



EDUCATION HOME TO SCHOOL TRANSPORT POLICY

June 2008

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1. Introduction

The Telford & Wrekin transport policy intends to comply with the statutory requirements of the Education and Inspections Act 2006.

This document defines the Council's policy on the provision of transport assistance for eligible pupils living within Telford & Wrekin Council's area from home to a state-funded school or college.

Consideration will be given to applications for transport assistance for pupils who live within the Telford & Wrekin Local Authority area, pupils who are in public care looked after by Telford & Wrekin Local Authority and pupils who have a Statement of Special Educational Needs.

Each application for transport assistance will be considered on its individual merits, taking into account all of the circumstances of the case and the criteria in the Council's Education Transport Policy. In accordance with the 1995 Disability Discrimination Act the Council will make reasonable adjustments to meet the needs of all of those pupils who are eligible for transport assistance.

The criteria used to assess the eligibility of pupils for transport assistance are described in Section 4 of this policy. If a pupil is eligible for transport assistance to and from school the type of transport assistance provided will be determined by what best meets the needs of the individual pupil, is best use of resources and is as sustainable as possible.

Decisions made by the Local Authority (LA) will be made by designated officers representing the Corporate Director, Children & Young People. It may take up to 20 working days after receipt of an application form to make a decision as to whether or not a pupil is entitled to transport assistance.

When a parent prefers to send their child to a school which is not the designated or nearest school for the home address, the parent will assume responsibility for the provision of transport and associated costs.

The duty applies to 'home to school' travel arrangements at the start of the day, and 'school to home' travel arrangements at the end of the school day. It does not apply to travel between educational establishments during the school day or to after-school clubs/activities or extended schools programmes.

Pre-school children are not eligible for transport assistance unless they are attending a specialist pre-school setting which caters for their Special Educational Needs and their request meets the criteria described in Section 4 of this policy.

An appropriate application form must be completed by a parent/carers in order for any request for transport assistance to be considered by the LA.

In order to meet the requirements of Health & Safety legislation the LA will undertake risk assessments in order that the most appropriate form of transport is provided.

2. Road Safety

Parents have a duty to ensure their children attend school and in order to do this they may need to make arrangements with respect to the journey to school. This may include:

- Accompanying the child, or arranging for the child to be accompanied in situations where the journey may otherwise be unsafe.
- Accompanying the child, or arranging for the child to be accompanied, to or from a suitable pick-up/drop-off point.
- Providing the child with suitable clothing and footwear, for example, reflective clothing and flashlights when necessary.

Road safety is a matter of education so it is important that parents, in co-operation with the school, ensure that children learn and understand the highway code. Further information and advice can be provided by the Council's Road Safety Officer.

3. Definitions

3.1 Statutory walking distance

The statutory walking distance is 2 miles (3.21 km) for children aged 8 and below and 3 miles (4.82km) for children above that age. However, for the purposes of this policy, Telford & Wrekin Council (T&W) regards the walking distance as 2 miles for all primary aged children and 3 miles for secondary aged children.

New provisions have been brought in by the Government for pupils from low income families transferring to secondary school from September 2008 onwards.

Children from low income families are defined in the Education Act as those who are entitled to free school meals, or whose families are in receipt of their maximum level of Working Tax Credit. They will be entitled to help with transport to any one of their three nearest qualifying schools where they live more than 2 miles but not more than 6 miles from the school. All applications from low income families will be considered in accordance with the T&W school admissions procedure.

The new extended provisions will be applied to requests for transport assistance for pupils who transfer to secondary school from September 2008 onwards.

3.2 Measurements of distance

Distances are measured as follows:

The lower limits (2 or 3 miles) will be measured along the shortest available walking route, as calculated by the Council's Geographic Information System (GIS), route planning software or calibrated pedometer.

The upper limit (6 or 15 miles) will be measured along road routes, using the shortest route.

