



Derby City Council

# **Home to School Travel Assistance Policy Academic Year 2022-23**

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## 1. Introduction

- 1.1 Derby City Council (the Council) is committed to reducing traffic congestion, improving road safety and reducing the environmental impact of vehicle journeys by promoting the use of alternative forms of travel.
- 1.2 The Council would prefer all pupils to walk or cycle from home to school. This supports the environment, promotes children's health and develops essential preparation for adulthood skills. Where walking or cycling are not appropriate options, the Council believes that the majority of eligible children and young people with SEND will be able to travel for free on public transport.
- 1.3 For pupils who do not have an Education, Health and Care Plan (EHCP), parents should consider how their child(ren) will travel to school. If parental school preference is not the catchment school, the child(ren) will generally not be entitled to travel assistance. The exception to this is if the catchment school is beyond the statutory minimum walking distance (see section 5).
- 1.4 Parents have the legal responsibility for ensuring their child's attendance at school, including accompanying their child on the home to school journey if necessary. If parents are working during the time the child travels to and from school, it is their responsibility to make arrangements for a suitable adult to provide this support.

## 2. Policy Aims

- 2.1 This policy outlines the types of travel assistance available for eligible children and young people from Reception to Year 11 who live at an address within the Derby City boundary including:-
  - Who is eligible for free home to school travel assistance?
  - The types of travel assistance we can offer to eligible children.
  - How and when parents should apply for home to school travel assistance?
  - How eligibility will be assessed?
  - How are distances and route safety assessed?
  - Other help with home to school travel using discretionary powers.
  - How can parents appeal against a decision made by the Home to School Travel Service or lodge a complaint?
- 2.2 This policy is aligned to the requirements outlined in the 2019 statutory guidance for local authorities produced by the Department for Education.



- 2.3 The aim of this policy is to ensure that all children and young people lead lives that are independent and as free from restriction as possible.

### **3. Understanding the policy and who is entitled to support?**

- 3.1 This policy applies to all eligible pupils of statutory school age (5-16 yrs) who live at an address within the Derby City boundary. The Council does not provide travel assistance for children of pre-school age (0-4 yrs).
- 3.2 For information regarding young people aged 16-19 and 19-25, please see Derby City Council Post 16 Travel Assistance Policy Statement 2022-23.
- 3.3 Wherever possible, the Council expects parents to make travel arrangements for their child to attend school as this is an important factor in developing independence, social skills and life skills.
- 3.4 Home to school travel assistance will be provided for pupils who cannot be reasonably expected to walk to their nearest suitable school.
- 3.5 For children with an EHCP, the Council will only consider applications for home to school travel assistance for the school named on their plan.
- 3.6 The Council will provide travel assistance to and from Derby City Council approved respite centres. If respite does not include an overnight stay, or occurs on a Friday, parents are responsible for collection of their child from the respite provision. Travel assistance to and from respite centres cannot be provided during school holidays, bank holidays or school inset days.
- 3.7 The Council does not provide travel assistance for school trips.
- 3.8 Siblings of eligible pupils are not allowed to travel in a taxi or minibus with their brother or sister, even if they are going to the same school setting. It is the responsibility of the parent to make home to school travel arrangements for any pupils who do not qualify for travel assistance.
- 3.9 If a pupil has a dual residence, the Council will seek to provide a satisfactory travel assistance solution for eligible pupils based on the known living arrangements. Generally, the address from which Child Benefit (or equivalent) is claimed will be deemed to be the home address. Child Arrangement Orders will automatically give parental responsibility to the person named on the order.
- 3.10 Travel assistance will not be provided for the following: -
- Children or young people taken ill during the school day.
  - Any type of appointments including medical or any other specialists.
  - Children or young people who have been excluded during the school day.



- Breakfast or after school clubs/activities.
- Journeys from/to alternative addresses which incur further transport costs

#### **4. Types of travel assistance available**

- 4.1 The Council will provide the agreed type of home to school travel assistance for a child or young person at the beginning and end of the school day. The decision will be based on the most suitable type of travel assistance to meet the identified needs of the individual child or young person. All decisions will take account of the Council's duty to make best use of its resources.
- 4.2 The Council will always consider forms of travel assistance that help to develop independent travel skills to enable children and young people to lead independent lives as they grow older.

