

## The City of Edinburgh Council

### Guidance on completing the Home to School Assisted Travel /School Transport Application Form

#### SCHOOL SESSION 2019/20 and CHANGES DURING SCHOOL SESSION

#### 1. Introduction

This information section outlines the Council's scope of assistance available to parents and carers of children who meet assisted travel eligibility criteria.

##### (1) *Statutory Council assisted travel*

The Council assists parents/ carers with meeting their obligations to ensure their child attends school regularly where:

- ✓ Child's main residence is within the Council boundaries ***and***
- ✓ The statutory walking distance from home to their local catchment\* or city-wide catchment\*\* school\* is 2 miles or over (primary) or 3 miles or over (secondary)
- or***
- ✓ The residence is within the statutory walking distance but the route is assessed as unsafe even when accompanied by a parent or carer

\*Local catchment schools include all denominational/ non-denominational city primary /secondary schools

\*\*City-wide catchment schools include:

- Gaelic medium primary or secondary schools
- The City of Edinburgh Music School (where a child's main residence is outside the Edinburgh city boundaries their local council is responsible for any travel assistance)
- The Edinburgh Dance Unit at Broughton High School, the Scottish FA Performance School; Heart of Midlothian Football Performance School (where a child's main residence is outside the Edinburgh city boundaries, assisted school travel to these schools is not provided by the Council).

##### (2) *Travelling to/from school*

The above statutory distance does not necessarily mean that the child must walk but establishes the distance parameters for statutory assisted travel, when the Council may offer suitable travel assistance after assessment of need.

Where the child's main residence is within the above statutory distance parents or carers are responsible for deciding on the method they think is most suitable to get their child to/ from school and to accompany them if necessary.

(3) Attendance at a special school; class or secondary unit in mainstream schools are not subject to the Council's statutory walking distance requirements.

##### (4) *Council discretionary assistance with school travel*

In addition to its statutory duty the Council also has the power to provide assisted travel on discretionary grounds but must balance competing needs and growing demand in a shared service, against available budgetary resources. Accordingly, the Council has created the Travel Allocation Panel (TAP) to ensure the robust and fair management of all discretionary provision and resource allocation to meet assessed need.

**Section C** of the application form contains details of Council priorities for assisted travel on discretionary grounds. If you are applying on these grounds and are not sure which category applies to your child, mark an 'X' against the category you think is most relevant or provide details under (7) *Other circumstances*.

## 2. Completing the application form - getting started

(Read this section in conjunction with the application form).

'Complete the application form to:

- Apply for assisted travel for the new 2019-20 school session – **submit the form by 30 April 2019**
- 'Apply for assisted travel when your child starts at a Council school during the school session'
- 'Notify any change to your child's circumstances that may affect existing assisted travel provision during the school session'

Use the form if your child is starting or continuing in one of the City of Edinburgh's schools or another educational establishment agreed by the Council.

If you are notifying a change to your child's circumstances during the school session:  
- a comprehensive re-assessment of the travel need is required so an application form must be completed in full for each change during occurring during the school session.

Applications received **after 30 April 2019** will be subject to delay in eligibility and travel need assessment, and if granted, may not be in place until after the start of session in August 2019.

Wherever possible, if your application is received by 30 April 2019, you will be notified of the outcome before the end of the summer term 2019.

If you need help, contact your child's school and for assistance with completing the form. If you have a child social worker allocated to your family, they can also assist you with the form completion.

Retain a copy of the completed form.

### **Child respite care and Council Travel during school terms**

The Council's children's social work service arranges this and they or the respite centre are responsible for notifying you (and your child's school for information) of provision and any Council transport to be provided. Schools have no responsibility for organising respite care or associated Council travel.

You should still complete this application form in line with the guidance above for periods of normal home to school assisted travel - it would be helpful if you mention child has respite care in the additional inform box you elect in Section B or C.

## 3. Submitting the completed application form

'Email the completed form to [SchoolTransport@edinburgh.gov.uk](mailto:SchoolTransport@edinburgh.gov.uk). If you do not have email access, contact your child's school to send the email for you with the application form attached. A return receipt email will be automatically sent to the sender. No paper copies can be accepted'.

The Council's Travel Hub plans and delivers all transport across the Council for approximately 11,400 people a day.

This includes transport for vulnerable adults and older people, all council officer and councillor transport as well as many other categories in line with Council priorities, in addition to home to school transport.

All applications for Council assisted home to school travel must be submitted to the above email address. Paper copies handed into any Council office will no longer be accepted or acknowledged for receipt. This is to ensure applications do not go astray and can be fully recorded/ traced as received in line with Council requirements.

Where school staff or child social worker assist parents/carers with applications or submit these on their behalf, for both the start of the new school session **or** any changes to the child's circumstances during the school's session, telephone calls or emails etc. will not be accepted as an alternative to a fully completed application form (sent by email to school transport) with parent /carer permission confirmed as required.

