Home to School and College Transport Policy

Contents

Section	Title
Introduction	Policy Purpose, Scope and Principles
Section 1	Home to School Transport for Pupils of Compulsory School Age: Legal Framework
	Eligible Children
	Other Definitions
	Home to School Transport Policy Overview Table
	Exceptions
	Organisation of Transport
	Monitoring of the Performance Contracts
Section 2	Transport for Children and Young People with SEND
	Introduction and Legal Framework
	Personal Transport Budgets
	Young People with SEND
	Further Information
Section 3	Transport for Young People (Post-16 Learners)
	Introduction and Legal Basis
	Eligible Providers
	Young People aged over 16 with Special Educational Needs
	Young People with Exceptional Circumstances
	Appeals against Annual Charges
Section 4	Additional Information
	Removal of Travel Arrangements
	Appeals
	Sustainable Travel
	Useful Contacts
	Policy History
Appendix A	Flowchart of Appeals Process

1. Introduction.

This policy aims to support the regular attendance of eligible, statutory school-age children at their designated educational establishments by providing appropriate travel assistance, in line with statutory guidance.

This policy also supports the attendance of children and young people aged 0–25 with special educational needs and disabilities (SEND) at schools and colleges by providing appropriate transport assistance, in line with statutory guidance.

Furthermore, this policy outlines the transport assistance available to support the attendance of young people aged 16 and over at their educational establishments.

The legal responsibility for ensuring a child attends school lies with the parent or carer. They are required to take all necessary steps to make sure their child attends regularly.

The Local Authority is responsible for determining what travel arrangements to provide, ensuring that any arrangements made are suitable for the needs of the children they are intended to support.

This policy document sets out how the Local Authority meets its statutory duties and exercises its discretionary powers in relation to home-to-school and home-to-college transport. These arrangements apply only to children and young people who are resident in Hull, or who are deemed by legislation to be the responsibility of the Local Authority.

This policy is aligned with the equality objectives incorporated into Hull City Council's Corporate, which promotes equality and values diversity through its practices and procedures. It is also written in accordance with the current statutory guidance on travel to school for children of compulsory school age published by the Department for Education.

The Local Authority ensures that all staff receive mandatory safeguarding and equalities training as part of their induction, with refresher training required at regular intervals. All contracted providers must also demonstrate compliance with the same standards of competency as Local Authority staff, and their performance is routinely monitored and assessed.

Section 1. - Home to School Transport for Pupils of Compulsory School Age – The Legal Framework.

The legislation that places a duty of the Local Authority to provide free home to school transport is set out principally on the Education Act 1996, as amended by subsequent legislation, including the Education Act 2002, the Education and Inspections Act 2006, the Equality Act 2010 and Children's Wellbeing and Schools Act 2026.

Local Authorities have a statutory duty to provide free home-to-school transport for eligible children of compulsory school age who live within their area, or who are otherwise deemed by legislation to be the responsibility of the Local Authority. Although there is no legal

obligation to provide free transport for children and young people outside compulsory school age, the Local Authority may consider such cases in exceptional circumstances on a discretionary basis. This discretionary provision does not extend to the automatic allocation of passenger assistance.

Compulsory school age is defined in section 8 of the Education Act (1996) and in associated regulations. Compulsory school age begins on the first day of the term following the child's fifth birthday. A child reaches the end of compulsory school age on the last Friday in June in the school year in which the child reaches sixteen years of age.

The principal legal basis for the Local Authority's duty to provide home-to-school transport is to enable the Authority to enforce regular school attendance. Parents are responsible for ensuring that their child attends school regularly. However, Section 444(3B) of the Education Act 1996 provides that a child cannot be deemed to have failed to attend regularly if the parent can demonstrate that '…the Local Authority has a duty to make travel arrangements in relation to the child under Section 508(1) for the purpose of facilitating the child's attendance at the school and has failed to discharge that duty.'

Section 508B of the 1996 Act sets out the duty to provide free travel arrangements for 'eligible children' to 'qualifying schools'. Where a child is eligible to free transport, no charge can be made in connection with free travel arrangements in any respect.

Home-to-school transport will normally be provided to enable a child to travel to and from their registered school at the beginning and end of the standard school day. Transport outside these times will only be provided in exceptional circumstances. For children on a reduced timetable, eligibility for home-to-school transport will be determined on a discretionary basis - for example, where a child or young person has an Education, Health and Care Plan (EHCP) and the Local Authority's SEND Team has approved the reduced timetable.

