

Request for Assistance with Home to School or College travel for students aged 16–18 with an Education, Health and Care Plan or who are disabled

Guidance note:

Independent Travel:

Some students with an Education Health and Care Plan or who are disabled are unable to travel independently. There are many, however, who can, and they are expected to travel independently to education or training where possible. Where students will benefit from support from the Council's Independent Travel Trainer Programme to travel independently, we will offer this to you. You can find out more about this offer [here](#)

Eligibility for travel assistance:

The Council provides travel assistance (charges apply) for eligible students. Some students may be exempt from these charges if certain low-income criteria are met. The Council provides travel assistance for students who:

- Have an Education, Health and Care Plan (EHCP) or are disabled, and aged 16 and over, but below the age of 19, before the course starts; **and,**
- Their disability is such that they cannot travel independently, and evidence is available; **and,**

- Education or training is located more than 3 miles away from their home. Or, the nature of their disability means they must have travel assistance to attend (even if it's less than 3 miles from home); **and,**
- there is no similar or suitable course available nearer to home. Where a specialist course is not available locally, assistance will only be provided if this relates to their needs.

A post 16 travel assistance form must be completed each year and received by the Home to School Transport Team no later than 30 June each year before the start of the September term. If a change of address or a change of placement occurs, you must reapply and be reassessed.

Exceptional circumstances can apply in individual cases. All applications will be considered on a case-by-case basis. If eligible, a Personal Transport Budget would be the preferred option of assistance offered to those attending college.

Those aged 19 years or older before the start of their course of study can contact Adults Social Care [here](#) to discuss their support needs.

Charges:

If a student is eligible, a contribution towards the cost of transport will be required. The travel contribution for the 25/26 academic year is £672 and can be paid in monthly instalments over 12 months through a Standing Order arrangement.

You may not need to pay the contribution if any of the following apply:

- A young person in the care of the Authority.
- Low-income families who are in receipt of one of the following:
 - Universal Credit with an annual net earned income of no more than £7400
 - Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16190
 - Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
 - Support under part 6 of Immigration and Asylum Act 1999
 - Income Support
 - Income related Employment and Support Allowance
 - Income based Jobseeker's Allowance
 - Guarantee element of Pension Credit
- Young people assessed in their own right who are already making payments to Adult Social Care via a Personal Budget.

Please provide evidence with your application if you believe that you are exempt from paying the contribution.

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Application Form

Is this the first time you have applied to us for travel assistance?	Yes / No
Do you live within the Borough of North Tyneside?	Yes / No
Does the student have an Education Health and Care Plan?	Yes / No
Section 1 – Student's Details	
Full Name of Student:	
Name Student likes to be known as:	
Date Of Birth:	
Name of School/College to which travel assistance is required:	
College/school's full address & postcode	
Home address (including Postcode):	
Main contact name:	
Relationship to student:	
Contact number(s):	
Email address:	
Emergency contact name:	
Relationship to student:	
Contact number(s):	
Email address:	



Name of course attended:		
Qualification level:		
Start date:		
Intended end date of course:		
If the course is not within the Borough of North Tyneside, please explain: 1. Why this course/school/college has been chosen. 2. Why it is not possible to attend a course within the Borough of North Tyneside		
Date from which the student needs travel assistance?		
How does the student travel to school/college at present? (please tick as appropriate)	Not yet attending school/college	
	Family car	
	Someone else's car	
	Walk	
	Cycle	
	Public Transport	
Does the student travel independently in the evenings, weekends or during school holidays?	Yes / No	
If yes, what form of transport do they use		
If no, what are the circumstances that prevent them from travelling independently?		

<p>The Council supports independent travel training for young people for where it is appropriate, to enable them to access public transport. In order to inform the council's decision on the application, a referral will be made to the Independent Travel Trainer for assessment. Would the student benefit from Independent Travel Training as a life skill?</p> <p>If not, please explain your reasons.</p>	<p>Yes / No</p>
<p>Section 2 – Student's Needs</p>	
<p>Does the student have any specific needs in relation to the following? Please provide as much detail as possible:</p>	
<p>Specific Learning Difficulties (SpLD)</p>	
<p>Moderate Learning Difficulties (MLD)</p>	
<p>Severe Learning Difficulties (SLD)</p>	
<p>Profound and Multiple Learning Difficulties (PMLD)</p>	
<p>Social, Emotional and Mental Health Needs (SEMH)</p>	
<p>Speech, Language and Communication Needs (SLCN)</p>	
<p>Autistic Spectrum Disorder (ASD)</p>	
<p>Physical Disabilities (PD)</p>	
<p>Visual Impairment (VI)</p>	
<p>Hearing Impairment (HI)</p>	
<p>Multi-sensory Impairment (MSI)</p>	
<p>Other – please specify</p>	