#### 4. What happens next? When will I hear about the outcome of the application?

If you are applying using Section B of the application form	Timescales
<p>The Travel Hub assesses applications received on distance /safety grounds. Where eligibility is confirmed, the most cost effective means of assisted travel is arranged and notification confirmed by email to the parent/carer</p>	<ul style="list-style-type: none"> <li>• <b>Applications received by 30 April 2019 for the new school session 2019-20:</b> wherever possible, notified of the outcome before the end of the summer term 2019.</li> <li>• <b>New starts during the school session:</b> 10 working days from receipt</li> <li>• <b>Change applications (to existing assisted travel arrangements):</b> 10 working days</li> <li>• <b>Change of address:</b> One term's notice required; notification of application outcome – 10 working days from receipt</li> </ul>
If you are applying using Section C of the application form	Timescales
<p>After receipt, the Travel Hub refers all these applications to the Travel Allocation Panel (TAP) for review at the next TAP meeting.</p> <p>TAP scrutinise the application and base Council assessment of travel need on the content of the form, supplemented by seeking confirmatory or additional information from the parent/carer; school or child's social work assessment.</p>	<ul style="list-style-type: none"> <li>• <b>Applications received by 30 April 2019 for the new school session 2019-20:</b> wherever possible, notified of the outcome before the end of the summer term 2019.</li> <li>• <b>New starts <u>or</u> changes to existing assisted travel during school session:</b> <ul style="list-style-type: none"> <li>- Notification of TAP decision to parents/carer: within 5 working days</li> <li>- Travel Hub notification of revised assisted travel provision: 10 working days</li> </ul> </li> </ul>

#### 5. Completing SECTIONS A- D

**Completing Section A:** Example of information required is provided in red text below:

SECTION A: CHILD & SCHOOL DETAILS			
Surname	Smith		
Forename(s)	John Andrew		
Date of birth	7 June 2006		
Home address	4 Ash Close		
Town	Edinburgh	Postcode	EH1 9LB
PARENT /CARER CONTACT DETAILS			
Telephone number	Mob: 07890 444 333 House: 0131 777 2222	Email address	Carol.smith@hotmail.co.uk
SCHOOL DETAILS			
Start date ( <u>or</u> change date during session) for travel: 14 August 2019	Name of school child to attend Scotland Secondary School	Stage/year Going into S2 in August 2019	

**Completing Section B:** Examples of information required are provided in red text below:

<b>SECTION B – Application made under the Council’s statutory assisted travel duty</b>	
Enter x in this box for one category only where applicable:	
Child’s catchment primary school is 2 miles or more than the statutory walking distance (by the shortest walking route).	
Child’s catchment secondary school is 3 miles or more than the statutory walking distance (by the shortest walking route).	x
Child’s photot attached for bus pass – enter Y in box	Y
Please enter any additional information about your child’s travel needs below:	
<p><b>Example 1</b></p> <p>The distance from the child’s home to school is 3.5 miles. A passport style photo is attached to this application for a Lothian Bus Pass</p>	
Child lives under 2 (or 3 miles) from their catchment school but there is no reasonable safe route to/from school even when accompanied by an adult.	x
Please enter any additional information about your child’s travel needs below:	
<p><b>Example 2</b></p> <p>The route from the child’s main home residence to their catchment school is not provided with sufficient public transport to enable him to get to/from school on time.</p>	

Remember to attach a passport style photo of your child if you are applying for a Lothian Bus pass – see [HM Passport Photo Guidance](#). The Travel Hub will reduce the size to meet Lothian Bus requirements if necessary

The bus pass takes a minimum of 10 working days by Lothian Buses from receiving approved Council details.

- The Council decides the most cost effective means of assisted travel which would normally be a free Lothian Bus Pass for secondary aged children subject to availability of suitable public transport.
- Children are expected to walk a reasonable distance to/from their home and school to the nearest bus stop or to a designated Council vehicle pick up point where Council assessed as safe to do so.
- Children may be required to use more than one bus as part of their route to and from home/school.
- Older primary aged children may be provided with a bus pass where parents confirm the child is safe to travel by this means either accompanied or unaccompanied by a parent/carer.

**Completing Section C (Discretionary Travel):** Where examples of information required are provided these are in **red** text below:

All applications with **Section C** information provided are subject to Travel Allocation Panel assessment and decision.

