

**Application for assistance with home to
school travel arrangements for those with
recognised learning difficulties,
a permanent or temporary disability
2016 to 2017**

*for children and young people aged five to 19
who live in Leeds and have
a Statement of Special Educational Needs,
an Education, Health and Care Plan or
a temporary mobility problem*

Issued by:
The SEND Transport Assessment Team
Passenger Transport
Civic Enterprise Leeds
Westland Road
LEEDS
LS11 5SB

If you need a copy of this form in large print or Braille,
please contact 0113 378 1820 (option 2)

Guidance notes

How can I find out if I qualify for assistance?

Please read *Leeds Children's Services Transport Policy November 2015* before you fill in the form. If you would like a paper copy or have any questions, please ring 0113 378 1820 (option 2).

Who is the application form intended for?

It's for parents and legal guardians who live in the Leeds District of West Yorkshire. You may use this form to apply for assistance if your child:

- would have to walk a distance of two miles or more to get from home to the school named on their Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan; or
- lives within statutory walking distance of the school named on their Statement or EHC Plan, but has a learning difficulty, disability or mobility problem that means they are unable to walk even relatively short distances so the need for assistance is apparent in the Statement or EHC Plan; or
- has a temporary mobility problem, such as a broken leg, and you are unable to provide transport yourself.

Although it's a parental responsibility to ensure that your child attends school regularly, we will use the information you give us to check whether you are entitled to assistance from the local authority. Distances are initially measured using Easy Travel software.

What sort of assistance could I get?

We will assess what would best meet your child's needs. To do this, we look at the information you give us on the application form and may also come and meet with you and your child.

If they qualify for assistance, we will provide the least restrictive and most cost-effective form of assistance that we can. It could alter midway through the academic year and involve one or more of the following awards:

- a **Zero Fare School Pass**, which is accepted for travel on buses and trains operating within the county of West Yorkshire and allows one journey to school and one journey home between 7am and 7pm each school day – it can be used on more than one service if no direct service is available and the child needs to change from one bus service to another (or from bus to train and vice versa), but it is not valid if they break their journey unnecessarily and try to re-board without paying.
- a **Zero Fare Boarding Pass**, which would allow your child to travel on a special school bus free of charge - these 'school specials' are funded by the local authority to serve areas where ordinary bus services are not available.
- **travel training** to enable your child to work towards travelling independently on public transport;
- a **travel buddy** who could walk with your child or travel with them on public transport for a short period of time;
- a **mileage allowance, fixed payment or travel allowance** if you would like to use your own vehicle or make your own arrangements to take your child to and from school;
- a **taxi or minibus** to transport your child from your permanent home address to school and back - if we offer to provide you with a taxi or a minibus, your child is likely to travel with other pupils;
- a **passenger assistant** to travel with your child in a taxi or minibus.

If my child qualifies for a Zero Fare pass, when would I receive it?

You must allow up to 15 working days for us to process your application. Where appropriate, we will order a Zero Fare pass for your child as soon as we can. It will be posted to you by the pass producer. Please remember that children may only travel free-of-charge if they have a valid pass.

If my child is awarded a taxi or minibus, can they use it to go to other locations?

No. We only provide assistance to enable children to travel between their permanent home address and the school at which they are on roll, at the beginning and end of the school day.

What if I apply for assistance, but my child does not qualify?

We will send you a letter explaining exactly why. Where appropriate, we will also return your photo.

My child has behaviour difficulties. What else do I need to know?

We have a duty to ensure the health, safety and well-being of children and the people who are employed to help them in any way. If your child's behaviour is likely to place themselves or other people in danger, we reserve the right to withdraw our support at any time, pending review and reassessment of their travel needs. If they are awarded a Zero Fare School Pass and breach the *Code of conduct* given in these guidance notes or *Conditions of use* listed in the carrier letter that accompanies the pass, the bus or train operator may withdraw the pass. You would have to write to Metro to explain what happened.

How do I apply for assistance?

