

BRIEFING PAPER

SUBJECT: HOME TO SCHOOL TRANSPORT AND POST-16 TRAVEL ARRANGEMENTS POLICY

DATE: 15 MARCH 2019

RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

Southampton City Council has a legislative duty to make arrangements for home to school travel assistance for eligible children and young people, as set out in the Education Acts and statutory guidance. The travel assistance offer for eligible children and young people is currently set out in the "Southampton City Council Home to School, and Post-16, Transport Policy 2018/19 Academic Year".

Demand for transport assistance under this policy has steadily increased since 2013, creating an increasing pressure on the budget for this service, and the council recognise that demand will continue to increase in future. This prompted a review of the policy, in order to identify opportunities to manage demand and pressures on the service.

Following this review the council published a proposed policy and consultation was undertaken between 27 September 2018 and 19 December 2018. Following careful consideration of the representations made in the consultation, the draft policy has been reviewed and updated with the following proposed changes as a result of the responses received:

1) Changes to the policy for early years (under the age of 5), and Rosewood/Cedar School pupils

- The policy has been updated to clarify that all children attending specialist early years provision with an Education, Health and Care Plan (EHCP) or through agreement for an Education Health and Care assessment, will be considered for travel assistance on a case by case basis.

2) Changes to the policy for young people aged 16 – 19

- It is proposed that the contribution of £600 with a reduced rate of £495 for low income families is not introduced. No charge will be made to those in receipt of travel assistance attending an education setting aged 16-19.

3) Clarification of the provisions and assistance for children and young people with Special Educational Needs and/or Disabilities (SEND)

- For children under the age of 5 attending school in a Reception Class, the proposed policy has been updated to remove the requirement for children to be attending school full time.

The Cabinet paper presents the updated draft policy for approval following amendments in response to the feedback as part of the consultation.

BACKGROUND and BRIEFING DETAILS:

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| 1. | Southampton City Council has a legislative duty to make arrangements for home to school travel assistance for eligible children and young people, as set out in the Education Acts and statutory guidance. The statutory entitlements for travel |
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	assistance differ depending on the age and circumstances of the child or young person, and for some categories the council has discretion with regards the offer.
2.	The home to school transport budget has seen significant pressures since the enactment of the SEND Reforms, which is covered by Section 3 of the Children and Families Act 2014 and the SEND Code of Practice 2015. Increase in expenditure in this area has grown from £1.87m in 2013/14 (pre reforms) to a forecast spend of £3.47m in 18/19. This represents a continuing upward trajectory, rising from £2.40m and £2.79m in 2016/17 and 2017/18 respectively.
3.	Whilst the home to school transport policy covers several groups of eligible children, young people with SEND are the primary client group and represent the greatest driver in increasing demand for services in this area.
4.	A detailed review of the current home to school transport policy and delivery of home to school transport assistance for children and young people with SEND was carried out between October 2017 and August 2018. This review identified that the council's current home to school transport policy is unclear and difficult to follow, especially in relation to SEND, and that there are areas of policy where Southampton City Council is currently offering travel assistance in excess of the statutory duties. This review led to a formal consultation that proposed to make changes to the policy in 5 key areas.
Consultation and engagement	
5.	A formal 12 week consultation was carried out between 21 September 2018 and 19 December 2018. The consultation covered five key areas: <ol style="list-style-type: none"> 1) Changes to the policy for early years under the age of 5 2) The clarification of the policy generally (for school aged pupils) 3) Changes to the policy for young people aged 16 – 19 4) Clarification of the provisions and assistance for children and young people with Special Educational Needs and/or Disabilities (SEND). 5) Clarification of the use of independent travel trainers
6.	The following policy proposals were consulted on: <p>1) Changes to the policy for early years (under the age of 5), and Rosewood/Cedar School pupils</p> <p>We proposed to remove automatic entitlement for pupils from the age of 2 attending Rosewood School, The Cedar School and the Early Learning Group, in line with statutory guidance.</p> <p>2) Changes to the policy for young people aged 16 – 19</p> <p>We proposed to introduce a contribution for young people in receipt of home to school travel assistance in this age category. The proposed charge was for £600 per annum, with a reduced rate of £495 for those families on low income.</p> <p>3) Clarification of the provisions and assistance for children and young people with Special Educational Needs and/or Disabilities (SEND)</p> <p>We proposed to introduce a standalone section of the policy so that parents and carers of children and SEND can more easily understand their entitlement.</p> <p>4) Clarification of the use of independent travel trainers</p>

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	<p>We proposed to increase the number of travel trainers to enable a greater number of young people to develop independence to travel independently, achieving better outcomes in preparation for adult life.</p> <p>5) The clarification of the policy generally.</p> <p>We simplified both the information and format of the information in the proposed policy.</p>
7.	<p>The consultation was promoted in the following ways:</p> <ul style="list-style-type: none"> • A link to the consultation questionnaire and full Cabinet paper was included on the consultation section of the council website. A shortened link was created www.southampton.gov.uk/HTST to direct people to the webpage more easily. • A news release was sent to the local media and councillors • Stay connected e-alert: City News (7000 subscribers) – 05/10/18 • The consultation (with a link to the webpage) was promoted in several Facebook and Twitter posts throughout the consultation period.
8.	<p>The Parent/Carer Forum, as the council's formal mechanism for engaging with parents and carers of children and young people with SEND, was used as one of the main routes of promoting the consultation. Information about the consultation was also sent to all SENCOs (Special Educational Needs Coordinating Officers), to all 75 schools in Southampton, to the voluntary sector through local SEND charities e.g. Mencap and Rose Road, and to all special schools who have featured in newsletters or printed and shared with families as well as hosting the face to face events.</p>
9.	<p>Letters were sent to all families of children and young people who will fall into the 16-18 age bracket in September 2019 as it was accepted that the recommended proposals for post 16 were likely to have the most significant impact so we wanted to ensure that every effort was made to seek the views of this group.</p>
10.	<p>A total of four face to face consultation sessions were also held. They were held on different days of the week and times of the day at four special schools across the city. The sessions consisted of a presentation giving the background, information about the engagement work with the Parent/Carer Forum and details of the proposals. The sessions were then opened up for comments and questions from attendees.</p>
	<p>Consultation considerations</p>
11.	<p>Overall, there were 127 separate written responses to the consultation. A report covering all the responses is attached as Appendix 3 to the Cabinet report. A summary of the feedback received is outlined below:</p> <p>1) Changes to the policy for early years (under the age of 5), and Rosewood/Cedar School pupils</p> <ul style="list-style-type: none"> • 31% of respondents agreed or strongly agreed to the proposal of changes for under 5's. 15% neither agreed nor disagreed and 53% disagreed or strongly disagreed. • Some respondents felt that children attending certain special schools should receive an automatic entitlement to home to school travel assistance, due to a child's SEND needs.

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- Some respondents felt that the assessment for children under the age of 5 with SEND linked to the 'exceptional circumstances' criteria was not clearly explained within the draft policy, and would amount to a level of confusion.
- The proposed policy is needs led system, rather than an automatic entitlement linked to the school. This means that the entitlement is linked to the child's needs rather than the placement, futureproofing the policy against future changes to provision intakes, as well as ensuring that the policy is fair and equal in its treatment of all children.
- However, the council recognises concerns from respondents so have proposed an amendment that explicitly states entitlement linked to EHCPs meaning that all children in this age group will be assessed for entitlement.

