport@warrington.gov.uk

Transport Application

Is this a transport application for a new course? YES NO

Is this application as a result of a change in circumstances? YES NO

Do you have an Education Health Care Plan? YES NO

Student Information

Name: _____

Male Female Prefer not to say Date of Birth: _____

Address: _____

Postcode: _____

Phone Number (including area code): _____

Parent/Carer Details

Name: _____

Phone Number: _____

Email Address: _____

Establishment Details

Name of School/College: _____

Address: _____

Course Details

Is the course FULL TIME? (3 or more days per week) YES NO

Number of days travelling per week: _____ Year of Study: 1st 2nd 3rd 4th

You must give full titles and qualification levels of all courses to be studied. If this section is not completed the application will be returned. You may continue on another sheet if necessary.

Course Title:

Level:

Eligibility

Is travel support available from any family members or personal assistants? YES NO

Do you have a car or access to a family car? E.g. mobility car. YES NO

Are you able to use public transport? YES NO

Have you had Independent Travel Training? YES NO

Nature of Medical & Special Educational Needs

Do you suffer from any medical condition which might require attention whilst travelling to and from school e.g. epilepsy/asthma/diabetes/allergies/other? YES NO

If YES please specify _____

What potential problems could the condition cause during the journey to school/college?

How is the condition usually managed? _____

Are there any triggers that may affect your journey to / from school? (E.g. music, silence, other passengers) YES NO

If yes, what are they and how are these managed? (E.g. distraction techniques, headphones, conversation etc.) Please continue on page 7 or a separate sheet if more space is needed.

Do you have (tick all which apply):

- | | |
|---|---|
| <input type="checkbox"/> Difficulty in communication | <input type="checkbox"/> Hearing Impairment |
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Behaviour Problems |
| <input type="checkbox"/> Autism | <input type="checkbox"/> Mild Learning Difficulties |
| <input type="checkbox"/> Severe Learning Difficulties | <input type="checkbox"/> Moderate Learning Difficulties |
| <input type="checkbox"/> Physical Difficulties | <input type="checkbox"/> Dyslexia |

Or any of the following medical needs?:

- | | |
|--|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> Travel Sickness | <input type="checkbox"/> Other (please specify below) |
-
-

Are you:

Oxygen dependent? YES NO Tube Fed? YES NO

If you answered yes to either of the above, is there any information that you would like to give us that would help us plan your transport arrangements?

Do you require suction? YES NO

Do you need to travel with any medication? YES NO

If yes, please give as much information as possible:

Medication should be placed into the student's bag to be handed over by taxi staff at home/school or college. Please be aware that medication cannot be administered by transport staff.

Equipment

Will you be travelling on a special seat? YES NO
If yes, please provide the following information:

Make _____ Model _____

PLEASE NOTE THAT SPECIAL CAR SEATS ARE NOT PROVIDED BY THE TRANSPORT PROVIDER

Will you be travelling with a wheelchair? YES NO
If yes, please provide the following information:

Make _____ Model _____

Type (e.g folding/electric/manual etc) _____

Do you need to travel in their wheelchair? YES NO

If yes, is the wheelchair safe for use in a vehicle (i.e. the chair has been crash tested)
YES NO NOT SURE

Please note that in some circumstances the local authority may need to send an inspector out to look at the wheelchair/buggy to assess whether it is safe to transport. You may be asked to provide proof of crash testing in the form of certification.

Do you need to travel with a walking frame? YES NO
If yes, please provide the following information:

Make _____ Model _____

Length _____ Width _____

Is the walking frame foldable? YES NO

Do you need to travel using a harness or restraint? YES NO

If yes, will you be providing the harness/ restraint? YES NO

Additional Information

This space is provided for you or someone who knows you well to record any additional information that you feel is relevant to your transport arrangements (please continue on a separate sheet if needed):

Attendance Details

Start Date: _____

Days Attending	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
Finish Time					

Other Agencies/Professionals:

Please list any professionals you are working with and indicate that you are happy for us to contact them for further information if necessary. Please include details of health care professionals, social worker, family support workers, etc.

Name of Agency/Professional:	Contact Name:	Contact details (telephone/email address)

Benefits Declaration

Name of Person Receiving Benefit _____

Students or families who are in receipt of a qualifying benefit may be entitled to a reduced charge when a contribution has been agreed. The qualifying benefits are:

Income Support, Income based Jobseekers Allowance (or equal based Income based & Contribution based JSA), Universal Credit (with an annual income less than £7,400), The Guarantee Element of State Pension Credit, Income related Employment & Support Allowance (or equal based Income based & Contribution based ESA), the Maximum Level of Working Tax Credit, Child Tax Credit (with an annual income less than £16,190) or a family who receives support under Part VI of the Immigration and Asylum Act 1999.

You must supply proof of entitlement to a relevant benefit with this form.

Please read and sign the following declaration:

I am receipt of one of the qualifying benefits listed above and will inform the Education Transport Department immediately should this benefit be stopped or if my circumstances change (e.g. if my address or the person receiving the benefit changes).

I understand that if I do not notify the Education Transport Department of any changes to entitlement or give false information I will be asked to repay any transport costs incurred.

Signed (Claimant) _____ Date _____

Student Declaration

I declare that the information provided on this form is correct at the time of submission. If any of the circumstances change, I agree to notify the council immediately. If the council agrees to provide travel assistance for me, I understand that:

- Following this assessment, the council will decide what form of travel assistance will be offered
- Any travel assistance agreed will be reviewed at least once every year
- Any change of circumstance (e.g. change of address) that may affect my present entitlement to travel assistance, will result in a review of the type of transport assistance provided
- The council may review the travel assistance provided if your behaviour presents a health and safety risk to yourself, or others, while travelling on the transport
- The Council is trying to make the best use of limited resources and therefore will apply a principle of lowest cost option for any student receiving transport assistance. The lowest cost option may vary depending on individual circumstance and may be one of the following: a mileage allowance for transport using own vehicle; a bus pass; mini-bus transport arranged by the Local Authority transporting a number people; taxi arranged by the Local Authority.

Name: **Signed:**

Date:

The student applying is unable to sign the form therefore I have completed this form on behalf of the student:

Name:**Relationship to the student:**.....

Signed:**Date:**.....

For Office Use Only:

Date Received:

Home to School Distance:

Approved / Declined (if declined please give reason below):