

## GETTING TO SCHOOL

**Our policy for supporting eligible children to get to their school or setting safely, promoting independence and wellbeing**

<b>Scope</b>	<p>This policy sets out how the Council will identify and support those children and young people who need travel assistance to their school or setting and provide it in a consistent, transparent and fair way, working in the best interest of the children and young people. This policy sets out how we are meeting our obligations under the Education Act 1996 to:</p> <ul style="list-style-type: none"> <li>• provide travel assistance to eligible children and young people</li> <li>• facilitate attendance for young people of sixth form age receiving education or training</li> </ul> <p>It also meets our obligations under the Education and Inspections Act 2006 (EIA).</p>
<b>Approved by</b>	Cabinet
<b>Approval date</b>	12 February 2020
<b>Review</b>	We will keep this policy under constant review. We will update it based on any changes in legal or local context.

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## **1. INTRODUCTION**

Enfield Council is committed to ensuring that all children and young people have access to high quality education in a school or educational setting which meets their needs, enables them to meet their full potential and to lead independent healthy lives. For children and young people with Special Educational Needs and Disabilities (SEND), this includes enabling them to develop the skills to live an ordinary life in adulthood and fulfil their right to independent living and employment.

This policy sets out how the Council will identify and support those children and young people who need travel assistance to a school or educational setting, and provide it in a consistent, transparent and fair way, working in the best interest of the children and young people.

By implementing this policy, we will:

- promote a safe, active and sustainable approach to travel assistance to and from schools or other educational settings
- promote the most independent approach to travel assistance
- ensure a genuine partnership with children, young people and their parents
- use the most cost-effective and environment friendly travel options

This policy applies to all children and young people between the age of 5 to 25 years who are residents in Enfield.

The policy explains eligibility criteria; the application process and how you can apply for travel assistance; available types of travel assistance; and the appeals process.

## **2. WHAT DO WE MEAN BY TRAVEL ASSISTANCE?**

We have used the term ‘travel assistance’ throughout this policy, but the form of assistance will vary depending on the age and needs of the child or young person; the needs of the family; and the school or setting the child attends. If the eligibility and need for travel assistance is agreed, we will work with parents, carers, families and schools to establish the most appropriate type of assistance which is both suitable for the individual and the school or setting and makes the most effective use of resources. The assistance we provide can include; Independent Travel Training (ITT); travel pass; personal travel budget; and directly provided transport.

ITT is our preferred type of travel assistance as it gives children and young people the skills and confidence to travel independently on public transport and help prepare them for independent adult life

By reducing young people’s dependence on specialist transport, we can increase the opportunities open to them in future – such as going on to college, employment or just being able to get out and about with friends.

The Council’s Brokerage Team will always have a discussion with the child or young person’s parent/ carer and their school to consider whether ITT is appropriate.

Where ITT is not yet an appropriate form of assistance for younger children, we will work with the family and the school to transition over to this form of assistance as their child grows up.

### **3. HOW LONG WILL TRAVEL ASSISTANCE BE GIVEN?**

Any agreement to provide travel assistance will be for a time limited period and will be reviewed by the Council on periodic basis.

Learners at college or in further education may be asked to reapply at the end of the first academic year for the following year by submitting a new application. The second application at the start of year two is to make sure that the approved mode of transport is still the most appropriate option.

Other learners are not required to submit applications annually, but parents and/or carers must notify the Council as soon as there is any change in circumstances.

We will also work with schools to encourage ongoing discussion with the Travel Trainers, and discussion on travel arrangements as part of children and young people's annual Education Health and Care Plan (EHCP) review. We do this as we know the needs of the children, young people and families may change over time and we wish to keep in mind the need to promote independence and to prepare young people for adulthood. We may, therefore, change the type of travel assistance offered. Any proposed changes will be discussed with young people and their families as part of their annual review.

### **4. SUSTAINABLE MODES OF TRANSPORT**

We are committed to sustainable modes of transport for all children and young people, whether travel assistance is provided or not. Our aim is to encourage pupils to travel to school safely by using sustainable and appropriate modes of transport. This includes:

- encouraging walking, cycling, public transport use, and where appropriate car-sharing for the entire school community
- promoting, supporting and assisting schools to identify and address school travel issues through developing and implementing their individual School Travel Plans
- providing an environment which is as safe as possible for all children and young people on their journey to and from school
- ensuring future school planning and building design reflects the importance of sustainable travel principles
- supporting the promotion of healthy lifestyles through implementation of the Enfield Joint Health and Wellbeing Strategy and Healthy Schools programme, by promoting more active travel to school and developing sustainable travel facilities

### **5. USE OF FREE AND DISCOUNTED TRAVEL**

The majority of children and young people in Enfield, including many of those with Special Educational Needs or a Disability (SEND), do not require specialised travel assistance and are able to get to their educational establishment without additional support, through London's free and discounted travel or other means.