##### **Bus pass/season ticket**

- 4.3 A travel pass or season ticket allows free travel for one return journey for each school day between the nearest bus stop/pick up point to the home address and the nearest suitable school. (See eligibility criteria in section 5).
- 4.4 If the Council's offer of travel assistance is a free bus pass, parents are required to reapply by 31<sup>st</sup> May each year and provide the required evidence to determine continued eligibility. For example, the change in statutory walking distances, once a child turns eight years old, may result in the child no longer being eligible for travel assistance.

##### **Independent Travel Training (ITT)**

- 4.5 Preparing for adulthood is a key part of the SEND reforms of 2014 and focuses on four outcomes: employment/education; independent living; community participation; and good adult health. ITT can provide long term benefits to individuals in terms of a skill for life that may lead to greater social inclusion and improved employment prospects.
- 4.6 ITT is available, on request, for eligible young people from Year 9 onwards who currently face challenges in using public transport and would benefit from support to become more independent, enabling access to a school bus service or a local bus service. To enable children and young people to travel independently, the Council will first consider the suitability of ITT as their travel assistance offer.
- 4.7 If a child or young person has an EHCP, the agreed training and outcomes will be included in sections B and F of the plan. The benefits of ITT will be discussed with parents and assurances provided that their child will not lose any current transport entitlement, for example a seat in a taxi or minibus, until they are confident, independent travellers. Once a young person is able to



travel independently the Home to School Travel Service will provide a free bus pass for as long as the young person remains in full time education and continues to meet the eligibility criteria.

For more information visit [Independent travel training - Derby City Council](#)

Email [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) or call 1332 642716

Or speak to the school SENCO

## Fuel Reimbursement

- 4.8 Where pupils qualify for school travel assistance, parents can request for the Council to consider reimbursing fuel costs.
- 4.9 The fuel reimbursement is based on a maximum two return journeys for each school day that the pupil attends, multiplied by the distance that we measure as being the shortest driving route. Fuel allowances are detailed below.

## Fuel allowances

Distance in miles	Per mile
Up to 50 per round journey	45p
51-100	35p
101-200	25p
201 upwards	15p

## Notes

- The Council will pay the fuel reimbursement after the end of each term and only after the school has confirmed the pupil's attendance for that term.
- New applications for fuel reimbursements should be received by 31<sup>st</sup> May for the following academic year.
- Any in year applications will be considered and, if eligible, payment will be backdated to the date the application was received.
- Where there are two or more pupils from the same family attending the same school, or the same site, fuel reimbursement will be approved for one pupil, at any one time, because we expect them to travel together.
- Where another pupil from the same family, who also qualifies for travel assistance is attending a different school, on a different site and attends a school that is further than the statutory walking distance, we will calculate the 'round trip' and pay the fuel reimbursement on this basis, after confirming both pupil's attendance.
- Where parents need to drive their children to/from the nearest suitable school on a short-term basis, due to a pupil's medical needs, we may be able to pay a temporary fuel reimbursement. Parents must provide proof from a hospital or GP of the medical condition and needs for this to be considered.



## Other types of travel assistance

- 4.10 Other types of home to school travel assistance may be available such as a seat in a minibus or taxi, or a personal travel budget.

## 5. Eligibility Criteria

- 5.1 The Council's main criteria set out what we consider when deciding if a pupil qualifies for home to school travel assistance to their nearest suitable school. They are:-

- Statutory walking distance
- Extended rights
- Unsafe walking route
- SEND

- 5.2 The Council will provide home to school travel assistance to the nearest suitable school for any full-time pupil where there is no suitable school within the statutory walking distance as stated in the 1996 Education Act.

The distances are:

- 2 miles – for pupils who are under eight years old
- 3 miles – for pupils who are eight years old and over

### Example

**Child A** is six years old and attends their nearest suitable school. It is 2.3 miles from their home. Child A is eligible for free home to school travel assistance because their school is beyond the statutory walking distance for a child of their age. **Child A** would receive a free bus pass.

