



Doncaster  
Council

# **HOME TO SCHOOL TRANSPORT POLICY**

Pupil Support and Passenger Transport Section

[Doncaster Council Website](#)

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Information can be made available in other languages, on other formats such as Braille or Audio Tape, on request. Please contact the Pupil Support and Transport Team on 737325 for more information, or if you need any other help or advice.

# 1 GENERAL

1.1 This Policy is prepared in response to duties of the Local Authority (LA) (see note 1), under section 508B of the Education Act 1996, (amended by Education and Inspections Act 2006) which deals with the duty of Local Authorities in England to ensure that suitable travel arrangements as it considers necessary are made to facilitate attendance at school for eligible children or students.

1.2 The primary responsibility for ensuring pupils and students attend school or college is that of the parent or carer (see note 2). However, section 444(3B) provides a parent with a defence if he or she proves that:

- the LA has a duty to make travel arrangements in relation to the child under section 508B and has failed to discharge that duty.

Schedule 35B of the 1996 Act (amended by the Education and Inspections Act 2006) defines “eligible children” as those categories of children in an authority’s area for whom travel arrangements will always be required. A condition of each category is that they are of compulsory school age. Under section 508B, these arrangements must be provided free of charge.

1.3 Unless otherwise specified, transport assistance will normally comprise of one of the following:

- a zero fare bus pass purchased by the LA from South Yorkshire Passenger Transport Executive (SYPTTE) which allows a pupil to travel free of charge between the bus stop nearest to their home address, and the school/college or the nearest bus stop to the school/college they attend, on commercial or tendered bus services;
- free travel on a bus, coach, mini-bus or taxi/private hire or similar vehicle for pupils identified as having Special Educational Needs (SEN) (see section 10/11) and as determined by the LA as appropriate to meet the child’s individual needs.

1.4 Other than where exceptionally agreed for pupils and students who receive assistance with transport under section 10/11, no assistance will be provided with travel:

- to and from work-experience placements;
- to and from medical, dental, psychiatric, speech therapy or similar appointments;
- from school, college or other provision in event of the pupil or student becoming ill; or
- to and from extra-curricular activities or any other educational provision or arrangements made for pupils and students by schools or colleges.

Responsibility of the above circumstances will rest with either the school, college or parent/carers.

## **2 PUPILS UNDER THE AGE OF 4 YEARS**

Other than for a child with a statement of SEN or Education Health Care Plan (ECHP) who has had transport approved in accordance with Section 10, no assistance with transport shall be given to a nursery aged child.

## **3 PUPILS AGED 4-7 ATTENDING THEIR CATCHMENT SCHOOL**

3.1 For pupils less than 8 years of age (on 1 September), free transport will be provided where the distance between their home and catchment school is 2 or more miles, measured by the nearest available walking route (hereafter referred to as statutory qualifying distance – see note 4). Free transport will normally be facilitated through the provision of a zero fare bus pass for the child.

3.2 Pupils living less than the statutory qualifying distance may be eligible for free travel if the LA determines that they qualify under section 7.

3.3 Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey if required.

## **4 PUPILS AGED 8-16 ATTENDING THEIR CATCHMENT SCHOOL**

4.1 For pupils who are aged 8 years or older (on 1 September) and still of compulsory school age, free transport will be provided where the distance between their home and catchment school is 3 or more miles measured by the nearest available walking route (hereafter referred to as the statutory qualifying distance – see note 4). Free transport will normally be facilitated through the provision of a zero fare bus pass.

4.2 For pupils who move home within the Doncaster Metropolitan Borough Area whilst in Years 10 or 11, and who wish to remain at the school they have been attending to complete their examination course, free transport will be provided where the distance between their new home and their school is more than the statutory qualifying distance. Free transport will normally be facilitated through the provision of a zero fare bus pass.

4.3 For pupils from low income families please refer to section 8.

4.4 Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey if required.

