**Transport application Tips for young people aged 16-25 with Special Educational Needs (SEND):**

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.

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

* 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 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 Education, Health Care (EHC) plan (if you have one), or reports (from professionals, school/sixth form/college supporting letters which evidence your needs, the support you need and potential risks).
* **PLEASE MAKE SURE YOU DOWNLOAD AND SAVE THE FORM WHEN YOU ARE ASKED TO AFTER COMPLETING THE ONLINE FORM**

**Please Note:** 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 here your needs (young person) here.   (What do you find difficult when you at school/sixth form, college?  This could be anything from  Difficulty managing your emotions (how you feel).  Difficulties with walking.  Concentration/focusing.  Your memory.  Not keeping up with classwork  Feeling anxious at school/college,  Not understanding instructions etc  Include any SEND needs written down in **professional reports and/or in your Education, Health Care (EHC) plan** (if you have one, although you do not need an EHC plan to be apply for travel assistance). |

**How does your child’s needs affect your ability to transport them to school? This means how do your needs affect your parent/carer taking you to sixth form/college)**

How is your child currently getting to and from school/?

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| * If you do not want your parent/carer is taking you to sixth form/college, you should state within your application it is not reasonable to expect your parent or carer of sixth form/college aged young person, to still accompany you to college or sixth form, this is not in line with government guidance in preparing you for adulthood. * If you got transport support when you were at school? Explain here, why you still need it * Again, you as the young person or your parents can use reports to describe any sensory issues and explain how this makes the journey more challenging. For example, are the noise levels/busy crowds on public transport too overwhelming for you? * If you have difficulties managing your emotions/become overwhelmed on a journey, what might you do   **For example,**  You become distressed/dysregulated due to noise and people which makes the journey challenging and make settling in class difficult  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 arrive at school upset/distressed   * Explain if you feel vulnerable and why on your journey * If you have a physical mobility, do you find it difficult to stay balanced stay steady on your feet when walking or use a wheelchair how does this impact you on your travel journey? * Are there a number bus/train/tube changes that can become overwhelming for you, so arrive stressed/overwhelmed at sixth form/college * Can your sixth form provide you with a supporting statement? This should outline any concerns regarding your punctuality and attendance because of the difficulties making your journey to sixth form/college. * You can also include any details of your parent/carer needs here too, do they have health difficulties/disability/mental health |

**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. So cut and paste you response from the above question here.   You can also include the following wording too:  I understand that Wandsworth Council has no specific duty to make free transport arrangements for young people of sixth form age or over,  The statutory responsibility for transport for 16–19-year-olds (who have started a course before their 19th birthday) rests with local authorities.  Local authorities have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport, or otherwise that the authority considers necessary, to make to facilitate the attendance of all persons of sixth form age receiving education or training  5. The sixth form age duty applies to young people of sixth form age and young people with EHC plans up to age 25 where they are continuing on a course started before their 19th birthday.  6. The overall intention of the sixth form age transport duty is to ensure that:  • learners of sixth form age are able to access the education and training of their choice; and  • if support for access is requested, this will be assessed and provided where necessary. |

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

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| **The option you are requesting should be suitable for your needs and causes the least amount of stress for you when you are travelling to sixth form/college:**  **For example, consider which one of the below options for you will be the most suitable**   * A Travel Assistance Budget (TAB) – an amount of money given to you/parent/carer, termly, to make your own transport arrangements, for example, 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 for every time you are in sixth form/college)** * A place on Wandsworth council school bus * A Taxi arranged by Wandsworth. * Travel buddy- (this usually something offered to secondary aged children upwards) * Independent Travel Training (ITT)-this is usually offered to secondary age or older) |

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

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| If you do, explain here why, all this information should be available on your EHC plan or professional reports (make sure you have electronic copies any reports/EHC plan so you can upload them, when completing the online form) |

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

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| * If you do not want your parent/carer is taking you to sixth form/college, you should state within your application it is not reasonable to expect your parent or carer of sixth form/college aged young person, to still accompany you to college or sixth form, this is not in line with government guidance in preparing you for adulthood. * If you got transport support when you were at school? Explain here, why you still need it * Again, you as the young person or your parents can use reports to describe any sensory issues and explain how this makes the journey more challenging. For example, are the noise levels/busy crowds on public transport too overwhelming for you? * If you have difficulties managing your emotions/become overwhelmed on a journey, what might you do * If you have a physical mobility need, do you find it difficult to stay balanced and steady on your feet when walking or do you use a wheelchair how does this impact you on your travel journey? * Are there a number bus/train/tube changes that can become overwhelming for you, so you arrive stressed/overwhelmed at sixth form/college? * Explain if you feel vulnerable and why on your travel journey |