**Child B** is eleven years old and attends their nearest suitable school. It is 2.6 miles from their home. Child B is not eligible for free home to school travel assistance because the school is not beyond the statutory walking distance for a child of their age.

- 5.3 Parents can request a review of the decision the Council has made about walking distances. The Council will only allow a review if the original measurement is within 10% of the statutory walking distance.
- 5.4 To request a review of a walking distance, please contact the Home to School Travel Service, Derby City Council, Corporation Street, Derby. DE1 2FS. Email: [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) Telephone: 01332 642716.



## Extended rights category

5.5 The Council will provide home to school travel assistance to the nearest suitable school for any full-time pupil eligible for free school meals, or if the parent is in receipt of the maximum level of Working Tax Credits, or equivalent under Universal Credit.

- The distance is 2 miles for children over 8yrs and under 11 yrs.
- For secondary schools, home to school travel assistance will be provided if the school is between 2 and 6 miles from the home address and there are not three or more suitable nearer schools, or
- The school is between 2 and 15 miles from the home address and is the nearest school preferred on the grounds of religion or belief (age 11-16 yrs). For example, to qualify for travel assistance to a catholic school, proof of baptism will be required in addition to meeting the extended rights criteria outlined above.

### Example

**Child C** is eleven years old and eligible for free school meals. The nearest suitable school is 2.5 miles away from the home. The second nearest suitable school is 3 miles away. The third nearest is 5 miles away. Child C would be eligible for free home to school travel assistance to any of these schools because they qualify under extended rights (free school meals) and all nearest schools are over 2 miles away.

**Child C** would receive a free bus pass.

5.6 If, during a school year, a pupil stops being eligible for free school meals, or a parent stops receiving maximum Working Tax Credit or equivalent, the Council will continue to provide free home to school travel to the nearest suitable school for the remainder of that school year. Proof of free school meals/maximum Working Tax Credit will need to be produced annually.

## Unsafe Walking Route Category

5.7 For each application, the Council will consider if a journey to the nearest suitable school is a safe walking route. When considering this category of eligibility, the Council will assess whether a pupil could reasonably be expected to walk, if accompanied, and whether the pupil's parent can reasonably be expected to accompany that child.

### Example

**Child D** is 12 years old. They attend their nearest suitable secondary school. It is 2 miles from their home. The only walking route to their school is along a busy country lane with no pavements. The Council carries out an assessment of the route and



decides it would be unsafe for them to walk to school along this road. Child D is eligible for free home to school travel assistance.

**Child D** would receive a free bus pass.

### **Special educational needs, disability or mobility issues category**

5.8 The Council will provide home to school travel assistance where a pupil cannot reasonably be expected to walk to the school named on their EHCP, because of their mobility issues or other health and safety concerns related to their special educational needs or disability.

- This will be assessed on a case-by-case basis to identify the individual travel requirements. The case will be assessed using the information in the application form, the pupil's EHCP, plus any accompanying medical documentation.
- The usual eligibility criteria (e.g. the statutory walking distances) are not considered when assessing the transport needs of children and young people who are eligible due to special educational needs or disability.
- The Council will consider whether the child could reasonably be expected to walk, if accompanied, and whether the child's parent can reasonably be expected to accompany the child.
- A pupil with an EHCP does not have automatic entitlement to travel assistance.

### **Example**

Child E is fourteen years old and has cerebral palsy. They attend their nearest suitable school which is 1 mile from their home address. The nature of their condition requires them to use crutches to walk and they need to take their time to ensure they are balanced. The Council decides that they could not reasonably be expected to walk to school. Child E is eligible for free home to school travel assistance and the Council would consider either ITT, a free bus pass, a fuel reimbursement or a seat in a minibus or taxi.

## **6. Other Considerations**

### **Looked after children**

6.1 As the corporate parent, the Council has a responsibility to meet the care and development needs of its children. Like all other children and young people, Looked After Children should walk or use public transport to get to their nearest suitable school. If this is not possible, other types of travel assistance may be considered to ensure their attendance. Travel assistance for Looked After Children will only be considered if the child is placed at an address within the Derby City boundary.



