

School Travel Exceptional Circumstances Form 2025-2026

Exceptional circumstances form is to provide grounds for appeal for those that may not otherwise be granted transport assistance, for example those without an EHCP or those with mitigating circumstances that needs fall outside of the SEN transport home to school policy.

Under certain exceptional reasons free travel assistance for other reasons may be agreed, each case will be considered on an individual basis. Applicants for such assistance are required to complete the exceptional travel assistance application stating the particular reasons for the request together with supporting evidence wherever possible) e.g. letter from a social worker or medical professional).

When completing an Exceptional Circumstances Form you may also be required to provide the following:

- Information from a qualified medical practitioner to explain how the medical condition affects your child's mobility - this practitioner could be a doctor, physiotherapist or hospital consultant.
- A statement outlining why your child cannot use public transport and why you cannot provide transport yourself.
- A letter from the school that confirms that they support your request for transport assistance and the timetable your child will be using whilst

If we require any additional information, we will contact you to discuss further.

PUPIL DETAILS	
First name:	
Surname:	
Date of Birth:	
Address:	
School requiring transport to:	
Year Group 2025/2026:	
Exceptional Circumstance form completed by:	
Relationship to pupil:	

SEND needs				
Does the pupil currently have an EHCP in place?	<u>Yes</u>		<u>No</u>	
If no, is the pupil currently being assessed to obtain an EHCP?				
Does the pupil have a formal diagnosis?	<u>Yes</u>		<u>No</u>	
How was the child diagnosed?				
What is the formal diagnosis and Primary SEN need?				
Does the request for transport relate to a mobility issue?	<u>Yes</u>		<u>No</u>	
	If yes, how does the mobility issue effect the pupil attending school?			
Is the pupil able physically walk to school if they were accompanied by their parent?	<u>Yes</u>		<u>No</u>	

Eligibility Questions:				
Is the pupil attending one of the three nearest schools to the registered home address?	<u>Yes</u>		<u>No</u>	
Has the pupil recently been permanently excluded?	<u>Yes</u>		<u>No</u>	
	If yes, please state schools where pupil is registered and the reasoning for this:			

Is the pupil currently attending school / College under a full-time timetable?	<u>Yes</u>		<u>No</u>	
	If no, please advise current timetable and duration of shorten timetable:			
Is request for transport for a temporary duration?	<u>Yes</u>		<u>No</u>	
	If yes, please state how long transport is required for:			
Does the pupil receive Free School Meals?	<u>Yes</u>		<u>No</u>	
Is the pupil looked after by a Local Authority? If yes, please give details of authority/carer/social worker below.	<u>Yes</u>		<u>No</u>	

OTHER PROFESSIONALS/AGENCIES INVOLVED WITH THE CHILD			
Name	Service	Telephone	Email

TRANSPORT DETAILS			
Is there a direct bus route to setting?	<u>Yes</u>		<u>No</u>
Please circle how many buses would be required in order to attend the school/college.	<p style="text-align: center;">One Two or more</p>		
Please circle the estimated distance from home address to school/college.	<p style="text-align: center;">< 2 Miles 2-5 Miles > 5 Miles</p> <p style="text-align: center;">(If approved, we will measure the home to school/college distance using a mapping system as stated in the Home to School Transport policy.)</p>		
Is transport assistance required due to a recent house move?	<u>Yes</u>		<u>No</u>
	If yes, please state reason for move and if a closer school is intended to be applied for		
Is the pupil currently attending the setting where transport is required to ?	<u>Yes</u>		<u>No</u>
	If yes, how long has pupil attended this setting and why has the need for transport assistance changed?		
Transport currently used to attend school/college. (If this is a new allocation, please give details for previous school/college attended). e.g. bus, taxi, walk, cycle, car, etc.			

STATEMENT FOR REQUEST FOR TRANSPORT:

How does your child's SEN need impact your child accessing school, What transport assistance is needed from the local authority ?

Please give as much information as possible in support of your application. Enclose copies of any medical evidence, if relevant and any other relevant documentation (e.g. letters from social workers or other agency/professionals involved with the family)

In order to process the application additional information may be required.

Please sign the declaration and return the form to: Home to School Transport, 79 Lowgate, Hull, HU1 1HP or email to: hometoschooltransport@hullcc.gov.uk

PARENT/GUARDIAN DETAILS

I declare that:

- I have read and understood the guidance notes on Home to School Transport
- To the best of my knowledge, the information given on this form is correct and complete
- I understand that, if my application is successful, I must contact Home to School Transport Team if there are any changes to information provided
- I understand that transport assistance can be reassessed at any time during the academic year
- I understand that if my child's behaviour is likely to place themselves or other people in danger, the provision of assistance could be withdrawn immediately pending review and reassessment of my child's travel needs.
- I understand that if transport has been withdrawn I am responsible for my child travelling to and from school until transport is re-instated.
- If it is necessary for them to understand my child's needs, I consent to a member of Home to School Transport Team meeting with me and my child to undertake a practical assessment
- I understand Hull City Council may share the information provided with contracted provider for the purpose of organising appropriate and safe transport.
- I understand that I must be at the home address when my child is collected and returned home from school as stated in the Home to School Transport Policy.

Home to School Transport Privacy Notice

This notice explains what personal information the council holds in relation to school admissions, how we collect it, how we use it and how we may share that information. We are required to give you this information under data protection law.

The SEND Transport Team can be contact by; Email; SENtransport@hullcc.gov.uk Telephone; 01482 300 300

Post: Festival House, 87-91 Jameson Street, Floor 2 Hull HU1 3JN.

We collect information in order to allow us to meet our statutory obligations in relation to processing requests and arranging home to school transport.

During our work we may collect the following information;

- Basic information (such as Name, Address, DOB, Gender) about the pupil
- Information about the Special Educational Needs, including medical information of the pupil where this is appropriate
- Details about the behaviour of the pupil and relationships with adults and other children
- Information about the school life (such as attendance, exclusions) of the pupil
- Details of the parent/carer/family members of the pupil
- Details from other council departments e.g. fraud, council tax, social care, operational transport, transport planning,
- Any information from services that work or have withed with the pupil.

We will process this personal information in accordance with the following conditions in the GDPR:

- 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject
 1. Education Act 1996 amended 2002
 2. School Standards and Framework Act 1998
 3. Education and Inspections Act 2006
- 9(2)(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

We will receive information relating to the child we are assessing and their family from, the family themselves, schools and other professional agencies involved with the family.

We may share your personal information with schools, health professionals, police, independent bodies who transport the pupil, the council's SEN team, the team responsible transport planning and fraud investigations.

In line with statutory obligations we keep information about admissions for seven years and information More details about how Hull City Council uses personal information can be found on our website at <http://www.hull.gov.uk/help/oruvact-notice>

If you would like to enquire about how your personal information is processed by us or wish to complain please contact; Hull City Council, Data Protection Officer, Room 11, Guildhall, Alfred Gelder Street, Hull , HU1 2AA

You also have the right to complain to the regulator –

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Online enquires – <https://ico.org.uk/global/contact-us/emmails/>

Signature	Date:
Full name:	
Relationship to pupil:	
Contact Number:	

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