



DERBY CITY COUNCIL

CONFIDENTIAL when completed

Request for Travel Assistance

Post 16

This form must be completed to apply for travel assistance for Post 16 students.

This form should be used to highlight where a student has special transport needs. Not all young people with special educational needs will have special transport needs. Derby City Council is committed to promoting sustainable independent travel for young people.

Derby City Council's Policy on the provision of Post 16 Transport is available on our website:

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-transport-for-16-19-year-olds/>

Applicants must fully complete the form and provide as much supporting evidence as possible. Sections 1-4 should be completed by the applicant/parent/carer or representative and Section 5 by the School/College.

Section 1 – Student Information	
Name of Student	
Date of Birth and age in years	
Home Address including postcode	
Parent/carer name	
Parent/carer contact number	
Parent/carer email	

Has the student got an EHCP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the student a Child in Care?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of the Social Worker	

Secondary Schools and Colleges Already Attended			
School/College	Year of Entry	Year of Leaving	Title and Level of Course

Section 2 – Travel Information	
College Name	
College Address including postcode	
Title and Level of Course	

Frequency of Travel: Day Pupil <input type="checkbox"/> Weekly Border <input type="checkbox"/> Residential <input type="checkbox"/>	
Period of Attendance	Start Date: _____ End Date: _____
Times of Attendance	Start Time: _____ End Time: _____
Days Attending	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>

Is the provision named in the students' EHCP:	
A) Your local school/college	<input type="checkbox"/>
B) A school/college the Local Authority have chosen to meet your child's needs?	<input type="checkbox"/>
C) A school/college of your own choice (if you tick this box, please give your reasons below for not choosing the Local Authority's recommendation)	<input type="checkbox"/>

Does the Student:	
-use a wheelchair	Yes <input type="checkbox"/> No <input type="checkbox"/>
-travel in a wheelchair	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details, make, model etc.	
Does the student travel with additional equipment, if so please give details	

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Can the student travel on public transport? If no, please outline why	Yes <input type="checkbox"/> No <input type="checkbox"/>

Would you like a free adult and child bus pass? If no, please outline why	Yes <input type="checkbox"/> No <input type="checkbox"/>

Would the student benefit from Travel Training? If no, please outline why	Yes <input type="checkbox"/> No <input type="checkbox"/>

Does the student qualify for the mobility component of either Disability Living Allowance or Person Independent Payment? Please If yes, please attach proof	Yes – lower rate <input type="checkbox"/> Yes – higher rate <input type="checkbox"/> No <input type="checkbox"/>
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Do you have a vehicle for the benefit of the student under the Motability scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you take the student to school/college the Council may reimburse your fuel cost. Do you want to claim fuel reimbursement at 45p per mile?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, why not?	

Declaration:

I declare that the information provided on this form is correct at the time of submission.

If the Council agrees to provide travel assistance I understand:

- The provision of transport will be reviewed on a regular basis (minimum annually)
- I am required to apply each year for travel assistance and my application will be assessed in line with the policy in place at that time
- Following this assessment, the Council will decide what form of Travel Assistance will be awarded

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- The Council may withdraw travel provision if the behaviour presents a health and safety risk to themselves or others while travelling

You **must** attach:

- A copy of your weekly timetable showing the days and times you will be at college. [If you are waiting for your timetable you can ask us to provisionally assess your application].

You **can** attach:

- A letter from your **consultant or doctor** telling us about your medical condition **and** why you cannot use existing college or public transport. This should be supported with medical evidence.

Signed	
Print Name	
Date	
I am:	The applicant <input type="checkbox"/> The applicants parent/carer/representative <input type="checkbox"/>

Section 5 – College Declaration

I certify that:

- The course information given is correct
- The course is at least 16 teaching hours per week
- The course begins on _____ (do not include enrolment or induction days)
- School/college will notify you immediately if there are any changes to the student’s timetable

Please return this form to: Home to School Travel, The Council House, Corporation Street, Derby. DE1 2FS or email SchoolTravel@derby.gov.uk

If you have not heard from us within 4 weeks of submitting your application please assume this has not been received and processed. Contact us directly on 01332 642716 to check the status of the application.

Please note: We will also share information with our partner agencies to determine whether a student can use existing public or college transport. This may include SEND officers, schools, colleges and Health professionals. Where it is considered that a student could use existing provision, transport will not be provided. Please refer to the Eligibility criteria for college students over the age of 16, provided here <https://www.derby.gov.uk/education-and-learning/special-education-needs-disabilities/>

How is your information used?

The information that we collect will be used to assess eligibility for Home to School Travel Assistance, and, if eligibility is determined, to arrange any relevant transport services.

Who will your information be shared with?

The information that you provide may be shared with other departments in the Council, such as Transport Procurement and Operations, Finance, Educational Welfare etc. Your information may also be shared with the Department for Education (DfE) and/or Ofsted, because we have a legal duty to do so.

For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from the Admissions Service by telephoning 01332 642730 or emailing Admissions@derby.gov.uk