You must:

- read the policy and guidance notes carefully;
- fill in the relevant parts of the application form;
- read and sign the declaration in Part 9;
- put your application in a suitable envelope;
- include any extra information you want us to look at;
- if you are applying for a Zero Fare School Pass, attach a passport-approved photograph measuring 35mm x 45mm – write your child's name, date of birth and the name of their school on the back; and
- send your application to the address shown on the form - check that you have used the correct postage and consider getting a Certificate of Posting from the Post Office.

We will return the form to you if:

- any part of the application is missing or illegible;
- you haven't given us all the information we need; or
- the photograph you send us isn't suitable.

How and when will I hear if my child qualifies for assistance?

We will write to you at your permanent home address once we have processed your application. This can take up to 15 working days from the date we receive your fully-completed form. Please bear in mind that, if we agree that your child needs a taxi or minibus, it can take several weeks to put the necessary arrangements in place.

What if my child moves house or transfers to a different school?

You must phone the SEND Transport Assessment Team on 0113 378 1820 (option 2) at once. Existing arrangements may be terminated. If you still want assistance to get your child to and from school, you must fill in a new application form that includes up-to-date information so we can re-assess their needs.

What if my child needs to make other journeys?

If you need to find out which buses serve the area in which you live, call Metroline on 0113 245 7676. Bus and train times in West Yorkshire can also be found on Metro's website at www.wymetro.com

Anyone who lives in Leeds and is aged 11 to 16 needs to get a **Young Person's PhotoCard** to prove that they are entitled to travel at half the adult fare on buses and trains within West Yorkshire. Similarly young people aged 16 to 18 who are permanently resident in West Yorkshire are permitted to travel at half-fare on buses and trains within West Yorkshire on production of a **Scholar's PhotoCard**. For more details about these smart cards visit www.generationm.co.uk

If your child is disabled or blind and you want to apply for an English National Concessionary Pass, ring Contact Leeds on **0113 222 4444** or write to Contact Leeds, P.O. Box 657, Leeds LS1 9BS

Code of conduct for pupils in receipt of either a Zero Fare School Pass or a Zero Fare Boarding Pass

Waiting for the bus or train

Your child must:

- queue sensibly, away from the road or the edge of the platform; and
- get on the bus or train calmly, without pushing.

On the bus or train

Your child must:

- show their valid School Pass or Boarding Pass to the driver or conductor;
- hold their pass against the electronic smart card reader if there is one on the service;
- find a seat and stay seated throughout the journey - if there are no seats, they must stand and hold on to a handrail;
- show respect for other passengers; and
- behave sensibly throughout the journey.

Your child must not:

- attempt to use the School Pass or Boarding Pass to avoid paying the appropriate fare on journeys made other than to or from school;
- do anything to distract the bus-driver unless in an emergency;
- cause any damage to property;
- interfere with CCTV or any other safety equipment;
- take photos without prior consent of the person(s) involved; or
- use abusive language or threatening behaviour.

If your child breaches any condition set out above, they could:

- have the Zero Fare School Pass or Boarding Pass withdrawn - any request for its return would need to be made, in writing, to Metro;
- be banned from the bus or train; and
- face action by the Police – parents or legal guardians will face civil action requiring them to pay for any damage their child has caused.

Please note that the provision of transport may be withdrawn either for a temporary period or permanently for serious or persistent misbehaviour.

Application for assistance with travelling arrangements to and from school for 2016 to 2017 for a child or young person with recognised learning difficulties, a permanent disability or temporary mobility problem

Data Protection - Please be aware that the information you supply on this application will be used to assess eligibility, recorded on computer and, if successful, may be shared with the organisation contracted to employ travel buddies; the West Yorkshire Combined Authority ("Metro"); and the Zero Fare pass supplier. All data will be held strictly in accordance with the Data Protection Act 1998.

We advise you to read the policy and guidance notes before you fill in this form. Please use **black** or **blue ink** and write in **CAPITAL LETTERS**.

