

North Lincolnshire Council

HOME TO SCHOOL TRANSPORT POLICY FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS

**Information for Parents and People with Care
Responsibility**

Policy approved by Cabinet December 2005, effective from September 2006

INDEX

		Page
1	Introduction	3
2	School Transport and the Law	3
3	Walking Distance	3
4	Parental Preference	3
5	Is your Child Entitled to Free Transport?	4
6	When will Free Transport not be Provided?	4
7	What Type of Transport will be Provided?	4
8	Pick Up Points	5
9	Escorts and Drivers	5
10	Information to Parents	5
11	Eating and Drinking on School Transport	6
12	Medication	6
13	Transport Reviews and Independent Travel	6
14	Dealing with Behavioural Problems	6
15	Respite Care	7
16	Travel Times	7
17	Transport of Pre-School Aged Children	7
18	Transport of Non-Statemented Pupils to Provision other than the Local School	7
19	Concessionary Spare Seats	7
20	Transport of Pre-School Age Children	7
21	Transport of Students Aged 16 and Over	7
22	Appeals and complaints	
Appendix 1	How Parents Can Help With School Transport	9
Appendix 2	Useful School Transport Contacts	10

1. Introduction

Some pupils with special educational needs have special requirements for travel between home and school. This document explains the council's policy on providing transport for such pupils. Many pupils with special needs go to their local school and don't need any special arrangements. Their entitlement to school transport is set out in the Home to School Transport Policy for Students of Statutory School Age.

We rely on co-operation and support from parents and guardians for the smooth running of the transport we provide. We have included, as an appendix, their responsibilities in helping us ensure that the service is efficient, effective and safe.

2. School Transport and the Law

Councils provide school transport under the Education Act 1996.

The Act requires a Local Education Authority (LEA) to arrange the provision of free school transport if it thinks this is necessary to make it easier for pupils to attend school. If the LEA considers transport to be necessary then it must provide it free of charge. There are several factors that an LEA should take into account when deciding if transport is necessary. We have set these out in this booklet.

The Act also gives LEAs discretion to pay all or part of a pupil's travelling expenses even if they do not have a statutory entitlement. This could, for example, be pupils who live within walking distance or who are under five.

The Act says that parents and guardians are responsible for ensuring that a child goes to school if he or she is of compulsory school age. It also specifies the distance a child may be expected to walk before the council becomes responsible for their transport (see below).

3. Walking Distance

The Education Act 1996 defines walking distance as two miles for a child who is under eight years, and three miles for a child who is eight or over. North Lincolnshire Council uses these distances to establish whether pupils who go to their nearest suitable school are entitled to free transport.

We measure walking distance as the nearest available route between the home and school, along metalled roads, recognised footpaths and the like. Routes are measured from the nearest entrance to the house (e.g. front gate) to the nearest school entrance. Private driveways and farm tracks are not included in the calculation. An available route is the shortest one along which a child, accompanied by a responsible adult as necessary, can walk to school reasonably safely.

4. Parental Preference

A parent might decide to send their child to a school other than the local or nearest school that the Special Educational Needs (SEN) Team considers suitable to meet their special educational needs. In such cases, the parent will have to make their own transport arrangements and pay for transport to the preferred school.

5. Is Your Child Entitled to Free Transport?

Many pupils with statements of special educational need do not have special transport needs. Their entitlement to free school transport is the same as other pupils'. The policy we follow in assessing their entitlement is set out in the Home to School Transport Policy for Pupils of Statutory School Age.

The SEN Team will ask the Education Transport team to consider the entitlement to free school transport of pupils who may need special arrangements. The following factors will be taken into account:

- Is the school the nearest suitable school that can meet the child's educational needs?
- Is the school within walking distance of the child's home?
- If the school is within walking distance, is transport necessary, for example because of problems of mobility; unsuitability of the walking route, or parents' individual, exceptional, circumstances?

If the school is the nearest suitable school, or the nearest school, and it is more than three miles from home, we will provide free school transport.

6. When will Free Transport not be Provided?

We provide free transport only for the journey between home and school. We cannot provide it for:

- Attendance at work experience placements and/or interviews, e.g. to develop the pupil's independence.
- Parental interviews at school.
- Visits to clinics, doctor's surgeries, hospital appointments etc. during the school day.
- After school clubs
- To a school of the parent's preference that is not the nearest suitable school
- To a school that is within walking distance and where the LEA considers free transport is not necessary

Transport is provided only to the pupil's home address. If the pupil's parents live at separate addresses, we will normally provide transport to where the child normally lives.

7. What Type of Transport will be Provided?

The transport we provide depends on the pupil's needs, where they live, the school they are attending and vehicles available. We recognise that pupils must not only travel safely but also in dignity and comfort. When we have established that the pupil is entitled to free transport, we carry out a risk assessment to make sure that the transport is appropriate for them.

