**Application for Assistance with Travel**

**Please use this application form to apply for travel support for one of these schemes:**

□ Special Educational Needs Travel Assistance to & from School (aged 5 - 16)

 *Please complete Sections 1, 2, 3, 5 & 7*

□ Special Educational Needs Travel Assistance to & from School/College (aged 16+)

 *Please complete Sections 1, 2 (where applicable), 4, 5, 6 & 7*

Notes: -

1. Applications can only be considered from residents of the City of Sunderland.
2. The information that you provide on this application form will be used by the Transport Team to make an informed decision as to the type of travel assistance to be awarded. It is essential therefore that you provide as much information as possible.
3. Once your application has been submitted (along with any supporting documentary evidence) it will be assessed and you will be informed of the decision by letter.
4. Any incomplete forms will be returned which will delay the assessment process.
5. Please note that we are unable to arrange transport at short notice. A minimum of 7 days’ notice is required, therefore early applications are recommended.
6. If you are applying for Post 16 travel a new application will be required every year.
7. Please read all of the notes and declarations contained within the form before signing.

**The types of support available are as follows:-**

* **School Transport Mileage Rate (Age 5-25) -** Providing funds to the family for them to make their own travel arrangements to and from school/College. This offers greater flexibility for the family relating to timings both to and from school/college for the young person. For further details, please contact Home to School Transport on (0191) 561 2284.
* **Appropriate Transport Provision (Age 5-16 only) –** Together for Children will arrange transport to and from School in accordance with its current policy. This may be a temporary/permanent arrangement depending upon the information contained within this application. Transport provisions may include; Free Travel Permits, Independent Travel Training, specialised Taxi/Minibus transport, a cycle allowance or an adult bus permit to accompany the young person.
* **Appropriate Transport Provision (Age 16-25 only) –** Together for children will arrange appropriate transport for full-time students at a subsidised rate. Exemptions to the contribution scheme may apply in some circumstances. Students may also access Independent Travel Training and access a cycle allowance or request an adult bus permit to accompany the young person

**Section 1 – The Young Person**

1.1 Name

1.2 Address

1.3 Date of Birth

1.4 School/Provision

1.5 Have you applied for or received any other travel support:-

 Applied Received

1. Disabled Travel Permit □ □
2. Mobility Support □ □
3. Bursaries □ □
4. Grants □ □
5. Personalised Budgets □ □
6. Other (please specify below) □ □

If received please specify the amount of funding, support received and dates of payments:-

**Section 2 – Parent/Carer Details**

**The main parents/carers:**

2.1 Name

2.2 Relationship

2.3 Address (if different from above)

2.4 Home Telephone Number

2.5 Mobile Telephone Number

2.6 Alternative Emergency Contact

Notes: -

1. In case of Emergencies the contact details provided above will be used, should you wish to add any further contacts please do so in the box below.
2. Should travel be awarded in the form of a taxi/minibus then the home address of the young person will be used at all times by the operator.

**Section 3 – School/Provision Details (5-16yrs-Year 11 and below)**

3.1 School/Provision to be attended

3.2 School address

3.3 Start date at School/Provision

3.4 Is the young person attending Full Time □ Part Time □

Notes: -

1. If you are applying for a School Transport Mileage Rate, you do not need to complete the rest of Section 3, please go straight to the declaration in Section 7.
2. Any transport provided will be at the start and end of the school day, it is not possible to provide transport to meet the demands of individual timetables. Any information you provide below therefore is intended as a guide only that may assist us with the transport scheduling.

3.5 Timetable

 Monday Start Time Finish Time

 Tuesday Start Time Finish Time

 Wednesday Start Time Finish Time

 Thursday Start Time Finish Time

 Friday Start Time Finish Time

Any additional information:-

**Section 4 – School/College Details (Post 16 – Year 12 and above)**

Notes: -

1. This section should be completed by students in Post 16 Education (also known as Further Education) based in Schools or Colleges.
2. Students undertaking University courses should contact their University or Student Finance England for further information.
3. Applications can only be accepted from Full-Time Students. The definition of a full-time student in this instance is one who attends for 540 guided learning hours or more per academic year.
4. Although transport will be provided to eligible students, a contribution of £651 may be required towards the cost of this transport.
5. It is not possible to provide transport to meet the demands of individual timetables. The information provided below therefore is a guide that may help us with transport scheduling.
6. Further details around the payment procedures and any exemptions are contained in Section 6.
7. The Post 16 student’s progression will be taken into consideration when reviewing transport eligibility, alongside the length and level of the course undertaken at the provision.

