

## Special Transport Needs for Students aged 16-18 - Academic year 2021/22

(Plus continuing learners who started their programme of learning before their 19th birthday)

If assistance is required in completing this application, please discuss with your Connexions Personal Adviser or contact the Home to School Transport Team. This form must be completed every year for the duration of the course.

### Who this form is for?

This form is to be used for applicants who are of sixth form age and require travel assistance to a schools, college, or accredited learning provider of further or higher education. **Please note there is no statutory requirement to provide travel assistance for post 16 students.**

Travel assistance is only available:

- for one inward and one outward journey to and from school or college.
- between the same pick up and drop off points each day.
- assistance does not cover taster days or work experience

To be considered for travel assistance, the student must be a Hull resident and;

- have an Education Health and Care Plan (Students without an EHCP and identified SEN will be considered in exceptional circumstances) and unable to get to travel due to mobility difficulties, SEN of disability
- be in year 12 or above and 19 years old or younger on 31 August 2021\*
- be a full time learner (12 hours or more timetabled sessions per week) on a course that is either entry level or at level 1, 2 or 3
- not paying fees for tuition or studying as part of a paid apprenticeship
- studying at the nearest school, college or training provider offering the level of course, this would normally be expected to be within the city boundary

\*If the course started before the students 19<sup>th</sup> birthday travel assistance can be considered for the continuation of the course.

Each eligible student who qualifies for transport assistance will be required to make a contribution towards the cost of travel. For the year 2021-2022 this will be £360. The level of contribution will be reviewed annually. Payment can be made in one lump sum of instalments.

Applicants should have checked with the college or training provider whether travel assistance in the form of bursaries, subsidies or travel cards is available to them. Stagecoach and EYMS also provide Hull card and KAT card discounted travel across the city boundary and also disability bus passes are also available.

### POST 16 TRANSPORT AGREEMENT

#### ***I am applying for Post 16 transport for***

Name of student:	
Date of birth:	
Name of person with responsibility for paying the contribution (e.g. parent or carer)	
Signature of responsible person:	
Date:	

***I agree to pay a contribution of the first £360 for post 16 transport and I understand that provision of this service is dependent on the agreed payment arrangement being met. Failure to pay the contribution could affect transport arrangements for your son/daughter provided by Hull City Council***

Post 16 Transport Application Form

Personal information			
Address:			
		Post Code:	
Tel/Mobile No (of preferred contact):			
Date of Birth:		Age at 1 Sep 2021:	
Email address:			
Last school attended?			
Is this the first year attending college or sixth form school?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Is an Education Health Care Plan currently in place?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Please state why travel assistance is required?			
<i>Please continue on a separate sheet if required – evidence may be requested</i>			
Please state if the person requiring transport has ever been 'looked after' by a local authority			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give the name of the authority.			

Your current travel arrangements	
Is LA funded transport currently provided e.g. taxi/minibus?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a Personal Assistant currently provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a wheelchair or harness currently used on transport?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your course details	
Course Title:	Date course starts:
What year did the qualification/learning programme start?	Course duration:
Name of School or College to be attended:	Site where course will be held:

Post 16 Transport Application Form

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If this is not the nearest college or sixth form that provides this course, please explain your reasons for choosing this college or sixth form.

**Transport assistance may not be authorised if the same course is available at a nearer establishment.**

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**Course Timetable**

To assist with the scheduling of the transport arrangements please complete the timetable below:

Day	AM Start Time	PM Finish Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Independent Travel**

Are you able to travel safely and independently in your spare time? Yes  No

Has any independent travel training been completed? Yes  No

If some independent travel training has been completed and you are not able to travel safely yet, please describe what further training/support could be provided to help with independent travel?