Measurements are taken between a central point within the school buildings and a central point in the child's home. This journey will be taken to include the use of any public thoroughfare – roads, streets, public footpaths etc. Public driveways are not normally included in such measurements unless they serve more than one home.

3.3 Designated School

Every address within T&W has a designated area (catchment) school, for both primary and secondary aged pupils, determined by the LA. The designated school is the school which the LA considers to serve the home address of the pupil.

A pupil may attend a school which is not the designated school, for example:

- if a child has been permanently excluded from their designated school and the alternative school is then agreed by the LA
- a child may be directed to attend a particular school by the LA, for example to meet the provision described in a Statement of Special Educational Needs (SEN)

In such circumstances, each application for transport assistance will be considered on its individual merits against the criteria outlined in this policy – see Section 4.

3.4 Maximum Distance/Journey Time

Primary age children should not be expected to undertake a journey to school exceeding 6 miles or exceed a travelling time of more than 45 minutes.

Secondary age children should not be expected to undertake a journey to school exceeding 10 miles or exceed a travelling time of more than 75 minutes.

It is recognised that occasionally, for specific reasons such as local geography and the avoidance of excessive transport costs, the maxima stated above may have to be exceeded.

3.5 Transport assistance

Appropriate transport assistance is provided to eligible pupils in order to ensure attendance at school. The Council will always consider the best use of resources when arranging transport assistance.

For primary aged pupils, transport assistance will be considered in the following priority order:

- a mileage allowance to parents using their own vehicle
- occupying a seat on a vehicle operated under contract to the LA

- provision of individual transport.

For secondary aged pupils, transport assistance will be considered in the following priority order:

- a mileage allowance to parents using their own vehicle
- a pass for a public bus service
- occupying a seat on a vehicle operated under contract to the LA
- provision of individual transport.

In certain circumstances the LA may use the services of a specialist transport provider to meet the individual needs of pupils with complex medical needs. The LA will require written medical evidence from a consultant to support the request. The LA will undertake a detailed risk assessment. For further information see Annex 4.

Transport is provided to and from a suitable pick-up/drop-off point to the home/school. Primary aged pupils may be required to walk up to 1 mile to/from an appropriate pick-up/drop-off point.

Secondary aged pupils may be required to walk up to 2 miles to/from an appropriate pick-up/drop-off point. The child's parent/carer is responsible for ensuring that he/she is able to reach the appropriate pick up point safely and for their supervision while waiting for the transport.

If the pick-up/drop-off is the child's home address, the child's parent/carer is responsible for ensuring that they are at home when the child is collected and dropped off by LA Transport.

If there is no-one at home to receive the child, the LA will transport them, for their own safety, to the nearest police station.

4. Criteria for Considering Applications for Transport Assistance

A request for transport assistance received by the LA on a completed application form will be considered against the following criteria. Parents/carers must complete an application form in order for a request to be considered.

4.1 Distance

Primary:

Transport, or help with it, may be provided for eligible children who live beyond the maximum statutory walking distance from their designated (catchment area) or nearest primary school. If a place is not available there, the LA will consider requests for transport assistance to the nearest alternative qualifying school, as determined by the LA, with a place available.

The maximum walking distance for primary aged children is 2 miles.

Secondary:

Transport, or help with it, will be provided for eligible children who live beyond the maximum statutory walking distance from their designated (catchment) area or nearest school. If a place is not available there, the LA will consider requests for transport assistance to the nearest alternative qualifying school, as determined by the LA, with a place available.

The maximum walking distance for secondary aged pupils is 3 miles.

New provisions have been brought in by the Government for pupils from low income families transferring to secondary school from September 2008 onwards.

Children from low income families are defined in the Education Act 2006 as those who are entitled to free school meals, or whose families are in receipt of their maximum level of Working Tax Credit. They will be entitled to help with transport to any one of their three nearest suitable LA schools where they live more than 2 miles but not more than 6 miles from the school.

All applications from low income families will be considered in accordance with the T&W school admissions procedure.

The new extended provisions will be applied to requests for transport assistance only for pupils who transfer to secondary school from September 2008 onwards.

