

GUIDANCE NOTES – your information and how it will be used

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 or have any questions, please ring 0113 535 1990 or email us at 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.
- 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 Public Transport 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 Buddy 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, young people 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;
- include any extra information you want us to look at

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 usually contact you via email 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. 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 dates specified in your 'invitation to apply' letter.

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/email from the school that confirms the timetable your child will be using whilst receiving our support;