The following references represent a basis for the legal framework within which travel assistance is provided: Case law has considered that Section 509 and Section 444 of the Education Act 1996, together creates a statutory duty for local authorities to provide free school transport when a child lives beyond the legal walking distance.

Section 508B of the Education Act 1996 (inserted by Education and Inspections Act 2006) deals with the duty on local authorities to make such sustainable travel arrangements as they consider necessary to facilitate attendance at school for eligible children.

The provisions set out in this policy include places other than schools where a child is receiving education by virtue of arrangements made under Section 19 (1) of the Education Act 1996 by the Local Authority.

Eligible Children.

Schedule 35B of the Act defines eligible children – those categories of children of compulsory school age (5-16) in an authority's area for whom free travel arrangements will be required.

Statutory walking distances eligibility. The Local Authority must:

- Provide free transport for all children of compulsory school age (5-16) if their nearest suitable school is:
- Beyond 2 miles (if below the age of 8 years)
- Beyond 3 miles (if aged between 8 and 16 years)

Special Educational Needs and Disability (SEND) or mobility problems eligibility.
The Local Authority must: Make transport arrangements for all children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs or disability even if they were accompanied by their parent. Eligibility, for such children should be assessed on an individual basis to identify their particular transport requirements. Usual transport requirements (e.g. the statutory walking distances) should not be considered when assessing the transport needs of children eligible due to SEN and/or disability.

Unsafe route eligibility.
The Local Authority must make transport arrangements for all children who cannot reasonably be expected to walk to nearest suitable school because the nature of the route is deemed unsafe to walk even if they were accompanied by their parent.

Extended rights eligibility.
The Local Authority must:

- Provide free transport where children are entitled to free school meals or their parents are in receipt of maximum Working Tax Credit if:
- The nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11 years);
- The school is between 2 and 6 miles (if aged 11-16 years and attend one of their three nearest suitable schools)
- The school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16 years).

Extended Rights.
Extended rights are designed to support low-income families to exercise school choice. A child is eligible for free travel to school if they meet one of the criteria below and are from a qualifying low-income household. Low-income is defined by reference to eligibility for benefits-based free school meals (FSM). From the beginning of the 2026/27 academic year, there will be two categories of benefits-based free school meals:

- Targeted FSM – for pupils who are in households in receipt of Universal Credit with annual household earnings of no more than £7,400.
- Expanded FSM – for pupils who do not qualify for Targeted FSM, but who are in households receiving Universal Credit.

Extended rights to free travel continue to apply to children eligible for Targeted FSM. This reflects existing policy, with updated terminology. Local authorities will be able to use the Department for Education's eligibility checking service to determine whether a child meets the criteria for Targeted FSM and so is eligible for extended rights travel.

The criteria a child must meet are:

- aged 8 or over but under 11, attend their nearest suitable school and it is more than 2 miles from their home; or
- aged 11 to 16 years, and attend one of their three nearest suitable schools provided it is more than 2 miles but not more than 6 miles from their home; or
- aged 11 to 16 years, attend a school that is more than 2 but not more than 15 miles from their home that their parents have chosen on the grounds of their religion or belief if, having regard to that religion or belief, there is no suitable school nearer to their home.

Where a child qualified for, and was receiving, extended rights travel on 31 March 2025 and continues to meet the eligibility criteria in paragraph 35, the Department for Education expects local authorities to continue providing free travel until the end of their current phase of education or until they leave their current school, whichever is sooner. This is because those children would have continued to be eligible until this point under transitional protection arrangements that applied prior to the expansion of free school meals and parents may have based their choice of school on this. As with other aspects of home to school transport, local authorities retain discretion to provide continued support to additional pupils where they judge this to be appropriate, taking account of local circumstances.

Where a child ceases to be eligible during the course of an academic year, the local authority should continue to provide free travel to school for the remainder of that academic year.

Distance measurement for the 2 and 3-mile statutory walking distances.
The distance measured is the shortest available route from the point at the child's home address (normal place of residence) where the child joins the public road network (for example, the front gate) to the nearest approved entry point to the school site.