Is the student a wheelchair user?	Yes / No
If yes, please fill in the wheelchair questionnaire at the end of this application form.	
If no to the above, does the student have any other mobility issues that will affect access to transport?	
Please provide details including whether the student travels with any equipment such as a walking frame/mobility aid:	
Section 3 - Medical information	
Medical conditions of student (e.g., epilepsy, diabetes, asthma, incontinence, anaphylaxis, allergies)	
Is there a Health Care Plan in place?	
List any medication or equipment that is used by the student?	
Does any of this medication or equipment need to be used in an emergency situation i.e. it would need to be readily available on transport (e.g. oxygen cylinder, EpiPen etc.)	
If so, please provide details	
Section 4 - Family Circumstances	
Does any member of the student's family drive?	Yes / No
Does the student's family have access to a car/vehicle?	Yes / No

Can this vehicle be used to transport the student to school or college: (Please detail any reasons why this vehicle cannot be used for school/college)	Yes / No
Is this a mobility vehicle that has been provided to transport the student?	Yes / No
Are there any other family members that have a significant medical or physical disability which prevents the student's family from ensuring they attend school or college?	Yes / No
If yes, please provide further details:	
It may be possible for the Council to provide a personal transport budget to enable travel arrangements that best and most flexibly suit the needs of the student and their family. This is paid as a mileage allowance at the rate of 45p per mile for two return journeys each day.	
Would you be interested in receiving a personal travel budget to make your own arrangements for travel?	Yes / No
Other Information Please use this space to provide any other information about the needs of the student that you feel is relevant to the way in which they travel to school or college.	

Unless otherwise agreed please note that assistance is only provided for travel at the start and end of the standard school/ college day. Where shared transport is possible the student may be required to wait for a period of time before accessing transport.

Please enter relevant school/college times in the boxes below:

If you do not need transport on specific days or at certain times, please leave the cells blank

Start time

Finish time

Monday

Tuesday

Wednesday

Thursday

Friday

Section 5 – Declaration

I declare that the information contained in this form is correct.

I will inform the Council immediately if any details change.

I agree to this information being shared as required with any agencies including schools/colleges who may be involved in transporting or assisting the student in relation to the provision of home to school/college transport.

I understand and agree that the Council may seek relevant information from other agencies when assessing this application and when implementing any travel assistance where that is appropriate (such as the school/college or health services).

Name of person completing this form:

If you are completing this form on behalf of the student, please state your relationship to the student:

Signature of person completing this form:

Date:

Please print your name in the signature box if you are replying via email or online.

Please return this form to:

The Access Team
Commissioning, Partnerships and Transformation
Quadrant East, Floor 3
Cobalt Business Park
NE27 0BY

Email to: schooltransportapplications@northynteside.gov.uk

If you wish to make an enquiry or have any concerns over the completion of this form, please contact us on (0191) 643 8726 or email: hometoschooltransport@northynteside.gov.uk

Wheelchair User Questionnaire

Please complete the following information about your child's wheelchair

1.	Make:	
2.	Model:	
3.	Weight (in kgs):	
4.	Can student transfer to a vehicle seat?	Yes / No
5.	Does it fold for storage?	Yes / No
6.	Does it fasten with Karabiner guides?	Yes / No
7.	Is it crash tested?	Yes / No
8.	Is it transportable?	Yes / No
9.	Does it have any special characteristics or medical devices? (e.g., high back, tray, foot restraints, head rest, knee blocks) Please explain whether these can be removed for transport or not:	Yes / No
10.	Does someone need to carry the student's belongings in and out of the vehicle?	Yes / No
11.	Is there any other information that we need to know to arrange a safe and comfortable journey for the student?	
12.	If you have one, please provide the name and phone number of a supplier we can call who knows about the student's wheelchair specification and usage?	



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