2) Changes to the policy for young people aged 16 – 19

- 75% of respondents disagreed or strongly disagreed with the proposed changes to the policy for young people aged 16-19. The concerns were all linked to the proposed implementation of up to a £600 annual contribution charge for this group. 80% of respondents to this area of the proposals stated that there would be a negative impact to them, their family or community, if these changes were to be implemented.
- The charging proposals for this group attracted significant feedback, with families concerned about the affordability of the proposal, the cumulative impact of benefit reforms, such as families on Universal Credit, and confusion over why their young person would be eligible again for free travel assistance when their young person turns 19 and is enrolled in adult education.
- Following careful consideration of the representations made in the consultation, the council acknowledges that that the proposed reduced rate of £495 for families on low incomes did not go far enough to make the proposed charges affordable for families.
- New guidance was published in February 2019 by the Department for Education highlights that whilst the Local Authority has jurisdiction to charge a contribution for travel assistance to education settings for this age group, it would be best practice to waive the charge for any young person who is likely to qualify for free travel assistance to adult education post 19.
- A further review was undertaken to consider the cost/benefit position relating to the implementation of this proposal. The financial benefit of the initial proposal did not cover the actual delivery costs of home to school travel assistance for 16-19 year olds, with the contributory charge of up to £600 per annum representing only 8% of the average cost of a travel package only.
- The cost/benefit analysis further took into account the need to consider reducing the charge for those on low incomes (in response to feedback received) and potentially waiving charges altogether for those young people who are likely to qualify for free assistance post 19 in line with the new best practice guidance published by the government.
- When taking into consideration staffing costs, administration costs the overall income projection from the introduction of charges in line with the proposed

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	<p>policy would be limited and it is felt that this is not in the best interests of service users and the council to introduce this charge.</p> <ul style="list-style-type: none"> • The amended version of the proposed policy therefore removes the introduction of a contributory charge for travel assistance for students aged 16-19. <p>3) Clarification of the provisions and assistance for children and young people with Special Educational Needs and/or Disabilities (SEND)</p> <ul style="list-style-type: none"> • 59% of respondents agreed or strongly agreed to the proposed changes to the policy that would offer clarification of the provisions and assistance for children and young people with SEND. 28% neither agreed nor disagreed and 13% disagreed or strongly disagreed. • Some respondents felt that children attending certain special schools should receive an automatic entitlement to home to school travel assistance, due to a child's SEND needs. However, as clarified under point 1, the proposed policy is needs led system, rather than an automatic entitlement linked to the school. • The draft policy stated that "Children aged under 5 attending school full time in a Reception class will be considered to be of statutory school age for the purpose of this policy". Some consultation respondents raised concerns about children attending a reception class on a part time basis. We are proposing to remove the 'full time' requirement so that any child attending a reception class will be considered statutory school age. <p>4) Clarification of the use of independent travel trainers</p> <ul style="list-style-type: none"> • 56% of respondents agreed or strongly agreed with the proposed changes to the policy for the clarification of the use of independent travel trainers. 21% neither agreed nor disagreed and 24% disagreed or strongly disagreed. • Some respondents raised concerns that some children may not be able to cope with independent travel, due to their complex needs. The policy will ensure that each child will be assessed for the suitability of independent travel training on a case by case basis. • There are no proposed changes to this part of the policy. <p>5) The clarification of the policy generally</p> <ul style="list-style-type: none"> • 65% of respondents agreed or strongly agreed to the statement that the draft policy is easy to understand. 23% neither agreed nor disagreed and 12% disagreed or strongly disagreed.
12.	The main changes to the policy are relating to the removal of the charging policy for young people in receipt of home to school travel assistance accessing further education, aged 16-19.
13.	The Service continues to have a current and projected overspend, but the introduction of this charge is not considered the best way to address this after the cost/benefit analysis. The council will continue to meet its statutory duty in the most effective and efficient way possible, taking into account each individual's needs.

RESOURCE IMPLICATIONS

Capital/Revenue

14. The table below shows the updated savings and expenditure, taking into account the impact of the revised policy on the proposed savings.

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
<u>Costs</u>				
Clarification of SEND home to school transport	0	312	312	312
Two Trainers for independent travel training	0	40	40	40
Total Cost	0	352	352	352
<u>Savings</u>				
Remove automatic entitlement to HTST for Cedar & Rosewood schools & Early Learning Group) for pupils aged 2 – 5 based on 15 pupils	0	(20)	(20)	(20)
Apply flat rate contribution charging for 16 - 19 year olds	0	0	0	0
Independent travel training	0	(210)	(210)	(210)
Total Savings	0	(230)	(230)	(230)
Net cost	0	122	122	122

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the Cabinet report:

15. Southampton City Council has a duty to make arrangements for home to school travel assistance for eligible children as covered in Sections 444, 508A, 508B, 508C, 508D, 509AD and Schedule 35B of the Education Act 1996 (the Act), as inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006). The council has also duties with regards to post-16 learners under section 509AA(2), (3) and (7)(a) of the Education Act 1996 and with regards to post-19 learners under section 508F of the Education Act 1996.
16. The proposals are designed to meet the LA's statutory duties as outlined in Sections 444, 508A, 508B, 508C, 508D, 509AD and Schedule 35B of the Education Act 1996 (the Act), as inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006).

Other Legal Implications

17. Cabinet must give genuine and conscientious consideration of the consultation feedback and representations and take them into account before making its final decision. In order to ensure this takes place, consultation has been carried out in accordance with national guidelines in order to form a material consideration for Cabinet.
18. The proposals are wholly consistent with and take into account the Equality Act 2010 and the SEND Code of Practice 2015.

19.	The proposals have been fully assessed in accordance with the Council's statutory duties under the Equality Act 2010, including the Public Sector Equality Duty. A detailed Equality Impact Assessment with mitigation and remediation measures is included with this report and will be reviewed and updated throughout the consultation in order to inform the Council's final decision on this matter.
RISK MANAGEMENT IMPLICATIONS:	
20.	The proposal to implement the policy will, in the worst case scenario, represent a financial risk of up to £122K. This is in the context of an existing and projected overspend for the service. The current budget 2018/19 is £2.18M, with a projected overspend in 2018/19 of £1.3M due to increasing demand.
21.	The level of cost is uncertain, estimated at £122K dependent on the number of additional applications received due to the clarification of the SEND offer in the policy. Over time, this potential cost may be offset by savings generated by increasing numbers of young people travelling independent post 16, following an increase in independent travel training. Further work is being undertaken to explore increasing specialist educational provision for SEND within the city to reduce the dependency on high cost out of city provision (and therefore travel costs to suitable provision).
22.	The council will continue to meet its statutory duty in the most effective and efficient way possible, taking into account each individual's needs.
POLICY FRAMEWORK IMPLICATIONS	
23.	The draft policy will support the delivery of the Council Strategy 2016-2020 outcome 'children and young people get a good start in life'.

Appendices/Supporting Information:

Annex 1 Draft new proposed home to school transport and post 16 travel arrangements policy

Annex 2 Equality and Safety Impact Assessment

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Southampton City Council
Draft Home to School Transport &
Post-16 Travel Arrangements Policy
2019-20

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Introduction

- I. This policy sets out Southampton City Council's approach to the operation of home to school transport in Southampton. It sets out the council's statutory requirements along with local policy. The legal responsibility for ensuring a child's attendance at school rests with the child's parent or carer. Parents and carers are generally expected to provide travel arrangements for their child to travel to and from school.
- II. The purpose of this policy is to set out the framework within which Southampton City Council will deliver its statutory responsibilities to provide travel assistance for eligible children under the Education Acts 1996 and 2011, and the Equality Act 2010.
- III. This policy replaces Southampton City Council's previous Children's Services and Learning Home to School, and Post-16, Transport Policy for the 2018/19 academic year.
- IV. This policy applies to children and young people whose permanent home address is within the administrative boundaries of Southampton City Council. Children and young people studying in but not resident in Southampton should refer to the relevant transport policies issued by the local authority in their resident area.

