

# Home to school transport application form

## General policy

In accordance with legislation, Essex County Council provides home to school transport to children with an Education, Health and Care Plan (EHCP) who attend the nearest suitable school to their home address that meets their needs. In order to qualify, the child must reside two miles or more from that school if the child is under the age of 8, and three miles or more over the age of 8.

In addition to the above, where a child's SEN or mobility difficulties mean he or she cannot reasonably be expected to walk to nearest suitable school even when accompanied by a parent, transport can be provided even if the distance criteria is not met.

The full Education Transport Policy, available on the website [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport), sets out the eligibility criteria. In making an application, you accept that you have read this policy and we therefore strongly recommend you do so.

**Where a parent has elected for their child to attend a school further away than their nearest suitable school, as identified by the Council, or signed a transport disclaimer, home to school transport is not provided unless an entitlement exists under the law.**

### PLEASE NOTE

- If your entitled child uses specialist equipment, for example a wheelchair or harness, it is vital you inform the transport operator and the County Council of any changes to this equipment.
- Please advise the operator directly of any relevant information to assist them with the transport arrangements.

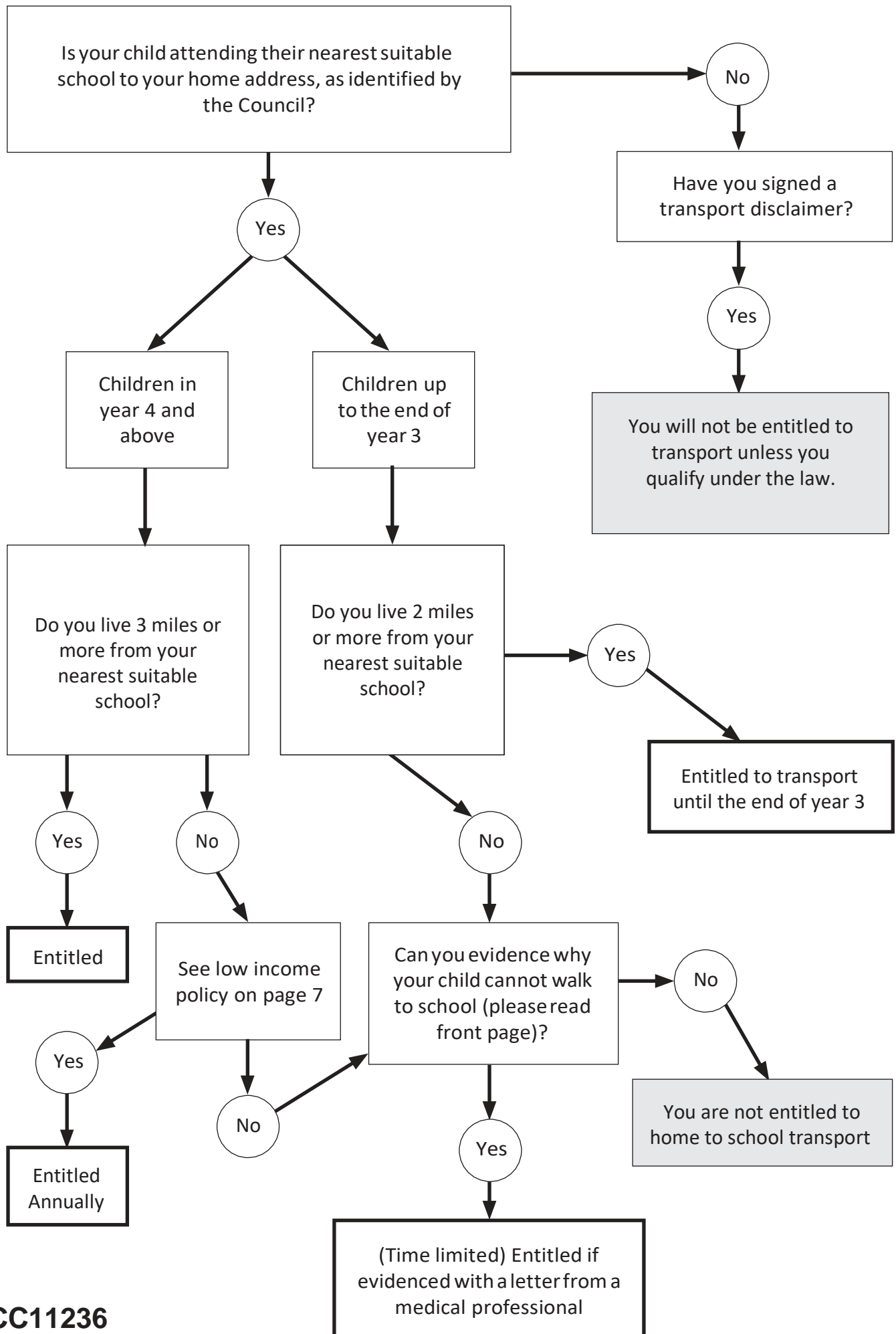
**If your details or circumstances change please advise us immediately.**

Please be aware that transport can take some time to arrange (up to 6 weeks). You are advised to apply as soon as you know that you require transport for your child, if you believe you meet the policy criteria.