Transport assistance provided to low income families will only be agreed for a period of one academic year.

Further applications will be required for future academic years.

If a family's financial circumstances change and the family no longer meet the eligibility criteria, transport will be withdrawn at the end of that academic year.

There is no guarantee that transport assistance will continue throughout the entirety of a pupil's secondary education.

4.2 Special Educational Needs

In some circumstances, even though the distance criterion is not met, a pupil may be provided with transport assistance because of their Special Educational Needs – eg physical/medical needs.

If the LA is placing a child at a Special School and the family are unable to transport their child due to siblings being at the local mainstream school, the LA will consider a request for transport assistance to the Special School.

In order to meet the requirements of Health & Safety legislation the LA will undertake risk assessments in order that the most appropriate form of transport is provided.

4.3 Qualifying Schools

The Department for Children, Schools and Families (DCSF) defines a 'qualifying schools' as:-

- a community, foundation or voluntary school

- a community or foundation special school
- a school approved under section 342 (a non-maintained special school)
- a pupil referral unit
- a maintained nursery school
- a city technology college, a city college for the technology of the arts or an Academy

4.4. Individual Needs

Special Educational Needs

An application for transport assistance for a pupil with Special Educational Needs (SEN) will be considered against the criteria in this policy. The issue of a Statement of Special Educational Needs does not automatically entitle the pupil to transport assistance.

A pupil's transport needs will be considered at each stage of their educational career as part of the transition planning. The designated Special Educational Needs Officer for each pupil will be involved in transition planning meetings. Any request for transport assistance will be considered upon receipt of a completed application form.

For further information see Annex 4.

Pupils with Complex Medical Needs

The needs of pupils with complex medical needs will be considered on an individual basis. The LA will carry out a detailed assessment of a pupil's needs and provide the most appropriate form of transport assistance. It may be necessary to utilise the services of a specialist transport provider.

It may be necessary for the LA to provide an escort on a contracted vehicle; no escort may administer medication.

For further information see Annex 4.

4.5 Exceptionally Hazardous Routes

Occasionally the route to school presents danger in the short or long term and special arrangements may be considered. Applications for transport assistance can only be considered if the pupil is attending the designated or nearest school to the pupil's home address.

- 1 In assessing the safety of a particular route, consideration is given only to danger relevant to traffic/highway conditions.
2. It is essential that each case be considered objectively on its merits.

3. It is assumed that the child is accompanied, as necessary, by a responsible person.
4. Where a footway or roadside strip of reasonable width and condition, a public footpath or bridleway exists, this will normally be assumed to provide a safe route for that part of the journey.
5. Where, on a lightly trafficked or narrow road, a verge exists, which is not easy to walk on, but which can be stepped on to by the child and the accompanying person when vehicles are passing, it can normally be assumed to provide a safe route for that part of the journey.
6. Many routes may lie along roads having neither footpath nor verge. On such roads, consideration should be given to the width of the carriageway, traffic speed and composition (such as frequent heavy goods vehicles) and to visibility (i.e. sharp bends with high hedgerows or banks).
7. Consideration should be given to the relevant accident record of the route, with particular regard to the effect on pedestrian movements.
8. Where road crossings are necessary, the availability of facilities to assist such crossings should be taken into consideration.
9. This policy assumes that traffic complies with the speed limits. If it is suggested that this is not the case it will be assumed that the police have been asked to take any necessary enforcement action.

Glossary

Footway	Footways include pavements, road side strips, public footpaths and bridleways. They should be suitable for walking on. This means they should be wide enough for walking on and be in reasonable condition, without excessive ruts and potholes.
Step-Off	A step-off is a facility that allows pedestrians to step off the road. A step-off must be capable of being accessed quickly and easily by pedestrians. Their surface must also be reasonably even and firm.
Visibility	The safe visibility distance varies depending on the speed of the traffic. It is based on the minimum stopping distances for cars (as set out in the highway code).
Volume of traffic	The term "volume of traffic" applies to the amount of traffic on a road travelling in both directions over a specified period of time. The agreed level in these assessments is equal or less than 240 vehicles per hour.