Legislative Context and other Related Documents

- V. This policy takes into account how Southampton City Council will deliver its statutory duties to provide transport as set out in the Education Acts, which outline the categories of children and young people of statutory school age (age 5-16) who are eligible for local authority funded transport assistance.
- VI. It also fulfils the requirements of Section 509 of the Education Act 1996 as amended by the Education Act 2002 and the Apprenticeships, Skills, Children and Learnings Act 2009 in relation to post-16 learners.
- VII. This policy takes in account the requirements of the Equality Act 2010.
- VIII. This policy also reflects the requirements set out in:
 - Department of Education's Home to School Travel and Transport Guidance, July 2014
 - Department of Education's Post 16 Transport to Education and Training October 2017 statutory guidance for local authorities
 - Part 5 of the Transport Act 1985

1. Transport Assistance (Early Years – Age 16)

Early Years Transport Assistance

- 1.1. Southampton City Council has a duty under the Education Acts 1996 and 2011 to provide free of charge travel assistance for 'eligible children' of compulsory school age. There is no legal entitlement to transport support to and from a school or early year's provision setting for children below statutory school age.
- 1.2. In most cases, transport will not be available under this policy for children travelling to nurseries or other Early Years settings for children who are below statutory school age.
- 1.3. Children attending specialist early years provision with an Education Health and Care Plan (EHCP) or through agreement for an Education Health and Care assessment, will be considered for travel assistance on a case by case basis.
- 1.4. Where travel assistance agreed by Southampton City Council, the parent or carer may be expected (where reasonable and appropriate) to accompany their child/children whilst they are travelling and make arrangement for their return journeys.

Statutory School Age (Primary and Secondary)

- 1.5. Children of statutory school age attending the nearest suitable school are eligible for free of charge travel assistance where the nearest appropriate school is:
 - A distance of more than 2 miles if the child is below the age of 8
 - A distance of more than 3 miles if the child is over the age of 8
- 1.6. Children aged under 5 attending school in a Reception class will be considered to be of statutory school age for the purpose of this policy and therefore qualify for transport provision if meeting the eligibility criteria set out in this section.
- 1.7. Children will be eligible for travel assistance under 'extended rights' where the pupil is entitled to free schools meals, or their parents are in receipt of the maximum level of Working Tax Credit or Universal Credit (with an earned income of no more than £7,400) and;
 - The nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11);
 - The school is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools);
 - The school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).
- 1.8. Travel assistance will be provided if the nearest appropriate school is measured as being nearer than the eligibility distance but the child cannot be reasonably expected to walk because the nature of the route is deemed unsafe to walk, as agreed by Southampton City Council.

- 1.9. Assessment for travel assistance will be determined once a school place has been allocated by Southampton City Council at a suitable school. Where the child is not attending their designated catchment or nearer school, and do not meet the extended rights criteria, the child will not normally be entitled to transport assistance.
- 1.10. For some students living within the Southampton City boundary, one of the three nearest schools may be situated outside of the Southampton City boundary. Southampton City Council will consider transport to a neighbouring Local Authority school, if it is one of the three nearest to the student's home address. However, if a parent/carer wishes to send their child to a school within the Southampton City Council boundary, only the three nearest schools within Southampton will be considered as the nearest three schools.
- 1.11. Children who are not eligible for travel assistance provision under the eligibility set out in this section may qualify under the 'Exceptional Circumstances Criteria' (see section 3).

Parents with a Disability

- 1.12. Where a child lives within walking distance of the nearest qualifying school (or designated school if it is not the nearest) but the route to school relies on parent/carer with a disability accompanying that child for it to be considered safe, and the parent/carer's disability prevents them from doing so, the child will be eligible for transport free of charge. This will be determined on a case by case basis, with medical evidence of the parent's disability being confirmed.

Special Educational Needs and Disabilities

- 1.13. Southampton City Council will provide transport assistance for all children of statutory school age who cannot be expected to walk to school or travel independently by reason of their Special Educational Need and/or Disability (SEND), to the nearest most appropriate school based on their needs.
- 1.14. Transport Assistance will be provided to and from the child's nearest most appropriate school. The nearest appropriate school will be set out in the child's Education, Health and Care Plan (EHCP), taking into account the age, ability and aptitude of the child (including any special educational needs). Children with an EHCP will be assessed on an individual basis and travel assistance will be provided where appropriate based on a child's level of need, and will be reviewed in line with the statutory review process.
- 1.15. The appropriate transport provision will be determined by the Special Educational Needs and Disabilities team, taking into account information and advice from relevant professionals, and any information that is recorded in a child's Education, Health and Care Plan, as well as an assessment for independent travel training.

2. Post-16 Statement for Students in Further Education and Continuing Learners

- 2.1. Southampton City Council has a duty to publish an annual post-16 transport policy statement specifying the arrangements for the provision of transport so that students who live in Southampton of sixth form age are able to access the education and training of their choice. Within Southampton, we have assessed the need for young people with SEND, and other potentially eligible groups should apply under the Exceptional Circumstances Criteria.

Support provided by local education and training providers

- 2.2. Discounts and concessionary fares may be available to learners through individual education and training providers. Details of schemes available through local providers (within Southampton and neighbouring areas) are available in Appendix 2.

Support provided by Southampton City Council

- 2.3. Where a young person is of 'sixth form age' and attending school, further education provision or an apprenticeship placement, the legislation gives local authorities the discretion to determine what travel assistance is necessary to facilitate a young person's attendance.
- 2.4. Travel assistance for students with Special Educational Needs and/or Disabilities will be provided based on assessed need. Students and/or their parents will not be required to contribute towards the cost of this service.
- 2.5. Where assessed as appropriate, travel assistance will be provided to the nearest further education provider or apprenticeship placement assessed by Southampton City Council to be the most suitable placement for the student and which offers a course or programme which meets the needs of the applying student. Where a suitable course cannot be provided in Southampton, Southampton City Council will offer travel assistance to the next nearest further education provider offering the appropriate course that meets Southampton City Council's assessed needs or what course meets a student's needs.

Post-19 Adult Learners

- 2.6. Students over the age of 19 are considered 'adult learners'. Under section 508F of the Education Act 1996 Southampton City Council has a duty to make arrangements for the provision of transport free of charge, as appropriate and in line with the learner's Education, Health and Care Plan.
- 2.7. Learners over the age of 19 and under the age of 25 may qualify for transport assistance under this provision. Travel assistance for Adult Learners eligible under this criteria will be free of charge.
- 2.8. This will only apply to Adult Learners who are receiving further education at a further education provider, and are in receipt of an EHCP.

- 2.9. Adult Learners eligibility for travel assistance and the type of provision offered will be assessed by Southampton City Council having regards to the learner's assessed needs as set out in their EHCP.

Independent Travel Training

- 2.10. All applications from Year 9 onwards will be assessed for independent travel training where it is agreed transport assistance will be provided.
- 2.11. If accepted, a Travel Trainer will work with the student in order to build their confidence and ability to travel independently.
- 2.12. Southampton City Council is committed to sustainable travel, and where provision of transport is agreed, it will be provided via the most cost-effective suitable method as assessed by the Southampton City Council Transport Manager. Further information regarding the method of transport provision is detailed in Section 4 of this policy.

Appeals

- 2.13. Parents have a right to appeal the decision made by Southampton City Council in regards a student's transport application. The appeals process is outlined within Section 4 of this policy.

