

GUIDANCE ON APPLYING FOR SEN TRAVEL ASSISTANCE

PLEASE READ THIS INFORMATION CAREFULLY BEFORE YOU PRINT OUT AND COMPLETE THE SEN TRAVEL ASSISTANCE APPLICATION FORM

1. So we can assess whether a child or young person is eligible for travel assistance to and from school or college we need to receive a completed application form. You must print out the form, and then fill out the form, including signing the parent's or carer's declaration.
2. Eligibility is based on Harrow Council's 2016 travel assistance policy. You can find a copy of this policy on the Harrow Local Offer page using this link.

[Harrow Council 2016 Travel Assistance Policy](#)

3. When you have printed out the form, you will see that the application form first asks for details of information about the child or young person, parents or carers, and other family members. This information is needed to decide whether the child or young person will get travel assistance, and what kind of travel assistance will be offered. The last part of the form asks you, the parents or carers, to sign a declaration that, if travel assistance is provided, you agree to the terms and conditions on which travel assistance will be provided.

Children and Young people (0-25) with an Education, Health and Care (EHC) plan or a Statement of Special Educational Needs (SEN)

4. There is no automatic right to travel assistance for a child or young person with an EHC plan or with a statement of SEN. Most parents and carers of a child or young person with an EHC plan are able to ensure that the child or young person gets to school or college on time every day without travel assistance. Eligibility will be based on the travel assistance policy.
5. Consideration will be given to looking at whether parents and carers are able to take their child or young person to school or college, whether the child or young person is able to access free public transport, supervised or unaccompanied, is able to walk to a designated pick up point if public transport is not appropriate, or needs to be collected from home. Parents and carers are always responsible for escorting their child or young person to and from their home to the vehicle.

Transport assistance for children and young people with an EHC plan or Statement of SEN when the parents' or carers' or young person's preferred school or college is further away from their home than the nearest school or college that can meet the SEN of the child or young person

6. In such a case, the Council can name the nearer school or college if it considers it to be appropriate for meeting the SEN of the child or young person. If the parents or carers prefer the school or college that is further away, the Council may decide not to provide travel assistance.

Travel Assistance can be provided in several different ways

7. Travel assistance does not mean only the Council providing transport in vehicles. There are several other forms of assistance that can be offered. Assistance with travel may be provided in the following ways:
 - An additional travel pass for a parent or carer to accompany a child or young person to school or college on public transport. The Council may be able to pay parents or carers the money to purchase an adult travel bus pass (Oyster) or Travelcard which can also be used other than for travel to school or college.
 - Reimbursement of journeys made to school or college by public transport by bus, tube, or train, not covered by free travel or an Oyster card.
 - Payment of a mileage allowance (currently 45p per mile) to cover the costs of taking a child or young person to and from school or college. This will be based on mileage claims submitted by parents or carers from agreed addresses to the school or college of the child or young person.
 - Reimbursement of taxi or minicab costs.
 - Provision of a seat on a vehicle from a pick-up point to school or college in the mornings, and from the school or college to the pick-up point in the afternoons, on certain days of the week, or for every day of the week.
 - Provision of a seat on a vehicle from home to school or college in the mornings, and from school or college to home in the afternoons, on certain days of week, every day of week.
 - Combinations of the above arrangements.
 - Travel training for pupils as appropriate, by adult travel trainers, who meet expected standards of training and have been approved in that role by the Council.

Promoting Independence

8. We seek to promote independence for all children and young people where possible. We are asking for information about the needs of the child or young person including their ability to use public transport because this can be an important part of their independence training. Younger children obviously will need to be accompanied, but older children and young people may benefit from travel training to become able to use public transport on their own, and we may be able to help with this.

Assessment Details

9. Eligibility for travel assistance will differ according to the age and needs of the child or young person. Each individual case will be given careful consideration. In general, the Council would expect parents and carers to take responsibility for the travel arrangements for younger children, and for older children and young people to either walk to school or college or use free travel on public transport where available, and to develop their independent travel skills where appropriate.
10. We ask for details of everyone who lives in the family home, because we need to know about other responsibilities you may have which may affect your application for travel assistance for the child or young person with special educational needs. For example,

you may have younger children to care for, or you may be working and your hours of employment may mean that you have to leave your child or children in the care of another adult.

11. We ask for details of special arrangements that may be necessary for the child or young person, to help us to ensure that we are offering the right kind of travel assistance. We know that every child or young person is different, and we want to be able to make sure that we make the right provision for them.
12. If there are exceptional circumstances that you want us to take into account, then you will need to include documentary evidence to support this. For example, if you quote a medical condition, you will need to provide a letter or report from your GP or Consultant, confirming your condition and setting out how this affects your ability to travel with your child or young person. If you are attending a college or other long-term training course, you will need to provide a letter from your course tutor confirming the days and times you are required to attend.
13. From time to time, your needs as a family may change and this may affect the appropriate travel assistance for your child or young person. You must let us know immediately of any changes in your family circumstances that mean that we would consider altering the travel assistance we provide. These changes will include your moving home to a new address, or your child or young person changing or leaving school or college.

Action to take when you have completed and signed the printed out form

14. Once you have printed out, completed and signed the application form, you should either:

- Post it to

Special Education Needs Assessment and Review Service
275 Alexandra Avenue
Harrow
HA2 9DX

- Email a scanned copy to senassessment.reviewservice@harrow.gov.uk

15. If you need help to complete the application form or would like one posted to you please contact:

Special Education Needs Assessment and Review Service, 275 Alexandra Avenue, Harrow HA2 9DX

by phone on
or by email at

020 8966 6483

senassessment.reviewservice@harrow.gov.uk

16. If you need help to complete the application form please contact:

Family Action Harrow SENDIAS
Harrow SEND Information, Advice and Support Service Cedars Hall, Chicheley Road, Harrow
Weald, HA3 6QH

by phone on 020 8428 6487
or by email at harrowsendias@family-action.org.uk
Website www.family-action.org.uk/harrowsendias