



TRAVEL READY

YOUR JOURNEY STARTS HERE

APPLICATION FORM



FOR CHILDREN AND YOUNG PEOPLE WITH SEND OR A MEDICAL CONDITION, AGED 5 to 19, WHO ATTEND A SCHOOL OR A SILC, OR;
PARENTS OF PRIMARY- AGED CHILDREN WHO HAVE A DISABILITY WHICH PREVENTS THEM ACCOMPANYING THEIR CHILD ON THE WALKING ROUTE BETWEEN HOME AND THEIR NEAREST QUALIFYING SCHOOL.

Please return your completed application to
send.transportapplications@leeds.gov.uk

Alternatively you can post it to:
The SEND Transport Assessment Team
Children's and Families Services
Civic Hall,
Calverley Street,
Leeds
LS1 1UR

Please note that once your fully-completed application has been submitted, it may take us up to 15 working days to assess your application and to respond to you in writing

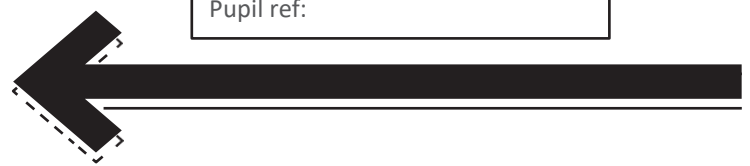


Leeds
CITY COUNCIL



APPLICATION FOR ASSISTANCE WITH HOME TO SCHOOL TRAVEL ARRANGEMENTS FOR A CHILD OR YOUNG PERSON WITH SEND, OR A PERMANENT OR TEMPORARY DISABILITY

For office use
Pupil ref:



REASON FOR COMPLETING THIS FORM - There is a guide on how to complete this form on the back pages

New application Your child is changing school/site You have been asked to reapply for support

Change of address Your child's needs have changed/ their wheelchair has changed

PART 1 – PUPIL DETAILS

Firstname Current age

Last name Current school year group

Date of birth Is the child fostered or in public care?

Yes No

WHICH SCHOOL WILL YOUR CHILD ATTEND?

.....

.....

.....

Postcode

If your child is awarded support as a result of this application, what is their confirmed start date? **Please note that we do not provide support for transition visits**

.....

.....

PERMANENT HOME ADDRESS:

.....

.....

Postcode

Has your child moved house since your last application? Yes No

If yes, please tell us:

their previous address

when they moved **Tick to show you are including proof of the new address**

As proof of address, we accept a council tax bill, tenancy agreement or utility bill stating the address

HAVE YOUR CHILD'S TRANSPORT NEEDS CHANGED SINCE YOU LAST APPLIED? Yes No

If your child's transport requirements are any different now to when you last applied for support, we would ask you submit a new standard application form, rather than this short version. This is to ensure that we have all of the details necessary to provide the right support for your child. To request the standard form please contact us using the details on the front page of this application.

PART 1 - CONTINUED

If your child attended school last academic year, which one and how did they travel there and back?

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.....

.....

.....

Could your child walk to school unaccompanied?

- Yes No Maybe with some initial training

- If no please use the space below to tell us why not. You may provide additional information from other sources, eg. a qualified medical practitioner, that you wish to submit and we will take into account information from your child’s Education, Health and Care Plan, if they have one.

.....

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Could your child walk to school if accompanied by an adult?

- Yes No

- If yes, please use the space below to tell us why it isn’t possible for you or another adult to accompany your child
- If no, please use the space below to tell us why not?

.....

.....

.....

.....

Is your child capable of travelling on public transport;

- now, without the support of an adult? Yes No
- now, only if accompanied by an adult? Yes No
- now, following Independent Travel Training? Yes No

PART 3 - DETAILS OF PARENT OR LEGAL GUARDIAN

Title

First name

Last name

Relationship to child or young person

We will use your mobile number and email address to communicate with you in relation to this application. Please ensure you provide an email address

Home Work

Mobile Email

Details of second parent or legal guardian

Title

First name

Last name

Relationship to child or young person

Home Work

Mobile Email

Important

If, in the event of a genuine emergency due to unforeseen and unavoidable circumstances, when there would be no one at home, an arrangement can be made for your child to be taken to a pre-arranged alternative address. If you would like to set up such an arrangement, please give details of a person who has agreed to look after your child until you are able to collect them.

We will only take your child to this alternative address if this is requested either by yourself, or one of the persons named above. In order to safeguard your child, we need a password that a transport officer will ask you, or the emergency contact, to confirm over the phone.

YOUR PASSWORD

You must share this password with the person you specify as the emergency contact, in case they ever need to use it.

Details of person who can be contacted in an emergency

Title

First name

Last name

Relationship to child or young person

Home Mobile

PART 9 - DECLARATION

I am applying for a Zero Fare School pass and:

- I have read and understood the guidance notes and the Privacy Notice;
- I have attached a passport-approved photograph for use on the pass and have written my child's name, date of birth and school on the back;
- I understand that if my child moves house or leaves the school named in Part 1; I will immediately return the pass to the address on page 1 or page 18.
- I understand the pass may be withdrawn if I breach the Conditions of Use issued with the pass.