- 6.2 If the child's residential placement is moved outside of the Derby City boundary, travel assistance will cease and the corporate parent will be required to submit a new application to the Local Authority where the child is placed (even if the school they are attending remains in Derby City).

### **Single Parents**

- 6.3 We are unable to apply any discretion for pupils from single parent families. All applications for home to school travel assistance are subject to the same main eligibility criteria.

### **Families receiving Income Support/Job Seeker's Allowance or other benefits apart from Working Tax Credit or equivalent under Universal Credit**

- 6.4 Other than the extended rights category, as set out in section 5.5, the Council is unable to make any exceptions for families receiving other benefit payments.

### **Moving to a new address and temporary homes**

- 6.5 The Council may provide home to school travel assistance to pupils going to the nearest suitable secondary school who:-
- Are in year group 10 or 11, and
  - Move to a new permanent address, or
  - Move to a temporary address

However, this can only be considered if the pupil remains at the same school and the journey can be made by public transport.

In any other circumstances, it is important that you let us know if you change address or your child changes school, as you will need to re-apply. The new application will be assessed under the transport policy in place at that time.

If you are planning on moving address, please make the Home to School Travel Service aware by email: [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) or call 01332 642716.

### **Notes**

- We will stop any home to school travel assistance if pupils move out of the Derby City boundary because the responsibility for travel assistance transfers to the new authority where the pupil is living.
- Pupils who move into the Derby City boundary area, from another authority, will need to apply to Derby City Council for home to school travel assistance and will be assessed under the transport policy in place at that time.

### **Pupils placed out of Derby City for 38 or 52-week residential educational provision**

- 6.6 **38-week placement** – the Council will fund 12 return journeys to take the pupil to the residential education provision and return home for each half term,



plus one journey for the parents to attend the Annual Review of the pupils EHCP.

- 6.7 Where parents can transport a pupil themselves, they can claim a fuel reimbursement for the same numbers of return journeys. Claims can only be made after the journey has been completed.
- 6.8 **52-week placement** – as above. The Council will fund a maximum of 12 return journeys per academic year, plus one journey for the parents to attend the Annual Review of the pupils EHCP.

### **Pupils who are permanently excluded from school**

- 6.9 The Council will aim to organise a suitable school within the statutory walking distance for pupils who are permanently excluded. If the school that the Council has organised for the pupil to attend is beyond the statutory walking distance, a free bus pass may be issued.

### **Pupil Referral Units (PRU's)**

- 6.10 For pupils attending a PRU, this will be classed as their nearest suitable school. Applications for home to school travel assistance will be assessed using the same eligibility criteria as pupils who go to their nearest suitable school, as outlined in section 5.
- 6.11 The Home to School Travel Service will consider any evidenced safeguarding risks to identify the safest way pupils to travel to and from the school.

### **Pupils who go to college who are under 16**

- 6.12 Where a pupil attends a full-time college course, arranged by the PRU, we expect the pupil to use any available free transport provided by the college. The Council will consider providing home to school travel assistance where a college service is not available, and the pupil lives beyond the statutory walking distance. This will usually be a free bus pass.
- 6.12 If the previous school has agreed to the pupil attending the college, but the pupil has stayed on the school roll, the Council is unable to provide home to school travel assistance.

### **In Year Fair Access (IYFA)**

- 6.14 For pupils attending a school named by the IYFA scheme, this will be classed as their nearest suitable school. Applications for home to school travel assistance will be assessed using the same eligibility criteria as pupils who got to their nearest suitable school, as outlined in section 5.

### **Personal Budget**

- 6.15 Parents may ask the Council to consider a personal travel budget to independently manage travel arrangements. If you wish to know more about



this option, please contact the Home to School Travel Service by emailing [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) or by calling 01332 642716.

### **Pupils on exchange visits**

- 6.16 The Council are unable to provide home to school travel assistance to pupils on exchange visits. Parents of the receiving family are responsible for any travel arrangements for the journeys to and from school or college.