Part 1 - Pupil details

First name: _____ Last name: _____ Male Female

Date of birth: ____/____/____ Age: _____ School year group from September 2016: _____

Is this child fostered or in public care? **No** **Yes** *If yes, to which local authority?* _____

Permanent home address: _____

Postcode: _____

Has this child moved house since 1 September 2015? **No** **Yes** *If yes, please tell us:*

- *their previous address:* _____
- *the date they moved:* ____/____/____ *and tick to show you are including proof of the new address.*

Name and address of the school at which the pupil is on roll between September 2016 and July 2017:

Postcode: _____

Is this child entitled to free school meals? **Yes** **No**

Part 2 - Details of parent or legal guardian

Title: _____ First name: _____ Last name: _____

Relationship to child or young person: _____

Contact telephone numbers and email address:

Home: _____ Work: _____

Mobile: _____ Email: _____

Are you in receipt of your maximum level of Working Tax Credit? **Yes** **No**

*If you believe you are, please enclose a **copy** of the tax credits awards notice you received from HM Revenue and Customs for **06/04/2016 to 05/04/2017**. Make sure you include **Part 2** of the notice.*

Part 3 – Pupil needs

Who is your child's Casework Officer (if known)? _____

When was their current Statement or EHC Plan finalised? _____

Please give brief details about their learning difficulty, permanent disability or temporary mobility problem:

Was your child at school between September 2015 and July 2016? **Yes** **No**

If **yes**, which one? _____

How did they travel? _____

Does your child have a Metro concessionary travel permit? **Yes** **No** **Don't know**

Is your child capable of travelling independently on public transport:

Now, without a travel buddy? **Yes** **No**

Now, with a travel buddy? **Yes** **No**

In future, after appropriate travel training? **Yes** **No**

What sort of assistance do you think they need:

A Zero Fare School Pass? **Yes** **No**

Independent travel training? **Yes** **No**

A travel buddy to walk with them? **Yes** **No**

A travel buddy on public transport? **Yes** **No**

A mileage allowance? **Yes** **No**

A travel allowance? **Yes** **No**

A taxi or minibus? **Yes** **No**

A passenger assistant on a taxi or minibus? **Yes** **No**

If you are applying for a Zero Fare School Pass, please attach **one** passport-approved (35mm x 45mm) photo of your child here.

On the back, write their:

- name;
- school; and
- date of birth.

Please tell us why:

If you are applying for a taxi or minibus, please complete parts 4, 5, 6, 7, 8 and 9.

If not, please ignore parts 4, 5, 6 and 7; complete parts 8 and 9.

Section 4 – Pupil’s mobility

Is your child able to:

- walk unaided? **Yes** **No**
- climb steps? **Yes** **No**
- walk unaided but with some difficulty? **Yes** **No**
- walk with assistance? **Yes** **No**

Does your child:

- use a mobility aid to walk? **Yes** **No**
- need help to get in or out of a vehicle? **Yes** **No**
- have difficulty accessing a car? **Yes** **No**
- have difficulty accessing a people carrier? **Yes** **No**
- have difficulty accessing a minibus? **Yes** **No**

Will your child need to take any of the following mobility aids on transport:

- crutches (pair)/ quad crutch? **Yes** **No**
- posture walker? **Yes** **No**
- frame? **Yes** **No** *If yes, is it foldable?* **Yes** **No**

Wheelchairs

Does your child use a wheelchair? **Yes** **No**

If **yes**, is it:

- manual? Please state the make and model: _____
- electric? Please state the make and model: _____
- a scooter? Please state the make and model: _____

Do they have to travel in their wheelchair? **Yes** **No**

If **yes**, has the make and model been Transport Crash Tested? **Yes** **No** **Don't know**

Has the wheelchair been modified in any way since then? **Yes** **No** **Don't know**

The standard equipment used for securing wheelchairs in Leeds City Council fleet vehicles is the **Unwin four point webbing restraint system**, comprising two front straps with a tongue and buckle fastening and two adjustable rear straps with karabiner hooks.

Is the Unwin restraint system suitable for this wheelchair? **Yes** **No** **Don't know**

If your child is a wheelchair user who can transfer to a seat in a car or minibus, can they do this:

on their own? **Yes** **No**

with help? **Yes** **No**

Can their wheelchair or scooter be folded? **Yes** **No**

Do they need to take it to and from school with them? **Yes** **No**

Seatbelts and harnesses

All children and young people **must** wear a seatbelt or harness when they travel to and from school.