All young people in full time or equivalent education or training up to the age of 18 are entitled to free transport on buses within London with Transport for London's (TfL) Zip Oyster cards; and students aged 16-25 in full time education are eligible for a discount on standard rail fares. Transport for London's Oyster cards ensure that most pupils can attend their education or training via public transport. However, in some circumstances, as set out in law,

the local authority has a duty to make travel arrangements, as they consider necessary, for an eligible child or young person aged 5-16.

In addition, where needed, the local authority has a duty to facilitate access to education for young people aged 16-19 and learners with learning difficulties and/or disabilities aged up to 25. The full legal framework and government guidance underpinning this policy is set out in [Appendix A](#).

## **6. HOW DO WE DECIDE ELIGIBILITY FOR TRAVEL ASSISTANCE?**

Every child and family seeking travel assistance is different. We will assess every application on an individual basis upon its own merits, prior to making an offer of the most appropriate travel assistance.

[Section 9](#), below, sets out available types of travel assistance which may be offered.

[Appendix B](#) shows the process we follow when we receive an application for travel assistance.

### **6.1 Essential Criteria**

All applications must meet the essential criteria of age; address; distance; qualifying school; and suitability of course (for young people aged over 16). In addition, applicants must meet at least one other additional criteria set out in the following section.

#### **Age**

Different factors will be taken into consideration depending on the age of the child or young person.

The duty to provide travel assistance where necessary applies to:

- children and young people of statutory school age (aged 'rising' 5 to 16)
- young people aged 16 to 18 or aged up to 25 if they have a special education need or disability, who are in education or training

We know that children in Enfield usually start their statutory education before their fifth birthday, as a 'rising 5'. Therefore, we will treat a rising 5 as if they were already of compulsory school age. Children younger than rising 5 will only receive travel assistance in exceptional circumstances. For example, we may consider a child to be eligible when we have recommended a place at a nursery unit which is not the local nursery for that child, as part of an early intervention approach to support the family.

To be eligible, a young person aged 16-18 must be a continuing learner who commenced their programme of learning before their 19th birthday, unless they have a Learning Difficulty or Disability (LDD). Young people with an Education Health and Care Plan (EHCP) may be eligible for travel assistance up to the age of 25 years.

#### **Address**

A child or young person will only be considered for travel assistance if they are resident in the London Borough of Enfield. 'Resident' means the address in the borough where the child or young person lives as their only or main home.

If the child or young person lives equally between different addresses, the principle home address will be considered as being the address at which the child is registered whilst

attending school, with their GP, and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credit.

An exception to this may be made where an eligible child is looked after by the London Borough of Enfield. An application for travel assistance would be made to the local authority where the child is resident and arrangements on funding for this would be made between the local authorities. Similarly, a carer for a looked after child who is the responsibility of another local authority but lives in Enfield may apply to Enfield Council for travel assistance if they meet the appropriate eligibility criteria.

Learners who are not resident in Enfield or are care leavers from other local authorities but live in Enfield, should refer to the transport policy statement issued by their 'home' local authority.

### **Distance to nearest school or course and suitability of route**

We expect parents to take full responsibility for transporting their child to and from school in cases where they choose a school which is not the nearest school that can meet their children's needs.

Travel assistance will only be considered if pupils cannot reasonably travel to their educational establishment using their Transport for London Oyster Card. The Council's SEN Services use the following measured distances from the home address to the nearest qualifying school which we have determined meets the child/ young person's needs as a guidance on what would not be considered a reasonable distance to travel. The individual child/ young person's needs and the travel route to school is also taken into account.

- over 2 miles (for pupils up to age 8)
- over 3 miles (for pupils aged 8 to 16)
- between 2 and 6 miles for 11-16-year olds (as long as there aren't 3 or more suitable schools nearer to home) if the family are on qualifying benefits
- between 2 and 15 miles for 11-16-year olds for the nearest school preferred based on the grounds of religion or belief

For young people aged over 16, travel assistance will be considered if the learner lives more than 3 miles from their place of learning and the young person is unable to undertake the journey by public transport themselves; or if the journey is possible by public transport but requires a number of changes which result in an unreasonably long journey time.

In the case of learners with learning disabilities or mobility issues, journeys of less than 3 miles may also qualify.