### **Pupils who miss or don't go to school**

- 6.17 Where a pupil who receives home to school travel assistance in the form of a seat in a taxi or minibus is regularly absent from school or they are not attending at all, the Council can withdraw the travel assistance and replace it with a bus pass or a fuel reimbursement (see sections 4.3 and 4.7).

## **7. When to apply for home to school travel assistance**

### **Children who are under 16 years old**

- 7.1 New applications for home to school travel assistance must be submitted by 31<sup>st</sup> May each year for the start of the new academic year. Applications received after this date will still be assessed and processed but the Council cannot guarantee that travel assistance will be in place for the beginning of the autumn term.
- 7.2 For free bus passes, a new application must be submitted each year. Applications must be submitted with any supporting evidence of free school meals or maximum Working Tax Credit or equivalent under Universal Credit, and for faith schools, proof of baptism will be required.
- 7.3 For all other types of travel assistance, parents must submit a new application at the following stages of their child's academic life: -
- When the pupil starts school in Reception (Foundation stage 2).
  - When the pupil starts junior school (only applicable if the pupil has attended an infant school).
  - When a pupil starts secondary school (Yr7)
  - If the pupil's circumstances change, i.e. change of address.

Applications must be submitted with relevant evidence e.g. medical documentation, GP letters etc, which will support the assessment process to determine eligibility.



## 8. How to apply for home to school travel assistance

- 8.1 Download a bus pass application form from our website: [School transport - Derby City Council](#)  
Alternatively, contact [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) or call 01332 642716 to request a bus pass application form.
- 8.2 If your child attends a faith school, you can also request an application form from the school.
- 8.3 To request an application form for home to school travel assistance for a child with SEND, please contact [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) or call 01332 642716. Alternatively, you can download an application form from our website: [School transport - Derby City Council](#)
- 8.4 Completed application forms should be submitted to the Home to School Travel Service at [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) or by post to Home to School Travel Service, Derby City Council Corporation Street, Derby. DE1 2FS.
- 8.5 We will write to you with the Council's decision, usually within 15 working days. If you do not agree with the decision, the letter will provide information about the appeals process.

## 9. What happens next? Free bus pass

- 9.1 The Home to School Travel Service will issue the travel pass/season ticket and post it, by second class to your home address.
- 9.2 If the pupil has been awarded a Trent Barton or Arriva bus pass, on their first journey they must hold the pass on the card reader for 10 seconds to activate it.
- 9.3 If the pupil loses the pass that has been provided, you will need to email the Home to School Travel Service [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) to request a replacement pass. Please note there will be a £5.00 charge for this.
- 9.4 For pupils travelling by bus, we aim to keep distances to and from bus stops as short as possible. We do, however, expect pupils to walk up to one mile each way to get to bus stops. We may make an exception to this policy if there are evidenced medical grounds.

## 10. What happens next? Seat on a minibus or taxi

- 10.1 The Home to School Travel Service will assess each application to determine whether a passenger assistant is required on the journey.



- 10.2 The Home to School Travel Service will write to you with confirmation of the child's travel arrangements, including the name of the transport operator, driver and passenger assistant, if applicable.
- 10.3 The transport operator will contact you to arrange a 'meet and greet' where the pupil and their family will be able to meet their driver and passenger assistant, if applicable.
- 10.4 All drivers and passenger assistants will have an enhanced Adult and Childs Workforce Disclosure Barring Service (DBS) check as well as a relevant safeguarding certificate as a minimum.

## **11. What can I do if my travel assistance is refused?**

- 11.1 If your child's application for travel assistance is refused, you are entitled to request an officer review of the assessment process.

### **Officer Reviews**

- 11.2 This is where a senior officer reviews the original decision that resulted in the application being refused. This may result in the refusal decision being upheld.