The distance will be measured on a computerised GIS mapping system using Ordnance Survey information. An 'available route' is defined as one *"along which a child accompanied as necessary can walk with reasonable safety to school. It does not fail to qualify as 'available' because of dangers which would arise if the child were unaccompanied."*

The guidelines produced by the Local Authority Road Safety Officers Association will be used to determine whether a route is an available home to school walking route. In determining the availability of the route, the Local Authority will take into account any restrictions on a parent's ability to accompany their child imposed by any disability the parent may have.

For children from low-income families, the 6-mile upper limit and the 15-mile upper limit distance measurement shall be determined using a route suitable for a motorised vehicle. Such a route cannot include any part which cannot be accessed by a motorised vehicle.

Ordinary place of residence.
The child's place of residence (home address) will be deemed to be the residence at which the child resides during the normal school week at the closing date for receiving applications for admission to school during the normal admission round. This will typically be where the child is registered with a GP. Where the child subsequently moves address, the eligibility for free home-to school transport will be re-determined.

Qualifying schools are:

- community schools, foundation schools, voluntary aided and voluntary controlled schools;
- academies (including those which are free schools, university technical colleges, studio schools and special schools);
- alternative provision academies;
- community or foundation special schools;
- non-maintained special schools;
- pupil referral units;
- maintained nursery schools (where attended by a child of compulsory school age);
- city technology colleges and city colleges for the technology of the arts.

For children with special educational needs, an independent school is a qualifying school if it is the only school named in their EHC plan, or the nearest of two or more schools named in the EHC plan.

Other Definitions.

'**Nearest'** is determined in a straight line from the front entrance of the child's normal place of residence to the main entrance of the relevant educational establishment.

'**Suitable**' means a qualifying school or other place of education recognized by the Local Authority which provides education appropriate to the age and ability of the child and has a place available at the time of allocation.

'**Low Income Family'** is defined by reference to eligibility for benefits-based free school meals (FSM). From the beginning of the 2026/27 academic year, there will be two categories of benefits-based free school meals:

- Targeted FSM – for pupils who are in households in receipt of Universal Credit with annual household earnings of no more than £7,400.
- Expanded FSM – for pupils who do not qualify for Targeted FSM, but who are in households receiving Universal Credit.

Extended rights to free travel continue to apply to children eligible for Targeted FSM. This reflects existing policy, with updated terminology. Local authorities will be able to use the

Department for Education's eligibility checking service to determine whether a child meets the criteria for Targeted FSM and so is eligible for extended rights travel.

509AD of the Education Act 1996 requires local authorities to have regard to any wish of a parent to have their child educated at a school based on their **religion or belief** when exercising their school travel duties. This does not mean local authorities must arrange travel to a school with a designated religious character for a child whose parents have chosen it on the grounds of their religion or belief (unless the child would be eligible for free travel to that school), but they should not have a blanket policy that they never provide travel assistance to schools with a designated religious character and may need to make decisions on a case-by-case basis if asked to exercise their discretionary power in relation to such a school.

Accompaniment.
A child will not normally be eligible for free home-to-school travel on the basis of their special educational needs, disability (SEND), mobility difficulties, or an unsafe route if they are able to walk to school when accompanied. Where the Local Authority determines that a child could reasonably walk to school with appropriate accompaniment, it is generally expected that the parent will accompany the child or make suitable alternative arrangements for their journey. A child will not normally be eligible for transport solely because a parent's work commitments or caring responsibilities prevent them from accompanying the child. However, the Local Authority must act reasonably when considering eligibility in such circumstances.

Each application will be assessed on its individual merits, based on the information and supporting evidence submitted. The application must clearly demonstrate how the child's disability affects their ability to travel to and from school without accompaniment. As part of the assessment process, the Local Authority may contact relevant professionals to validate the information provided and to obtain any additional evidence required.

Home to School Transport Policy Overview

The table below shows the eligibility for home-to-school travel assistance applied under this policy

Age / Type of Child (at 1st September each year)	**Eligibility**	**Notes**
Children aged under 5 years – see notes	Discretionary basis. There is no entitlement to Passenger Assistance.	Children reach compulsory school age for the school term following their fifth birthday.

