**(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.)**

PRIVATE AND CONFIDENTIAL

 **Insert your address**

 **Telephone number**

 **Email address**

**Wandsworth Special Educational Needs Travel Assistance**

**Town Hall**

**Wandsworth High Street**

**London**

**SW18 2PU**

**[Insert date]**

**Stage 1 Transport Appeal Regarding (Enter child’s name and DOB here)**

Dear Wandsworth SEN Travel Assistance Team,

I recently applied for transport **(enter date here)** and you wrote back with your decision on **(enter date here)** to decline our application for transport assistance.

Your decision letter states that transport has been declined because of the following reasons: “There is no statutory entitlement to travel assistance for children under 5. Children who have been placed in a specialist education placement in order to meet the child’s identified outcomes, it is expected that parents will have sole responsibility for transport arrangements to and from school.” **(Pg.8 Wandsworth Travel Policy April 2021)**

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 their SEND, as explained in my original application. **(pg.16 Home to school travel and transport guidance)**

I would like you to consider the following...

**(Select one or more of the following reasons)**

* Child has been placed in special school which LA deemed the most suitable
* Distance is not manageable due to the nature of my child's SEND
* Parental disability

Please consider these factors that are laid out in your policy with regards to my child....

**(Select one or more of the following reasons)**

* Parental disability which would make it impossible or unreasonably difficult for the parent to take the child to school (please provide evidence of disability).
* The severity of the child’s special educational needs / disability – especially where there are complex physical disability / medical needs which might make it impossible or unreasonably difficult for the child to walk or use public transport to get to school, where the child presents a danger to him / herself or others.
* Where a parent’s employment would be jeopardised because of having to transport children to different schools and it would be impossible or unreasonably difficult for the family to make alternative arrangements (Please provide evidence from employer).
* Distance/travel time to a provision, where the Council has been unable to offer a more local provision.

***(Pg.5 Wandsworth Travel Policy April 2021)***

Once again, I request that you reconsider your decision and use your discretionary powers to review my application so that my child can have the appropriate reasonable adjustments made so that they have the opportunity and are not prohibited from accessing education like their peers.

Kind Regards,

**(Parent name)**