3. Exceptional Circumstances Criteria

- 3.1. Children and young people who do not meet the criteria for statutory transport provision may be eligible for help under the Exceptional Circumstances Criteria. Southampton City Council recognises that assistance with transport to and from an educational or training institution can have a positive impact on some vulnerable children and young people, and may provide travel assistance on a case by case basis to individuals who do not meet the qualifying criteria for support set out in this policy.
- 3.2. Applications for travel assistance under the Exceptional Circumstances Criteria will be assessed on a case by case basis, taking into account the individual circumstances and the impact travel assistance will have on the educational outcomes of the child or young person.
- 3.3. The period for which travel assistance is awarded under the Exceptional Circumstances criteria will be dependent on the individual circumstances of the applicant, and may be for a fixed time period, or ongoing with an agreed review frequency.
- 3.4. Southampton City Council will consider any application for travel assistance for children of statutory school age on the grounds of exceptional circumstances on a case by case basis. The following factors will be taken into account in assessing applications for travel assistance under the Exceptional Circumstances Criteria. This list is not exhaustive, applications are not limited to these factors, and applications relating to these factors will not be automatically awarded assistance.
 - The educational outcomes of the child or young person.
 - The health and wellbeing of the child, parent/carer and other family members.
 - Duties under the Equalities Act 2010.
 - Health and safety risks to the child or others that may apply if they travelled to school without support.
 - Extraordinary circumstances that arise of a parent's work or caring commitments.
 - Extraordinary circumstances that arise in relation a child or young person's parental or care duties.
 - A special need or medical condition that may prevent the child from walking to school or using public transport.
- 3.5. A special need or medical condition that may prevents them from being able to accompany the child, and it is reasonable to expect that the child requires accompaniment. Applications for travel assistance for students aged 16-19 not otherwise provided for in this policy may be considered on a case by case basis in line with the factors set out in section 3.4. In such cases the council will direct the applicant to explore all options for bursaries and support available in the first instance.

Child Medical Conditions

- 3.6. Transport for a child may be provided within the minimum walking distances where written evidence from a GP or hospital Consultant is provided stating:
- What medical or mental health conditions the child has and how this affects their ability to walk to/from school/further education provider
 - The child cannot walk the given distance to/from school/further education provider
 - How long the situation is likely to last

Parent Medical Conditions

- 3.7. Transport may be provided within the minimum walking distances where written evidence is provided from a GP or hospital Consultant (or other appropriate independent professional) confirming that the child requires accompaniment to school. In addition, the written evidence provided must include:
- What medical or mental health condition the parent/carer has where they are the only adult responsible for taking the child to school and how this affects their ability to accompany the child to/from school/ further education provider
 - Confirmation that the sole parent/carer responsible for taking a child to school cannot walk the distance to/from school/ further education provider
 - How long the situation is likely to last

4. Additional Information

- 4.1. Parents, carers or students who wish to apply for transport assistance can do so by completing Southampton City Council's Transport Application form, details of which can be found at <https://www.southampton.gov.uk/schools-learning/in-school/school-travel-support/>, or obtained by emailing travel.coordination@southampton.gov.uk
- 4.2. When considering what type of transport provision is appropriate for each child/young person, Southampton City Council will consider:
- The age and maturity of the child
 - The ability and aptitude of the child
 - Any special educational needs the child may have
 - The type of vehicle the child is travelling on
 - The length of the journey
 - The nature of the possible routes from home to school, particularly in relation to safety
 - Whether the child is physically able to walk the distance involved
 - Whether the child needs to be accompanied and whether it is possible for the child to be accompanied
- 4.3. When considering whether a child's parent can reasonably be expected to accompany the child on the journey a range of factors will be taken into account, including the age of the child and whether one would ordinarily expect a child of that age to be accompanied. The general expectation is that a child will be accompanied by a parent where necessary, unless there is a good reason why it is not reasonable to expect the parent to do so. Cases where it is not reasonable to expect the parent to accompany the child will be considered under the 'Exceptional Circumstances Criteria'.
- 4.4. Transport will be provided via the most cost-effective suitable method as assessed by the Southampton City Council Transport Manager. Examples of the types of transport considered will include (but are not limited to) the following:
- **Assessment for independent travel training** – Students in Year 9 and above with a Special Educational need and/or disabilities, Children and young people will be assessed for independent travel training, allowing students to have the confidence and ability to travel independently after specialist training.
 - **Walking escort** - An escort may be provided to accompany a child on the walk to school/education setting where walking is an appropriate means of making the journey, and parental consent to the arrangement has been obtained.
 - **Transport escort** - Passenger escorts are provided in individual cases where the local authority feels it is necessary to meet a child's individual needs. The role of the passenger escort will be to provide general supervision and ensure that a child's journey to and from school is safe.
 - **Bus Pass/Rail Pass**

- **Taxi**
- **Personal Transport Budget** - Children and young people who are assessed as being eligible for free school travel may be offered a Personal Travel Budget for the purpose of travel to and from their education setting.
- **Other forms of transport as appropriate**

- 4.5. Southampton City Council is committed to identifying sustainable modes of transport for transport assistance where appropriate and suitable for the needs of the individual child or young person.
- 4.6. A spare place on a contract vehicle may be offered to a child who is not entitled to travel assistance. Privilege places can be withdrawn if they are needed for eligible children. A contributory charge of £750.00 per annum, paid in three termly instalments of £250.00 per term will be issued towards the cost of transport assistance. Southampton City Council has the discretion to remove the right of placement at any time. The council will provide 10 days' notice of the withdrawal of the offer, and a refund of a pro-rata basis of fees received will be issued.

Suitable School or Further Education provider

- 4.7. Children of statutory school age attending the nearest suitable school may be eligible for travel assistance as set out in this policy.
- 4.8. A suitable school is taken to mean the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any SEN that the child may have, or the place, other than a school, where they are receiving education by virtue of arrangements made under section 19(1) of the Education Act 1996.
- 4.9. Qualifying schools are:
- community, foundation or voluntary schools;
 - community or foundation special schools;
 - non-maintained special schools;
 - pupil referral units;
 - maintained nursery schools; or
 - city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or academies, including free schools and University Technical Colleges (UTC)
- 4.10. For children with SEN, an independent school can also be a qualifying school where this is assessed to be the nearest, most appropriate school and it is named on the child's Education, Health and Care Plan. Where attendance at an independent school is based on parental preference and not named on the Education, Health and Care Plan, travel assistance will not be awarded.

- 4.11. Where a child is registered at more than one qualifying school (Dual Registration) the relevant educational establishment is whichever of the schools the child is attending at the relevant time.
- 4.12. Where a child has no fixed abode travel assistance arrangements will apply from wherever the child is residing at the relevant time to the nearest suitable school.
- 4.13. Where a pupil is registered at a school, but is attending a place other than that school as a result of a temporary exclusion, eligibility will apply in relation to the educational setting which they are attending for the duration of that exclusion.
- 4.14. Travel assistance will be provided to the nearest further education provider assessed by Southampton City Council to be the most suitable placement for the student and which offers a course or programme which meets the needs of the applying student. Where a suitable course cannot be provided in Southampton, Southampton City Council will offer travel assistance to the next nearest further education provider offering the appropriate course.

Travel times and distances

- 4.15. Travel assistance will only be given for travel to school or education settings at:
- The start and end of the school day or,
 - Where the pupil is on a reduced timetable, at the start and end of their scheduled hours.
 - Where the pupil is attending residential provision, at the start and end of their provision periods as agreed by Southampton City Council.
- 4.16. Transport assistance will not be provided to before and after school events, such as breakfast clubs and sports events.
- 4.17. Schools and education providers are expected to give reasonable notice to Southampton City Council of any changes to provision hours. If additional costs arise associated with a change in provision hours Southampton City Council reserves the right to make arrangements for all or part of those costs to be charged to the school or provider concerned.
- 4.18. Transport will be arranged so as to be non-stressful. In normal circumstances, the maximum journey time will be 45 minutes for children in mainstream primary settings, and 75 minutes for children in mainstream secondary settings.
- 4.19. However, in exceptional circumstances, for children attending specialist provision to meet their SEND needs, journey times may be longer.