## **5 PUPILS ATTENDING DENOMINATIONAL SCHOOLS**

5.1 Please note that as a result of the Council having to prioritise expenditure in other areas from September 2010 no free transport will be provided on denominational grounds for pupils entering new phases of education ie starting primary or secondary schools. Unless they qualify under the low income category. (Please see Section 8)

5.2 Pupils who were entitled to free transport on denominational grounds prior to September 2010 will continue to receive a free bus pass until they reach the end of their phase of education ie until the end of primary education (year 6) or until the end of statutory schooling (year 11).

5.3 Where a child attends a school for denominational reasons, free transport will be provided where:

- the school is the nearest maintained school of the faith to which the parent adheres and in which the pupil has been baptised; and
- the distance between the pupil's home and the school is the statutory qualifying distance appropriate to the age of the pupil but not more than 20 miles.

Free transport will normally be facilitated through the provision of a zero fare bus pass.

5.4 Pupils meeting the qualifying conditions in 5.2 but living less than the statutory qualifying distance may be eligible for free travel if the LA determines that they qualify under Section 7.

5.5 Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey if required.

## **6 PUPILS NOT ATTENDING THEIR CATCHMENT SCHOOL**

6.1 The LA recognises the rights of parents given under the Education Act, 1996 to express a preference for their choice of school and the duties on the LA under the same Act in respect of those preferences expressed. However, in order to ensure the efficient use of its resources, the LA will normally only provide free travel to pupils meeting the relevant eligibility conditions attending:

- the school designated as the catchment school for the area in which the LA has determined the pupil is ordinarily resident for the purposes of admissions to schools.
- 6.2. An exception to this policy is made, and assistance in the form of a zero fare bus pass will be offered for pupils in the following circumstances:
- a) Where the parents/carers have chosen for their child not to attend the catchment school and have accepted a place for him/her at an alternative school, which is the statutory qualifying distance appropriate to the age of the pupil from where the pupil is ordinarily resident but is nearer than the catchment school.
  - b) Where the LA is unable to make a place available at the pupil's catchment school, and makes a place available at the next nearest school (the allocated school), which is the statutory qualifying distance appropriate to the age of the pupil from where the pupil is ordinarily resident.
  - c) Where the parents/carers have chosen for their child not to attend his/her catchment school, or the allocated school and have accepted a place for their child at an alternative school, which is the statutory qualifying distance appropriate to the age of the pupil from where the pupil is ordinarily resident, providing the LA does not incur additional expenditure. A zero fare bus pass to enable the pupil to attend the alternative school will be provided equivalent to that which the pupil would have received had s/he attended either the catchment, or allocated, school as the case may be.
- 6.3 Where a pupil qualifies for assistance with transport under these exceptions, the parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop if required.
- 6.4 The LA is not in a position to guarantee travelling arrangements to any school, such arrangements are entirely in the hands of the providers of bus services and/or SYPTE.
- 6.5 When selecting alternative schools, parents/carers must do so in the knowledge that, unless they qualify under the above exceptions, free transport, or assistance with transport costs, will not be available, regardless of the distance involved. They should also consider, as a factor in making their decision, the consequences of possible future alterations to bus services.

## 7 EXCEPTIONS

For pupils who do not qualify for free transport under sections 3, 4, 5 or 6.2(a),6.2(b) or 6.2(c) because they live less than the statutory qualifying distance appropriate to their age, assistance with transport will be considered in circumstances where:

- a) the LA determines that, because of injury or medical condition the pupil is unable to access their normal method of reaching school. It is the responsibility of parents/carers to provide such information, as the LA may request to enable a decision to be made on whether, and in what form, assistance will be offered.
  
- b) having had regard to the age of the child, the walking route, or alternative routes, to the school the pupil could reasonably be expected to take is/are not considered to be reasonably safe and available even when accompanied by an adult. The LA has established criteria for the assessment of the availability of a walking route to School and will determine the availability or otherwise of a route in accordance with the approved criteria. Where the LA determines assistance with transport should be made it will normally be through the provision of a zero fare bus pass.

## 8 PUPILS FROM LOW INCOME FAMILIES

8.1 The Education and Inspections Act 2006 introduced free transport assistance for pupils from low income families. Pupils who qualify under this legislation are pupils in receipt of Free School Meals (FSM) or whose families are in receipt of Maximum Working Tax Credit (MWTTC). Pupils meeting the following criteria will receive transport usually in the form of a zero fare bus pass.