### **How to request an Officer Review**

- 11.3 Stage one: Review by a Senior Officer
- A parent has 20 working days, from the date of the decision letter, to make a formal written request asking for an officer review of the decision.
  - The written request should detail why the parent, child or young person believes the decision should be reviewed and give any details of any personal and/or family circumstances, including medical evidence, they believe should be considered.
  - Within 20 working days of receipt of the request for an officer review, a senior officer will review the original decision and send a detailed written notification of the outcome, including information about how a parent can escalate their case to stage two, if appropriate.
  - A parent has 20 working days from the date of the stage one outcome decision letter to make a written request to escalate the matter to stage 2.
- 11.4 Stage two: Review by an independent appeal panel
- Within 40 working days of receipt of the request to escalate to stage two, an independent appeal panel will consider written representations from both the parent and officers involved in the case.
  - Parent will be provided with written notification of the outcome, including information about the parent's rights to make an official complaint to the



Council, and if they are still unhappy, how to refer the matter to the Local Government Ombudsman.

- The independent appeal panel members are independent of the original decision-making process and suitably experienced, to ensure a balance is achieved between meeting the needs of the child or young person and the Council.

### **Making a complaint after Stage two**

- 11.5 The process to appeal against a decision or to make an official complaint should be made in the first instance to the Council. See link for more information [Customer complaints - Derby City Council](#)
- 11.6 If children, young people, or their families are still not satisfied, they may complain to the Local Government Ombudsman. Follow link for more information: <https://www.lgo.org.uk/>

## **12. Behaviour standards on home to school travel assistance services and misuse of travel passes/season tickets**

- 12.1 All pupils travelling on public transport are expected to be at the relevant bus stop in plenty of time to catch their bus. If the bus is late, then the pupil must wait and keep parents up to date. It is parental responsibility to notify the school if the pupil is going to be late due to any late/cancelled buses.
- 12.2 All pupils with a seat in a minibus or taxi are expected to be ready and waiting for their transport to arrive at the agreed time. Drivers will only wait 5 minutes before leaving the property. If the transport departs after 5 minutes wait, it becomes the responsibility of the parent to make alternative arrangements for their child to get to school that day.
- 12.3 All pupils and their parents are expected to behave in a respectful manner to all drivers, passenger assistants, and other passengers whether this be on public transport or in a minibus/taxi. Poor or disrespectful behaviour will be reported by the transport operator to the Council, who will investigate.
- 12.4 Continued poor or disrespectful behaviour may result in the child being removed from transport and lose their entitlement to free travel assistance.
- 12.5 If the decision is to withdraw home to school travel assistance, parents will need to make alternative arrangements to get their children to and from school.
- 12.6 Parents can ask for a review the decision where such action has been taken. The review will be chaired by the Head of School Organisation and Provision or a Senior Officer within the same team.
- 12.7 In order to request a review of a decision to withdraw transport, please contact: Home to School Travel Service, Derby City Council, Corporation



### **13. Discretionary power in exceptional circumstances**

- 13.1 The Council has discretionary power to provide home to school travel assistance for children resident within the Derby City Council boundary, who are not eligible. A passenger assistant may also be provided if this is deemed necessary. The cost of home to school travel assistance in exceptional circumstances may be met in full by the Council, or parents may be charged at a reduced rate.
- 13.2 Examples of exceptional circumstances include where:-
- A child has been forced into temporary accommodation or a refuge where travel assistance would enable them to continue attending their current school.
  - A child's parent is unable to take their child to school because they are suffering from a serious illness.

### **14. Safeguarding**

- 14.1 Safeguarding of all children, young people, drivers and passenger assistants is paramount. Dedicated home to school travel services are classed as 'regulated activity' meaning that some people are barred from doing it.
- 14.2 The Council insists that all vehicle drivers and passenger assistants must have an 'Enhanced Child and Adult Workforce Disclosure Barring Service (DBS) check and are signed up to the DBS update service. They must also hold an up-to-date Derby City Council safeguarding certificate prior to being authorised to work on any Derby City Council contracts. Safeguarding certificates must be updated every two years.
- 14.3 The Council will consider arrangements for home to school travel assistance where a child is in significant danger or risk from harm if travelling alone. E.g. extremely vulnerable children at risk of abduction or Child Sexual Exploitation (CSE).
- 14.4 Any applications received under this category will be assessed by a senior officer and the decision will be made based on the information provided within the application to identify any suitable travel requirements to ensure the child or young person is safeguarded.
- 14.5 Further evidence will be required to consider travel assistance under this special category, for example from the police or the courts



Revised: October 2003, September 2004, March 2005, September 2006, September 2007, July 2008, August 2009, April 2010, November 2010, October 2011, March 2017, May 2017, May 2018, March 2019, May 2020, April 2021, April 2022

## **Appendix A: Definitions to help understand our policy**

**HTSTS** - (Home to School Travel Service) is the team at Derby City Council responsible for organising and commissioning home to school transport.