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Please provide any additional information/comments to support your application

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**Transport requirements**

Adapted seat and/or harness? Yes  No  Is a wheelchair used for travel? Yes  No

Do you need to sit in the wheelchair during travel? Yes  No

**Manual or Electric?** Yes  No  Do you need lifting into the vehicle? Yes  No

Please state make and model of wheelchair:

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Post 16 Transport Application Form

Does the vehicle need to have a tailgate fitted?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a Personal Assistant needed?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason why a Personal Assistant is required?		
Appliances or medication to be carried during the journey? (Describe briefly)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide any additional information you feel would be useful to ensure a safe journey		
What can we put in place that can make the journey feel more comfortable and relaxed?		
<i>We may ask for additional information or evidence regarding your medical or behavioural needs.</i>		
<b>Emergency Contacts</b>		
In the case of an emergency please give details of two emergency contacts;		
Name	Relationship to you	
Address	Contact telephone number	
Name	Relationship to you	
Address	Contact telephone number	

Post 16 Transport Application Form

**Declaration**

I declare that:

- I have read and understood the guidance notes.
- I understand that I must pay a contribution towards the cost of transport as stated.
- To the best of my knowledge, the information given on this form is correct and complete.
- I understand that, if my application is successful, I must contact Home to School Transport Team if there are any changes to information provided.
- I understand that transport assistance can be reassessed at any time during the academic year.
- I understand that if my child’s behaviour is likely to place themselves or other people in danger, the provision of assistance could be withdrawn immediately pending review and reassessment of my child’s needs.
- I understand that if transport has been withdrawn I am responsible for my child travelling to and from school.
- If it is necessary for staff to understand my child’s needs, I consent to a member of Home to School Transport Team meeting with me and my child to undertake a practical assessment.
- I understand Hull City Council may share the information provided with contracted provider for the purpose of organising appropriate and safe transport.
- I understand that I must be at the home address when my child is collected and returned home from school as stated in the Home to School Transport Policy.

**Home to School Transport Privacy Notice**

This notice explains what personal information the council holds in relation to school admissions, how we collect it, how we use it and how we may share that information. We are required to give you this information under data protection law.

The SEND Transport Team can be contact by; Email; [SENtransport@hullcc.gov.uk](mailto:SENtransport@hullcc.gov.uk) Telephone; 01482 300 300

Post: Room 128, 2<sup>nd</sup> Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA

We collect information in order to allow us to meet our statutory obligations in relation to processing requests and arranging home to school transport.

During our work we may collect the following information;

- Basic information (such as Name, Address, DOB, Gender) about the pupil
- Information about the Special Educational Needs, including medical information of the pupil where this is appropriate
- Details about the behaviour of the pupil and relationships with adults and other children
- Information about the school life (such as attendance, exclusions) of the pupil
- Details of the parent/carer/family members of the pupil
- Details from other council departments e.g. fraud, council tax, social care, operational transport, transport planning,
- Any information from services that work or have worked with the pupil.

We will process this personal information in accordance with the following conditions in the GDPR:

- 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject
  1. Education Act 1996 amended 2002
  2. School Standards and Framework Act 1998
  3. Education and Inspections Act 2006
- 9(2)(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

We will receive information relating to the child we are assessing and their family from, the family themselves, schools and other professional agencies involved with the family.

We may share your personal information with schools, health professionals, police, independent bodies who transport the pupil, the council’s SEN team, the team responsible transport planning and fraud investigation or any other relevant agency

In line with statutory obligations we keep information about admissions for seven years and information. More details about how Hull City Council uses personal information can be found on our website at <http://www.hull.gov.uk/help/oruvact-notice>

If you would like to enquire about how your personal information is processed by us or wish to complain please contact;

Hull City Council, Data Protection Officer, Room 11, Guildhall, Alfred Gelder Street, Hull , HU1 2AA

You also have the right to complain to the regulator –

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Online enquires – <https://ico.org.uk/global/contact-us/emmails/>

Signed:		Date:	
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If you have asked someone else to make this application on your behalf, please ask them to fill in this section.

Name of person completing this application:	
Signature:	
Date:	
Contact phone number or address (if different from above)	

**Hull City Council**  
**Post 16 Transport Application Form**