### 8.2 Primary Pupils

Pupils aged 8 to 10 who are attending their nearest qualifying school\* and the distance between home and school is more than 2 miles

### 8.3 Secondary School Pupils

Pupils aged 11 to 16 attending any 1 of their 3 nearest qualifying schools\* where the distance between home and school is more than 2 miles but not more than 6 miles from their home address

#### **8.4 Pupils attending School on grounds of Religion or Belief**

Pupils up to 16 years of age attending their nearest appropriate denominational school on grounds of religion or belief, where the distance between home and school is more than 2 miles but not more than 15 miles

#### **8.5 Distances referred to in this section are measured as follows:**

- Up to 2 miles – as per the statutory walking distance, along the nearest available walking route.
- The 6 miles upper limit or the 15 miles upper limit – along road routes passable by suitable motorised transport.

\*The nearest qualifying school is one with places available that provides education appropriate to the age, ability and aptitude of the child.

#### **8.6 Once eligibility has been determined and confirmed, the pupil will remain eligible until the end of the school year for which the assessment has been made.**

### **9 POST 16 – SIXTH FORM/FURTHER EDUCATION STUDENTS**

#### **9.1 Please note that as a result of the Council having to prioritise expenditure, with effect from September 2010, the LA will no longer provide free transport for Post 16 students entering into further education at Sixth form or College for the first time or undertaking new courses.**

### **10 SPECIAL EDUCATIONAL NEEDS : PUPILS AND STUDENTS (UP TO THE AGE OF 19)**

#### **10.1 General**

Each pupil or student identified by the LA as having Special Educational Needs (SEN) (under the four overarching types of need: Communication and Interaction, Cognition and Learning, Sensory and/or Physical or Social, Emotional and Mental Health), will have their individual transport needs assessed against set agreed criteria, taking into account their age, mobility and the effect of their special educational needs on their ability to travel. If it is concluded that a pupil or student does not require transport assistance under this section, then consideration will be given under the other sections of this policy as appropriate.



## **10.2 Pupils and Students with a Statement of Special Educational Needs or Education Health care Plan**

10.2.1 For pupils and students being considered for an Education Health Care Plan or with an existing statement of SEN, an assessment of transport need will be undertaken by the SEN Assessment Officers at the draft EHCP or amended EHCP or amended statement of SEN stage. This will be shared with parents/carers who are encouraged to express their views about all aspects of their child's SEN provision, including transport. Transport is not routinely included in a Statement of SEN but may be included in an EHCP Plan exceptionally, for example if transport provision is agreed as part of a Personal Budget. Statements of SEN will cease by April 2018 and children will either have their needs met at the SEN Support Stage or with an EHCP.

10.2.2 The provision of transport to meet a pupil or student's need will be in accordance with the provisions of this section and will be reviewed and, if necessary, reassessed at each annual review of the statement or EHCP. Where it is decided that:

- a transport need is now required; or
- a transport need previously identified should be modified; or
- transport is no longer required

The pupil or student's statement or EHCP will be amended accordingly.

## **10.3 Pupils and Students with Special Educational Needs but no Statement**

For pupils and students with SEN but without a statement or EHCP, an assessment of transport need will be undertaken by the appropriate Officer(s) at the time a decision on the provision to be made for the pupil or student to meet their need is taken. Where it is determined that the provision of a zero fare bus pass would not be appropriate to meet the needs of the pupil or student, the provision of transport will be in accordance with the provisions of this section and will be reviewed and, if necessary, reassessed annually by the appropriate Officer(s).

## **10.4 Independence Training**

10.4.1 All secondary age pupils, and students over compulsory school age, with SEN who have previously been assessed as requiring transport assistance under this section, will receive support for independence and mobility training as part of their school/college curriculum with the aim of reducing their reliance on individual transport in preparation for adult life. This will require plans to encourage independent travel to be put in place by the school/college and

parents/carers working in partnership, to mutually agreed targets. Progress should be evidenced at each annual review. There is a specific duty on schools and LAs to begin planning for the transition to adulthood formally from Y9.

