



DERBY CITY COUNCIL

CONFIDENTIAL when completed

Request for travel assistance

This form should be used to highlight where a student has special transport needs. Not all children 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 Home to School Transport for pupils with Special Educational Needs is available on our website:

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/schools-transport/>

Applicants must fully complete the form and provide as much supporting evidence as possible. Sections 1-4 should be completed by parent/carer and Section 5 by the school Special Educational Needs Coordinator only.

Please note that it is the legal responsibility of the parent/carer to ensure their child attends school regularly and including the period during this application process.

Section 1 – Student Information	
Name of Pupil	
Date of Birth and age in years	
School Year	
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	

Section 2 – Travel Information	
School Name	
School Address including postcode	

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 school named in your child's EHCP:	
A) Your local school	<input type="checkbox"/>
B) A school the Local Authority have chosen to meet your child's needs?	<input type="checkbox"/>
C) A school 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	

OFFICE USE ONLY

Category: SEN <input type="checkbox"/> CiC <input type="checkbox"/> PRU <input type="checkbox"/> ERS <input type="checkbox"/> MEDICAL <input type="checkbox"/> ITT <input type="checkbox"/> OTHER <input type="checkbox"/>		
Additional Information: Escort <input type="checkbox"/> Epilepsy <input type="checkbox"/> ASD <input type="checkbox"/> Visual Impairment <input type="checkbox"/>		
AUTHORISATION		
Travelling Requirements:	Distance:	
Start date:	End Date:	Review Date:
Processed By:	Date:	
Authorised by Senior Officer:	Date:	
Authorised by CiC Head of Service:	Date:	Budget Code:

Is the child eligible for Free School Meals (FSM) or do you receive the maximum level of Working Tax Credit (WTC)	
Yes FSM – please provide proof	<input type="checkbox"/>
Yes Maximum WTC – please provide proof	<input type="checkbox"/>
No	<input type="checkbox"/>

Section 3 – Reasons travel assistance is required
Why do you need travel assistance and why you are unable to take your child to school? Please provide evidence.
Tell us what we could do to enable you to take your child to school.

Section 4 – Additional Information

Does the student have a mobility impairment? If yes, please specify	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 your child to school the Council may reimburse your fuel cost. Do you want to take your child to school and claim fuel reimbursement at 45p per mile?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, why not?	

Classification: OFFICIAL

Parent Carer 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 for my child I understand:

- The provision of transport will be reviewed on a regular basis (minimum annually)
- The Council may withdraw travel provision if the behaviour of my child presents a health and safety to risk themselves or others while travelling
- Following this assessment, the Council will decide what form of Home to School Travel Assistance will be awarded

Signed	
Print Name	
Date	

Section 5 – SENCo Comment

Would you like an Officer to contact you to discuss the application? Yes No

SENCo Name		Date	
Signature		Contact Number	

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.

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