<b>SECTION C – Application for assisted travel on Council discretionary grounds</b>		
Enter <b>x</b> in this box for <b>one category only</b> where applicable:		
<p>1. 'Child attends their local or city-wide catchment school and has one, or a combination of the following, that requires a significantly modified learning environment and substantially affects their mobility to travel to/from school whatever the statutory distance between home and school.</p> <ul style="list-style-type: none"> <li>- a pre-existing medical condition</li> <li>- a range of complex additional support needs</li> <li>- a disability'</li> </ul>	<b>x</b>	
<p>'Please now enter below full details of your child's travel needs for this category below. (please refer to Guidance notes – Section C)'.   <b>Example 1:</b>  My child attends their local mainstream secondary catchment school which is over 3 miles' distance from the child's main home address.  He cannot walk unaided but can travel unsupervised in his power wheelchair (which he uses at school also) from home to the bus stop but this involves crossing 2 roads with curb drops subject to ongoing repair and travelling during the dark on winter /mornings evenings or bad weather to and from the bus stop.   He can access public transport (where the bus has a drop down lift) and does so at weekends and during school holidays to get around but due to school start and end times which are during peak travel city volumes it is very difficult for him to maneuver this onto a public transport bus with often crowds of passengers waiting and to get on and getting off.   <b>Example 2</b>  My child attends a special school as she requires a significantly modified learning environment and her additional support needs affect her mobility to and from school.   She can share transport with others from her school but needs adult supervision (passenger assistant) during the journey within the vehicle, to keep her safe.   She may have problems ahead of boarding the bus, particularly anxiety, but responds well to using a board maker beforehand at home or in school to reassure her about the journey and prefers sitting at a window seat if possible. She may need to be reminded to keep her seat belt on and stay seated until the passenger assistant indicated the journey is finished.</p>		
<p>2. 'There is no available place for the child at their catchment school and the Council has provided an alternative suitable school that is further to travel than the statutory distance to the child's catchment school' <b><u>or</u></b></p> <p>'Child has been placed at an alternative school or another educational establishment assessed as necessary to meet the child's needs'</p>	<b>x</b>	
<p>'Please now enter below full details of your child's travel needs for this category below. (please refer to Guidance notes – Section C)'.   <b>Note: If you are applying on these grounds contact your child's social work for assistance</b></p>		

<p>3. 'The Council is acting as 'parent' for the child who currently lives outside the city area but attends an Edinburgh city school or alternatively located school'</p> <p>4. 'The Council has relocated the family/ child temporarily to alternative accommodation and the child's allocated school is beyond the statutory distance from the accommodation or there are Council recognised travel or safety issues (this includes children with asylum/refugee status)'. '</p> <p>5. 'Child lives with a single parent who has a disability that prevents the parent from accompanying the child to/from school where necessary /has no family or other support to do so'.</p>	
<p>Please now enter below full details of assisted travel needs for the category selected above. Guidance is provided in <b>Section C</b> of the guidance notes</p> <p><b>Note:</b> If you are applying on any of these grounds 3-5 contact your child's or your own social worker for assistance if required.</p>	
<p>6. 'Child attends education establishment organised by the Council's Additional Support for Learning Service (ASL) /and its location is outside the statutory walking distance to / from their allocated catchment school'.</p> <p><b>Note:</b> If you are applying on any of these grounds contact the ASL service or your child's school for assistance if required.</p>	
<p>Please now enter below full details of assisted travel needs for the category selected above. Guidance is provided in <b>Section C</b> of the guidance notes</p> <p><b>Note:</b> If you are applying on any of these grounds 3-5 contact your child's or your own social worker for assistance if required.</p>	
<p>7. 'Other circumstances: (please refer to Section C of Guidance notes)'</p>	
<p>Please now enter below full details of assisted travel needs for the category selected above. Guidance is provided in <b>Section C</b> of the guidance notes</p> <p><b>Note:</b> this may include for example- if your child is not eligible for assisted travel but you wish to apply for an available spare seat on a Council vehicle.</p>	

**Completing SECTION D (1) or D (2):** Examples of information required are provided in red text below:

<b>SECTION D (APPLICATION SUBMISSION)</b>	
<b>(1) PARENT SUBMISSION DETAILS - Example 1</b>	
In providing my name below I agree to the Edinburgh Council Travel Hub using the information I have provided about the child and their travel needs with relevant parties for the purpose of providing safe and appropriate home to school assisted travel.	
SURNAME: Smith	FORENAME: Carol
Relationship to child:	Mother
DATE APPLICATION SUBMITTED: 19 March 2019	
<b>or</b>	
<b>(2) SCHOOL/EDINBURGH COUNCIL OFFICER SUBMISSION DETAILS - Example 2</b>	
<b>(3)</b>	
In providing my name below I confirm that I have asked the undernoted Council Officer to assist me with completion for the form, I agree with its content and have been provided with a copy for my retention. I understand that as the child's parent I will receive correspondence on the outcome of this application.	
I agree to the Edinburgh Council Travel Hub using the information I have provided about the child and their travel needs with relevant parties for the purpose of providing safe and appropriate hoem to school assisted travel.	
SURNAME: Smith	FORENAME: Carol
Relationship to child:	Mother
NAME of COUNCIL OFFICER (assisting with form completion):	Mary Scott
POST TITLE:	School Administrator, Carlton Primary School
WORK TEL. NUMBER:	0131 111 1111
WORK EMAIL ADDRESS:	M.scott@carltonschool.edinburgh.uk
DATE APPLICATION SUBMITTED:	19 March 2019

If you are completing the form yourself only complete Section D (1) 'Parent submission details'.  
If you do not have access to email, contact your child's school and staff will arrange to scan the form and email it to the Travel Hub on your behalf;

If the child is in the care of Edinburgh Council enter e.g. Relationship to child: Foster carer

If you need help completing this form, contact your child's school or your allocated child social worker and they will assist you. Then both parent/carer and the assisting Council officer complete Section D (2).

Retain you own copy of the completed form.