



This application form is for children who meet the criteria laid out in **Section A** of the Rochdale Borough Council Home to School/College Travel Assistance Policy for children and young people with SEN and disability.

If you are aged 16 or over before 31/08/2016 please complete the 16-25 application form found <http://www.rochdale.gov.uk/council-and-democracy/policies-strategies-and-reviews/policies/children-and-young-people/Pages/school-transport-policy.aspx>

When completing this form please ensure:

- you have already read and understood the Rochdale Borough Council SEND Travel Assistance Policy found on the RBC Website <http://rochdale.gov.uk/send>
- **All** sections of the form are completed. If the form is incomplete on submission it will be returned to you and this may delay a decision on the application;
- all supporting information (if applicable) is attached to your application;
- you are able to prove 'need' as outlined in the policy;
- You are aware that travel assistance will only be approved in exceptional circumstances where there is a clear assessment of 'need'.

PERSON COMPLETING FORM

Parent/Carer School Social Worker Family Worker Other (please detail):

*If you have completed this form on behalf of a parent/carer, please ensure you provide your contact information below.

Name: Contact number:

Role: Contact email:

Base:

CHILD'S INFORMATION

Forename(s): Surname:

Date of Birth: Age:

Home Address:

Post Code: Male Female

PARENT / CARER INFORMATION

Parent / Carer's Name:

Home Address:

Post Code: Contact number:

Do you or your partner have a disability which affects your ability to accompany your child to school? <i>If yes, please give details and provide supporting evidence.</i>		Yes / No
Are there any other reasons which would affect you or your partner's ability to accompany your child to school? <i>Please provide details below</i>		Yes / No
Do you or your partner have any other children which would affect you or your partner's ability to accompany your child to school? <i>If yes, please complete the information below</i>		Yes / No
Name of child	Age	Name of Educational Setting child attends
REASON FOR APPLICATION		
1.	Does the child have an Education, Health and Care Plan or Statement of SEN?	Yes / No
2.	Does the child have a learning disability, such that they are unable to travel to school independently?	Yes / No
3.	Does the child have a permanent mobility problem, such that they are unable to travel to school independently? <i>If you answered no to question 3, please go to question 4.</i>	Yes / No
3a.	Does the child use a wheelchair? <i>If you answered no to question 3a, please go to question 3c.</i>	Yes / No
3b.	What type of wheelchair does the child use?	Powered / Manual
3c.	Does the child use any walking aids? <i>If yes, please state which type below.</i>	Yes / No
4.	It is not possible for the child to attend their local school/s (less than 2 miles) because the school/s is not able to meet their needs.	Yes / No
5.	Does the child have a short-term mobility problem or medical condition that prevents them from travelling to school as advised by a doctor or medical expert? <i>Please provide details below and supporting evidence.</i>	Yes / No

EDUCATIONAL SETTING DETAILS

Name of school:			
Is this the nearest school to the home address?	Yes / No	Start date: <i>(this is not the induction day)</i>	
If this is not the nearest school to the home address, please give details as to why the child cannot attend their nearest school. Attach evidence if applicable.			
Have you applied for assistance with transport for a previous academic year?			Yes / No

CURRENT TRAVEL ARRANGEMENTS

How does the child currently travel to school? <i>(Please tick the appropriate box/boxes. If you tick 'other', please state what 'other' is).</i>	Walk		Cycle	
	Public Bus		Local Authority Transport	
	Parent / Carer's Car		Not currently attending school	
	Other			

If you ticked the box 'parent / carers car', please provide details below, about why this arrangement cannot continue and why assistance from the LA is required.

PROVISION OF ASSISTANCE

Travel Assistance will only be offered if an assessment of need indicates that travel assistance is required. There are a number of travel assistance options outlined in the SEND Travel Assistance Policy. The Local Authority (LA) has a duty to spend public money wisely and in the most efficient way. The travel assistance offered will be based on an assessment of need and which travel option would meet that need and be most cost effective.