- 4.20. Distances in relation to eligibility for transport assistance will be measured by the shortest reasonable walking route, by which a child may walk safely. In cases where extended rights apply and the child is travelling more than 3 miles (up to 6 miles or up to 15 miles to a school preferred on the grounds of religion or belief) walking routes do not apply, and the shortest route will be measured along road/driving routes.

Pick-up/drop-off points

- 4.21. Where appropriate and reasonable, parents may be expected to take their child to/from a pick-up/drop off point. Pick-up/drop-off points will be within 1 mile of the child's home address.
- 4.22. Parents/carers are responsible for the safety of their child until they board and after they exit the vehicle. If the parent/carer is not at the drop off point to meet their child, he/she will be placed into the care of the Duty Social Worker at Children's Social Care. The parent/carer may be responsible for any additional expenditure incurred.

Changes of circumstance

- 4.23. Parents or carers should notify Southampton City Council of any change of address, with as much notice as reasonable possible, but with a minimum of 10 working days' notice. In the case of a change of home address, eligibility will be re-assessed based on the new address.
- 4.24. The normal eligibility will apply to the children of families where closure or reorganisation of schooling in the city takes place. Exceptional Circumstances Criteria may be taken into account in cases where the provision of transport assistance will minimise significant disruption to the child's education.

Unacceptable behaviour

- 4.25. Southampton City Council reserves the right to review travel assistance where a child's behaviour is deemed unacceptable, in that it may threaten the safety of the pupils, driver and passenger assistants. Where transport is removed, Southampton City Council will engage with parents to provide suitable alternative transport when it is safe to do so.

Lost or stolen bus passes

- 4.26. Where a bus or other transport pass is lost, the bus pass holder (or their parent/carer) is responsible for any administrative charges made by the bus company or other issuer. Southampton City Council will not meet the costs of administrative charges for lost or stolen tickets. Stolen travel passes will normally not incur an administrative charge for replacement if evidence is given in the form of a police crime number.

Appeals

- 4.27. Where a child is not eligible for travel assistance, parents may ask for the decision to be reconsidered to include any exceptional circumstances they wish to put forward. An appeal form can be requested from the Transport Office. The appeal form will set out the process of information that a parent or carer will be asked to provide.

4.28. If a parent or carer disagrees with the decision made, the appeal will be forwarded to the Service Director: Children & Families for consideration at their authority.

4.29. Where travel assistance is found to have been granted in error, notice of one full term will be given to allow families time to make other arrangements.

4.30. Where entitlement has been denied in error, transport will be arranged as soon as possible and consideration will be given to reimbursing parents retrospectively, with a normal time limit of the start of the academic year in question.

Policy Review

4.31. The Home to School Transport and Post-16 Travel Arrangements Policy will be reviewed and updated on an annual basis.

[END]

Appendix 1

Eligibility Summary

Home to School Transport Eligibility Table - School Aged Children – Reception – Year 11	
Who are we helping?	What are the criteria?
Children living further than the statutory walking distance from their nearest most appropriate school	<p>For children below the age of 8, travel assistance will be awarded where the distance between home and their nearest most appropriate school is more than 2 miles.</p> <p>For children over the age of 8, travel assistance will be awarded where the distance between home and their nearest most appropriate school is more than 3 miles.</p> <p>Children who cannot be reasonably expected to walk to school because the walking route is deemed unsafe will be eligible for travel assistance.</p>
Children with an Education Health or Care Plan (EHCP)	Children attending their designated most appropriate school that can meet their need who are unable to walk to school (accompanied or unaccompanied) by reason of their special educational needs and/or disability will be considered eligible for transport assistance.
Children of parents with a disability	Children who live within the walking distance criteria of the nearest qualifying school (or designated school if it is not the nearest) but the route relies on a disabled parent/carer accompanying the child for it to be considered safe, and the parent/carer's disability prevent them from doing so will be considered eligible for transport assistance.
Children whose families meet the low income criteria	<p>Travel assistance will be provided where:</p> <p>The nearest school is beyond 2 miles (for children over the age of 8 and under 11).</p> <p>The nearest school is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools).</p> <p>The school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).</p>
Post-16 students in Further Education and Continuing Learners	Travel assistance will be provided for students with special educational needs and/or disabilities between the age of 16 and 19.

Post-19 Adult Learners

Travel assistance will be provided for adult learners over the age of 19, but under the age of 25 who are receiving further education at a further education provider, and have been assessed by Southampton City Council for transport assistance as set out in their Education, Health and Care Plan (EHCP).

Appendix 2

Post 16 Provision

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
City College Southampton	City College Bursary	<p>Be aged between 16-18 on 31/8/8</p> <p>Be one of the following: In Care/Care Leaver Receiving income support In receipt of DLA/PIP or ESA/UC</p> <p>You or parent/carer in receipt of one of the following: Income support Job seekers allowance Pension credits Employment and support allowance Working tax credit/Child tax credit Universal credit</p> <p>A household income of less than £27,000 per year</p>	<p>The City College Bursary Scheme provides financial assistance to students to help them participate fully in college.</p> <p>The 16-19 Bursary Fund provides financial help for young people aged 16-19 who face barriers to staying in education.</p> <p>It is available to all 16-19 year olds studying in school/academy sixth forms, colleges and training providers in England. There are two types of bursary available:</p> <ul style="list-style-type: none"> • Bursaries of £1,200 a year for the most vulnerable young people • Discretionary bursaries based on individual need, such as help with the costs of travel, equipment or meals <p>Depending on your circumstances you could receive support in any number</p>	<p>City College Southampton, St Mary Street, Southampton, SO14 1AR</p> <p>02380 484 848</p> <p>Bursary@Southampton-City.ac.uk</p> <p>https://www.southampton-city.ac.uk/student-support/</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
			<p>of ways to meet your educational needs.</p> <p>Financial support for students include the following:</p> <ul style="list-style-type: none"> • Travel costs (either via bus, train, or ferry) • Meal costs • Childcare costs while you are at college <p>The college can also help fund/partially fund:</p> <ul style="list-style-type: none"> • Course materials, equipment and uniform • UCAS fees • Books related to your course • College trips • Exam fees <p>City College students are able to purchase discounted bus tickets at student rates from First and Bluestar buses. If you are eligible for the City College Bursary scheme your bus travel may be free.</p>	
Itchen Sixth Form College	Vulnerable Bursary	The 16-19 Vulnerable Bursary of £1200 is available to eligible students in any of the following categories:	In order to receive the support, you need to follow the college's Attendance Policy. Support will be	Itchen Sixth Form College, Middle Road, Bitterne, Southampton, So19 7TB