These criteria will apply where:

- Enfield has not made any suitable arrangements to enable the pupil to attend a suitable school which meets the child/ young person's needs nearer to home
- the route from the home address to the nearest qualifying school which Enfield determines meets their individual needs is unsuitable (as determined by Brokerage Team)
- the pupil's needs cannot be met through Transport for London's free and discounted travel options

Distance will be measured by the shortest route along which a child or young person, accompanied as necessary, may travel safely. The route may therefore include footpaths and other pathways, as well as recognised roads and may not be the shortest distance by road.

## **Qualifying schools**

Travel assistance may be provided for children or young people attending one of the following qualifying schools or education and training establishments:

- community, foundation or voluntary schools
- academies, including free schools
- community or foundation special schools
- non-maintained special schools
- pupil referral units
- establishments funded by the Education Funding Agency
- city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or University Technical Colleges (UTC)
- Independent schools named on the learners EHC Plan
- other providers funded by the local authority which deliver accredited programmes of learning

## **Suitability of course for young people aged 16 and over**

Applications will be considered if the course being attended is not available at a school or college closer to the young person's home address. If a similar course is available at a closer school or other education setting, travel assistance will only be provided if the young person or their parent or carer can demonstrate how their chosen course meets their needs above the similar course identified by the local authority.

Whether the educational programme to be undertaken offers an appropriate programme of study, will be assessed by the learner's personal adviser and/or an Educational Psychologist nominated by Enfield Council, in conjunction with the young person and their parent/ carer, where appropriate. We will not usually provide assistance to repeat a course of study which has already been completed or is at a lower level than one previously completed.

## **6.2 Additional Criteria**

All applications must fit the essential criteria listed in section 6.1, and at least one other additional criteria listed below.

### **Special educational needs, disabilities or mobility issues (including temporary medical conditions)**

We will consider travel assistance for a child or young person who cannot reasonably be expected to travel to school, education or training due to mobility problems or because of associated health and safety issues related to their special educational needs, disability or temporary medical condition. We will consider each individual child's circumstances into consideration while assessing their eligibility for travel assistance.

### **Low income**

Travel assistance is considered if a family are in receipt of working tax credit at the maximum rate for their case or the pupil is eligible for means-tested free school meals; if the young person is in receipt of 16-19 bursary funding; or has been provided with a Motability allowance or vehicle. Parents or carers will need to indicate on their application form and provide evidence that they are currently in receipt of the benefit. Please see the Appendix C for details of qualifying benefits.

## **Need to be accompanied**

Parents/carers are responsible for making sure their child attends school. This includes arranging any necessary travel arrangements to and from school and/or accompanying their child as necessary.

When considering an application for those with special educational needs, disability or mobility issues, or where there are concerns about the safety of the route for the child or young person, we will consider whether they could be reasonably expected to travel if accompanied by an adult and, if so, whether the parent/ carer can accompany the child.

To determine whether the parent or carer can reasonably be expected to accompany their child, we will consider factors such as parent/carer's work, the location and hours of work, and whether there are siblings who need to be taken to another school.

Other factors which will help us reach this decision might include the age of the child or young person and whether one would ordinarily expect a child or young person of that age to be accompanied.

Applicants will be expected to provide relevant evidence supporting their case for not being able to accompany their child.

## **Young people Not in Education, Employment or Training (NEET)**

In the case of young people aged 16 or 17, we will consider assistance if they are vulnerable to becoming, or are already, not in education, employment or training (NEET) to enable them to participate in education or training. We will also consider young parents (under the age of 19).

## **Religion or belief**

The local authority only has a duty to consider a parent/carers' preference for their child to attend a school with particular faiths or beliefs, for pupils aged 11-16 attending a school between 2 and 15 miles away who are eligible under requirements discussed above (including being in receipt of maximum working tax credits or means tested free school meals).

## **6.3 18+ and Adult's Services**

Enfield Council has a duty to provide travel assistance to eligible continuing learners who start their programme of learning before their 19<sup>th</sup> birthday and for learners up to the age of 25 if they have an Education Health and Care (EHC) plan. The same duty applies to learners undertaking apprenticeships and traineeships.

The overall intention of the adult transport duty is to ensure that those with the most severe disabilities with no other means of transportation are able to undertake further education and training after their 19<sup>th</sup> birthday to help them move towards more independent living.

Transport for London provide discounted rates of travel for young people over the age of 18 in full time education and many disabled adults are eligible also for free travel across London (and bus journeys nationally) through the governments Disabled Persons Freedom Pass scheme. However, Enfield recognises that in some circumstances additional assistance may be required.