Does your child require a harness (for example a breastplate harness) when travelling? **Yes** **No**

Does your child require a child seat or booster seat? **Yes** **No**

If **yes**, please tell us your child's weight: _____ (kg) and height: _____ (cm)

Please give details of any other seating requirements:

Part 5 – Pupil's health needs and medical conditions

Does this child have any health needs that we should be aware of? **Please tick all that apply:**

- | | | |
|--|-------------------------------------|------------------------------------|
| Allergies (plasters or other) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Autistic Spectrum Disorder | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Balance and co-ordination difficulties | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Breathing problems | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Breathing problems requiring suction | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Continence issues | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Diabetes – not yet controlled | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Emotional or behavioural issues | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Hearing difficulties | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Hearing impairment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Moderate learning difficulty | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Multi-sensory impairment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Physical disability | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Profound and multiple learning difficulties | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Profound challenging behaviour | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Speech, language or communication difficulty | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Visual impairment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other, not listed above | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you have ticked **Yes** to any of the above, please give additional information in the space below. Continue on a separate page if necessary:

Does your child have epileptic seizures? **Yes** **No**

If **yes**, please indicate the type of seizure: **Tonic-clonic** **Absence** **Both**

If there are any visible warning signs prior to a seizure, please tell us what we should look for:

Generally, how long do seizures last? _____

What could transport staff do to assist your child, in the event of them having a seizure?

At what point would transport staff need to alert emergency services?

If your child's health or medical conditions will be an issue when travelling, please give details below. Include any actions that should be taken and what, if any, warning signs drivers and passenger assistants should be aware of:

Medication

Please note that drivers and passenger assistants are unable to administer medicines or offer medical treatment.

Does your child need to carry any medicines (for example an Epipen or inhaler) with them between home and school? **Yes** **No**

If so, please give details: _____

Any medication must be clearly labelled with the child's name and given to the passenger assistant who will pass it on the school.

Does your child you have a medical condition that means they might need medical treatment whilst they are travelling?

No

Yes If so, you must give full details on a separate sheet.

Part 6 - Behaviours and anxieties

If your child has any anxieties, likes or dislikes that relate to transport or travel, please give details below. These might include such factors as noise, a particular colour, certain weather conditions, the type of vehicle, or the way in which a passenger assistant puts their seatbelt on.

Description of current behaviours – tick all that apply and circle as necessary:

- | | | |
|--|------------------------------|-----------------------------|
| Verbal | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Punching/ kicking/ slapping/ body holds/ throwing missiles | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Spitting/ tantrums/ tears | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Grabbing hair/ neck/ arm/ clothing/ jewellery/ spectacles | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Undressing | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Sexualised behaviour | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Likely to attempt to flee vehicle whilst travelling | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Likely to attempt to flee vehicle when getting on/off | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you have ticked **Yes** to any of the behaviours listed above, please give as much detail as you can. Include the frequency of any given behaviour(s), any actions that should be taken and what, if any, triggers or warning signs drivers and passenger assistants should be aware of:

If for any reason it might be necessary to restrain your child, please give details:

Is the gender of the driver or passenger assistant an important consideration? Yes No

If **yes**, please indicate which gender and explain why:

Please tell us if your child would respond badly to changes of driver, passenger assistant or vehicle:

Part 7 – Contact details and emergency procedures

Details of second parent or legal guardian

Title: _____ First name: _____ Last name: _____

Relationship to child or young person: _____

Home address: _____

Postcode: _____

Contact telephone numbers and email address:

Home: _____ Work: _____

Mobile: _____ Email: _____

Latch-key agreements

We know that some young people have their own house key and let themselves in when they get home.

Would your child be able to let themselves in once a taxi or minibus had dropped them off?

Yes **No**

If we award your child a taxi or minibus and he or she cannot let themselves in, there would need to be someone at home to receive them when transport drops them off. If, **in the event of a genuine emergency** due to unforeseen and unavoidable circumstances, there would be no one at home, an arrangement can be put in place for your child to be taken to a pre-arranged alternative address. If you would like to set up such an arrangement, please give details of a person who has agreed to look after your child until you are able to collect them.