Children aged from 5 to 8 years	Free transport to the nearest suitable school if it is more than two miles walking distance from the home address.	
Children aged from 8 up to 16 years	Free transport to the nearest suitable school if it is more than three miles walking distance from the home address.	
Children from low-income families aged 11 up to 16 years	Free transport to one of the three nearest suitable schools if between 2 and 6 miles by the shortest available walking route, or the nearest school preferred by reason of a parent/carer's religion or belief (if more than two miles by the shortest available), or if they received education otherwise than at a school, whether or not there is a nearer suitable school.	
Children living within the statutory walking distance but who are unable to walk in safety to school because of their Special Educational Needs, physical disability or mobility problems even if accompanied.	Free transport to the nearest suitable school as determined by the Local Authority.	This includes temporary medical and physical conditions for the duration of that condition and those supported by an Education, Health, and Care Plan (formerly a Statement of Special Educational Needs).
Children living within the statutory walking distance but who are unable to walk to school in reasonable safety even when accompanied because of the unsafe nature of the route.	Free transport to the nearest suitable school as determined by the Local Authority.	The guidelines produced by the Local Authority Road Safety Officers Association will be used to determine whether a route is an available home to school walking route.

Transport assistance will normally be via a free bus pass to be used on either commercial service busses or busses which have been specifically contracted for school journeys.

Travel Arrangements. The Local Authority will make arrangements to ensure that a child can travel to school at the beginning of the school day and return home at the end of the school day. However, the Local Authority is not required to provide transport for travel:

- between educational establishments during the school day to enable children to attend extra-curricular activities or other commitments outside normal school hours;
- to facilitate travel to or from before or after-school childcare, whether this is formal (e.g., a childminder) or informal (e.g., a grandparent).

Transport outside a school's standard start and finish times will only be provided in exceptional circumstances.

Where particular classes, year groups or children have a start or finish time that is different from most children at the school, it will not normally be possible for the Local Authority to make separate travel arrangements. Schools may need to make arrangements to accommodate these pupils. There may be a small number of circumstances in which the Local Authority considers it appropriate to arrange transport at an alternative time of day, for example if a child has a medical condition which means they are not well enough to attend school for the whole day.

In respect of free transport provided for low-income households, the entitlement will be reviewed annually and withdrawn if the household no longer meets the criteria for free transport.

Other schools.

The Local Authority recognises its obligations under the relevant Education Acts to comply with the parental preferences regarding choice of school.

To ensure the efficient and effective use of resources, the Local Authority can only provide free or subsidised transport where the eligibility criteria set out above are met. Providing transport outside these criteria would result in disproportionate expenditure and would undermine the efficient delivery of education and the responsible allocation of public resources.

Accordingly, parents/carers wishing to apply for places in schools other than those detailed above or at school that is not the nearest school able to meet their child's needs, should do so knowing that free or concessionary transport will not be available, regardless of the distance involved.

Although each child's application will be considered individually, in the absence of meeting the detailed criteria or exceptional circumstances relating to such applications, it cannot be expected that the Local Authority will be under any obligation to assist with the cost of transport involved.

A child of compulsory school age with an Education, Health and Care Plan may have transport arrangements agreed.

Nursery Transport assistance for a child under compulsory school age with an Education, Health and Care Plan (formerly a Statement of Special Educational Needs) will be determined in accordance with Section 2.

Exceptions

Medical Transport.
Children with a medical condition who are fit to attend school but are unable to do so because they are unable to walk or are unable to travel by their normal means of transport may be considered for free transport whilst that condition persists. Applicants for such assistance are required to complete the exceptional travel assistance application stating the particular reasons for the request which must include written medical evidence (e.g. a letter from GP/Consultant/Hospital). Parents/carers are advised that all cases of transport assistance granted on medical grounds will be reviewed within the time specified when the award is made due to the exceptional nature of its provision.

Alternative Provisions/ Pupil Referral Units and Off-Site Directions.
Where a child is directed to an alternative provision by a school, then it will be the responsibility of the school to arrange for any transport required to enable the child to attend. Where the Local Authority has commissioned a place at a PRU (for example, following a permanent exclusion), then travel assistance can be considered in line with the eligibility criteria outlined within this policy

For children of secondary school age, it is expected that travel assistance (other than a free travel pass for public transport) will not be provided when the pupil can travel on one direct bus route between the home address and the allocated PRU.

Special Circumstances.
Free travel assistance for other reasons may be agreed for exceptional reasons. 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).

Organisation of Transport

Types of Vehicles Used.
The School Transport Team shall arrange for the use of buses, coaches, minibuses, Hackney Carriages, licensed private hire cars and private cars to facilitate the provision of home to school transport. The mode of travel selected for each child will be at the sole discretion of the School Transport Team.