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • young people in care; • care leavers; • young people claiming Income Support in their own name; • young people claiming Universal Credit in their own name; • and disabled young people who receive both Employment Support Allowance and Living Allowance in their own name. 	<p>individually analysed and will depend on your attendance and performance.</p>	<p>Michelle Payne – IMA and Transport Officer</p> <p>02380 435 636</p> <p>mpayne@itchen.ac.uk</p> <p>http://www.itchen.ac.uk/uk/support/financial-support/</p>
	Discretionary Support	<p>Discretionary Support has been two-tiered, therefore support may be available for students whose parent/guardians' household annual income is less than £25,000 or if the parent/guardian living with the student is receiving one of the following benefits:</p> <ul style="list-style-type: none"> • Income Support; • Income Based Jobseeker's Allowance (JSA); • families in receipt of Child Tax Credit, provided that their annual income (as assessed by Her Majesty's Revenue and Customs, HMRC) as of Wednesday 5 April 2017 does not exceed £16,190; 	<p>Discretionary Support is designed to help with travel to and from college (college contract buses and Bluestar termly bus passes), course materials and resources (see our online college shop for a list of available materials and resources), and essential college trips.</p> <p>In order to receive the support, you need to follow the college's Attendance Policy. Support will be individually analysed and will depend on your attendance and performance.</p>	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • the Guarantee Element of Pension Credit; • Income-Related Employment and Support Allowance (ESA); • support under part VI of the Immigration and Asylum Act 1999; • or Working Tax Credit/Universal Credit. <p>If your household income is less than £30,000 and you live more than three miles away from college, you may be able to receive support with your travel to and from college</p>		
Richard Taunton Sixth Form College	Bursary Scheme	<p>You will qualify for a guaranteed bursary of £1,200 per year if:</p> <ul style="list-style-type: none"> • you are a young person in care or leaving care • you are in receipt of income support in your own right • you are a disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance 	<p>For more information please call Student Services on 02380 514720</p>	<p>Richard Taunton Sixth Form College Hill Lane, Southampton, Hampshire, SO15 5RL</p> <p>Student Services: Tel: 02380 514720</p> <p>Email: studentservices@richardtaunton.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>You may qualify for a discretionary bursary if:</p> <ul style="list-style-type: none"> • you can prove financial need based on household income • you have specific travel challenges when attending the college • Bursaries will be provided in the form of discounted bus passes, free school meals (see below) or payments into your bank account. 		<p>http://www.richardtaunton.ac.uk/college-life/finances/</p>
<p>Bitterne Park Sixth Form</p>	<p>16-19 Bursary Fund</p>	<p>You may be eligible to apply for bursary funds if you are one of the following:</p> <ul style="list-style-type: none"> • A student in care • A care leaver • A student claiming income support • A disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance • You were in receipt of free school meals in 2016-17 	<p>The 16 to 19 Bursary Fund is a scheme from the Education Funding Agency, which aims to help students facing financial hardship to stay in full time post-16 education.</p> <p>As the funds allocated by the Education Funding Agency, are very limited, we may not be able to guarantee financial support for every claimant. It is at the college's discretion to decide on the amount and type of support that is awarded to each student. Bursary funding can be used to help with costs of transport, food, equipment or other course related costs.</p>	<p>Bitterne Park Sixth Form College, Dimond Road, Southampton, SO18 1BU</p> <p>02380 294 155</p> <p>info@bitterneparksixthform.org.uk</p> <p>https://www.bitterneparksixthform.org.uk/college-info/student-bursary</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
Eastleigh College	Subsidised Travel	To apply to this fund, you must be: <ul style="list-style-type: none"> • under 19 years old on 01/09/2018 (or 19-24 with an Educational Health Care Plan) • studying a full-time 'funded' course at the College (apprenticeships are not eligible) • a UK resident or meet sufficient residency criteria • Living over 2 miles from College (by AA Route Planner) • Household income up to £40,000 • Not receiving support from other sources (e.g. Local Education Authority) 	Reduced travel costs (student contribution of £150 per term)	Eastleigh College Chestnut Avenue Eastleigh Hampshire SO50 5FS 023 8091 1235 studentsupport@eastleigh.ac.uk https://www.eastleigh.ac.uk/student-support/financial-support/
	Eastleigh College Travel Bursary	To apply to this fund, you must be: <ul style="list-style-type: none"> • under 19 years old on 01/09/2018 (or 19-24 with an Educational Health Care Plan) • studying a full-time 'funded' course at the College (apprenticeships are not eligible) • a UK resident or meet sufficient residency criteria • Lives over 2 miles from College (by AA Route Planner) 	Reduced travel costs (student contribution of £100 per term)	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • Household income up to £30,000 – or household in receipt of income assessed benefit • Not receiving other support e.g. Local Education Authority 		
	Enhanced Travel	<p>To apply to this fund, you must be:</p> <ul style="list-style-type: none"> • under 19 years old on 01/09/2018 (or 19-24 with an Educational Health Care Plan) • studying a full-time ‘funded’ course at the College (apprenticeships are not eligible) • a UK resident or meet sufficient residency criteria • In receipt of one of the following benefits: <ul style="list-style-type: none"> ▪ Income Support ▪ Income-based Jobseekers Allowance ▪ Income-related Employment Support Allowance (ESA) ▪ Support under Immigration & Asylum Act 1999 (part VI) ▪ Guarantee element of State Pension Credit 	Fully funded travel pass	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> ▪ Child Tax Credit (provided not entitled to Working Tax Credit) and gross income of no more than £16,190 each year (assessed by Her Majesty's Revenue & Customs) ▪ Working Tax Credit run on (paid for 4 weeks after you stop qualifying for Working Tax Credit) ▪ Universal Credit (with net earnings no more than £7,400 each year) 		
	Full Guaranteed Bursary	<p>Under 19 on 1/9/2018 (or 19-24 with an EHCP) Studying a full time funded course at the college (apprenticeships are not eligible) Be a UK resident or meet sufficient residency criteria</p> <p>To be eligible students will be in care or a care leaver or in their own name receive:</p> <ul style="list-style-type: none"> • Universal Credit or Income Support • Disability Living Allowance (DLA) and Employment & 	£1,200 financial support for vulnerable students	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		Support Allowance (ESA) or Universal Credit <ul style="list-style-type: none"> • Personal Independence Payment (PIP) and either ESA or Universal Credit 		
St Vincent Sixth Form College	Travel Help	Please contact the college on 023 9260 3557	<p>The college can provide access to funds which students can use to purchase:</p> <ul style="list-style-type: none"> Discounted bus pass Refund ferry tickets Meal vouchers Books and equipment College trips Exam Fees (where applicable) Travel costs to Work Placement <p>Eligible students will be provided with a termly allocation of funds which the college will use to purchase the relevant above items.</p> <p>If you are in Local Authority Care or, living independently or receive Disabled Support Allowance and Employment Support Allowance who will be eligible to a grant of £1200.00 a year.</p>	Finance Office St Vincent Sixth Form College, Mill Lane, Gosport, PO12 4AQ 023 9260 3557 vweaver@stvincent.ac.uk http://www.stvincent.ac.uk/financial-support