- 10.4.2 School and parents/carers will encourage their children to take up public/community transport options at the earliest opportunity – this will be regarded as a positive achievement towards the pupil or student’s attainment in becoming an independent traveller. Where transport is ceased under this section, pupils and students may be eligible for support under other sections of this policy as appropriate

#### **10.5 Provision of Transport for pupils and students with SEN**

- 10.5.1 The type of transport assistance provided will be the most appropriate, taking into account the child’s age, safety and needs as assessed in accordance with the approved assessment criteria. A pupil or student will normally be expected to share a vehicle with other pupils and/or students. Individual transport will only be provided in exceptional circumstances and where the need for individual transport has been clearly identified from the assessment under the approved assessment criteria. Social reasons such as out of hours activities or parents/carers work commitments will not be regarded as valid reasons for determining the type of transport assistance for their child.
- 10.5.2 A zero rated bus pass will operate from the bus stop nearest to the pupil’s home. Parents/carers should ensure their child’s safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop if required.
- 10.5.3 Pupils and students who are assessed as requiring travel on a coach, mini-bus, taxi/private hire or similar vehicle, will be picked up and dropped off at the most convenient designated point nearest to their home address, having due regard to their needs and safety. Pupils will only be guaranteed collection and drop-off from outside their home address if their needs exceptionally require this arrangement. Social reasons such as out of hours activities or parents/carers work commitments will not be regarded as valid reasons for such an arrangement. In either circumstance, it is the responsibility of parents/carers to ensure their child’s safety by making appropriate arrangements to accompany their child to and from the designated pick-up point, or see them safely onto and off the vehicle.
- 10.5.4 Approval will not be given for ad hoc or occasional variations to the arrangements determined by the LA under 10.5.3. If parents/carers request a variation to the arrangements for example, for their child to be collected from, or dropped off at, a relative/neighbour/child-minder’s address,

consideration to an amendment to the agreed travel arrangements will only be given where:

- the request is for a permanent change on each school day; and
- no change to the transport provider will be required; and
- no additional cost will be incurred by the LA; and
- the request would not add unreasonable additional travelling time for other pupils in the vehicle

Where these requirements cannot be met the request will be declined.

10.5.5 Arrangements will be made to transport pupils with SEN as follows:

- |   |   |   |
|---|---|---|
| a) day pupils/students                  | - | at the start and end of each school/college day;                |
| b) pupils/students who board for 5 days | - | at the start and end of each school/college week;               |
| c) pupils/students who board for 7 days | - | at the start and end of each school/college term and half term. |

In addition pupils who are in the National Curriculum Year Group 7 or below ie who have not yet had their twelfth birthday, and who board for 7 days, will be provided with additional return journeys for two weekends per half-term.

10.5.6 Any special equipment or supervision arrangements required because of the child's needs will normally be arranged by the LA.

10.5.7 No assistance with transport will be provided under this section where the LA has identified an institution or provider to meet a pupil or student's need but the parents/carers preference is to send their child to a more distant institution or provider of the same type. For pupils and students with a statement of SEN or EHCP, this will apply irrespective of whether the institution or provider is named in the statement or EHCP, which will make clear there will be no support with transport.

## **11 SPECIAL EDUCATIONAL NEEDS STUDENTS OVER THE AGE OF 19**

11.1 Individual transport needs will be assessed against set agreed criteria, by the appropriate Officers of the Learning Opportunities and Skills Children Young People Directorate for students who are;

- over the age of 19 and under 25 years of age on 1 September each year; and

- ordinarily resident in the LA area; and
- have, or have had previously, a S139a, a statement of SEN, an EHCP and a Social Services Assessment of Need which includes, or included, in order to meet the needs of the student, a requirement for transport; and
- be registered or registerable as disabled under the Chronically Sick and Disabled Persons' Act 1970; and
- attending a course funded by the Education Funding Agency. at a local FE College) which has been agreed as appropriate to meet the needs of the student, unless attendance on a course at another institution has been agreed as more appropriate to meet a specific educational and/or social need of the student.
- Progression in learning must be evidenced against outcomes in the EHCP. Lack of progression will mean that transport will no longer be approved. Funding will not normally be provided where a student repeats a course or studies at the same academic level as one previously studied.