Pick Up Points.
Children are expected to walk a reasonable distance to the transport picking up point and a similar distance on their return from school. Children are also expected to walk a

reasonable distance from the setting down point to the school entrance and a similar distance on the return journey at the end of the school day. The picking up and setting down points will generally be at marked bus stops. Children will be set down in an afternoon at the point where they were picked up.

Proof of Entitlement.
All children entitled to free travel assistance that travel on contract or service vehicles will be issued with a free travel pass and they must produce this when boarding the transport. A fee is payable for issuing a replacement pass if required.

Journey Times.
Where transport is provided by the Local Authority, the School Transport Team will make all reasonable efforts to ensure children are travelling for the shortest period and, in most cases, arrive at school not more than twenty minutes before the start of the school session time. At the end of the normal school day transport will normally leave ten minutes after the end of the school session time. Whilst accepting in most cases children will be transported by the most direct route, the Local Authority has a duty to ensure its resources are used efficiently. Some children, therefore, may have a longer, indirect journey. In any case, no journey shall be expected to be over 45 minutes for a child at primary school and 75 minutes for a child at secondary school. The exception is where a child has been placed in a school out of the local area, where due to the distance, no journey would fall under the expected minimum travel time.

Passenger Assistants
Passenger Assistants are not normally provided for children attending secondary school unless this has been identified as a specific assessed need.

Transport Granted in Error
If the Local Authority grants free travel assistants in error this may be withdrawn.

Monitoring of contracts.
The performance of all home to school transport contracts will be closely monitored by the School Transport Team to ensure efficient safe operation and that the Local Authority is receiving value for money.

All complaints will be investigated in line with the Local Authority's complaints procedure.

Section 2 – Transport for Children and Young People with SEND

Introduction and Legal Framework
The Department for Education (DfE) Special Educational Needs and Disability Code of Practice 0-25 Years provides advice to local authorities, schools and other agencies. There is a statutory duty to have regard to the code for all agencies to which it applies. The Code

advises that where a parent's preferred school is further from the child's home than another appropriate school, it is open to the Local Authority to name the nearer school, as this is compatible with the efficient use of resources. Equally, it is open to the Local Authority to name the school preferred by parents provided the parents meet the transport costs. If it is decided during the assessment process that transport is necessary to meet the child's needs, this should be clarified but will not normally be included in the Education, Health and Care Plan (EHCP). The Code states that it should only be in the EHCP in exceptional circumstances. A record of the transport arrangements should be made, and this should be reviewed at least annually.

Minimum Level of Transport Provision.

The needs of each individual child are specific. When organising home to school transport for that child the School Transport Team will endeavour to meet those needs. In many cases where appropriate it will be expected that children will share transport.

In all cases the child or student's needs will be reviewed and if necessary, reassessed at each annual review of the Plan where it is decided that:

- A transport need is now required,
- A transport need previously identified should be modified,
- Transport is no longer required.

Modes of transport can Include:

- Buses, coaches, minibuses, Hackney Carriages, licensed private hire cars and private cars, as well as bus passes. The nature of provision will depend upon individual needs and the efficient use of resources.
- The Passenger Transport team has an ongoing need to balance financial constraints with statutory duties, the needs of the customer and service demands. When procuring routes, the team have to comply with contract procedure rules and therefore cannot guarantee a specific driver, all drivers have to complete the same training and safety checks including enhanced DBS prior to commencing the Home to School Contract. If a child is not deemed as an independent traveller due to their assessed medical needs a Passenger Assistant will be considered.

Maximum journey time for children travelling on a daily basis.

The School Transport Team will endeavour to arrange journey times of one hour or less, but the age and the general health of each individual child should be taken into account. For children attending out of authority residential schools, journey times will be dependent upon attendance at the school deemed to meet their special educational needs and may exceed the expected maximum.

Passenger Assistant Provision.

For children with special educational needs (SEND), the provision of a Passenger Assistant will be individually determined. Where it is determined that a child does require a Passenger Assistant that requirement will be reviewed on an annual basis.

Special Facilities in Vehicle.
No special facilities will be included in transport arrangements unless individual special or medical needs determine otherwise. These may include tail lifts or ramps for wheelchairs, a facility to restrain wheelchairs to the floor of the vehicle and for securing wheelchair occupant.