4.5 Pupils attending Denominational Schools

Parents/carers may express a preference for their child to attend a faith school which is not the designated area school for their home address.

In certain circumstances transport may be provided to a faith school.

For further information see Annex 3.

4.6 Examination Years

Pupils in Years 10 and 11 who change their home address during those years will usually be granted transport assistance to continue at their original school provided they now live further than the statutory walking distance (3 miles) but less than 10 miles away. This is to enable them to complete the examination courses they are undertaking.

The LA will not normally consider requests for a pupil whose family moved house prior to the start of Year 10 (1st September is the start of an academic year).

The LA would consider that a pupil is able to transfer between schools up until the end of the autumn term in Year 10.

If an application is submitted on examination grounds prior to Year 10, the LA will require written documentation from the school confirming that the pupil is mid-way through a recognised public examination course.

Transport assistance may be provided for pupils in Years 9, 6 and 2 in order for them to complete their SATs at their current school. Transport assistance will only be considered for pupils who move house between the beginning of the summer term and the end of the week of the SATs. The transport will cease at the end of the examination week.

The appropriate distance criterion will be applied to all requests for transport assistance.

However, assistance with transport will only be provided to pupils attending their designated or nearest school prior to the change in home address. Where a pupil was not attending their designated or nearest school, assistance with transport will not be provided. By initially accepting a place at a preferred school some distance from the home address, parents have accepted responsibility for transport arrangements and the associated costs.

It is considered that a natural break occurs between Year 11 and Year 12 and a pupil within this category would be expected to transfer to the designated school/college to their home address to continue their education. Should the student choose to continue to attend the original school no further transport assistance will be provided.

The parents of all post-16 students, whether at a school or college, will be required to pay an annual contribution to the cost of transport assistance (see Annex 1).

4.7 Attendance at Pupil Referral Units (Pathways centres)

Pupils who attend a Pupil Referral Unit, rather than a school, may be eligible for transport assistance. Any request for transport assistance will be considered against the criteria in the transport policy.

Primary-aged pupils who attend a Pupil Referral Unit on a part-time basis, as well as a primary school, may be provided with transport assistance between home, school and the centre to facilitate their inclusion within the mainstream school.

4.8 Pupils permanently excluded from school

Where, following a permanent exclusion, a child is admitted to an appropriate alternative school, any request for transport assistance will be considered against the criteria in this policy (eg distance and SEN).

Whenever possible, secondary-aged pupils will be issued with a bus pass rather than transported by taxi.

If a parent prefers to admit their child to an alternative school which is some distance from their home address, rather than the nearest alternative school, the transport arrangements and associated costs will be the family's responsibility.

4.9 Pupils placed in school via the Fair Access Protocol

Pupils allocated a school through the Fair Access Protocol will be deemed to be attending their designated school for the purposes of the provision of transport. Any request for transport assistance will be considered against the criteria in this policy.

4.10 School Closure

If, as a result of a school closure, a pupil has to transfer to a different school, transport assistance is not automatically granted. Any transport implications will form part of the consultation exercise around a proposal to close a school. All applications for transport assistance will be subject to consideration against the criteria outlined in this policy.

4.11 Temporary Change of Address

If a child has a temporary change of address due to unforeseen circumstances transport may be provided to enable the child to continue at their current school. This would continue for a maximum of four months/one term initially. In exceptional circumstances it may be extended following a review.

Assistance with transport will only be provided to pupils attending their designated or nearest school prior to the change in address.

If the young person has a temporary change of address due to unforeseen circumstances whilst in Year 10 or 11 they may be entitled to transport assistance to enable them to continue in their original school (see paragraph 4.6, Examination

Years). The maximum distance criteria will be applied to any request for transport assistance.

