**Transport Application Tips for parents of Children under 5 years old with Special Educational Needs (SEND):**

**Request for the Local Authority use it Discretionary powers to agree to Travel Assistance**

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| Children under compulsory school age **are not automatically entitled** to free transport to an early year setting or school.  If a child attends an early year setting, the local authority (LA)/council can use its **discretion** to provide transport assistance for the child.  **Section 508c of the Education Act 1996 gives LA discretionary power to provide travel to school for children resident in their area who are not eligible children, referred to in this part as ‘discretionary travel’**.  **There is an expectation that LAs will act reasonably in the performance of their functions. They should not have a blanket policy of never providing discretionary travel and should be prepared to consider cases where the parent says there are reasons why their child needs free travel to school and make decisions on a case-by-case basis** (**Part 2: local authorities’ discretionary power D of E: Travel to school for children of compulsory school age Statutory guidance for local authorities, Jan 2024,)** |

We have put this document together to help you complete the council’s 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.

* You may find that for some of the questions you are repeating your answers.
* There are questions on the application form where you will have to provide your child’s name, address, contact details and an emergency person’s contact details too.
* Applications tend to be more successful if you can provide as much evidence as possible, this could include your child’s Education, Health Care (EHC) plan (if they have one), or reports (from professionals, school supporting letters which evidence your child’s needs, the support they need and potential risks).
* **PLEASE MAKE SURE YOU DOWNLOAD AND SAVE THE FORM WHEN YOU ARE ASKED TO AFTER COMPLETING THE ONLINE FORM**

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| **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 Wandsworth Council online travel application form:[**SEND Travel Assistance Application form**](https://fis.wandsworth.gov.uk/kb5/wandsworth/fsd/service.page?id=CuA86ZIWIIc&familychannel=2-11-2)**,** |

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| Before filling in the travel assistance application form, **please read our** [Transport support](https://wiass.org.uk/parents/transport-support/) website page which provides you with information on the eligibility criteria and other useful information.  The online travel assistance application 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 application form. |

**Questions:**

**Child or young person’s special needs or disability (SEND):**

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| * List your child’s needs here. * Please include any SEND needs written down in professional reports and/or in their Education, Health Care (EHC) plan (if your child has one) |

**How does your child’s needs affect your ability to transport them to school?**How is your child currently getting to and from school/?

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| **How does your child’s needs affect your ability to transport them to school?**  **For example,**  Do they have a physical mobility need where they will find it difficult to walk and stay steady on their feet when walking or use a wheelchair? Does this affect them when using public transport, even with your support?  Do they get anxious, stressed or emotionally dysregulated because of their SEND i.e., are they impacted by traffic noise, lots of people talking, especially during rush hour on public transport or find it difficult to stay sitting on a bus or have limited safety awareness?- which means they can run across roads without checking if a car is coming- so it is a risk for them even if you are with them. Do they find it difficult to follow instructions when walking or on public transport?  Are there a number bus/train/tube changes that become overwhelming for your child?  Can school provide you with a supporting statement? This should outline any concerns regarding the punctuality and attendance of your child because of issues with travelling to school. School can also note if they see your child arriving at school distressed or dysregulated due to the journey. |

**Please give details of your child/young person's special needs (SEND) and why you are seeking assistance with travel from the local authority:**

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| **Your response will be similar to the question above.**  **Add Under section 508C, Education Act 2014, we are asking you to use your discretionary powers and to provide travel assistance for my child because of the nature of his SEND,**  **I would like you to consider the following...that my child has been placed nearest local nursery/school because this is only school that can meet all of my child’s SEND, whereas our nearest nursery/school could not.**  Note down their SEND Needs here written in their EHC plan (if they have one or professional reports and explain how these also impact them when travelling to school and back home and what issues you face when trying to get them to school.  **For example,**  Explain why their needs make them vulnerable.  Do they have a physical mobility need where they will find it difficult to walk and stay steady on their feet when walking or use a wheelchair? Does this affect them when using public transport, even with your support?  Do they get anxious, stressed or emotionally dysregulated because of their SEND i.e., are they impacted by traffic noise, lots of people talking, especially during rush hour on public transport or find it difficult to stay sitting on a bus or have limited safety awareness- which means they can run across roads without checking if a car is coming- so it is a risk for them even if you are with them.  Do they find it difficult to follow instructions when walking or on public transport?  Are there a number bus/train/tube changes that become overwhelming for your child?  Can school provide you with a supporting statement? This should outline any concerns regarding the punctuality and attendance of your child because of issue with travelling to school. School can also note if they see your child arriving at school distressed or dysregulated due to the journey. |

**What type of assistance do you require?**

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| **The option you are requesting should help your child to travel needs to be suitable for their needs and causes the least amount of stress for them:**   * A Travel Assistance Budget (TAB) – an amount of money given to you termly, to make your own transport arrangements, either milage for your own car or towards to ordering cabs**(Please note: if you are asking for this option you will need to make sure you are able to do this every day)** * A place on a Wandsworth council school bus * A Taxi arranged by Wandsworth. |

**Does your child require 1:1 at school? Yes/No**

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| If they do explain here why, all this information should be available on their EHC plan or professional reports. |

**Give the reason you, another parent, or carer cannot accompany your child/young person on public transport:**

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| This might be because you are a single parent,  Or the other parent and you may have mental health/disabilities, or  simple coordination of having other children to take to different schools, or they work fulltime. If taking multiple children to different schools also impacts on your other children’s attendance and / or punctuality, their school could also write a supporting statement.  Also because of your child’s SEND, it is difficult for them to travel on public transport with you, because they become easily dysregulated in public transport due to bus/train/tube being busy, packed during rush hour and/or number of bus changes due to the route during the rush hour so it will be difficult to manage their needs then. |