Passenger Assistants.
The School Transport Team will provide a Passenger Assistant, where identified as necessary, on home-to-school transport arranged for children with special educational needs and disabilities. All Passenger Assistants will hold an enhanced DBS disclosure and will be required to carry identification at all times.

The provision and allocation of Passenger Assistants to individual routes will be reviewed at the beginning of each academic year, and at other times if circumstances require. In all cases, the final decision rests with the School Transport Team."

Passenger Assistants are responsible for the care, supervision, and appropriate behaviour of children while they are being transported to and from school, in accordance with the school's behaviour policy. They must oversee pupils' conduct and safety in a manner that enables the driver to carry out their duties without distraction. Passenger Assistants are not expected to leave the vehicle to collect a child from their home, nor to leave children unsupervised in the vehicle at any time. It is the parent or carer's responsibility to accompany their child to and from the vehicle.

If a Passenger Assistant arrives at a child's home and no parent or carer is present, the child may be taken to an alternative education provider (currently Northcott School). It will then be the responsibility of the parent or carer to collect the child from that location.

Should a parent/carer not be at home to collect a child on more than one occasion, this will be viewed as a serious safeguarding concern and may be escalated further.

Guidance and training including emergency aid, shall be provided to Passenger Assistants by the Local Authority. Passenger Assistant will not normally administer medicines. An ambulance will be called in emergencies.

It is the responsibility of the Passenger Assistant to report, immediately, to the School Transport Team any irregularities or changes concerning the operation of the home to school transport route on which they are travelling.

The use of Crelling Harnesses for Passengers with SEND.
Where a passenger with Special Educational Needs and Disabilities (SEND) requires additional support to travel safely, a Crelling harness may be used following for a formal risk assessment and with informed consent form parents or guardians.

The harness must be selected based on individual needs, fitted according to manufacturer guidelines and checked before each journey.
All staff involved in transport must be trained in its use, including emergency procedures. In the event of an incident requiring urgent removal of the harness, a Safety Knife Webbing Cutter must be available in the vehicle.

The use of harnesses must be regularly reviewed and comply with safeguarding, equality, and Department for Transport standards.

The Crelling harness isn't classed as a safety harness. Passengers must wear a vehicle safety belt over the top of the harness unless there are medical reasons not to. Passengers who do not have to wear a seat belt for a medical reason will be issued with a certificate of exemption from their GP. The transport team will require a copy of this to amend their records and then communicate this with the contractor and Passenger Assistant.

We accept passengers using a harness will need support from trained professionals:

- We should not force a child of young person into a harness
- A risk assessment needs to be on place to ensure the dignity and respect of the child or young person.
- We will not be able to transport the passenger if they refuse to wear the harness.

Responsibilities.

- We expect that trained adults (parent or carer and the school or college) will assist the child of young person, when required.
- Transport Operators must make sure harnesses fit and are in proper working order.
- Wheelchairs are also the responsibility of the Transport Operator when they are on board the vehicle.
- Transport crew must make sure any harness is secure before driving off.

The Local Authoritys' commissioned transport will not be provided:

- To access breakfast or after school clubs, including out of school activities.
- To and from work experience placements, taster or open days or transition visits.
- To any provision off the school site organised by the school.
- To a relatives/parents/carers place of work.
- To two or more addresses – Transport is provided to the main residence, typically where the child is registered with a GP. This also applies to parents which have joint custody, single parents and parents with work commitments.
- For transfers between educational establishments during the school day.
- To and from medical, dental, psychiatric, speech therapy or similar appointments.
- Following detention or suspension from school.
- At times to suit the convenience of the family arrangements.
- For late arrivals or early departures, for example in the event of the child or pupils becoming ill.
- For those whose level of attendance is a cause of concern and there is no eligibility for transport under SEN criteria.
- For pupils on exchange visits.
- Where there are outstanding unpaid parental contributions

Personal Transport Budgets.

A Personal Transport Budget is discretionary.
In order to qualify for a Personal Transport Budget a pupil must satisfy the following criteria from the date of application:

- The child must have an EHC Plan or be assessed as requiring additional assistance by the multi-agency Transport Panel.
- There is no suitable transport running in the area so that the daily cost of the budget is less than the cost of transport to the Local Authority.

Personal Transport Budgets will generally be paid monthly based on the rate agreed by the Local Authority. Payments are based on school attendance and are not back dated if applications are received after the start of the term or late. Where there is more than one pupil resident at the same property requiring travel assistance only one Personal Transport Budget payment will be made. The amount payable is not per pupil but to assist in the cost of transporting all eligible children from home to school in one journey.