11.2 Assessment may include undertaking a transport assessment with trained travel trainers, failure to attend assessment could mean transport is not provided. Where assistance with transport is deemed necessary it will be provided in accordance with the provisions of this section until the completion of the course for which it was approved or the end of the academic year in which the student attains the age of 25 years whichever is the earlier. Assistance with transport will, if necessary, be subject to an annual review and/or reassessment.

### 11.3 **Provision of Transport**

11.3.1 Students will normally be provided with a zero fare bus pass to enable them travel free of charge between the student's place of ordinary residence and the college. Where a college has several sites at which the student is required to attend, free travel will be provided to one designated site only which is agreed between the LA, the student and the college authorities.

11.3.2 Where the LA has determined that transport using a zero fare bus pass is not appropriate, the type of transport assistance provided will be the most appropriate taking into account the student's age, safety and needs as assessed in accordance with the approved assessment criteria. A student will normally be expected to share a vehicle with other students. Individual transport will only be provided in exceptional circumstances and where the need for individual transport has been clearly identified from the assessment under the approved assessment criteria. Social reasons such as out of hours activities or parents/carers work commitments will not be regarded as valid reasons for determining the type of transport assistance.

11.3.3 Students who are assessed as requiring travel on a coach, mini-bus, taxi/private hire or similar vehicle, will be picked up and dropped off at the most convenient designated point nearest to their home address, having due regard to their needs and safety. Students will only be guaranteed collection and drop-off from outside their home address if their needs exceptionally require this arrangement. Social reasons such as out of hours activities or parents/carers work commitments will not be regarded as valid reasons for such an arrangement. It is the responsibility of parents/carers to ensure the student's safety by making appropriate arrangements to accompany them to and from the designated pick-up point, or see them safely onto and off the vehicle.

Where a college has several sites at which the student is required to attend, transport will be provided to one designated site only which is agreed between the LA, the student and the college authorities, any inter site transfer will be the responsibility of the college to provide.

11.3.4 Approval will not be given for ad hoc or occasional variations to the arrangements determined by the LA under 11.3.3. If the student/parents/carers request a variation to the arrangements for example, for their child to be collected from, or dropped off at, a relative/neighbour's address, consideration to an amendment to the agreed travel arrangements will only be given where:

- the request is for a permanent change on each college day; and
- no change to the transport provider will be required; and
- no additional cost will be incurred by the LA; and
- the request would not add unreasonable additional travelling time for other students in the vehicle.

Where these requirements cannot be met the request will be declined.

11.3.5 Any special equipment or supervision arrangements required because of the student's needs will normally be arranged by the LA.

11.3.6 Arrangements will be made to transport students as follows:

- |                                  |   |  |
|----------------------------------|---|--|
| a) day students                  | - | at the start and end of each college day;                |
| b) students who board for 5 days | - | at the start and end of each college week;               |
| c) students who board for 7 days | - | at the start and end of each college term and half term. |

11.3.7 Where attendance at a college other than Doncaster College (or Dearne Valley College if that is nearer to the student's permanent address) has been agreed and the student could attend by boarding but elects to travel daily, no transport will be arranged. Instead, the student will be assisted by a payment towards the cost of travel, which will be calculated as follows:

- i) The total cost of daily travel for the academic year will be calculated as if it had been arranged by the LA in accordance with paragraph 11.3.2;
- ii) from this figure shall be deducted the residential costs that would otherwise have been payable by, or on behalf of, the student.

## **12 PUPILS AND STUDENTS IN PUBLIC CARE (UP TO THE AGE OF 19)**

The LA recognises its duties and responsibilities in respect of pupils and students in Public Care. For the purposes of determining any assistance with transport, pupils and students in public care will be considered under the appropriate section of this policy.