Enfield's Travel Brokerage team will work closely with Adult Social Care and Children's Services who will assess needs for over 18's by carrying out a Moving On assessment. From the assessment, the council may offer advice, guidance, and various support, including

a personal budget which will be laid out in a social care support plan or EHC plan. The plan should also contain information about travel arrangements. More information can be found [here](#).

## **7. MOVING TO A CLOSER SCHOOL**

We reserve the right to request that a child or young person is moved to a closer appropriate education establishment if there is a place and if the school meets the needs of the child. For most cases, this will happen during the normal school admissions round when places are allocated, but a smaller number of cases may be considered during the course of the school year, if that is the best possible option for the child.

Any move to a closer school would be discussed and planned appropriately with the parent/carer and arranged at a point in time which will minimise any disruption for the child or young person.

If a parent/carer decides they would prefer to continue sending their child to an education establishment further away once the local authority has sourced closer suitable alternative provision, the local authority is not obliged to provide travel assistance and the parent/carer must take responsibility for the organisation and funding of their child's travel.

## **8. PROVIDING TRAVEL ASSISTANCE ON A TEMPORARY BASIS**

### **8.1 Temporary medical conditions**

Some children and young people may have a temporary medical condition which makes them eligible for travel assistance. In this instance, medical evidence to support the application is required. In these circumstances any allocation of travel assistance will only be provided for the length of time required to meet the temporary need.

### **8.2 Temporary school exclusion**

Where a pupil has been accepted for travel assistance based on their registered school but is attending a place other than that school as a result of temporary exclusion, eligibility for home to school travel will apply to the new setting for the temporary period of time.

### **8.3 Temporary accommodation**

Where a pupil who normally receives travel assistance moves to a different address on a temporary basis, but continues to attend the same education establishment, continued assistance will not automatically be provided to and from the new address. Eligibility for travel assistance will be reassessed based on the current living arrangements. The pupil/their parent or carer may be expected to make their own transport arrangements until they move to a closer school.

When offering temporary accommodation, our housing service will consider the age of the child, the stage of their education, and if the household includes children or young people with special educational needs or disabilities.

Children living in temporary accommodation outside the London Borough of Enfield should approach their new borough of residence for travel assistance. We also ask that parents/carers to inform the Brokerage Team at Enfield Council with as much notice as

possible about any changes of address so that any reassessments, if necessary, can be completed as soon as possible.

For further information about temporary accommodation, please see Enfield's Temporary Accommodation Placement Policy.

## **9. AVAILABLE TYPES OF TRAVEL ASSISTANCE**

Enfield Council will consider all new applications in a fair and consistent way. If travel assistance is granted or renewed the applicant will be advised of this and a travel broker will make contact to discuss options and arrangements.

There are a number of different options for travel assistance which might be considered, and travel brokers will work with families to find the most appropriate option for individual circumstances. Options we consider include the following:

### **9.1 Support to become an independent traveller**

Independent Travel Training (ITT) gives children and young people the skills and confidence to travel independently on public transport by reducing reliance on specialist provided transport or on parents and carers. Specialist travel trainers work one to one with the child or young person to ensure they have the skills to make journeys independently. Those who undertake the training achieve increased life choices and opportunities; greater access to the local community and its facilities; and better socialisation.

Pupils undertaking ITT will be supported to manage every aspect of their journey independently, including:

- road safety
- travelling by bus or train
- problem solving e.g. if the bus is late, diverted or cancelled
- personal safety
- how and where to ask for help
- use of mobile phones in case of emergencies

ITT is Enfield Council's preferred method of travel assistance for many learners. If, following discussions with the child or young person, parents/carers and the school, it is considered that a child or young person is ready and able to travel to school independently they will be offered ITT. This may begin at primary school but is usually from secondary school age.

All learners considered suitable for ITT by their school, the Brokerage Team and the travel trainer will transition to ITT by the time they attend college or further education. The learner will be provided with a full programme of training and support, and regular feedback will be given to them and their parent/carer. The final assessment will also be shared with parents or carers.

As a general guide, ITT will be offered to suitable children or young people providing they are not required to make several transport changes resulting in an unreasonably long journey time. If we make a reasonable offer of ITT and the applicant does not accept this offer of assistance, we may not offer an alternative form of assistance. If a pupil successfully completes ITT but the applicant then requests another form of travel assistance, we may not offer an alternative unless their circumstances have changed.

## **9.2 Travel Pass**

Although children and many young people are entitled to free transport on buses and discounts on trains, it may be necessary for them to be accompanied by an adult to travel to school. In these instances, travel assistance may be provided through funding for an adult travel pass.

In addition, there may be children and young people who are eligible for travel assistance where the most appropriate journey to school is by using train services which are not covered by Transport for London's free travel passes. In these circumstances travel assistance may be through funding a travel card.