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
			<p>If you are entitled to a Bursary you can use the allowance to purchase a discounted bus pass.</p> <p>All students aged 19+ can who are eligible for financial support will receive a meal pass and £150.00 a term to spend on such things as travel, trips, fees etc.</p>	
Barton Peveril Sixth Form College	16-19 Student Bursary	<p>Students can only apply for a Bursary if they:</p> <ul style="list-style-type: none"> • Are aged at least 16 years old and under 19 years old at the start of the academic year and studying a state funded course at Barton Peveril Sixth Form College • Are in care or a care leaver or living independently and in receipt of income support or universal credit or are themselves a young parent receiving income support or universal credit • Meet the residency conditions specified by the college. 	<p>A 16-19 Student Bursary of £1200 is only available to young people (16 to 19) who are in care or care leavers or living independently and in receipt of income support or universal credit or are themselves a young parent receiving income support or universal credit or are disabled and in receipt of both Employment and Support Allowance and Disability Living Allowance or are disabled and in receipt of both universal credit and personal independence payments.</p>	<p>Barton Peveril College Chestnut Avenue Eastleigh SO50 5ZA</p> <p>023 8036 7200</p> <p>studentservices@barton.ac.uk</p> <p>https://www.barton-peveril.ac.uk/college-life-intro/student-finance/</p>
	Discretionary Student Support Fund	<p>Students may be assisted from the Discretionary Student Support Fund if they:</p>	<p>A Discretionary Student Support Fund is available for eligible learners to help with travel to College, equipment, books, essential trips, or attending HE</p>	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • Are over 16 years of age and under 19 years of age at the start of the academic year and • studying a state funded course at Barton Peveril Sixth Form College • Are living in a household where the joint annual income is less than £23,500 (or living independently on an income below this level), annual income includes any assessed • benefit such as: <ul style="list-style-type: none"> ▪ Income Support ▪ Universal Credit ▪ Job Seekers Allowance ▪ Working/Child Tax Credit ▪ Facing exceptional financial circumstances ▪ Meet the residency conditions specified by the college. 	interviews. It applies to expenses during the current academic year. The Fund can also help with hardship needs arising from a sudden change in circumstances such as redundancy or a sudden drop in household income.	
Brockenhurst College	Vulnerable Bursary	<p>Students should be:</p> <ul style="list-style-type: none"> • aged 16-18 on 31 August 2018 • participating in provision as directed by the Education Funding Agency <p>And be in one of these defined vulnerable groups:</p> <ul style="list-style-type: none"> • Care leaver or in care 	£1200 bursary.	<p>Brockenhurst College, Lyndhurst Road, Brockenhurst, Hampshire, SO42 7ZE</p> <p>01590 625 555</p> <p>financialsupport@brock.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • In receipt of Income Support or Universal Credit in lieu of Income Support in their own right; or • In receipt of Employment and Support Allowance or Universal Credit AND Disability Living or Personal Independence Payments in their own right. 		k https://www.brock.ac.uk/sixth-form/bursaries-financial-support/
	Discretionary Bursary	<p>Students should be:</p> <ul style="list-style-type: none"> • aged 16-18 on 31 August 2018 OR • aged 19 -24 on 31 August 2018 and have an Education, Health and Care Plan (EHCP) OR • aged 19+ and are on the second year of a course they started when aged 16-18 • participating in provision as directed by the Education Funding Agency <p>Family household income must be under £21,000 pa net - means tested benefits are not included in the income calculation.</p>	The bursary will pay for essential course costs and contribute up to 50% towards the cost of a travel pass ordered through the College.	
	19+ Bursary	Students should be:	For students aged 19+ on 31 August with an income of less than £30,000 pa, the bursary will contribute towards	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • aged 19+ on 31 August 2018 (if 19 and on the 2nd year of a 2 year course • participating in provision as directed by the Skills Funding Agency <p>For students living in a household with an income of less than £30,000 net pa the college offers financial support towards travel to college and childcare whilst studying.</p>	the cost of travel to College and childcare.	
Totton College		Please contact the college.	Some learners may be able to apply for financial assistance to help support their learning. If you think you may be eligible or are struggling with your finances, we can help. We can help students to apply for bursaries, free childcare, free meals or assistance with travel costs or essential books or course equipment.	<p>Totton College Water Lane Totton Southampton Hampshire SO40 3ZX</p> <p>023 8087 4874</p> <p>https://www.totton.ac.uk/about-us/student-support/</p>
Peter Symonds College	Vulnerable Student Bursary	<p>You will be eligible for a bursary of up to £1,200 if:</p> <ul style="list-style-type: none"> • You are looked after (in care); • You are a care leaver; • You are a parent or living independently and in receipt of 	Students' attendance and academic record will be taken into account when applications for financial assistance are considered.	<p>Peter Symonds College Owens Road Winchester Hampshire SO22 6RX</p> <p>01962 857547</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>Income Support (Universal Credit) in your name;</p> <ul style="list-style-type: none"> You are in receipt of Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit; You are in receipt of Personal Independence Payment (PIP) in your name and either ESA or Universal Credit 		<p>student.services@psc.ac.uk</p> <p>https://www.psc.ac.uk/student-services</p>
	Student Support Fund	Generally, households whose income is £25,000 or under are eligible to apply but special circumstances can be taken into consideration.	Students who have difficulty meeting the specific financial costs of attending college may be eligible for financial help from the Student Support Fund. This is a cash-limited fund available to help with travel costs, books, equipment and UK trips.	
Sparsholt College	16 -18 Bursary	A bursary of up to £1,200 is available for students aged 16-18 who meet any of these requirements: in care; leaving care; in receipt of Income Support; in receipt of Employment Support Allowance and Disability Living Allowance.	£1200 bursary	<p>Sparsholt College, Hampshire Westley Lane Sparsholt Winchester SO21 2NF</p> <p>01962 776441</p>
	Learner Support Funds	If your household income is £25k or less per year you could be entitled to financial assistance. The application form can be found	A discretionary fund is available for learners that do not meet the criteria for the 16-18 Bursary Fund or are aged over 19.	<p>enquiry@sparsholt.ac.uk</p> <p>https://www.sparsholt.ac.uk/t</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>here. If you need any further assistance please call 01962 797267.</p>		he-college/money-matters/
	<p>Advanced Learner Loan and Bursary Fund</p>	<p>Those aged 19 and above at the start of the course. There is no upper age limit</p> <p>Those living in the UK on the first day of the course and who have lived in the UK, Channel Islands or Isle of Man for the three years immediately prior to this</p> <p>UK nationals or those with 'settled' status</p>	<p>The eligibility criteria for Advanced Learner Loans is being expanded so that they are available to learners aged 19 and over and for study at level 3 to level 6.</p> <p>If you are approved for an Advanced Learner Loan then you can also apply for our 19+ College Bursary Fund. This can be used to help with travel, books, equipment and childcare costs.</p>	



Equality and Safety Impact Assessment

The **public sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with section 17 of the Crime and Disorder Act and will enable the council to better understand the potential impact of the budget proposals and consider mitigating action.

Name or Brief Description of Proposal	Home to School Transport and Post-16 Travel Arrangements Policy
Brief Service Profile (including number of customers)	<p>The Education Act 1996 places a statutory duty on local authorities relating to the arrangement of suitable transport assistance for children of compulsory school age. The Education Act 1996 requires that transport assistance is provided to children who meet the following criteria:</p> <ul style="list-style-type: none"> • Children in Year R to 8 years old who live at least 2 miles from their catchment school • Children aged 8 years old to 16 years old who live at least 3 miles from their catchment school • Children over the age of 8 who live between 2 and 6 miles from their catchment school and meet the means testing criteria • Children with a Special Educational Needs and/or disability/Education Health and Care Plan (EHCP) • Children who attend an educational setting based on religious preference, providing they meet the distance criteria • Children who live under the statutory walking distance but whose walking route to school is deemed unsafe.

	<p>There is no legal requirement to provide transport assistance to Early Years children or Post-16 students. However, since May 2014, local authorities have had to adhere to the statutory guidance on Post-16 Transport, as well as taking into account the Equalities Act 2010 when it provides information for post-16 students on how to access transport assistance. This includes:</p> <ul style="list-style-type: none"> • Transport arrangements or financial assistance necessary to facilitate young people’s access to further education and training • Young people having the choice of different education and training providers, as well as the course that they wish to study • The length of journey from their home to their educational or training provision • Attention to families who are on low incomes and require support in order to access education and training • Specific consideration of young people who have Special Educational needs and/or Disabilities. <p><u>An update to the statutory guidance was published by the Department for Education in January 2019, which stated that whilst local authorities “may ask learners and their parents for a contribution to transport costs”, it is “good practice not to charge a contribution for transport for a young person assessed under the sixth form age duty if it likely that they will be eligible for free transport under the adult transport duty”.</u></p> <p>Currently, Southampton City Council supports 800 children and young people with transport assistance. This includes 627 children and young people with an EHCP, which is expected to rise in line with increasing numbers of children with EHCPs. The average cost per child and young person is £4,450.</p>
<p>Summary of Impact and Issues</p>	<p>The Home to School Transport and Post-16 Travel Arrangements Policy 2019/20 updates the previous policy, and provides a clearer document that will enable service users to better understand Southampton City Council’s travel assistance offer and any assistance that they may be entitled to. In addition there are a number proposed changes to specific policy provisions:</p> <p>Changes to the policy for early years (under the age of 5), and Rosewood/Cedar School pupils</p>

It is proposed to align the policy with statutory guidance so that children attending nurseries or other Early Years settings will not receive transport assistance if they are under the statutory school age.