## **13 EXCLUDED PUPILS AND STUDENTS**

### **13.1 Pupils of Compulsory School Age Attending Schools**

13.1.1 Where a pupil has been excluded from his/her school, and the LA allocates an alternative school which is the statutory qualifying distance appropriate to the age of the pupil from where the pupil is ordinarily resident, a zero fare bus pass to enable the pupil to attend the allocated school will be provided.

13.1.2 Where the parents/carers of the pupil choose for him/her not to attend the allocated school and accept a place at an alternative school, which is the statutory qualifying distance appropriate to the age of the pupil from where the pupil is ordinarily resident, to the extent that the LA does not incur additional expenditure, a zero fare bus pass to enable the pupil to attend the alternative school will be provided equivalent to that the pupil would have received had s/he attended either the catchment, or allocated, school as the case may be.

13.1.3 Where a pupil qualifies for assistance with transport under this section, the parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop if required.

13.1.4 The LA is not in a position to guarantee travelling arrangements to any school – such arrangements are entirely in the hands of the providers of bus services and/or SYPTE.

- 13.1.5 When selecting alternative schools, parents/carers do so in the knowledge that, unless they qualify under the above exceptions, free transport, or assistance with transport costs, may not be available, regardless of the distance involved. They should also consider, as a factor in making their decision, the consequences of possible future alterations to bus services.

### **13.2 Pupils of Compulsory School Age attending other Provision**

Where a pupil has been excluded from his/her school, and the LA arranges provision for the pupil at institutions other than a school, assistance with transport will be considered under Section 13.1 of this policy.

## **14 APPEALS**

- 14.1 Parents/carers will have the right to appeal against any determination made on assistance with transport by Officers of the LA under this policy. This will be a 3 stage process as follows:

### **14.2 The Stage One Review**

This Review will be undertaken by a Senior Officer of the Council.

- Parents/carers will have 20 working days from receipt of the local authority's decision to refuse their application to complete and return a Notice of Appeal Form requesting a review of the decision. This form should be completed by the parent/carer and give details of any personal or family circumstances that the parent/carer believes should be taken into account when the decision is reviewed.
- Within 20 days of receipt of this form, a Head of Service will review the case and send out a letter notifying the parent/carer of the decision.
- The letter should explain how the review was conducted, information about other Departments or Agencies that have been consulted as part of the process, the rationale for the decision reached and information about how the parent can escalate their case to stage 2.

### **14.3 The Stage Two Review**

This Review will be undertaken by an Assistant Director.

- Parents/carers will have 20 working days from receipt of the Stage 1 decision to make a written request to escalate the matter to Stage 2.
- Within 20 days of receipt of this form, an Assistant Director will review the case and send out a letter notifying the parent/carer of the decision.
- The letter should explain how the review was conducted, information about other Departments or Agencies that have been consulted as part of the process, the rationale for the decision reached and information about how the parent can escalate their case to stage 3.

### **14.4 The Stage Three Review**

This Review will be undertaken by an independent appeal panel (the Awards Grants and Transport Appeals Committee)

- A parent/carer will have 20 working days from receipt of the Stage 2 decision to make a written request to escalate the matter to Stage 3.
- Democratic Services will be informed that an appeal has been received, they will arrange a date for the Hearing and will send out Agendas and invites to the meeting.
- Within 40 working days of receipt of the parent/carer's request The Awards Grants and Transport Appeals Committee will consider written and verbal representations from both the parent and Officers involved in the case.
- Democratic Services will send out notification of the outcome of the appeal within 5 working days which will set out:
  - The nature of the decision reached.
  - How the review was conducted, information from other agencies or departments consulted, what factors were considered, the rationale for the decision reached and information about the parent's right to put the matter to the Local Government Ombudsman.
  - It will be made clear that a referral of a complaint to the Local Government Ombudsman should only be made if the complainant considers that there was a failure to comply with the procedural rules or if they consider that there have been any irregularities in the handling of the appeal.