4.12 Short term medical needs

The LA will consider providing transport assistance to pupils who find themselves unable to get to and from school in the usual way due to an unforeseen short term medical need, for example, a broken leg. The LA would require written medical evidence from a medical practitioner in order to consider the request.

In order for transport assistance to be considered the pupil must be attending their designated or nearest school.

4.13 Children and Young People in Public Care

If a child or young person is placed in accommodation by the LA, and the distance between the address and their current school is more than the statutory walking distance, the LA will provide transport assistance to enable them to continue in their current school. The transport assistance will be provided for a maximum period of four months/one term initially and will be granted to provide continuity of education while alternative arrangements are being made.

If the young person is taken into care whilst in Year 10 or 11 they may be entitled to transport to enable them to continue in their original school.

A request for transport assistance for a pupil who is 16 years of age and in public care will be subject to the annual contribution – see Annex 1.

The maximum distance criteria will be applied to any request for transport assistance.

4.14 Post-16 Transport

Transport assistance to post-16 establishments is provided by the LA on a discretionary basis to promote and facilitate attendance.

For further information see Annex 1.

4.15 Disabled lone parent/carer

Transport assistance for children of disabled lone parents/carers in order that their child can get to/from school safely will be considered.

The lone disabled parent/carer will be asked to provide evidence from a medical professional to show that their disability prevents them from accompanying their child along a walking route to school.

Transport assistance will be withdrawn as soon as a parent's incapacity has ended. All arrangements will be reviewed on a termly basis.

Transport assistance will only be considered for children who are attending their designated or nearest school.

5. Escorts

Any application for transport assistance will be considered against the criteria in the transport policy.

The LA does provide an escort on fleet vehicles.

The needs of a pupil on individual transport will be assessed and an escort provided, if appropriate, in a taxi. This provision will be regularly reviewed as the need for an escort may change.

If it is felt that an escort is necessary, the LA, in the first instance, will approach a parent to be the escort. If the journey is beyond the statutory walking distance then the parent would be returned home in the morning and collected in the afternoon. If the journey was less than the statutory distance then the parent is expected to walk the return journey.

Escorts will normally be provided if there are more than five statemented pupils travelling in one vehicle.

Escort duties are to supervise pupils on the vehicle. They will assist pupils to board and alight the vehicle but they cannot collect pupils from their home or take them from the vehicle into a school; other pupils cannot be left unattended in a vehicle.

Escorts are not allowed to administer medicine.

All escorts will carry an identity badge and be qualified under the Passenger Assistant Training Scheme (PATS).

6. Behaviour on vehicles

For further information see Annex 2.

6.1 Lost bus passes

If a pass is lost, there will be a charge of £5 for the first replacement and a charge of £30 for the issue of each subsequent replacement pass.

Eligible pupils will be unable to travel without the relevant bus pass.

7 Transport appeals

If a parent/carer wishes to appeal against the decision to refuse transport assistance they should write, stating the reasons, to Democratic Services, Civic Offices, Telford TF3 4LF.

A mutually convenient date for a daytime appeal hearing will be arranged and parents/carers will be invited to attend.

8 Applications for transport assistance

All applications for transport assistance should be made to:

The Transport Business Unit
Environment & Regeneration
Darby House
PO Box 212
Telford
TF3 4LB

Telephone: 01952 384620.

9 Monitoring

This policy will be reviewed annually.

Annex 1 – Post-16 transport assistance

Transport assistance to post-16 establishments is provided on a discretionary basis by the LA to promote and facilitate attendance.

Applications for transport assistance will normally be considered where the shortest walking distance between the home address and the appropriate maintained school/college is more than 3 miles on condition that:

- the student is ordinarily resident in Telford & Wrekin Council area
- the student will be over 16 and under 19 years of age before 1st September in the academic year concerned
- the student attends a full-time course
- the journey does not normally take more than 90 minutes by public transport
- the student is attending the nearest appropriate college (as designated by the LA)

Transport assistance is subject to an annual contribution.