# Am I eligible for transport?





# SEN transport application form

Student details	
First name	Date of birth
Surname	Gender
Also known as	
Parent name	2nd parent name
Home address (Please include post code)	
Transport is only provided to and from the main residential address.	
Home telephone	
Mobile	
Email (Important please provide)	
Looked after child Y <input type="checkbox"/> N <input type="checkbox"/>	To which Local Authority
Social worker name	
Social worker contact number	
Borough or district your council tax is paid to. Braintree, Colchester etc.,	

If you have any **other** children attending school, please state full name/s and school/s below:

Childs name	Name of school

School details and attendance	
School to be attended	
Required transport start date	

Transport for part time attendance will only be provided for nursery age children (3 years old onwards) attending a SEN School or specialist unit (e.g Hearing Impaired Unit, Speech and Language). Once the child reaches primary school age (Reception year) transport is not provided for part time attendance for entitled children.

**If you are applying for transport for a nursery age child then please include a copy of their timetable from the school on headed paper.**

**Transport is only provided at the start and end of the school day for years reception to year 11. Where transport is required outside of these times it is the responsibility of the parent/carer or school to provide this.**

**This should be considered at the point of agreeing alternative timetables outside of normal school hours.**

## Boarding school provision

If your child is boarding at the school please tick the appropriate arrangement:

Boarding type	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Termly <input type="checkbox"/>	52 Week placement <input type="checkbox"/>
<b>Entitlement</b>	One return journey per week in line with schools weekly boarding arrangements.	One return journey on a fortnightly basis in line with schools boarding arrangements.	One return journey every half term, travelling to school on the first day of term and returning on the last, every half term	12 return journeys per academic year to and from school. Journey dates must be notified in writing at least 10 working days in advance of travelling.

Transport outside of these entitlements such as, to attend medical appointments, family events, etc. are the responsibility of the parent/carer or school the child is attending.

## Your child's Special Educational Needs (Please tick appropriate boxes)

Emotional and behavioural difficulties <input type="checkbox"/>	Physical and neurological impairment <input type="checkbox"/>
Learning difficulties <input type="checkbox"/>	Visual impairment <input type="checkbox"/>
Speech and language difficulties <input type="checkbox"/>	Hearing impairment <input type="checkbox"/>
Please list any specific needs i.e autism / Down's Syndrome	

## Transport equipment requirements (please tick to specify)

None <input type="checkbox"/>	Travels in a wheelchair/buggy <input type="checkbox"/>
Infant seat <input type="checkbox"/>	Takes a folding wheelchair in the vehicle <input type="checkbox"/>
Booster seat <input type="checkbox"/>	Travels in an electrical wheelchair <input type="checkbox"/>
Crelling harness <input type="checkbox"/>	Takes a folding buggy in vehicle <input type="checkbox"/>
Other i.e leg splints / walking frame	

Wheelchair or buggy		Unloaded weight (kgs)		
<b>Manufacturer</b>		<b>Model</b>		
<b>Length (cms)</b>		<b>Width (cms)</b>		<b>Height (cms)</b>

Please provide any other relevant information to assist the operator transport your child.



## Specialist Healthcare Tasks Transport Service

If your child has a specialist healthcare need, this service will consider them and decide whether a risk assessment and/or additional support is required on ECC transport. This will ensure that your child's individual healthcare needs are suitably supported and appropriately managed by operator staff.

Please confirm if your child has any of the following by ticking the appropriate box:

<b>Epilepsy</b>	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Emergency medication for epilepsy</b> (e.g. Buccal Midazolam)	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Anaphylaxis</b> (severe allergic reaction requiring adrenaline autoinjector)	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Diabetes</b>	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Use of oxygen</b>	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Oral or nasal suction required</b> (excess salivation, risk of choking etc)	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Gastrostomy Feed</b> (Enteral Feeding)	Y <input type="checkbox"/>	N <input type="checkbox"/>

If you have ticked yes to any of the above options, please enclose a copy of your child's **Health Care Plan (HCP)** or **Joint Epilepsy Council (JEC)** care plan. **(Dated within the last year)**.

We **cannot** progress your application without this document.

Please be aware that as a general rule, passenger assistants are **not** trained to administer rescue medication for epilepsy. They are trained to carry out specific functions that are outlined in the risk assessment that you will receive and be asked to sign.

Passenger assistants **do not** administer oral or regular medication such as asthma pumps, calpol etc.

If you have any queries or concerns about your child's specialist healthcare need or require advice on the correct paperwork to supply with your application, please email [SHTTtransport@essex.gov.uk](mailto:SHTTtransport@essex.gov.uk) or phone the Specialist Healthcare Nurse on 0345 603 2200. We have provided a process map on the back of this form.

## Fuel allowance

Essex County Council is able to offer parents/carers a payment in advance in order for them to take their entitled child to school/college when the cost of the fuel allowance is less than the cost of Essex County Council providing contracted transport.