## **9.3 Personal Travel Budget (PTB)**

A PTB is a sum of money which may be provided to parents/carers to organise their child's home to school travel arrangements in a way which best meets their circumstances. This may be, for example, money provided for purchase of an adapted bicycle. To qualify to receive a PTB parents or carers must demonstrate they are able to make suitable arrangements for their child's travel which ensures they are able to travel safely and attend school regularly and on time.

The amount of PTB will be based on the most cost-effective form of travel assistance that is available and relevant to the needs of the child or young person.

## **9.4 Directly Provided Transport**

If we have considered and ruled out all other options, we may provide a standard vehicle to transport the child or young person. All vehicles and drivers will be sourced by a qualified, registered provider, working to contractual standards set by the Council.

In general, vehicles are routed to pick up a number of children from different locations who attend a particular school. Therefore, journeys can be relatively long, and the child or young person will spend more time in the vehicle than with other forms of travel assistance. On some routes, we may arrange for a designated pick-up point for pupils to access the transport. This can help reduce journey times so that pupils spend less time on the bus to and from their school.

Dedicated door to door transport will only be offered where all other options are not practicable or possible.

## **10. HOW TO APPLY FOR TRAVEL ASSISTANCE**

Eligibility for and provision of travel assistance will only be considered on receipt of a fully completed application with supporting evidence. If granted, any travel assistance provided will apply for a set period and must be renewed whenever there is any change in circumstances.

Young people continuing their education post-16 must reapply for travel assistance and submit a new fully completed application with supporting evidence.

The application/renewal forms and guidance, including Frequently Asked Questions (FAQs), can be found on the Council website on the Local Offer page.

## 10.1 How will applications be assessed?

All applications for travel assistance, including renewals, should be sent to the Council as an electronic application, via the email address shown on the Local Offer page or in a paper copy to the address listed at the end of the application form. It is important applicants provide all the information requested to enable a decision to be made and to avoid unnecessary delays in reviewing the application.

Our Travel Assistance Assessment Panel will consider all applications to determine eligibility. If any additional supporting evidence is required for us to assess the case, we will contact the applicant to request this, explaining the reason why the information is needed.

We will also undertake appropriate secondary checks both on evidence provided and against existing Council records to determine family income and circumstances.

Applicants will be informed of the panel's decision which will be either:

- travel assistance is agreed – a travel broker will contact the applicant to discuss what assistance is most suitable and when it will start
- travel assistance is not agreed – we will inform the applicant of why the application was not successful and give them information about the travel brokers who may suggest alternative options. We will also explain the appeal process

## 10.2 Other potential support available for young people over 16

For individuals aged over 16 who have had applications rejected but feel as though they need more support than that offered by Transport for London, there are some other funds which they may be eligible to apply for, depending on personal circumstances.

[Details can be found in Appendix D.](#)

## 11. FRAUDULENT CLAIMS

Where it is proven that assistance was obtained on the basis of fraudulent or misleading information, we may remove travel assistance with immediate effect, seek the re-imbursment of the costs incurred and implement action set out in our Counter Fraud Strategy by clicking [here](#).

## 12. THE APPEALS PROCESS

Applicants can appeal against any decision the Council makes regarding their travel assistance.

If their application has been refused because of insufficient evidence or information, or if further information has been requested as part of a review and has not been provided, the case will not be considered as an appeal. In these cases, we will contact the applicant asking for the further information and explaining why we need it. The applicant must resubmit their application with the information provided.

To appeal against the Council's decision to reject an application there is a two-stage process. Further information on the appeals process is available [here](#) on the Travel Assistance page on the Council's website.

**Stage one** – the applicant may appeal in writing to the address provided on the decision letter, within 20 working days of receiving, setting out why the applicant believes our decision incorrect. Applications will then be reviewed by a senior council officer who was not involved in making the original decision.

**Stage two** – if the application was turned down at stage one and the applicant wishes to appeal again, there is a further 20 days to do so, and applications will be considered by an Independent Review Panel. This is the final stage of the appeals process but if the applicant remains dissatisfied they may also take the matter to the Local Government Ombudsman.

Applicants also have a right to apply for a judicial review.

All appeals received after the timeframes stated above will not be considered.

## **13. COMPLAINTS**

If Travel Assistance has been provided and the service user and/or parents/carers are not happy with the type of assistance agreed, the Travel Brokerage Team should be contacted to discuss.

If the service user and/or parents/carers have concerns procedure which should be referred to in the first instance. However, if the service user and/or the parent/carer remains unhappy and wishes to take the complaint further, please see the Council's Complaints Policy.