Parents will be asked to pay a termly contribution before transport assistance will be provided. Parents in receipt of Jobseekers Allowance, Income Support, Free School Meals or Pension Tax Credits will be eligible to a reduced termly contribution.

The annual contribution will be applied to pupils who remain at a school for their post-16 education. This includes those pupils attending a faith school.

In addition to above, new provisions have been brought in by the government for pupils from low income families transferring to secondary school from September 2008.

The new provisions will be applied to all requests for transport assistance for pupils who transfer to secondary school from September 2008 onwards.

Transport assistance usually takes the form of a travel pass for public services.

Where no suitable service exists, or where the individual needs of the student prohibit use of conventional public bus services, travel expenses will be paid at the approved rate, or alternative arrangements will be made.

A request for transport assistance for a post-16 aged pupil who is in public care will be subject to the annual contribution.

Lost bus passes

If a pass is lost, there will be a charge of £5 for the first replacement and a charge of £30 for the issue of each subsequent replacement pass.

Eligible pupils will not be able to travel without the relevant bus pass.

Annex 2 – Behaviour

Dealing with problem behaviour

In order to meet the requirements of Health & Safety legislation the LA will undertake risk assessments in order that the most appropriate form of transport is provided.

Drivers and escorts will normally notify the headteacher of the school and the transport contracts team of any problems with a child's behaviour as soon as the problems occur.

New government legislation empowers headteachers to take action to address unacceptable behaviour even when this takes place outside of the school premises. Persistent poor behaviour on the journey to and from school can be grounds for exclusion from a school and from school transport.

Parents will be informed of any problems and will be asked to assist in preventing their recurrence.

Parents will also be asked to pay for any damage caused by their child.

The majority of vehicles used on school contracts will be equipped with CCTV and the recordings from these will be used as evidence in the cases of serious misbehaviour.

Telford & Wrekin Council reserves the right to refuse to provide transport assistance on a contract vehicle where the behaviour of either the student or parent is such that it is deemed unacceptable. If a child is refused transport on a LA vehicle the family will be offered a mileage allowance or issued with a bus pass for a public service.

The Council reserves the right to withdraw the provision of any transport assistance, either for a temporary period, or permanently for more serious or persistent cases of misbehaviour.

Lost bus passes

If a pass is lost, there will be a charge of £5 for the first replacement and a charge of £30 for the issue of each subsequent replacement pass.

Eligible pupils will not be allowed to travel without the relevant bus pass.

Annex 3 – Faith schools

Parents/carers may express a preference for their child to attend a faith school which is not the designated area school for their home address.

In such cases the LA will consider applications for transport assistance to the nearest appropriate school requested on faith grounds where:

- the school provides education which is significantly different from that provided in other maintained schools and adheres to the parent's religion or belief, **and**
- the family can verify that they adhere to the faith provided by the school, **and**
- the school is beyond the statutory walking distance (up to a maximum of 6 miles for primary schools (2-6 miles) and 10 miles for secondary schools (3-10 miles))

Verification will involve:

- a declaration by parents that they adhere to and participate in the relevant denominational community (on the transport application form)
- the naming of the place of worship and name of the leader of the faith in the community (on the transport application form)
- certification by the Headteacher that he/she is satisfied that the family adheres to the faith in light of discussions with the family.

Parents may also express a preference for their child to attend a school on the grounds of their parent's non-belief.

Primary schools

Where the faith school is between 2 and 6 miles from the home address the transport assistance will be 2/3 refund of public transport fares, or equivalent. However, if a child who is entitled to the 2/3 refund can be accommodated on transport provided by the LA, at no extra cost, a place will be allocated on that vehicle. This arrangement will continue for as long as there is a place available on that vehicle.

Secondary schools

For pupils up to 16 years old a full refund of public fares or their equivalent will be provided.

For post-16 pupils, transport to faith schools is subject to the LA's annual parental contribution scheme (see Annex 1).

In addition to the above, new provisions have been brought in by the Government for pupils from low income families transferring to secondary school from September 2008 onwards.

