**Travel Support Team**

0151 934 3399

Travel.Support@Sefton.gov.uk

Ainsdale Hope Centre, Sandringham Road, Ainsdale

Merseyside - PR8 2PJ

**Home to School Travel Support Information Leaflet**

**Special Educational Needs and/or Disabilities**

Parent and Carers are responsible for ensuring that their children attend school regularly and on time and most pupils in Sefton:

* Walk to school accompanied, if necessary, by a parent/carer; or
* Travel to school on public transport; or
* Are driven to school by parents

Wherever possible the Local Authority expects parents to make similar arrangements for children attending school. However, some children and young people will need travel assistance to get from home to school and back again.

School age pupils are eligible for free home to school travel support if they:

* Are attending their nearest qualifying school and meet the eligible distance criteria relevant to their age group; or
* Are from a low-income family and are attending a qualifying school and meet the eligible distance criteria; or
* Attend their **nearest qualifying school** and unable to walk or access public transport because of their Special Educational Need Disability (SEND) or mobility

The **nearest qualifying school** is not linked to admissions criteria or parental preference. In general, the qualifying school for transport purposes will be the school closest to your home address and/or the named education setting in an Education Health and Care Plan. For more information on qualifying schools visit the Sefton Travel and Transport page on the Sefton MBC Local Offer Website.

The type of travel assistance provided is based on your child’s individual needs and with regard to the best use of the Council’s resources. This can include a Travel Pass, Independent Travel Training, Personal Travel Budget or a place on Commissioned Transport.

For more information on Independent Travel Training or Personal Travel Budgets visit the Sefton Travel and Transport page on the Sefton MBC Local Offer Website.

You can apply for Travel Support by completing an online application form on the Travel and Transport page on the Sefton Local Offer website or you can click on the link below.

 <https://forms.sefton.gov.uk/travelpassappformsend/>

If you are refused a travel pass or travel support under the current policy, you will be offered the right of appeal against the decision. This will be included with any refusal letter you receive. For more information on the appeals process visit the Sefton Travel and Transport page on the Sefton Local Offer.

Applications are assessed on an individual basis using the Sefton Home to School Transport Policy which can be found on the Travel and Transport page of the Sefton Local Offer Website.

All applications are processed in date order. **Please allow 20 working days from the date of applying before contacting the team for a progress update.**

**Depending on the complexity of student need it can take up to 35 working days to arrangement travel support.** Most applications are processed within 20 working days, but during busy periods or if an Individual Needs Assessment is required it may take longer.

We cannot guarantee that travel support applications received in August will be processed in time for the start of the new academic year. Please ensure you apply as early as possible.

Most students transport needs are met by our Standard Service Offer which is underpinned by a Generic Needs Assessment. Some students may have complex health, social, emotional or behavioural needs that require an Individual Needs Assessment be undertaken. These needs should be identified by the parent/carer when applying for travel support. On occasion, schools or transport providers may request that an Individual Needs Assessment is undertaken.

If you have any issues with the transport provided, please contact the contractor in the first instance. If your concerns are not resolved, please contact the Travel Support Team and we will be happy to help.

**Additional Information for Post 16 Travel Support**

Sefton Council does not provide financial support for post-16 student travel. Most students will be able to reasonably access their education or training independently and will not need support with those arrangements.

Under discretionary powers, Sefton Council may provide travel support to post 16 students with Special Educational Needs and/or Disabilities (SEND) who cannot travel independently.

If you are a student with special educational needs and/or disabilities which prevent independent travel to College or Further Education settings and require travel support, please visit the Sefton Travel and Transport page on the Sefton MBC Local Offer and apply online.

Travel support will normally only be offered where the student has an Education Health and Care Plan which names their chosen college or post 16 setting as the nearest/most appropriate, or where the student has a disability which means they require transport assistance to be provided.

Applications are assessed on an individual basis using the Post 16 Transport Policy Statement which can be found on the Sefton MBC Local Offer website.

**The standard Post 16 student drop-off time is 9am and the standard Post 16 student pick up time is 3pm and 5pm**. Colleges and Further Educational Settings should ensure that suitable arrangements are in place to support and meet the needs of students whilst they wait for sessions to commence or for travel support to arrive. Please contact the college or further education setting to discuss the arrangements in place for students with SEND. Any student with complex needs and requiring a more personalised approach to pick up and drop off arrangements will receive an Individual Needs Assessment.