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**Explain in detail the reason you cannot accompany or transport your child!**

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| Do you have a health condition or a disability, or because you have to take other children to school.  Or if it would not be appropriate to take your child to school, for example, they are secondary age and their need to start building up their independence. |

**Please state if you are able to do one of the school runs: Yes/No**

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| **For example,**  Can you take them to school in the morning but not the afternoon or you can in the afternoon but not in the morning. If you cannot do either, then respond with No |

**Independent Travel training (ITT) may be offered to secondary aged children if suitable. Would your child/young person benefit from this? Yes/No**  
**Tell us why:**

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| No -they are too young.to be considered for this. |

**Do you think your child/young person would be ready for travel training within the next year?**

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| You can put “not relevant/too young” here for a primary aged child or because of their SEND it might be difficult for them in the future. |

**Does your child attend a respite centre? Yes/No**

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| For example, do they have a social care package to go to Oakdene or somewhere else? |

**What are the signs to look out for when your child/young person is in distress?**

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| **For example,**  Do they start crying, become anxious, or agitated etc |

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

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| This will mean you will be in the taxi to and back from school. It is likely you will have to make your own way home or back to work once your child reaches or school |

**Is your child verbal or non-verbal? Yes/No**

For example, can they speak?

**How does your child communicate when needing the toilet?**

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| **For example,**  They will tell you or  Signal or sign with their hand |

**Can your child walk for 15 minutes with a responsible adult? Yes/ No**

**Does your child suffer from motion/travel sickness? Yes/No**

**Provide details of any coping strategies that could help when your child is travelling?**

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| Put here anything that helps them.  **For example,**  Reassure them,  Use a calm voice.  Breathing exercise  Sensory toy  Seat them by the window  Seat next to at the front or back? |

**Does your child have significant emotional/behavioural difficulties that could pose a risk to others around them? Yes/No**

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| Does your child lack a sense of danger? Can you give examples of any incidents about which you have been concerned? If any incidents have taken place within the community, do you have a police incident reference number?  If your child has had any incidents whilst on a school trip, can the school provide you with their incident reporting form or their risk assessment? |

**Does your child have a medical condition which may require medical intervention during the journey to/from school? Yes/No (**Again, if yes, any medical evidence would be useful to upload at the end of the online form)

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

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

**You will need to provide evidence of your disability. Can you upload this now? Yes/No**

**Does your child have an Education, Health Care plan? Yes/No** You will need to provide evidence of your child’s diagnosis or condition. Can you provide this now? **Yes/No**

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

**If a travel assistance budget were agreed, would you be able to transport your child to school? Yes/No**

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| If no, you may want to copy the answers you have put in the earlier questions here. |

**Would your child benefit from travel 1-2-1 training? Yes/No**

**If travel assistance 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**

**Does your child travel with extra equipment to school/college? Yes/No**

**Is the child or young person 'looked after’? Yes/No**

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

**Is the wheelchair manual or electric? Yes/No**

**Does your child need other special seating provision? Yes/No**

**Is there any other information that you think we should know? Yes/No**

**Do you wish to provide any additional evidence to help with your application? Yes/No**

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| This could be anything that has not been covered by the above questions.  This is an opportunity to consider anything else which has not been mentioned, for e.g., impact on family, your child’s mental health?  If you do not have other evidence that is okay too. |

**Address of school/college:**

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**Type of school:**select the options given.

**Start date:**

**Times and days that your child attends:**

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**How does your child currently get to and from school/college?**

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**Describe current mode of transport:**

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| **For example,** car, bus, taxi, or walking **or** explain if you unable to take them on public transport due to their needs |

**Why is the current situation no longer suitable?**

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| Add here your responses to the earlier question: **Please give details of your child/young person's special needs (SEND) and why you are seeking assistance with travel from the local authority:** |

**Who chose the school/college? You or the Local Authority(council)**

**Are you applying for a change of school/college? Yes/No**

**What is the main reason for your application for home to school travel assistance for your child?**

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| **Add your answer here from the earlier question,** “Please give details of your child/young person's special needs (SEND) and why you are seeking assistance with travel from the local authority.” |

**Does your child have sensory needs? Yes/No**

**How does your child's sensory needs affect their journey to school?**

**State how your child sensory needs will affect their journey to and from school.**

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| Add here information from their EHC plan or professional reports and what you have added in your earlier answers.  **For example,**  They may become distressed/dysregulated due to noise and people.  Is there a risk they may run off because they are dysregulated?  They have a meltdown in public which may be hard to manage and as result arrive at school upset/distressed due to the stressful journey. |

**How do you transport your child around in the community when not at school?**

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| Explain here if they experience the same difficulties here like they would when travelling to school |

**Does your child require more than one adult when out in the community? Yes/No**

**How does your child travel on school trips?**

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| Explain what the nursery/school does to help them go on school trips, i.e., provide adult support, or they are okay on a coach with an adult etc. Or,  explain they have not been on school trips because of their needs |

**Does your child require 1:1 at school? Yes/No**

**Can you or another parent/carer accompany your child to school/college on public transport or other means? Yes/No**

**Explain why not:**

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| Add here your responses to the earlier question: “**Give the reason you, another parent, or carer cannot accompany your child/young person on public transport”** |

**\*\*PLEASE REMEMBER TO DOWNLOAD YOUR COMPLETED FORM BEFORE YOU PRESS SUBMIT\*\***

**Last updated February 2025**