TYPES OF ASSISTANCE

***Please rate below, the preferred types of travel assistance from 1-6 (6 being the least preferred).**

A National Concessionary Travel Pass <i>This enables a child to travel on public transport for free anywhere in England between 9.30am and 11pm Monday to Friday and all day at weekends and on public holidays.</i>	
Fuel Reimbursement <i>This is an amount of money to parents/carers to contribute towards the cost of fuel for transporting their child to and from a school that is not their local school.</i>	
Independent Travel Training <i>This is training provided by an independent service funded by the LA which will train the child to travel to destinations independently.</i>	
Personal Travel Budget <i>This is an amount of money to enable parents/carers to make travel arrangements that best and most flexibly suits the needs of their child and family.</i>	
Supported Public Transport <i>Where parents/carers are unable to accompany their son/daughter themselves, they may wish to provide a personal assistant or school may be able to arrange for one of their peers to act as a travel buddy.</i>	
LA Transport <i>This is home to school transport provided by the Local Authority usually a minibus.</i>	

ADDITIONAL INFORMATION

Is the applicant/child in receipt of a Personal Independent Payment (PIP) or Disability Living Allowance (DLA)?	Yes / No		
If you answered yes to the question above, does this include the mobility component of DLA/PIP?	Yes / No		
Do you, the parent or carer have a Motability vehicle for use?	Yes / No		
Do you, the parent or carer have any other vehicle for use?	Yes / No		
Does the child person have a concessionary plus travel pass?	Yes / No		
Has the child ever walked to a destination alone such as, to the local shop or a friend's house?	Yes / No		
Has the child ever travelled on any of the following? For example, on evenings and weekends. Please describe below how the child accessed the transport listed below.			
Type	Yes / No	Independently	Supported (please state how)
Public Bus			
Tram			
Train			
Does the child have behavioural difficulties? <i>If yes, please give details below about how this presents.</i>			Yes / No
Is assistance required for transferring the child in and out of a vehicle?			Yes / No
Is the child registered with the Ring and Ride Service?			Yes / No
Does any special equipment need to be carried to and from school? <i>If yes, please include details below.</i>			Yes / No

SUPPORTING EVIDENCE / FURTHER INFORMATION

Please detail below the evidence that you are submitting in support of this application.
Please detail below if there are any other circumstances you wish the LA to consider with regard to this application.

DATA PROTECTION ACT 1998

The Council will input the information you give on your application form on a computer database to assist with record keeping and to derive statistics to inform decisions on travel assistance for those who are resident in the Rochdale Borough.

Please note: in order to provide travel assistance, it is necessary to share data with Transport Providers. In addition, the Department for Education and the Education Funding Agency uses information about pupils for statistical purposes, to evaluate and develop future policies and to monitor the performance of the education service as a whole.

Any statistics used are produced in such a way that individual pupils cannot be identified from them.

DECLARATION & SIGNATURE

I confirm that the above information is correct and undertake to inform the SEN & Children with Disabilities Service at Rochdale Borough Council of any changes immediately.

I confirm that I have read and understood the Rochdale Borough Council SEND Travel Assistance Policy.

I understand that the Council and its' agents may use the information contained in this application for the evaluation and development of travel assistance and that all data will be held in accordance with the Data Protection Act 1998.

Signature:

Date:

Print Name:

Please return this completed form to:

Rochdale Borough Council
SEN & Children with Disabilities Service
SEN Assessment Team
Number One Riverside – Floor 4,
Smith Street,
Rochdale
OL16 1XU

Please note: completion of this form does not mean the child will qualify for travel assistance but provides the information that is required in line with the SEND Travel Assistance Policy to complete an assessment of need. You will be notified in writing, the outcome from the assessment usually within 15 working days of the application being received.

The type of travel assistance provided will be determined by what best meets the needs of the child, provides best value for money and is as sustainable as possible. If a taxi or minibus is provided, the child may have to share with other children.