An Enfield Connected account will need to be used for complaints made online.

## **14. RESPONSIBILITIES**

Ensuring the travel assistance provided works well and that children and young people arrive at school on time and ready to learn needs a joint effort. All parties have their own responsibilities as set out below.

### **The Council's Education Services will:**

- fairly assess the eligibility and individual needs of each child or young person for travel assistance based on the policy, legislation and the application received
- communicate the outcome of the assessment indicating: if a child is eligible for travel assistance and the application has been agreed, the process for agreeing what will be provided and how this will be decided or if a request for travel assistance has been declined. The parent or carer will be contacted in writing with reasons for the refusal, what other assistance might be provided and how an appeal can be made
- ensure that the child or young person's needs are reviewed regularly, once a new application has been received, at a point of transition and/or when there is a change in circumstances (e.g. a change in medication, behaviour, address or home situation)

### **The Council's Travel Brokerage team will:**

- work with parents or carers, SEN Services, Enfield Schools Admissions Service, schools and, where appropriate, the child or young person to identify and arrange the most appropriate assistance to be provided
- give parents/carers half a term's notice of a change to a child or young person's allocated travel assistance

**The Council's People Transport Service (when a vehicle is provided) will ensure:**

- transport provided is suitable to meet the needs of the child or young person
- vehicles are safe, fully maintained and clean
- routing and pickup times are planned to ensure the child or young person can get to school on time
- drivers are fully qualified, have a current DBS check and have received information and training, as appropriate
- escorts, when provided, will have a current DBS and have received information and training, as appropriate

**Parents/carers/young person are asked to, where relevant:**

- work with the Council to move the child or young person to the closest suitable school where practical as determined by the local authority, with as little disruption as possible
- agree to self-fund any travel if the parent/carer decides to keep the child at a school further away
- ensure that the child or young person attends their school or educational setting
- ensure that the child or young person is on time for collection and pick up (if relevant). Parents may be charged for any additional transport costs incurred if the child is not available
- assist with helping the child or young person on and off the transport
- inform the transport provider if the child or young person cannot attend school that day with as much notice as possible (e.g. in case of illness)
- advise the driver/escort of any particular challenge or difficulty that their child is experiencing on a specific day
- provide a contact number and emergency contact details
- notify the Council as soon as possible of any and all relevant changes (e.g. address) - it is not sufficient to just inform the driver or escort
- help a child or young person make the transition from one form of travel assistance to another
- work with the Council to ensure that their child (if receiving fleet transport) gets to their education establishment without endangering themselves or others. Enfield Council reserves the right to alter travel assistance, either for a temporary period, or permanently for any cases which cause serious risk

**Schools/educational establishments are asked to:**

- work with Enfield Council to help identify those who are suitable for ITT
- share with the Council the attendance of those who receive travel assistance to ensure the assistance provided does not regularly cause the child or young person to be late
- report to the Council any changes in circumstance that may warrant a review of travel assistance (e.g. change in a child or young person's needs, attendance or completion of ITT)
- help parents who receive PTBs to liaise with each in order to share transport or pool their funds
- inform the Council regarding any school led initiatives that could support travel assistance (e.g. in-school travel training programmes and use of minibuses)
- help young people make the transition from one form of transport to another

## 15. FAQs

Working with parents, schools and young people we have developed operational guidelines and Frequently Asked Questions. These are available [here](#).

## 16. APPENDICES

### Appendix A – The Legal Framework

This policy refers to the following legislation (including statutory instruments):

- Education Act 1996 (the Act) sections 444, 508A, 508B, 508C, 508D, 508F, 508G, 508H, 508I, 509AA, 509AB, 509AC, 509AD, 509AE
- Schedule 35B of (the Act), as inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006)
- The School Information (England) Regulations 2002 - Regulation 5 and Part 2 of Schedule 2 to, as amended
- Children Act 2004 section 11
- Equality Act 2010
- School Admissions Code
- European Convention on Human Rights
- The School Travel (Pupils with Dual Registration) (England) Regulations 2007
- Public Service Vehicles (Carrying Capacity) Regulations 1984
- School Standards and Framework Act 1998 Section 48
- The Inter-authority Recoupment Regulations 2013
- Education (areas to which pupils and students belong) Regulations 1996

This policy has been developed with full regard to:

The Department for Education Guidance on Home to School Travel and Transport 2014  
<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

The Department for Education Guidance on Post-16 Transport to Education and Training 2017  
<https://www.gov.uk/government/publications/post-16-transport-to-education-and-training>