4.1 College/School/Provision to be attended

4.2 College/School/Provision address

4.4 Start date at College/School/Provision

4.5 Course Title and length of course to be undertaken

 (including level i.e. BTEC)

4.6 Timetable

 Monday Start Time Finish Time

 Tuesday Start Time Finish Time

 Wednesday Start Time Finish Time

 Thursday Start Time Finish Time

 Friday Start Time Finish Time

**Section 5 – The Young Person’s Needs**

5.1 Please tick if the traveller has any of the following conditions (tick more than one if appropriate):-

 Learning Difficulties □

 Speech and Language Difficulties □

 Autistic Spectrum Disorder □

 Physical Disabilities □

Social, Emotional & Behavioural & Difficulties □

Visual Impairment □

Hearing Impairment □

Other (please Specify below) □

Please describe the condition using any medical term (i.e. ADHD, Cerebral Palsy, Dyspraxia etc.) and any effect on their mobility.

5.2 On an evening, weekend or during school holidays does the young person travel independently?

 Yes □ No □

If Yes, what form of transport does the Young Person use?

Walking □ Cycling □

 Public transport □ Other □

5.3 Has the Young Person undertaken any form of Independent Travel Training?

 Yes □ No □

 If No, would the Young Person benefit from Independent Travel Training as a life skill?

 Yes □ No □

5.4 Does the Young Person travel in a:

Manual Wheelchair □ Electric Wheelchair □

Car Seat □ Booster Seat □

Ordinary Seatbelt □ Harness □

Other Equipment □

Please give further information about the above question (i.e. Make, Model, Type, Size etc).

5.5 Is there any other specialised equipment required to be transported with the Young Person?

Walking Frame □ Crutches/Sticks □

 Oxygen Bottle □ Folding Wheelchair □

Other (please specify) □

5.6 Are there any additional medical needs that driver would need to be aware of?

 Brittle Bones □ Diabetes □

 Incontinence □ Asthma □

 Epilepsy □ Allergies □

 Other (please specify)

5.8 Does the Young Person require medication to be transported during the journey?

(i.e. tablets, inhalers)

If yes please specify:-

**Section 6 – Payment Details Post 16**

Notes: -

1. Young People applying for Post 16 transport support may be required to pay a contribution
2. The contribution can be made annually or monthly by Direct Debit
3. Where any instalments of the contribution are not made then transport for the Young Person can be withdrawn

6.1 If applicants are eligible for travel they will be informed by letter. The applicant will be assessed to determine whether a contribution is required. The maximum contribution payable is £651. If a contribution is required, the family or Young Person will be given the option of paying the contribution towards the cost of transport by either a one off payment or by monthly instalments. As a guide, if you are to pay the full contribution of £651 per annum, you would pay approximately £3.43 per day. This is based upon 190 days attendance per academic year.

6.2 If you are applying;

* as the parent/carer of the Young Person and the Young Person is aged 16-19 years - please go to section 6.3;
* as a Young Person aged 18-25 years and you claim benefits or receive an income in your own name , but you do not currently have Adult Social Care involvement - please go to section 6.4;
* as a Young Person aged 18-25 years and you claim benefits or receive an income in your own name, but you are already making a contribution to Adult Social Care – please go to section 6.5.

6.3 If you are the parent/carer of the Young Person and you are in receipt of Maximum Working Tax Credit (MWTC) or any of the qualifying benefits for Free School Meals (below) and you are able to provide evidence of this, you may be able to claim an exemption from the subsidised contribution.

**Qualifying benefits for Free School Meals:-**

* Income Support
* income-based Jobseekers Allowance
* income-related Employment and Support Allowance
* Support under Part VI of the Immigration and Asylum Act 1999
* The guaranteed element of State Pension Credit
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
* Working Tax Credit run-on - paid for 4 weeks after you stop qualifying
* Universal Credit

 Are you applying for an exemption from paying the contribution? Yes □ No □

 If yes, on what basis are you applying for an exemption?