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

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| If you do not want your parent/carer is taking you to sixth form/college, you should state within your application it is not reasonable to expect your parent or carer of sixth form/college aged young person, to still accompany you to college or sixth form, this is not in line with government guidance in preparing you for adulthood.  Also, if your parent has a health condition or a disability, or because they have to take other children to school. Ask your parent/carer if they have medical evidence of their needs that you can upload when you fill in the online form. |

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

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| * If you do not want your parent/carer is taking you to sixth form/college, you should state within your application it is not reasonable to expect your parent or carer of sixth form/college aged young person, to still accompany you to college or sixth form, this is not in line with government guidance in preparing you for adulthood. |

**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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| If yes, explain here.  If no, copy and paste your earlier answer to the 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”*** |

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

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| Put yes if you think you can in a year, or  if No explain, why is it to do with your needs? |

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

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| Do you attend Oakdene centre/or somewhere else for overnight stays during the weekend or week 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,**  What do you do when you are overwhelmed, worried or stressed? |

**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 your parent/carer will be in the taxi to and back from sixth form/college. It is likely your parent/carer will have to make their own way home or back to work once you arrive at sixth form/college.  Or if you do not want your parent/carer taking you to sixth form/college, you should state within your application it is not reasonable to expect your parent or carer of sixth form/college aged young person, to still accompany you to college or sixth form, this is not in line with government guidance in preparing you for adulthood. |

**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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| Explain that you will say or describe another way that  you would let some know. |

**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 you.  **For example,**  Being reassured,  Spoken to in a calm voice.  Being distracted  Breathing exercise  Sensory or fidget device  Being seated by a window  Seat next to at the front or back of a taxi/bus  Anything else? |

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

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| Do you lack a sense of danger?  Can you give examples of any incidents about which you have been concerned about?  If any incidents have taken place within the community, do you or your parent/carer have a police incident reference number?  If you have had any incidents whilst on an education trip, can the sixth form, college 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**

. 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 you do not want your parent/carer is taking you to sixth form/college, you should state within your application it is not reasonable to expect your parent or carer of sixth form/college aged young person, to still accompany you to college or sixth form, this is not in line with government guidance in preparing you for adulthood. |

**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 is an opportunity to consider anything else which has not been mentioned, for example, the impact on your family, your mental and emotional 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(you) 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 not attending because of travel issues |

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

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| Add here your responses to the earlier question:  Your parent may have been taking you to school, but you feel due to your age now, it is no longer appropriate for you to continue doing so. If your parent/carer takes you to school, it makes you feel different to your peers?  State here if the journey time is challenging, e.g. a number of bus changes or if anxiety affects your journey.  You may start sixth form/ college at 9am but refuse to travel during rush hour due to your sensory needs and how stress full your journey is due to distance etc.  You could state here if your college / sixth form place was at risk due to attendance / punctuality.  My nearest local college / sixth form did not offer me a place because I did not have the relevant qualifications, or they do not run the course (Name of course) that I require to meet my aspirations/outcomes.  Therefore, the sixth form/college that I am currently attending, is the nearest suitable one to provide me with the course to meet my outcomes outlined in my EHC plan (if applicable) to achieve my goals.  Once again, I request that you consider this application and use your discretionary powers, so that I / 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. |

**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 questions, *“Please give details of your child/young person's special needs (SEND) and why you are seeking assistance with travel from the local authority” and “Why is the current situation no longer suitable?”*** |

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

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

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| Add here information from your EHC plan or professional reports or what you have added in your earlier answers.  **For example,**  You become distressed/dysregulated due to noise and people which makes the journey challenging and make settling in class difficult  Is there a risk you may run off because you are dysregulated?  You have a meltdown in public which may be hard to manage and therefore you arrive at school upset/distressed |

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

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| Explain here if your parents/family help you to go shopping/meet friends when you are not in sixth form/college, i.e., evening, holidays, weekends? |

**Does your child require more than one adult when out in the community?** Yes/No This meaning outside of sixth form/college does some need to help you to go out like to meet friends/shopping (if your family supports you say Yes)

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

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| Explain what arrangements the sixth from or college put into place, for example, a risk assessment and any 1.1 support you may need to include you on the trip and keep you safe, (if required) or that you have not been on a trip due to your needs. |

**Does your child require 1:1 at school?**Meaning do you need a lot of assistance from adults/learning support in class?

**Can you or another parent/carer accompany your child to school/college on public transport or other means?**Answer No -if not one can accompany you/or you do not want your parent to accompany you

**Explain why not:**

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| * If you do not want your parent/carer is taking you to sixth form/college, you should state within your application it is not reasonable to expect your parent or carer of sixth form/college aged young person, to still accompany you to college or sixth form, this is not in line with government guidance in preparing you for adulthood.   Or  You would like your parent carer to accompany you but because of their disability/illness or other reasons why they can’t (you may have young brothers/sisters, who need to be taken to school by you). Ask you parent/carer if they can provide you with a GP letter/ professional report about their medical needs or disability so you can upload on to the online form. |

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

**Last updated February 2025**