If you are not applying for a Zero Fare School Pass, please read and sign the following:

I am applying for door-to-door transport, or;

I would like to take my child to school myself and I am applying for a mileage allowance and:

- I have read and understood the guidance notes and the Privacy Notice;
- to the best of my knowledge, the information given on this form is correct and complete, relevant and up to date and includes changes to medication and mobility aids;
- I have enclosed all the extra information I want you to look at and I understand that;
- if my application is successful, I must contact the SEND Transport Assessment Team immediately if there is a change to any of the circumstances I have listed;
- transport assistance can be reassessed and the award may change within the duration of the award;
- if my child's behaviour is likely to place myself or other people in danger, the provision of assistance could be withdrawn pending review and reassessment of my child's travel needs;
- if it is necessary for Leeds City Council's (LCC's) Transport Assessment Officers to meet with me and my child to understand my child's needs, I consent to them undertaking a practical assessment;
- LCC will store, keep and use all information I give them when I am in contact with them as a record of their work with my child, so they can provide my child with any services needed - this includes the contents of this form; and
- LCC may share this information with other professionals where relevant and necessary, including the transport operator for the purposes of organising appropriate and safe transport.

Signature of parent or legal guardian (Required if you are under 18 or are unable to fill in the form yourself)

Signed: Date:

Please print your name: Relationship to child:

Your signature

Signed: Date:

Please print your name:

Please note; if your child is awarded a taxi or minibus it may take several weeks to put the necessary arrangements in place. It is a parent or guardian's responsibility to ensure regular school attendance whilst transport arrangements are being organised.

For office use only

Pupil reference: Completed Form Yes No

Application returned for completion on:/...../..... by:

Eligibility checked on:/...../..... by:

Walking/ driving distance between home and school: miles

Journey time door to door: HrsMins Journey involves

FSM?

Max WTC?

Religion or belief?

Yes No n/a

Yes No n/a

Yes No n/a

School named in EHCP:

Nearest qualifying schools: 1 2 3

Approved Award determined on:/...../..... By:

Confirmation email to parent:/...../..... By:

Award of ZFSP? Yes No

ITT: Yes No

Code:

Taxi or minibus: Yes No

Expiry date:/...../.....

Passenger assistant: Yes No

Parental contribution: Yes No

Other: Yes No

Date sent to PTS:/...../.....

Start date: End date:

Refused Refusal email sent on:/...../..... By:

Assessor's notes:

.....

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PRIVACY NOTICE -YOUR INFORMATION AND HOW IT WILL BE USED

Leeds City Council is committed to respecting the rights of service users to confidentiality and/or anonymity when seeking advice. We take our obligations under the Data Protection legislation (the General Data Protection Regulation and the Data Protection Act 2018) very seriously. The information you provide will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called "special category data") which requires more protection by us to keep it safe.

We provide support with home to school or college travel arrangements for parents and young people applying, offering information, advice and support relating to a child or young person's Special Educational Need or Disability (SEND), including processes relating to education, health and social care. Please be aware that the information you supply on the application will be used by Leeds City Council to process your requests, to contact you in relation to your requests and to deliver services you request from us. It will be recorded on computer and used to assess eligibility for services.

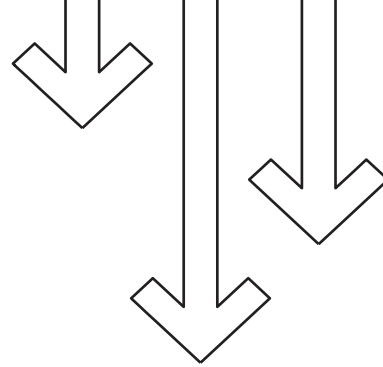
Leeds City Council are the Data Controller of this information and the legal basis for processing the data is to comply with a legal obligation, or because we are acting in the public interest or exercising a public task in our official authority.

Additionally we may share information, where lawful, with other services within the Council and also with other relevant organisations. Where appropriate, we will share relevant information with; West Yorkshire Combined Authority (WYCA); the Zero Fare School Pass supplier contracted by WYCA and; contracted transport suppliers, in order to safely transport the subject of this application.

There may also be circumstances where we may use and share your information without your agreement, if we are legally required to do so if we believe there are significant concerns relating to you, your child/ young person's safety or wellbeing. We will keep your personal information for 35 years from the date of first involvement in accordance with the Leeds City Council retention schedule.

You have rights in respect of the information we hold about you and your child, including the right to ask for access to your information or to withdraw from involvement in respect of the travel arrangements. Further information in respect of your rights is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact dpfoi@leeds.gov.uk; or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

**FOR A COPY OF THIS FORM IN
LARGE PRINT PLEASE CONTACT
0113 535 1990 or email
send.transportapplications
@leeds.gov.uk**



GUIDANCE NOTES

How can I find out if I qualify for assistance?

Please read Leeds Children's Services Transport Policy, November 2015 before you fill in the form. If you would like a paper copy please contact us on 0113 535 1990 or send.transportapplications@leeds.gov.uk

Who is the application form intended for?