The new policy proposal will remove the automatic entitlement to transport assistance to all children attending Rosewood and Cedar Special Schools, and the Early Learning Group, from the ages of 2, introducing a needs led system, with home to school travel assistance determined on an individual child's needs.

Following consideration of the representations made in the consultation, the policy has been amended to explicitly state that all children with an EHCP under the age of 5 will be assessed for entitlement for travel assistance.

All children of statutory age attending Rosewood and Cedar Special Schools currently have an EHCP and the majority are likely to have travel needs associated with their specific type of Special Educational Needs and/or Disability e.g. a physical disability that prevents them from being able to walk to school, and therefore will receive travel assistance.

A small number of children and young people attending Cedar School have a similar needs profile of those attending Springwell Special School and Great Oaks Special School e.g. autism and/or learning disabilities, without a physical disability preventing them from being able walking to school. Therefore assessment for this group will need to consider for those who do not qualify under other criteria e.g. distance, whether their specific SEND prevents them from being able to walk to school. It is estimated that this will effect less than 5 pupils in the first year of implementation.

If, in future, the profile of intake for Rosewood or Cedar Special School were to change significantly, there would be a potential impact of those children not being entitled to travel assistance. However, the proposed policy is needs led system, rather than an automatic entitlement linked to the school. This means that the entitlement is linked to the child's needs rather than the placement, futureproofing the policy against future changes to provision intakes, as well as ensuring that the policy is fair and equal in its treatment of all children.

	<p>Changes to the policy for young people aged 16 – 19</p> <p>Transport assistance is provided to young people with SEND to the nearest college or school with a sixth form offering an appropriate course. Consultation was undertaken on a proposal to introduce a contributory charge for travel assistance for eligible students aged between the ages of 16 and 18.</p> <p>Following consideration of the representations made in the consultation, this proposal is not being taken forward.</p> <p>Southampton City Council is committing to resourcing two additional independent travel trainers. Students from Year 9 plus will be identified for the suitability of this scheme which will enable young people to develop the skills to travel independently.</p> <p>Independent travel training is referred to in the current policy, but it is not highlighted as a preferred option to be considered for all children and young people where appropriate.</p> <p>The proposed policy 2019/20 explicitly references the expectation of engagement with independent travel training from year 9 plus for children and young people who are assessed through EHC Annual Review processes to achieve this skill, leading to positive outcomes. This will require additional resources to be put in place to support independent travel training, but will mean that more young people can travel independently aged 16+. This will have an impact that more young people aged 16+ will be expected to travel independently, but training will only be put in place where assessed as appropriate and independent travel will only be expected where considered safe and suitable. This will lead to improved outcomes for young people, linked to increased independence.</p>
<p>Potential Positive Impacts</p>	<p>The proposals seek to clarify in a more understandable format who is entitled to local authority funded transport assistance as set out in the statutory guidance.</p> <p>There is increasing demand on the service, with 3.4% of statutory school aged children in Southampton with an EHC Plan, against a backdrop of 2.9% nationally.</p>

	<p>Additionally, the rate of statutory school aged children with an EHC Plan is rising at a rate of 4.8% annually, increasing the overall cost of delivering the service.</p> <p>The proposal to increase independent travel training will help to ensure that Southampton City Council is able to effectively provide transport assistance for the most vulnerable children and young people in the city, both now and in the future.</p>
Responsible Service Manager	Tammy Marks, Service Manager: Special Educational Needs and Disabilities
Date	27 February 2019

Approved by Senior Manager	Hilary Brooks, Service Director: Children and Families
Signature	
Date	27 February 2019

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	<p>The service users of Home to School Transport are between the ages of 2 and 18. Transport assistance will be provided in line with local authorities' statutory duty.</p> <p>The main impact will be on children and young people outside of the statutory school age. These are children under the age of 5 (early years), and young people between the age of 16 and 19.</p> <p>For children of statutory school age, the policy may have an impact for a small number of pupils attending Cedar School.</p>	<p>All children currently attending Rosewood School will qualify for travel assistance on the grounds of their specific disability. The majority of those attending Cedar School will qualify for travel assistance on the grounds of their specific disability. A small number (less than 5) will need to be assessed for entitlement to travel assistance.</p>

	<p>Clarification has been given in the policy in line with the legislation that the distance criteria is based on age and not school year.</p> <p><u>Early Years:</u> The policy no longer provides for automatic entitlement to travel assistance for children attending Rosewood or Cedar Schools or Early Learning Group under statutory school age.</p> <p><u>Statutory School age:</u></p> <p>The policy removes automatic entitlement for those attending Rosewood and Cedar School and introduces a needs led system, irrespective of the school that a child attends.</p> <p><u>Post-16</u></p> <p>An increased focus on independent travel training will mean that more young people will be expected to participate in training and travel independently post 16.</p>	<p>Families of young people aged between 16 and 19 who are unable to meet the cost of travel assistance, or who experience other hardship or exceptional circumstances, may qualify for additional assistance up to the total cost of travel assistance.</p> <p>Training will only be put in place where assessed as appropriate and independent travel will only be expected where considered safe and suitable.</p>
<p>Disability</p>	<p>The new policy aims to provide greater clarity on eligibility for children and young people with SEND.</p> <p>Where a child lives within walking distance of the nearest qualifying school (or designated school if it is not the nearest) but the route to school relies on parent/carer with a disability accompanying that child for it to be considered safe, and the parent/carer's disability prevents them from doing so, the child will be eligible for transport free of charge. This</p>	<p>N/A – positive impact</p> <p>N/A – no change to policy or provision</p>

	<p>will be determined on a case by case basis, with medical evidence of the parent's disability being confirmed.</p> <p>The new policy proposal will remove the automatic entitlement to transport assistance to all children attending Rosewood and Cedar Special Schools, and children attending the Early Learning Group.</p>	<p>All children currently attending Rosewood or Cedar Schools, are likely to have travel needs associated with SEND, they will therefore continue receive transport assistance in line with their assessed need.</p>
Gender Reassignment	No identified impacts	N/A
Marriage and Civil Partnership	No identified impacts	N/A
Pregnancy and Maternity	Where pregnancy or maternity impacts a parent or carer's ability to support their child's transport to and from school, they may be eligible for travel assistance under the Exceptional Circumstances Criteria.	N/A
Race	No identified impacts	N/A
Religion or Belief	Children will be eligible for free transport under 'extended rights' where the pupil is entitled to free schools meals the school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).	N/A – no change to policy or provision
Sex	<p>As of August 2018 there are more male children and young people eligible for travel assistance under the SEND entitlement provisions with 4 males with an EHCP, for every 1 female with an EHCP.</p> <p>Therefore, it is anticipated that more male children and young people will be affected by the</p>	<p>Although a greater number of male children and young people may be affected based on currently usage, the proposed changes do not offer different provisions based on sex or gender, and the proportions of individuals impacted will depend on current need.</p>

	proposed policy changes than females.	
Sexual Orientation	No identified impacts	N/A
Community Safety	No identified impacts	N/A
Poverty	No identified impacts	N/A
Health & Wellbeing	No identified impacts	N/A
Other Significant Impacts	No identified impacts	N/A