14.5 All hearings of the Panel will be conducted in accordance with the approved protocol.

## **15 REQUESTS FOR PERSONAL BUDGETS**

### **15.1 Eligibility**

In order to qualify for a Personal Budget a pupil must satisfy the following criteria:

- the pupil must have an EHC Plan, and
- must fall into one of the four categories of 'eligible child' ( please see Note 7 for definition of 'eligible child') and
- the Local Authority must not have suitable transport running that the pupil could fit on at no additional cost or at less than the mileage allowance payable in the personal budget.

### **15.2 Payment of Personal Budget**

Personal Budgets will be paid termly in advance based on the actual mileage allowance multiplied by the number of days the pupil is expected to attend. Payment will be paid by BACS transfer, parents will need to supply bank account details to enable this to take place.



The payment of the Personal Budget will be paid at the following rates in accordance with the Officer Decision 10/11 139 taken on 23 December 2010 which is:

<b>Circumstances</b>	<b>Suggested Rate Per Mile</b>
Parents offer to undertake transport but pupil can fit on existing transport at nil cost.	Nil – Request refused
Parent offers to transport their own child no other run in place.	23p (taken from AA motoring costs mid point) <b>NB:</b> Rate based as at July 2014 will need to be reviewed on an annual basis as rates change.
Local Authority requests parents to transport own child as LA is unable for whatever reason to provide transport (eg Health and Safety).	45p (current LA car mileage rate)

The payment will be calculated using the mileage between home and school  
 Eg 10 miles between home and school = 40 miles (2 return journeys) x 23p x 50 days (January – March) = £460. The mileage will be determined by the shortest route using the Council's Geographical Information System.

**NB:** Please note that this payment is based on the assumption that the pupil will attend school regularly in order for this payment to continue. Any long term absence, will result in a corresponding deduction in any future termly payments and/or a request for repayment to the Council, as deemed appropriate in the circumstances.

### **15.3 Disagreement Resolution**

The Council will explain in writing if they do not agree with a parental or an eligible young person's request in relation to a Personal Budget and parents and or the eligible young person can ask for a review of an the decision and make representations where:

- an aspect of provision in the EHCP has not been offered as a Personal Budget and they would like to have this reconsidered;
- a Personal Budget has not been offered at all;
- it is felt that the Personal Budget is insufficient to meet the identified needs and outcomes.

The Council will confirm the outcome of a review in writing and will not reconsider a decision more than once.

#### **15.4 Examples of Travel not Eligible for Personal Budgets**

The payment of a Personal Budget for travel will only be paid to support a pupil's attendance at school or College.

The responsibility for the following type of travel lies with the School, College or parent/carer and will not be covered by the personal budget:-

- travel to and from work placements;
- travel to and from medical, dental, psychiatric, speech therapy or other similar appointments;
- travel to and from extra-curricular activities, after school clubs, where this is in addition to home to school transport.

#### **16 CEASING ASSISTANCE WITH TRANSPORT**

16.1 The LA has adopted a Code of Practice for the safety and behaviour of pupils on Home to School transport. If any pupil persistently endangers their own safety or that of others by not adhering to the Code of Practice, consideration will be given to ceasing their transport assistance and parents/carers will then be expected to make alternative arrangements to ensure their child attends school.

16.2 In addition to the Code of Practice the LA has, in conjunction with the other 3 South Yorkshire Authorities and SYPTE, produced a policy for managing criminal and unacceptable behaviour on public transport. Any breach of this policy may result in the withdrawal of the zero fare bus pass and/or further measures being taken as appropriate.

16.3 In cases where individual transport is provided by taxi or minibus, parents are requested to cancel transport when not required ie in case of holidays or illness. Repeated failure to cancel transport when not required may lead to a recharge of the cost or ultimately cancellation of the transport.



## NOTES

### 1 The LA

References in this policy to the 'LA' are a reference to Doncaster Metropolitan Borough Council and references to the 'LA's area' is to the administrative area of the Borough.

### 2 Parent/Carer

Reference to parent and/or carer in this policy means any person having parental responsibility for the child (for who assistance with transport is being sought) within the meaning of the Children Act 1989.

It is the responsibility of those applying for assistance with transport to satisfy the LA that they have parental responsibility for the child for whom assistance is being sought.

