**Stage 1 Appeal: No to an offer of a Travel Assistance Budget (TAB) or the amount provided.**

We have put this document together to help you complete the council’s Stage 1 Appeal Travel Assistance form. We have added below the questions from the form with suggestions on what to add under each question where you have to explain your answer.

**Please note,** the questions asked on the form can change and may not appear exactly as laid out below, click on the link below to see the most recent [Home to School SEND Travel Assistance Stage 1 Appeal form](https://fis.wandsworth.gov.uk/kb5/wandsworth/fsd/service.page?id=RvmwC8zmIVw&newfamilychannel=2-11-2)

* You have **20 working days** of receipt of the panel decision letter to submit your appeal.
* You may find that for some of the questions you are repeating your answers.
* **Please Note:** The online appeal a form is **time limited**, so we would suggest that you add your answers to this template first and then copy and paste them on to the online form, to avoiding losing your answers.
* **PLEASE MAKE SURE YOU DOWNLOAD AND SAVE THE FORM WHEN YOU ARE ASKED TO AFTER COMPLETING THE ONLINE FORM**

**(PLEASE NOTE: All the parts of this letter in blue will need to be changed or deleted so that they are relevant to your situation.)**

**On the online form appeal form you will be asked to add the following information:**

**First name:**

**Date of birth:**

**Age:**

**Gender:**

**Multiple birth?**

**Borough of pupil's current school:**

**Name of pupil's current school:**

**Address of pupil's current school:**

**Postcode Select the address.**

**Time and days your child attends / will be attending school:**

**First name: Last name:**

**Email:**

**Telephone:**

**Address:**

**Postcode**

**What was the outcome from the SEND Travel Assistance panel?**

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| I recently applied for transport **(enter date here),** and you wrote back with your decision on **(enter date here)** to offer our family ***(Please select appropriate one) below.***     * A Travel Assistant Budget (TAB) or, * The amount you offered was (add here the amount) |

**Please give reasons why you are not satisfied with the decision outcome?**

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| I decline your offer of a travel assistant budget because:  ***(Please select one or more of the following...)***   1. The offer of a TAB would not cover the cost of a return taxi to and from school. 2. I am unable to arrange a consistent taxi service for my child/I am not able to take my child to school using the TAB due to circumstances, such as my disability/ working arrangements / taking other children to different schools /I do not feel it is appropriate for me to escort my child to school via Taxi, due to their age. This does not encourage independence, e.g., preparing for adulthood.   I would like for you to review your decision and provide the following travel assistance:  ***(Please select one or more of the following...)***   1. Increase the amount of TAB you have provided to cover the full cost of transporting my child to school. 2. For the LA to arrange a taxi / bus with an escort instead 3. Independent travel training -see paragraph below.   **I understand from the Home to school travel and transport guidance, 2024 that (*please select the one that applies)***   1. I must consent to a TAB, see point 68. The legislation permits local authorities to meet their duty in respect of an eligible child in a range of alternative ways, provided they have the consent of the parent.   For example, with the agreement of a parent, the local authority might:  • provide expenses to enable the parent to make their own travel arrangements for their child.  Also, that point 81. Local authorities must ensure that the travel arrangements they make take account of the needs of the child concerned.  82. The arrangements should enable the child to travel in reasonable safety and comfort, and without undue stress, strain, or difficulty, so that wherever possible they arrive at school ready to learn.  Therefore, under these circumstances, I do not consent, instead, I am asking you to reconsider your decision in light of points68, 81 & 82 of the “Travel to school for children of compulsory school age Statutory guidance for local authorities June 2024”,  Or 2)  That travel arrangements are free of charge and need to be sufficient to cover my journey home and back to school, which the current amount I have been awarded does not. This is stated in point 70: To ensure the arrangements are free of charge to the parent of an eligible child, the travelling expenses may need to be sufficient to cover the parent’s journey home having taken their child to school in the morning, and their journey back to school to collect their child in the afternoon (in other words, all four legs of their journey to school and back).  **Please note: There will be exceptions to this, for example if you work close to your child’s school and do not travel home after taking your child to school. DO NOT ADD THIS PARAGRAPH TO THE ONLINE APPEAL FORM** |

**Why does your child's special educational needs affect their journey to and from school:**

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| Add here what you had originally added to the travel application form, again describing your child’s needs and why it is not appropriate for your child to go to school by walking (when accompanied by you) or using public transport. |