This may be:

- public transport
- a dedicated school bus
- a taxi
- transport provided specifically for pupils with special needs, with or without an escort
- their parents' own transport, for which a mileage allowance will be paid
- a walking escort

We ensure that the necessary equipment, e.g. clamps and booster seats are provided, and that the transport meets the relevant regulations and European standards.

All vehicles we use for home to school transport for pupils with special needs carry first aid supplies and emergency equipment. They are also equipped with mobile phone or radios for emergency use.

Occasionally we have to make link arrangements. This may involve transfer at a safe place from a car to a minibus or other vehicle. The pupil will not be left alone. The first vehicle will wait until the second arrives and the transfer is complete.

We regularly monitor the specialised transport for pupils with special needs, and choose the transport providers we use with care.

8. Pick Up Points

We expect pupils to walk a reasonable distance to an identified pick-up point on the route to and from school. We will agree suitable pick up points with parents. We will also consult those who understand the child's needs and capability to ensure the child can cope with of the level of independence involved. In the afternoon we will drop pupils off at the same point. If the pupil is not capable of walking to a pick-up point, we will, where possible, pick them up at their front gate. Parents or guardians are expected to go with their child to the pick-up point and collect them from the dropping-off point.

9. Escorts and Drivers

We provide one or more escorts on the transport if the SEN Team thinks it necessary or, if, following a risk assessment, we think it is necessary. We review continually the allocation of escorts to routes. We consult the SEN Team, school and parent or guardian about any changes.

Escorts are responsible for the care and supervision of pupils travelling to and from school. They oversee pupils' conduct and safety so that that the driver is unhindered in his or her duties.

We give the escort details of pupils' needs, including any difficulties and medication. We tell escorts about any pupils who are prone to fits or other symptoms that they may have to deal with on the school journey.

We clear all our escorts and drivers through the Criminal Records Bureau before we employ them on school transport duties. We insist that drivers of minibuses have MIDAS (Minibus Driver Awareness Scheme) training. All escorts receive Passenger Assistants (PAT) Training within six months of starting work with us.

10 Information to Parents

As soon as we have organised transport we will give the following information to parents or guardians:

- Name and phone number of the transport provider;
- Name of the escort (if applicable);
- Name of contact in our School Transport Office;
- Details of the route taken, including route number (if applicable);
- Pick -up and drop-off arrangements.

We ask parents and guardians to provide their emergency contact details so that we can get in touch urgently with them, or another named contact.

We try to keep the same escort and driver on the transport route but this is not always possible. Unless we have to make a change at short notice, we tell parents of variations to the normal arrangements in advance. Parents should always ask to see the driver's or escort's identification badges if ever they are unsure about their identity. Contact us if there is still cause for concern. There is a contact list at the back of this policy with space to write the route number, transport provider, escort etc.

We will tell parents and guardians about the transport arrangements for the coming academic year before the start of the autumn term.

11. Eating and Drinking on School Transport

We do not normally allow eating and drinking on school transport. Parents and guardians should not send their child on the vehicle with food unless this has been previously agreed with the escort or school transport team.

12 Medication

Escorts are not normally expected to give medication to pupils on school transport. However where it is agreed that this is necessary we need the parent/guardian's consent in writing and detailed instructions as to when and how to give the medication. The escort will be trained in the use of the medication.

Parents/guardians must give the escort any medication to be handed in at school, and mark the bottle with the child's name and the dosage.

13. Transport Reviews and Independent Travel

We carry out periodic reviews of the transport for pupils with special needs. We might change the provision if, for example we think a pupil is capable of more independence. We consult the parent, guardian, Special Education Needs Team and school before changing the transport. We encourage schools to help pupils with special needs to become more independent. Where possible we provide independent travel training. We believe that the chance for pupils to use the independence skills they have been taught should be incorporated into their journey from home to school where possible.

14 Dealing with Behavioural Problems

Children travelling on home to school transport should follow the council's 'Code of Conduct for Behaviour on School Transport'. You can get copies of this document from the School Transport Office. Some children, because of their special needs, have difficulty controlling their behaviour. Others will be able to meet the standards set out. To ensure safety, it is important that your child follows any instructions given by the driver or escort.

Unfortunately, sometimes the behaviour of pupils on school transport is not up to the standard we require or it may be considered unsafe to transport them. On such occasions we will contact the parent or guardian, telling them what has happened and the action that we propose to take. In the most serious cases, the action may include a suspension or ban from the transport. If such action is necessary we will ensure that the school is consulted and, where possible, will tell the parent or guardian in advance.

Occasionally pupils can abscond when they are being transported between home and school. If this happens we will contact the police, parent and the school. We will do

everything we can to ensure the safety of the pupil who has absconded as well as any other passengers on the vehicle.

15. Respite Care

Transport between home/school and respite care arranged by the council will be provided so long as resources are available.