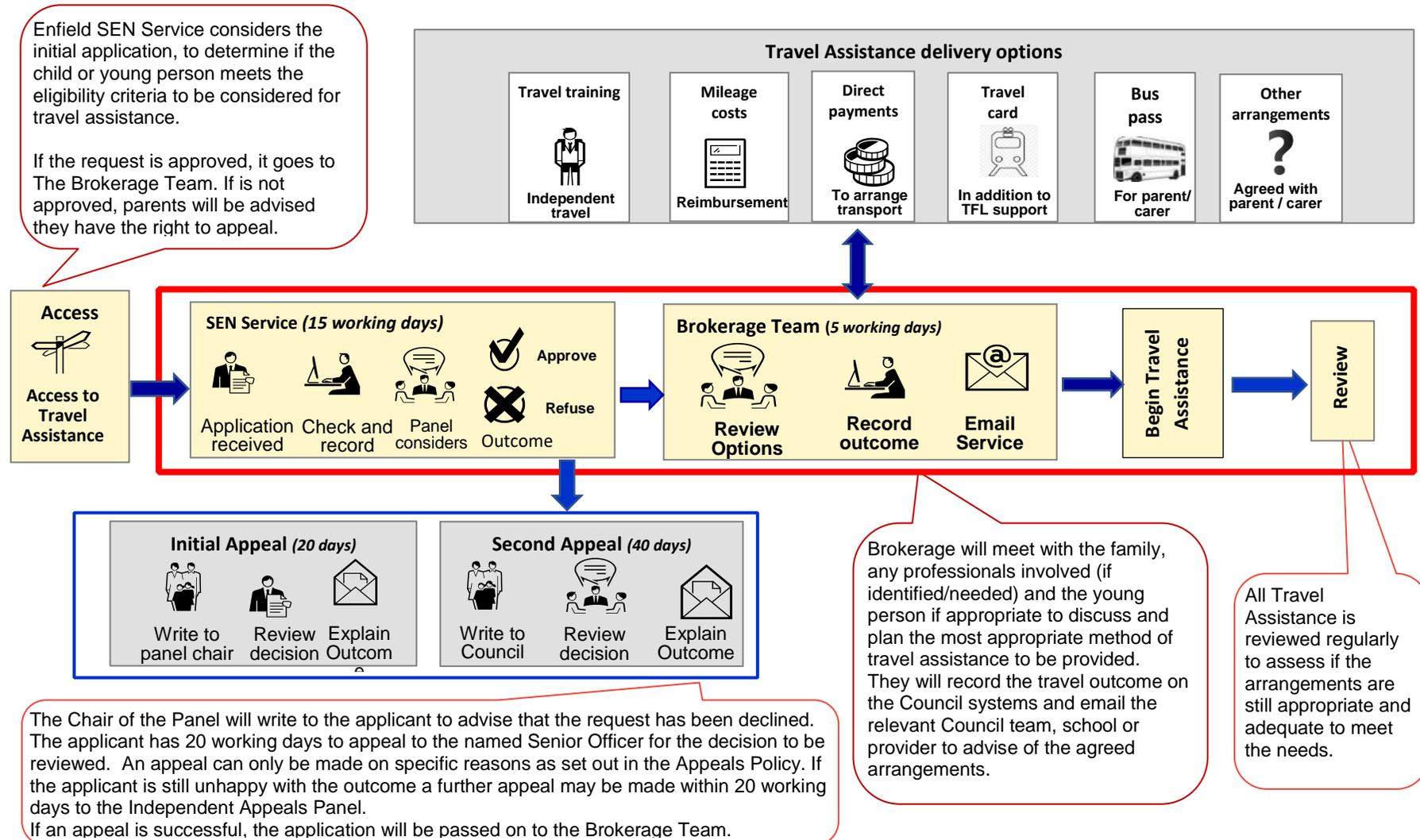
The Education Act 1996 <http://www.legislation.gov.uk/ukpga/1996/56/contents>

The SEND Code of Practice: 0-25 years  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

The Participation of Young People Statutory Guidance  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/561546/Participation-of-young-people-in-education-employment-or-training.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/561546/Participation-of-young-people-in-education-employment-or-training.pdf)

## Appendix B – Travel Assistance Application and Assessment process

The result of this process depends on the applicant completing all relevant fields on the Travel Assistance Application Form and being responsive to the Council during the process.



## Appendix C - Qualifying Benefits for Low Income Families

Government statutory guidance on travel and transport defines “low income families” as those where parents are in receipt of the maximum level of Working Tax Credit or where a pupil is entitled to free school meals.