Children from low income families are defined in the Education Act as those who are entitled to free school meals, or whose families are in receipt of their maximum level of Working Tax Credit.

Pupils from low income families will be entitled to help with transport to a school preferred on the grounds of religion or belief, where they live more than 2 miles, but not more than 15 miles from the school.

The 2 miles distance criterion will be measured along the shortest pedestrian route and the 15 miles distance criterion will be measured along the shortest road route.

The relevant distance criteria will be applied to any such requests.

Annex 4 – Special Educational Needs

An application for transport assistance for a pupil with Special Educational Needs (SEN) will be considered against the criteria in this policy. The issue of a Statement of Special Educational Needs does not automatically entitle the pupil to transport assistance.

If a child or young person is under statutory assessment or has a statement of SEN the decision as to whether transport will be provided by the LA will be taken following the guidance in the SEN Code of Practice published by the Department for Education and Skills (Nov 2001).

The parents' preferred school might be further from the child's home than another school that can meet the child's special educational needs. In such a case, it might be open to the LA to name the nearer school if that would be compatible with the efficient use of the LA's resources. It would also be open to the LA to name the school preferred by the child's parents on condition that the parents agree to meet all or part of the transport costs [section 8:87]

Transport should only be recorded in the statement in Part 6 in exceptional cases where the child has particular transport needs... [section 8:89]

Where the LA names a residential provision some distance from the pupil's home and the local authority, the LA should provide transport or travel assistance; the latter might be reimbursement of public transport costs, petrol costs or provision of a travel pass.

Any application for transport assistance on medical grounds must be supported by appropriate written evidence from a consultant.

In certain circumstances the LA may provide specialist transport services to meet the individual needs of pupils with complex medical needs; the LA would require written medical evidence from a consultant to support the request.

Shared Placement

When a pupil on roll at a special school attends a mainstream school for inclusion opportunities transport may be provided, even if the pupil lives less than the statutory walking distance from the school, in order to facilitate the opportunity for inclusion.

Respite Care

A pupil who is provided with respite care authorised by Social Care will be entitled to transport, provided by Education, between the respite care accommodation and school provided the journey is greater than the statutory walking distance but within the maximum distance/journey time.

Transport will be provided by Education for a maximum of 4 months, or equivalent amount of time, in any one academic year.

Pupils with Complex Medical Needs

Any application for transport assistance on medical grounds must be supported by appropriate written evidence from a consultant.

The needs of pupils with complex medical needs will be considered on an individual basis. The LA will carry out a detailed assessment of a pupil's needs and provide the most appropriate form of transport assistance.

The aim of home to school transport is to provide a safe journey between home and school. All escorts on LA contracted vehicles will have an appropriate level of first-aid training.

However, the following procedures will not be carried out on LA transport:-

- Suctioning
- Continuous pump feeding
- Administering of epilepsy medication
- Decompression of gastrostomy tubes
- Management of oxygen and tracheostomy

The decision not to provide the above on LA vehicles is due to the following factors indicating high risk:-

- The level of knowledge of the child needed
- The knowledge of when intervention is needed
- The necessary skill needed
- The risk of intervention
- The Health & Safety issues of supporting and intervening within the environment of transport including space, interaction with other children, infection control and carrying/charging and use of any equipment.

It may be necessary for the LA to utilise the services of a specialist transport provider.

The LA may offer parents a mileage allowance if they are able to transport their child to and from school themselves.

It may be necessary for the LA to provide an escort on a contracted vehicle; no escort may administer medication.

4.5 Pupils attending Residential Schools

Children who have been issued with a Statement of SEN which names a residential school will be eligible for transport assistance according to the boarding arrangements of the school. For example, weekly boarders will receive transport assistance to and from the school at the beginning and end of each school week. Termly boarders will receive transport assistance at the beginning and end of each

term. Such provision will pay due regard to the LA's responsibility to ensure that a pupil reaches school without undue stress, strain or difficulty.