The mileage rate is paid at 45p to cover fuel costs for return journeys at the start and end of the standard school day. Please indicate on the application if you would like to be considered for a fuel allowance.

### An example of an allowance if you lived 10 miles from the school is:

10 miles x 2 return journeys = 40 miles x 45p per mile = £18 per day x 65 days in term = £1170 per term.

If 45p is in excess of the cost of placing your child on a current contract, but you would still like to take your child to and from school, an alternative rate of 17p can be considered.

I wish to be considered for advanced fuel allowance

Y

N

I understand that:

- I am applying for Home to school transport as per the terms and conditions set out in this application form and the Council's Education Transport Policy available on [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport)
- The information I have given is to my knowledge true and correct.
- Essex County Council can withdraw transport in certain circumstances.
- Only correctly completed applications can be assessed for entitlement.
- I will inform you immediately of any change of address or if my benefit changes or ceases, and understand that transport will need to be reassessed and may not result in further entitlement. Any costs incurred during the reassessment will not be funded by ECC.
- I accept that Essex County Council is committed to maintaining acceptable standards of behaviour on all school transport. Behaviour on our vehicles may be monitored by ECC and in extreme cases could result in transport being re-evaluated and in severe cases withdrawn.
- If my child is unwell then it will be my responsibility to collect him/her from school.
- **I understand that transport can only be implemented from the main residential address which is the address on this application form.**
- I understand that Home to School Transport will not accommodate before or after school clubs.
- I give permission to the Specialist Healthcare Tasks Transport Service to request and receive information relating to my child from all health professionals in his/her care with regards to transport needs. I also consent to this information being shared with all relevant professionals who are involved with the transportation of my child. If you **do not** wish to consent to this, tick the box. **Ticking this box may delay your application as we will not be able to obtain information on your behalf.**

Parent/carer signature		Date	
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# Low income policy

## Secondary school

If your child has been offered a place at one of the three nearest available schools to your home address and your family is entitled to Free School Meals, you may be entitled to receive transport assistance from the County Council.

Transport assistance will be provided to any one of the three nearest available schools, providing they are between two and six miles from your home via the shortest route. If you have a school that is less than two miles from your home address then this would be considered as one of your three nearest schools.

### For example

School 1 is 0.8 miles away

School 2 is 3.2 miles away

School 3 is 5.4 miles away

Transport would be provided to School 2 or 3, but not to school 1 (because it is less than two miles away). You will need to provide evidence of your benefit entitlement in order to qualify. The full list of qualifying benefits can be found within the policy. Transport will be awarded for one academic year only. You will be required to provide up to date evidence of your benefit entitlement at the end of every academic year, and we will write to remind you of this.

## Primary School

Children that are in years 4-6 will only be required to live two miles away as opposed to three miles from their nearest school, or the nearest suitable school identified by the Council if they are in receipt of one of the benefits stated above.

Please return your form to:

SENTransportAssessment@essex.gov.uk

SEN Transport Assessment Team, PO Box 4261, County Hall, Chelmsford CM1 1GS.

If you would like full details on how ECC uses personal data, please go to [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy) or call 03457 430430.



# Specialist Healthcare Tasks Transport Service Process

## Step 1: Joint Epilepsy Council (JEC) or Health care plan received from you

We have a duty to ensure that your child's transport is safe and appropriate; therefore if we receive notification that your child has a specialist healthcare need, we will need to investigate this.

A valid care plan must be:

- Signed by the prescribing doctor
- Dated within the last year

## Step 2: Case taken to the Specialist Healthcare Tasks Transport Panel

This panel will consider your child's specialist healthcare needs and will decide if a specially trained passenger assistant is required. This panel meets on a fortnightly basis.

## Step 3: A specially trained passenger assistant is required

A risk assessment will now be produced by our Specialist Healthcare Nurse and sent to you. If the panel agrees that this is not required, this process stops and your child's transport will then be set up by our Passenger Transport team.

## Step 4: Signature on risk assessment required

For the majority of our risk assessments only a parent/carer signature is needed.

In some cases, where a medical intervention is required, such as use of a suction machine or administration of rescue medication for epilepsy, then additional signatures are required.

Please return your signed risk assessment quickly to avoid delay in setting up transport

## Step 5: Passenger assistants recruited by operator

Once we receive all required signatures, our Passenger Transport team will liaise with the operator to provide two passenger assistants for training (one main and one back-up)

## Step 6: Training delivered

The nominated passenger assistants will then attend the relevant training course. The training delivered will be based on the risk assessment that you have signed and returned to us

## Step 7: Transport can start

After successful training, your child will be able to start using transport with a specially trained passenger assistant.

If you have any queries or concerns about your child's specialist healthcare need or require advice on the correct paperwork to supply with your application, please email [SHTTransport@essex.gov.uk](mailto:SHTTransport@essex.gov.uk) or phone the Specialist Healthcare Nurse on 0345 603 2200.

If your application requires referral to the Specialist Healthcare Tasks Transport Service, the average turnaround time is six to eight weeks. However, this is dependent on the quick turnaround of paperwork and your child's individual needs.