**Can you or another parent / carer accompany your child to school on public transport?**

**No: Give the reason you, another parent, or carer cannot accompany your child on public transport (if your child has more than one significant parent / carer please give details why each person cannot provide travel assistance):**

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| You also have not taken into consideration the following circumstances.  **(If applicable please select one or more of the following reasons)**   * The severity of my child’s special educational needs / disability – especially where there are complex physical disability / medical needs which might make it impossible or unreasonably difficult for my child to walk or use public transport to get to school, where the child presents a danger to him / herself or others.( Highlight here that the nature of your child’s SEND means another parents/carer could not take your child to school.   If you are a single parent -please add here to)   * Parental disability which would make it impossible or unreasonably difficult for you to take your child to school (please provide evidence of disability).     I therefore ask for you to review your decision and ensure that my child is provided the appropriate **(*please select the one that applies)***   * travel arrangement/ or, * the TAB amount if increased to (add here the amount**)**   I have included the following evidence to support my travel assistance appeal:  ***(Please see following suggested examples if you have them...)***   * A supporting letter from my child’s school * A supporting letter from my employer (if your job is in jeopardy / if you have received a warning because you have been late due to dropping your child to school) * Evidence of the child’s SEND or medical needs (If they do not have an EHCP) * Evidence of parental needs (if your child is Primary aged) and you are unable to accompany them to school due to your own health / disability. * If it has been suggested that you put your child in Breakfast / Afterschool club, you may want to show you are of a low-income family and unable to afford this. |

**Do you have a car: Yes/No**

**If yes, Can the car be used to transport your child to school?**

**No Please state reasons why:**

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| Explain here if your car is used by the other parent to go to work, or that someone is needed to sit next to your child to keep them safe, for example, they may take off their seatbelt and try to open the locks etc, and that there is not another adult to sit next to them to keep on eye on them. |

**If your child is in secondary school can your child travel to school by public transport independently?**

**No Explain why this is not possible, including details of the journey required by public transport:**

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| Add here what you had added to original application form.  Also, that taking them to secondary will be embarrassing for them and with you accompanying them to school will not support with their independence. |

**If your child is not able to travel independently, can you accompany or transport your child to school.**

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| **Explain in detail the reason you cannot accompany or transport your child:**  Again, explain here, the reasons you have added in earlier questions. |

**Please state if you are able to do one of the school runs - for example can you drop your child off in the morning but not pick them up in the afternoon? Yes/No**

**Do you have a disability? Yes/No**

**Does your child have an EHCP issued by Wandsworth? Yes/No**

**Does your child have an EHCP from another local authority? Yes/No**

**Do you have other children attending school? Yes/No**

**Transport will normally be offered in the form of reimbursement for fares / mileage, or a travel budget and alternative means of transport will only be provided in more exceptional circumstances.**

**If travel assistance in the form of fares / mileage reimbursement or a travel budget were agreed, would you be able to transport your child to school: Yes/No**

**If transport in the form of a taxi were considered, would you be able to act as your child's escort if this were required? Yes/No**

**Is your child able to walk to and from the relevant vehicle on his / her own? Yes/No**

**Does your child have significant emotional / behavioural difficulties that could pose a risk: Yes/No**

**Does your child carry medication of any sort on their journey to school? Yes/No**

**Does your child use a wheelchair? Yes/No**

**Reason for your appeal:**

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| I am asking for you to review your decision and **(*please select the one that applies)*** apply the appropriate travel arrangements/increase the tab amount, the other points I have included in light of my own circumstances.  I have included the following evidence to support my travel assistance appeal:  ***(Please see following suggested examples...)***   * Provide any evidence of a breakdown of costs, i.e. from taxi firms for a return journey and for dropping you home and to pick up your child. * A supporting letter from my child’s school * A supporting letter from my employer (if your job is in jeopardy / if you have received a warning because you have been late due to dropping your child to school) * Evidence of the child’s SEND or medical needs (If they do not have an EHCP) * Evidence of parental needs (if your child is Primary aged) and you are unable to accompany them to school due to your own health / disability. * If it has been suggested that you put your child in Breakfast / Afterschool club, you may want to show you are of a low-income family and unable to afford this. |

**I want to upload documents: Yes/No**

**Supporting documents:**

**I have read the guidance notes.**