It's for parents and legal guardians who live in the Leeds District of West Yorkshire.

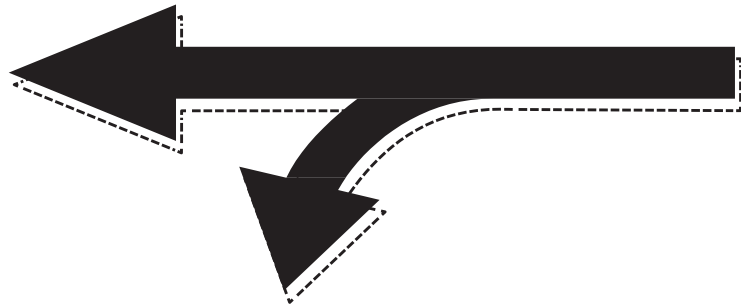
You may use this form to apply for assistance if;

- your child has an Education, Health and Care (EHC) Plan and attends the school named in their EHC Plan and has a learning difficulty, disability or mobility problem that means they are unable to walk even relatively short distances and the need for assistance is apparent in the EHC Plan; or
- does not have an EHC Plan but has a disability, mobility problem, congenital or permanent medical condition (*Please refer to notes on page 18)
- has a temporary mobility problem, such as a broken leg and you are unable to provide transport yourself
- you have a disability that prevents you from accompanying your (primary-aged) child to school yourself

What sort of assistance could I get?

We will assess what support best meets your child's needs. To do this we look at the information provided and available and we may contact you to discuss your child, if this helps us complete our assessment. If your child qualifies for assistance, we will provide the least restrictive and most cost-effective type of assistance available. It could alter midway through the academic year and will include one or more of the following awards:

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



If my child qualifies for a zero fare pass, when would I receive it?

Providing we receive your application by **the second Friday of July**, your child's pass will be posted to you during the last week in August. It will generally be valid for use between September and July. Please note that if your application reaches us after the second Friday of July, we may not be able to process it before the start of the new school year. At other times, you must allow 15 working days for us to process your application. Remember, children can only travel free of charge if they have a valid pass.

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

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

Continual review and transport reviews

We may need to undertake a transport review while we are supporting your child's transport requirement. We do this to ensure that we're still offering the most suitable form of support to your child. This review will normally be conducted at your home address, but we can also do this at other appropriate meeting places. If we do need to conduct such a review, we will discuss this with you and schedule the meeting. Failure to allow such a review to take place will put any support that we're providing at risk of being withdrawn.

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

We will write to you explaining exactly why.

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

We have a duty to ensure the health, safety and well-being of children and young people, as well as the people who are employed to assist with their travel arrangements. If your child's behaviour is likely to place themselves or other people in danger, we reserve the right to withdraw our support at any time, pending review and reassessment of their travel needs. If they are awarded a zero fare pass and breach the Code of conduct or Conditions of use listed in the carrier letter that accompanies the pass, the bus or train operator may withdraw the pass. You would have to write to West Yorkshire Combined Authority (WYCA) to explain what happened.

How do I apply for assistance?

You must:

- read the policy and guidance notes carefully;
- fill in the relevant parts of the application form;
- read and sign the correct declaration in Part 9;
- put your application in a suitable envelope;
- include any extra information you want us to look at
- **If you are applying for a zero fare pass**, attach a passport-type photograph measuring 35mm x 45mm – write your child's name, date of birth and the name of their school on the back. Alternatively, if you are submitting your application form by email, please attach a photo to your email.

We will return the form to you if:

- any part of the application is missing or illegible e.g. contact details, wheelchair make and model
- you haven't given us all the information we need;
- you haven't signed the declaration:
- you do not provide a password: or
- the photograph you send us isn't suitable.

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

We will write to you at your permanent home address once we have processed your application. This can take up to 15 working days from the date **we receive your fully-completed form**. Please bear in mind that, if we agree that your child needs a taxi or minibus, it can take several weeks to put the necessary arrangements in place. In order to allow time for us to assess and arrange support for the start of term in September, you will need to submit your application **by the last Friday in June**.

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

You must let us know as soon as possible by emailing us at send.transportapplications@leeds.gov.uk or by phoning on 0113 535 1990. Existing arrangements may be terminated. If you wish to apply for assistance from your new address you must fill in a new application form and provide proof of your new address so we can re-assess your child's eligibility for ongoing support.

What if my child has a medical condition but no EHC Plan?

Please provide:

- information from a qualified medical practitioner to explain how the medical condition affects your child's mobility - this practitioner could be your doctor, a physiotherapist or hospital consultant;
- how long you think that you will need support from us - this should be supported with a statement by the relevant medical professional.
- a statement telling us why your child cannot use public transport and why you cannot provide transport yourself and;
- a letter from the school that confirms the timetable your child will be using whilst receiving our support;

WHERE TO SEND YOUR APPLICATION

Please email your fully-completed application to send.transportapplications@leeds.gov.uk

Alternatively you can post it to:

The SEND Transport Assessment Team
Children's and Families Services
Civic Hall,
Calverley Street,
Leeds
LS1 1UR