### Working Tax Credit

Working Tax Credits may be claimed if either of the following apply:

- the applicant is aged from 16 to 24 and has a child or a qualifying disability
- the applicant is aged 25 or over, with or without children and must:
  - work a certain number of hours a week
  - get paid for the work they do (or expect to)
  - have an income below a certain level

The [basic amount of Working Tax Credit](#) is up to £1,960 a year - applicants could get more (or less) depending on their circumstances and income. Further information can be found at <https://www.gov.uk/working-tax-credit>

### Free School Meals

Free School Meals are available if applicants are in receipt of:

- Income Support
- Income Based Job Seekers' Allowance
- Income Related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit or Universal Credit
- Child Tax Credit (provided they are not also receiving Working Tax Credit and have an annual gross income as assessed by HM Revenue & Customs that does not exceed £16,190)
- Working Tax Credit Run-on – this is the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit. Families in receipt of Working Tax Credit are not entitled to Free School Meals

Application forms for Free School Meals are available to download from the Enfield Council website [www.enfield.gov.uk/freeschoolmeals](http://www.enfield.gov.uk/freeschoolmeals) or can be obtained from schools.

Please note that the Universal Infant Free School Meals (UIFSM) initiative, which provides all pupils in Reception and years 1 and 2 with a free school meal, is not needs based and is therefore not applicable in relation to travel assistance.

A student aged 16+ is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to the institution where they are enrolled.

## **Appendix D - Other support available for travel for young people over 16**

### **Young Parents**

Care to Learn (C2L) may provide help to pay for childcare and travel costs for learners aged 19 and under at the start of their course. Further information can be found at:

<https://www.gov.uk/care-to-learn>

### **16-19 Bursary Fund**

This fund is administered by individual education providers and is available to support any student who faces genuine financial barriers to participation, including transport costs. Further information is available at: <https://www.gov.uk/1619-bursary-fund>

### **Residential Support Scheme (RSS)**

RSS supports students aged 16 to 18 with the costs of living away from home to participate in a study programme where the substantial Level 2 or Level 3 qualification that is part of the programme is not available locally to their home address. Further information is available at:

<https://www.gov.uk/guidance/16-to-18-residential-support-scheme-for-academic-year-2019-to-2020>.

### **Residential Bursary Fund (RBF)**

RBF provides financial help towards the costs of accommodation for students attending a designated institution delivering specialist provision, where that specialist provision needs the student to be resident in order to participate because it is not available locally and/or because it needs students to be available at unsociable hours on a regular basis. RBF enables young people to gain a substantial qualification in a specialist subject that they would not be able to get at a non-specialist institution. Further information is available at:

<https://www.gov.uk/guidance/16-to-18-residential-bursary-fund-guide-2019-to-2020-academic-year--2>

### **Discretionary Learner Support (DLS)**

DLS supports learners aged 19 and over on a further education course and facing financial hardship. Further information is available at: <https://www.gov.uk/discretionary-learner-support>

### **Dance and Drama Awards (DaDa)**

DaDa can help with fees and living costs at one of 19 private dance and drama schools. Applicants must be aged 16 to 23 and show talent and a likelihood to succeed in the industry. Applications must be made through the qualifying dance and drama school. Further information is available at: <https://www.gov.uk/dance-drama-awards>

## **Appendix E – Contact Details and Useful Information**

### **SEN Services**

Special Educational Needs Team, Civic Centre, Silver Street, EN1 3XQ

Tel: (020) 8 379 5667

Email: [SEN@enfield.gov.uk](mailto:SEN@enfield.gov.uk)

### **Travel Brokerage Team**

Travel Brokerage Team, Civic Centre, Silver Street, Enfield, EN1 3XY

Tel: 020 8379 1000 (ask to speak to the SEN Travel Broker)

Email: [Travel.Assistance@Enfield.gov.uk](mailto:Travel.Assistance@Enfield.gov.uk)

### **People Transport Service**

Morson Road Depot, 9 Morson Road, Ponders End, Enfield, EN3 4NQ

Tel: (020) 8379 1258

Email: [transport.operations@enfield.gov.uk](mailto:transport.operations@enfield.gov.uk)

### **Joint Service for Disabled Children**

Cheviots Children's Centre, 31 Cheviot Close, Enfield, EN1 3UZ

Tel: (020) 8363 4047

### **Wheel Chair Clinic**

St Ann's Hospital 020 8702 3000

### **Assistance with Planning a Journey**

Transport for London provides a range of online advice and resources to help plan journeys.

<https://tfl.gov.uk/plan-a-journey/>

<https://tfl.gov.uk/maps>

<https://tfl.gov.uk/modes/buses/>

<https://tfl.gov.uk/fares-and-payments/travel-for-under-18s>