

Application Form for Home to School Travel support for Pupils with Special Educational Needs and Disability (SEND)

You may complete and return this form either by post or email.
You will shortly be able to complete the application online.

GUIDANCE FOR COMPLETION

This form must be completed by the parents /carers of children and young people who wish to apply for travel assistance for pupils with Special Educational Needs and or Disabilities.

To be eligible for assistance with home to school travel arrangements from Newcastle City Council SEND Travel Support Service the child /young person must qualify under the criteria laid out below.

The child/young person lives in Newcastle.

The child/ young person is accessing a specialist educational setting that has been agreed as the closest setting to meet the young person's needs by the SEND Assessment Provision and Review Team

The child/young person has a physical disability that would prevent him/her from making the usual type of **accompanied** journey

and/or

The child/young Person has a disability leading to significant social and/or emotional immaturity such that their behaviour leaves them extremely vulnerable in social settings, that would prevent him/her from making the usual type of accompanied journey

Please ensure all sections are completed as incomplete applications will be returned to you, delaying the application process.

The information from this form will be used to determine if the child/young person is eligible for assistance so ensure that all of the child/young person's needs are included in the relevant section.



Section 1 – Child/young person’s details

Full name	
Capita Number	
Home address (including post code)	
Date of birth	
Which school does your child/young person currently attend?	
If a change of school/college is planned: Which is the future school?	
What date is he/she expected to start the new school?	
Are you applying for a personal travel budget? <i>If you are unsure, please call us to discuss how this might work for you and your family</i>	
Does the Local Authority currently assist your child/young person’s journey to school in any way?	
Do you have any other children who receive travel assistance?	Yes/No



Section 2- Parent/carers 1 details

Please provide details of parents/carers in Box 1. If there is only 1 parent/carer, please provide an alternative family member. We cannot process your application if this section is not completed.

Full name	
Date of Birth	
Telephone number	
Address (if different from the child's)	
Email address	
Relationship to child/young person	
Parent/carers 2 details	
Full name	
Date of Birth	
Telephone number	
Address (if different from the child's)	
Email address	
Relationship to child/young person	



Section 3 - Emergency Contact Details

Please provide details of two alternative contact *we will only use this information should we be unable to contact you regarding your child in an emergency. Please let these people know that you have provided their details for this reason*

Contact 1

Full name

Date of Birth

Telephone number

Address (including post code)

Relationship to child

E-mail address

Contact 2

Full name

Date of Birth

Telephone number

Address (including post code)

Relationship to child

E-mail address



Section 4- Child's/young person's needs

Does your child have a Special Educational Need or Disability? (SEND)	Yes – Please move to the next question.
	No – For mainstream free home to school travel assistance contact the admissions and information team at admissions.information@newcastle.gov.uk or phone 0191 278 7878.
Does your child/young person have an Education, Health and Care plan (EHCP)	Yes - Please move to the next question.
	No - please explain The Special Educational Needs which mean that your child/young person is unable to make an accompanied journey to school.
Does your child/young person need to travel in a wheelchair?	Yes/No
	If yes is the wheelchair power or manual
Does your child/young person use a Walking aid?	Yes/No
	If yes do, they need a tail lift to get on/off the vehicle Yes/No
Does your child/young person need a Car seat/booster seat?	Yes/No
	If yes, please provide details (it is the parent's responsibility to provide this.)
Does your child/young person require a Harness/ Seat belt clip	Yes/No
	If yes, please give details.



Please give details of your child/young person's additional needs, and why you feel that the Local Authority should provide assistance for his/her journey to school.

(if this section is not completed, we will not be able to process your application)

Please include and physical disabilities, communication difficulties as well as behaviours they display that other may find challenging.



Supporting evidence

All supporting evidence that you would like us to consider when processing your application form in line with the eligibility criteria will need to be listed below and a copy of the document attached to this form

1)

2)

3)

4)

Does your child have a medical condition?

In line with current guidance, our drivers and passenger assistants receive first aid training. Drivers and passenger assistants will not administer any medication to passengers in their care. In the event of an emergency on board a vehicle, the procedure is for the passenger assistant or driver to seek guidance from medical professionals by calling 999 and asking for a paramedic crew to attend the scene. It is for parents or carers to decide whether they wish for their child to travel on regular transport in these circumstances

(if this section is not completed, we will not be able to process your application)

If yes, you MUST provide more details regarding the condition e.g. what it is, how does it affect them, is medication to be transported with the child, are there any specific warning signs to look out for. Are there any other medical needs the driver/passenger assistant need to be made aware of e.g. incontinence, allergies etc?



Section 6- Declaration

I agree to notify Newcastle City Council SEND Travel Support team immediately if my child is going to absent from school for any reason or if my circumstances change.

I confirm that I am responsible for the child/young person named on this form and that they live with me. I agree that you can use the information I have provided to process my application for SEND travel support and that relevant information in relation to my child's needs will need to be shared with the transport provider if my application is successful.

I understand that SEND Travel Support is a commissioned service and that Newcastle City Council strive to ensure changes are kept to a minimum. Unfortunately, there are occasions when changes to transport will happen in line with the shifting needs of the children and young people who are eligible to access the service.

I understand that my application will need to be renewed each academic year and agree to provide additional evidence if required to do so.

I confirm that I have read and agreed to the declaration.

Full Name

Signature

Please be aware this form must be signed in order for the application to be processed.

For further information please read

the Newcastle Home to School Transport Policy

<https://www.newcastle.gov.uk/sites/default/files/schools/Home%20to%20School%20Travel%20Policy%202015%20Revised%202019.pdf>

SEND Transport page on the Newcastle web site

<https://www.newcastle.gov.uk/services/schools-learning-and-childcare/special-educational-needs-and-or-disabilities-send/special>

Please return all fully completed forms to:

SEND Travel Support
Newcastle City Council
Civic Centre
Barras Bridge
Newcastle upon Tyne
NE1 8QH

Email SENDTravelSupportApplicationForms@newcastle.gov.uk