Please note: This payment is conditional upon the child's regular attendance at school. Any long-term absence may result in a proportional reduction in future termly payments and/or a request for repayment to the Local Authority, as deemed appropriate in the circumstances. Parents experiencing difficulties in making their contribution should contact the Debtors Team, or, where applicable, designated Social Worker.

Further information

Contacts.
The School Transport Team will advise parents of children who are being transported, of the name and telephone number of the contractor (if applicable), the name of the Passenger Assistant (if applicable) and the name and office telephone number of the contact in the School Transport Team organising their child's transport**.**

Parental Responsibility.
Should a child be unable to walk, it is the parent/carer's responsibility to carry their child or take a wheelchair between their home and the vehicle. If a child is deemed to require a Passenger Assistant on a journey, then it is the parent/carers responsibility to ensure that the child is taken to and met from the vehicle.

Independence Training.
As part of preparing children and young people for independence in adult life, schools will encourage pupils and students to travel to and from school independently. In some cases, this may be supported by external organisations. This process will take place in consultation with parents and will be kept under regular review. Where a child or young person is deemed ready to travel independently, they will be entitled to receive a free bus pass.

Short Breaks.
Short-break transport is considered separately and falls outside the scope of this published policy.

Home-to-School Transport Contract Length.
Home-to-school transport contracts for children with special educational needs are reviewed regularly. While continuity of provision is considered good practice, it is uncommon for a contracted route to remain unchanged for the full duration of both. Occasional changes to the driver, Passenger Assistant, contractor, or vehicle type may also occur, although such changes will be kept to a minimum.

Drivers and Passenger Assistants.
All drivers and passenger assistants are assigned by the transport team based on the demands on the service and specific staff are not available by request from a parent.

Section 3 – Transport for Young People (Post 16 Learners).

Introduction and Legal Basis.
Children and young people over compulsory school age with an Education, Health and Care Plan or assessed, SEND need, attending provision may be provided with transport in line with the authority's policy for Post 16 Transport. This includes children over compulsory school age, from 16 to 25 years, and up to 25 years of age in some cases with Special Educational Needs and Disabilities.

If, during the annual review process or needs based assessment (for pupils without an EHCP) that transport is necessary to meet the young person's needs, The Code states that it should only be in the plan in exceptional circumstance. In exceptional circumstances, travel assistance to an establishment outside the city may be considered, but only where it is determined that the course studied cannot be offered and meet the medical needs of the student in a local setting. There is no requirement for the Authority to provide this transport free of charge. An annual charge will be made, at a rate determined by the Local Authority, to contribute towards the cost of providing the transport.

Where a college has several sites at which the student is required to attend, transport will be provided to one designated site agreed between the Local Authority and college. Any inter-site transfer will be the responsibility of the college to provide.

The Post-16 Transport Policy is reviewed annually.
- https://hullsendlocaloffer.org.uk/transport/transport-policy-guidance

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 it necessary to make, to facilitate the attendance of all persons of sixth form age receiving education or training.

This duty is set out in Section 509AA of the Education Act 1996, and the intention is twofold:

- Ensure that learners of sixth form age are able to access the education and training of their choice,

- Ensure that, if support for access is required, this will be assessed and provided where necessary.

Hull City Local Authority aims to ensure that there are no barriers to accessing education and training opportunities to students of sixth form age resident in Hull (and up to 25 years of age in certain circumstances).

Hull is a geographically small city with a wide range of education and training providers providing adequate access for almost all post-16 learners. There are commercial public service buses available across that will meet the needs of nearly all learners. The bus companies (mainly EYMS and Stagecoach) offer a range of discounted fares. Details will be on the websites.

Eligible Providers.

The authority does not differentiate between providers or institutions in its arrangements. The arrangements provide for learners of sixth form age who are engaged in learning or training at:

- A school or academy
- A further education or sixth form college
- An authority maintained or assisted institution providing higher or further education
- An establishment funded directly by the Education Funding Agency
- A learning provider that is funded by the Local Authority to deliver accredited programmes of learning which lead to a positive outcome.

Colleges and sixth form providers can offer support to students including 16-18 bursary funding. This could be in the form of subsidies or travel cards. Learners will need to contact the provider for details of their schemes.