**Parent** – in this policy, means any adult who is responsible for the care of a child, according to the Education Act 1996.

**Pupil** – in this policy, means a young person who is of compulsory school age, i.e. the term after the child's fifth birthday and before the last Friday in June in Year 11.

**Student** – in this document, means a young person who attends a sixth form or college, beyond the compulsory school age, i.e. beyond the last Friday in June in Year 11.

**Looked after Children** – refers to children who are in the care of, or accommodated by, a local authority.

**Officer Review** – is when an officer at the Council looks again at an application for home to school transport assistance that has been refused.

**Independent appeal panel** – the panel is made up of officers that are independent of the original decision-making process. They have the knowledge and experience to ensure a balance is achieved between meeting the needs of the young person and the local authority.

**Catchment Area** – is a marked out geographical area made up of the streets around the school. We call this school '**the catchment area school**'

**Nearest suitable school** - for transport purposes, the nearest suitable school may not be the catchment area school, but the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and meets any Special Educational Needs or Disabilities that the child may have.

**Preferred school** - parents have stated a preference for a school other than the catchment area school. This is known as 'a preferred school'. This school will remain a preferred school when parents apply for home to school transport assistance, throughout a pupil's attendance.

**Faith school, voluntary-aided/voluntary-controlled school** - parents may choose to send their children to voluntary aided/voluntary controlled schools on religious or belief grounds. See section 3.2.

**Designated area** - each voluntary aided school has a geographical area, which is



usually made up of parishes served by the school.

**Specialist transport needs** - some pupils and students may have specialised transport needs owing to a disability and/or special educational need.

**Shortest walking distance** - the shortest available walkable route between the main access to and from your private property; this could be from the front gate or the top of the drive, to the gate of the nearest suitable school.

**Suitable walkable route** - the route where a child can walk safely, in relation to traffic, to and from school, with a parent or another responsible adult, if the parent decides this is needed.

**Accompaniment by parent or responsible adult** - It is expected, where children live under the statutory walking distance, that parents will take their children to school in line with their normal parental duties. If a parent cannot do this, the Council is not responsible for accompanying a child to school. The Council will consider, on a case by case basis, any applications for assistance where a parent cannot accompany their child to school due to disability. The definition of disability is set out in section 6 the Equality Act 2010.

**The following are all types of qualifying schools:**

**Academies** - all ability schools established by sponsors from businesses, faith or voluntary groups working in partnership with central government. Governors are responsible for admissions and transport.

**Community and Voluntary Controlled schools** - the Head teacher and governors, in partnership with the Council, manage these schools. The Council co-ordinates the admissions.

**Voluntary Aided schools** - the relevant Religious Board and the Council jointly support these schools. The governors of voluntary aided school will normally employ all staff and manage admissions. These schools are sometimes called 'faith' or 'denominational' schools.

**Foundation schools** - the Council maintains these schools, but the school governors are responsible for admissions. For home to school transport assistance purposes, all pupils that attend foundation schools are treated the same way as pupils who go to community schools and academies.

**Trust schools** - the Council maintains these schools, but the school governors are responsible for admissions. For transport assistance purposes, all pupils that go to trust schools are treated the same way as pupils that go to community schools and academies.

**Enhanced resource provision** - education is provided within mainstream schools that have extra resources for pupils and students with an Education Health and Care Plan and require more specialist support within mainstream classes.



**Special schools** - pupils and students who have an Education Health and Care Plan may go to a special school. Special schools teach pupils and students with varying degrees of disability where parents have made a preference for this type of education. The Council arranges the admissions to all special schools on behalf of the parent

**Pupil Referral Units** - accommodate pupils and students with emotional and behavioral difficulties. The Council controls admissions.