Details of person who can be contacted in an emergency

Title: _____ First name: _____ Last name: _____

Relationship to child or young person: _____

Home address: _____

Postcode: _____

Contact telephone numbers and email address:

Home: _____ Work: _____

Mobile: _____ Email: _____

We will only take your child to this alternative address if this is requested either by yourself, or by one of the persons named above. In order to safeguard your child, we need a password that a transport officer will ask you or the emergency contact to confirm over the phone. You must share this password with the person you specify as the emergency contact, in case they ever need to use it.

Your password:

Part 9 - Declaration of parent or legal guardian

I declare that:

- I have read and understood the guidance notes and *Code of conduct*;
- to the best of my knowledge, the information given on this form is correct and complete;
- I have enclosed all the extra information I want you to look at;
- I understand that if my application is successful, I must contact the SEND Transport Assessment Officer immediately if there is a change to any of the circumstances I have listed;
- I understand that transport assistance can be reassessed at any time throughout the academic year;
- I also understand that if my child's behaviour is likely to place themself or other people in danger, the provision of assistance could be withdrawn pending review and reassessment of my child's travel needs; and
- if it is necessary for them to understand my child's needs, I consent to Leeds City Council's SEND Transport Assessment Officers meeting with me and my child to undertake a practical assessment.

I am **not** applying for a Zero Fare School Pass.

I am applying for a Zero Fare School Pass, so:

- I have attached a passport-approved photograph for use on the pass and have written my child's name, date of birth and school on the back;
- if my application is successful, I will immediately return the pass to the address given below if my child moves house or leaves the school named in Part 1; and
- I understand that the Zero Fare School Pass may be withdrawn if my child breaches the *Code of conduct* or the *Conditions of use* issued with the pass.

Signature of parent or legal guardian

Signed: _____ Date: _____

Please print your name: _____ Relationship to pupil: _____

When the application form is fully completed, put it in an envelope and return it to:

The SEND Transport Assessment Team
Passenger Transport
Civic Enterprise Leeds
Westland Road
LEEDS
LS11 5SB

Please check that you've:

- kept the guidance notes in a safe place;
- filled the form in properly;
- enclosed all the extra information you want us to look at;
- attached a passport-approved photograph if you are applying for a Zero Fare School Pass; and
- used the correct postage.

For office use only

Letter

Scan

Upload

Filed

Application returned for completion on: ____ / ____ / ____ by: _____

Eligibility checked on: ____ / ____ / ____ by: _____

Pupil reference number: _____

Walking/driving distance between home and school: _____ miles

Child on roll at named school? **Yes** **No** **Due to start:** __/__/____FSM? **Yes** **No** **n/a** Maximum Working Tax Credit? **Yes** **No** **n/a** Religion or belief? **Yes** **No** **n/a**

School named in Statement or EHC Plan: _____

Nearest qualifying schools:

1. _____ 2. _____ 3. _____

 Approved Award determined on: ____ / ____ / ____ by: _____

Confirmation letter sent on: ____ / ____ / ____

By: _____

Award of Zero Fare School Pass? **Yes** **No**

Code: _____

Expiry date: _____

Despatch to: Home Metro

Request sent to Metro on: ____ / ____ / ____

Processed by: _____

Independent travel training? **Yes** **No** Travel buddy: **Yes** **No**

Co-ordinator: _____

Other provision? **Yes** **No** Travel allowance: **Yes** **No** Mileage allowance: **Yes** **No** Taxi or minibus: **Yes** **No** Passenger assistant: **Yes** **No** Parental contribution: **Yes** **No**

Booking made on: ____ / ____ / ____

Cost centre: _____

Start date: ____ / ____ / ____

End date: ____ / ____ / ____

By: _____

| | | | | |
|---|---|---|---|---|
| A | B | C | D | E |
|---|---|---|---|---|

 Refused Refusal letter sent on: ____ / ____ / ____ by: _____

Reasons: _____

Review request received on: ____ / ____ / ____ Passed to: _____

Application reviewed on: ____ / ____ / ____ Response: _____