16. Travel Times

We aim to transport pupils to school without undue stress, strain or difficulty so that they can benefit from their education. For pupils going to their local school, we aim to keep the journey to no more than 75 minutes per trip. Children travelling longer distances and to schools outside North Lincolnshire, may have longer journeys.

17 Children in North Lincolnshire Council's Care

We will provide transport for pupils in the council's care. It will be governed by these principles:

- The child will be given the best possible chance in education. This may even mean that they receive a higher level of support than other children receiving a home to school transport service
- The child will be supported to remain in their present school if this is in their best interest
- We will decide on the educational provision for the child, taking account of their needs described in the Child Care Plan.
- Where pupils need transport to support their attendance at school, we will consider including transport as a target on the Personal Education Plan.
- We will regularly review transport provision.

We will normally provide transport for children who live further away from school than the statutory walking distance. Where possible, it will be by public transport or the school bus. If we provide a taxi we will expect children to share. We will normally provide an escort for children at key stage 1, but not for older children. Children are encouraged to be independent. We will therefore often expect them to walk to a pick up point, rather than being collected at their front door

18 Transport of Non-Statemented Pupils to Full-Time Educational Provision other than the Local School

Depending on distance, if the placement for statutory school aged pupils is arranged, authorised and funded by the LEA, we will consider providing free transport.

19 Concessionary Spare Seats

If there is a spare seat on the transport, we may allow pupils who are not entitled to free transport to use it. We will make a termly charge for the seat. This will vary according to the distance travelled. An annual administration charge will also apply. If a pupil entitled to free transport needs the seat, or we decide to use a vehicle with fewer seats, the concessionary seat may be withdrawn. At least a week's notice will be given of this and a refund given for any fares relating to period following the seat's withdrawal.

20 Transport of Pre-School Aged Children

Parents and guardians of children under five who do not have a statement of special educational need are normally expected to provide their own transport. However in

exceptional circumstances, the council may use its discretion to provide transport to educational placements approved by the LEA. Any such applications must be supported by the SEN Team and/or the relevant advisory officer.

21 Transport for Students aged 16 and Over

We review and update this policy annually. Details are available from the Education Transport Team and on the council's website.

22 Appeals and Complaints

If you are unhappy with our service, please let us know. Call 01724 297218, e mail: School.transport@northlincs.gov.uk, or write to School Transport, Education Learning and Achievement, Hewson House, Station Road, Brigg.

If you are not satisfied with our response, you should write to us, giving details of the circumstances. A senior manager will then consider your case. If you are still not satisfied you may appeal against the senior manager's decision by submitting your case in agreed format to an Appeals Panel. The Panel's decision will be final.

APPENDIX 1

HOW PARENTS CAN HELP WITH SCHOOL TRANSPORT

Parents play an important role in ensuring the smooth running of their child's transport to and from school. We expect them to follow these guidelines to help us provide a safe and efficient transport service:

- Read and understand this policy
- Let us know of any concerns you have about the transport provided for your child
- Make sure your child is ready to be picked up at home or at the pick-up point five minutes before the allocated time.
- Go with your child to the pick-up point and wait until your child's transport arrives.
- Nominate a responsible adult to accompany your child if you are unable to do so. **The name of the nominated person must be notified to us or, in an emergency, to the contractor direct.**
- Always be at home or at the set-down point to meet your child. If this is not possible, please advise us of alternative arrangements. If you are not at home, unless any other arrangement has been agreed in advance, your child will be returned to school or to the Children's Services' Emergency Duty Team. If this happens, a note will be left at your home to advise you.
- Please let the contractor know as soon as possible if your child is ill or unable to attend school for any reason.
- Tell the escort if there is a particular difficulty with your child if this should arise.
- Take any specialist equipment, which is used by the pupil at home, to the school yourself.
- Help us to control your child's behaviour if possible by explaining to them the standards we expect and supporting any action we propose to deal with any problems that may arise.
- Provide us with your emergency contact details, and those of another responsible person that we can contact in your absence.
- Tell us about any change of address in good time so that the transport can be rearranged (if entitlement to free transport still applies). We need at least a week's notice of such changes.
- Tell us about any other planned changes that might affect the transport we provide for your child, e.g. to his/her wheelchair

APPENDIX 2

USEFUL SCHOOL TRANSPORT CONTACTS

SEN Team 01724 297285

School Transport Administrative Staff:

E mail school.transport@northlincs.gov.uk

➤Policy and entitlement (staff based the Education Service): 01724 297218

➤Escorts, contracts and provision (staff based in the Transport Service): 01724 297813

School Transport Operational Staff and Contractors

Details of the route, escort and contractor will be provided once the transport arrangements have been made. You can use the space below to record their names and telephone numbers

Transport to school.....

Year:.....

Route number

Pick up time Drop off time.....

Escort name (if applicable) Telephone number.....

Contractor name:..... Telephone number