Please specify:-

 *You will need to provide proof of receipt of one of the above qualifying benefits*. *This should be the most recent original documents, which will be returned to you.*

 *Acceptable evidence:-*

 *Income Support breakdown letter from DWP*

 *Income Based Jobseekers Allowance breakdown letter from Job Centre Plus*

 *Inland Revenue Tax Credit award Notice - Form TC602*

 Evidence has been included with the application form Yes □ No □

6.4 Where you, the Young Person are claiming income or benefits in your own right and you do not currently have Adult Social Care involvement, a calculation will be utilised (using the table below for illustrative purposes only) to determine if a contribution to travel is required. This calculation is as follows:-

 **Column A (Income taken into account) – Column B (Income Disregarded) = Disposable Income**

 TABLE:

|  |  |
| --- | --- |
| **Column A – Income Taken Into Account\*** | **Column B – Income Disregarded\*** |
| Carers Allowance | Child Tax Credits |
| Jobseekers Allowance  | Disability Living Allowance Mobility Component |
| Disability Living Allowance Care Component | Personal Independence Payment Mobility Component |
| Personal Independence Payment Daily Living Component | Earnings / Statutory Sick Pay |
| Employment & Support Allowance | Working Tax Credits |
| Income Support |
| Severe Disablement Allowance |
| Universal Credit |
| Child Benefit |

*\*Please note these lists are intended as a guide and are not exhaustive*

The first £131.75 of your disposable income will be disregarded. If this results in no remaining money then a contribution will not be required. If money is remaining then a contribution will be required up to a maximum of £651 per annum.

Please note that we cannot take any benefits or income you receive into account in the calculation unless you provide us with the evidence (i.e. Award and Breakdown letters).

Are you applying because you receive benefits or income in your own name and you do not currently have Adult Social Care involvement? Yes □ No □

What benefits/income do you currently receive?

|  |  |  |
| --- | --- | --- |
| **Type of Benefit/Income** | **Amount of the Benefit/Income and frequency** | **Have you included evidence of this benefit/income with this application form? If not please provide a reason why not or when this evidence will be sent to us** |
|  |  |  |
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6.5 Where you (the Young Person) are claiming benefits/income in your own name but you are already making a payment to Adult Social Care via a Personal Budget, then you will be exempt from the travel contribution. Before we can apply this exemption we will require you to send evidence of the payment you make for Adult Social Care (this can be an award letter for example).

 Evidence has been included with the application form Yes □ No □

**Section 7 – Declaration**

I understand that Together for Children (TfC) may store, keep and use all information I give them in order for them to provide the appropriate services required. This includes the contents of this form.

I understand that: -

1. TfC may share this information with other professionals where relevant and necessary, including Sunderland City Council and the transport operator for the purpose of arranging appropriate and safe transport. I understand that TfC may also use this information for the wider purpose of statistical data to help monitor their service and/or determine general areas of need.
2. Any personal information you give to us will be processed in accordance with the UK Data Protection Act 1998. Together for Children may use the information relating to your application for travel assistance, and may also share the information with other bodies, for the purpose of the prevention or detection of crime or the assessment or collection of any tax.

I confirm that: -

1. I am the Young Person or Parent/Carer identified in this application
2. Where applicable, the contribution for Post 16 transport provided will be paid following the demand for payment request from Together for Children. I understand that failure to complete transport payments will result in transport being withdrawn from the Young Person and will affect any subsequent transport applications.
3. I agree to inform Together for Children of any changes that may affect eligibility and/or the Post 16 transport contribution.
4. The information provided is correct to the best of my knowledge. I understand that Together for Children reserves the right to suspend transport pending a review or revised risk assessment if necessary.
5. A new application must be submitted each academic year for Post 16 learners.
6. I agree an assessment for Independent Travel Training can be conducted.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name (BLOCK CAPITALS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this Application to:- Home to School Transport

 Together for Children

 Stanfield Business Centre

 Addison Street

 Sunderland

 Tyne and Wear

 SR2 8SZ

If you wish to make an enquiry or have any concerns over the completion of this form, please contact the School Transport Service on (0191) 561 2284.

**General Notes: -**

1. The completion of an application form does not guarantee that support will be provided.
2. Applications for Post 16 Learners must be completed annually.
3. If Together for Children does provide assistance and your circumstances or that of that young person changes, the School Transport Team should be informed immediately as this may affect the agreed provisions.
4. If you take advantage of the School Transport Mileage rate and decide to arrange your own transport, Together for Children asks that you advise the school accordingly and ensure that the arrangement is in accordance with any school rules whilst on school premises.
5. Any transport assistance agreed will be to and from the home address only.
6. Where transport is arranged and the Young Person is not ready at the appropriate collection time, the driver will continue on with the rest of the route. It would then become Parental responsibility to ensure the Young Person’s attendance at school/college on that particular day.
7. Any Post 16 transport applications received in-year will be assessed and the contribution rate pro-rata’d accordingly where applicable.

Further details with regard to the school transport Policy of Sunderland City Council and leaflets with Frequently Asked Questions relating to the School Transport Mileage rate can be obtained by contacting School Transport on (0191) 5612284.

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