### 3 Ordinarily Resident

Reference in this policy to 'ordinarily resident' means where a pupil or student is habitually and normally resident at their address other than for occasional absences and for a settled purpose, which is not solely to receive education ie the residence at which the child resides during the normal school week at the closing date for receiving applications for admission to school during the normal admission round.

Any reference to the pupil or student's 'home', or to where they 'live' or 'reside' shall refer to where they are ordinarily resident.

It is the responsibility of those applying for assistance with transport to provide such information as the LA requires in order to be satisfied as to where the pupil or student is ordinarily resident.

### 4 Statutory Qualifying Distance

The walking distances are:

- a) for pupils of less than 8 years of age (on 1 September) 2 miles; and
- b) for pupils aged 8 years or older and still of compulsory school age (on 1 September) 3 or more miles.

Each case is measured by the nearest available walking route.

For the purposes of this policy, the walking distance will be measured from the front gate of the address where the LA has accepted the pupil or student is ordinarily resident, to the nearest designated entrance of the school or college to which assistance is being considered under the relevant clause of the policy. i.e. at the entrance to the grounds/boundary of the school or college.

The route measured will be the nearest direct available walking route, having had regard to the age of the child, the walking route, or alternative routes, to the school the pupil could reasonably be expected to take. The LA has established criteria for the assessment of the safety of a walking route to school and will determine the availability or otherwise of a route in accordance with the approved criteria. The assessment of the availability or otherwise of a route will be based on a child being accompanied by an adult. It will be irrelevant for the purposes of that assessment whether or not the child would or would not be so accompanied when attending the school or college.

In the case of a pupil qualifying for free travel on the grounds of 'low income' ie they are in receipt of FSM or their family receives MWTC the distances will be measured as follows:

- Up to 2 miles – as per the statutory walking distance along the nearest available walking route.
- The 6 mile or 15 mile upper limit – along road routes passable by suitable motorised transport.

The route will be measured using a computerised Geographical Information System. The LA considers this as an exact measure and cannot be considered marginal. If the LA considers it necessary a route may be measured by calibrated pedometer.

## **5 Full-Time Course**

References in this policy to a 'full-time course' is a reference to a course of which the student is required to study for at least 12 guided learning hours per week.

## **6 Closing date for applications for Bus Passes**

No refunds will be made for travel expenses incurred as a result of a late application for transport. The closing date for new bus pass applications is 30 June. Whilst we will process bus pass applications at any time we will not guarantee that they will be available at the start of term unless received by the closing date.

## 7 Definition of Eligible Child

The following are examples of an Eligible Child

- i Children who attend schools beyond the statutory walking distance**  
These children are eligible for free school transport, provided that the local authority has made no “suitable arrangements” for boarding accommodation or attendance at a nearer school and the children live beyond walking distance and attend their nearest suitable school. The statutory walking distance is 2 miles for children under 8 years old and 3 miles for children of 8 or over.
- ii Children with SEN, disabilities or mobility problems**  
These children may live within the statutory walking distance and have special educational needs, a disability or mobility problem which means that they cannot reasonably be expected to walk to their school and no suitable arrangements have been made by the Local Authority to enable them to attend a nearer school.
- iii Children whose route to school is unsafe**  
These children may live within the statutory walking distance but they cannot reasonably be expected to walk to their nearest suitable school because the route they could reasonably be expected to take is not deemed an available walking route, accompanied as necessary.
- iv Children from low income families**

  - Secondary school age children who attend schools over 2 and up to 6 miles from their home, even if the school they attend is not their nearest suitable school, providing there are not three or more suitable schools which are nearer to their home, or
  - Secondary age children from low income families who attend a school over 2 miles but under 15 miles away from home, if their parent has expressed a wish for them to be educated at that particular school based on the parent’s religion or belief and, having regard to that religion or belief, there is no nearer suitable school. This applies to parents with a particular religious or philosophical belief, including those with a lack of religion or lack of belief.
  - Junior age children (aged 8 – 10) from low income families who live more than 2 miles (rather than 3) from their nearest suitable school.

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