As it is not a statutory requirement that transport assistance is provided to post-16 students, the authority expects most young people of sixth form age to manage their own transport needs to school, college or provider, including the costs of this. The first place a young person should look to for financial support should be the establishment attended.

Young people aged over 16 years with special educational needs and disabilities.

We would like as many young people as possible to be able to travel independently to and from their education provision. Travelling independently develops key life skills and leads to increased educational, social and employment opportunities in adulthood, as well as improving health outcomes and contributing to sustainable travel in the city.

Local authorities are not required to provide free or subsidised post 16 travel support but do have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

All young people carrying on their education post 16 must reapply for travel support. ‘Sixth form age’ refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years

12,13,14). Local Authorities also have a duty to encourage, enable and assist young people with learning difficulties/disabilities to participate in education and training, up to the age of 25.

This policy uses the term “Post 16” to include both learners of sixth form age and those with learning difficulties/disabilities up to age of 25. A separate Policy document is available on request, specifies the support that Hull City Council considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes, for example, colleges, charities and independent learning providers.

Young People with Exceptional Circumstances.
Any young person, particularly a vulnerable young person or one at risk of social exclusion, can apply for assistance with travel using the Exceptional Needs Travel Assistance Request form. All applications for assistance will be considered on their individual circumstances and needs. It should be noted that there is a charge for this transport, which is annually reviewed.

Appeals against Annual Charge.
There is no appeal against the charge which is set annually by the Local Authority based on the cost of public transport around the city.

Section 4 – Additional Information

Removal of Travel Arrangements.
The Department for Education (DfE) Guidance for Schools on School Discipline and Behaviour Policies states that schools have a statutory power to regulate the behaviour of Children when off school premises.

Any incidents on home to school transport must be reported by the operator/Passenger Assistant to the School Transport Team at the earliest opportunity, the School Transport Team will then in turn contact the school.

The Local Authority may consider immediate withdrawal of the provision of travel assistance where it is considered that a child has demonstrated any of the following:

- Use of threatening or violent language
- Damage to the vehicle.
- Risk of harm to self or others including;
  -Absconding
  -Opening the door while vehicle is moving
  -Inappropriate use of electronic devices

The travel assistance will be either:

- Temporarily paused – this is defined as a specified based on the nature of the incident, or
- Permanently withdrawn – specified by the nature of the incident and defined as the remainder of the school year.

The withdrawal of travel assistance, whether temporary or permanent, for a particular child does not indicate that travel arrangements were unnecessary or should not be provided. Rather, it confirms that travel assistance was assessed as necessary and had been put in place. The withdrawal reflects a situation where the child's presenting behaviour has prevented them from safely or appropriately accessing the transport provision. In such cases, travel assistance may be suspended pending review by the Transport Panel, which will consider what arrangements or mitigations may be required to enable the safe continuation of transport services and reduce the risk of further incidents.

Parents/carers will be informed of any such incident outlining any action to be taken. If a child causes damage on a vehicle this could result in the requirement to pay for any damage caused.

The Local Authority recognises the obligation of home to school contractors to the Public Service Vehicles (Conduct of Drivers, Inspectors, Conductors and Passengers) Regulations 1990. However, it feels that on no account should a child be put off a vehicle at a point other than the child's school or normal set down point. Parents/carers who do not demonstrate respect for staff and other passengers can have the offer of commissioned transport withdrawn.

Nothing in this policy prevents the operator of a commercial service from excluding a child whose disruptive behaviour poses a risk of harm or significant safety concerns to staff or other passengers. The safety of all passengers and staff must be maintained at all times. The Local Authority shall pause the transport for up to 7 days, during which the Local Authority shall hold a multi-agency meeting to decide on next steps to determine if the current provision is safe or if an alternative provision is needed.

Appeals.

Any parent/carer will have the right to appeal any decision taken by the Local Authority about the provision of transport assistance to school or college for their child, as set out in the Local Authority's Home to School or College Transport Policies.

The Appeals Procedure is set out below (also see appendix A)
The parent/carer will be requested to submit a Stage 1 letter of appeal within 20 working days together with supporting evidence if applicable outlining the grounds for appeal. The appeal should be based on:

- Entitlement
- Distance measurement
- Route safety

- Consideration of exceptional circumstances (Section 4)

Upon receipt of a written letter of appeal explaining the exceptional circumstances as to why the Authority should consider providing assistance with transport outside of policy (together with any supporting evidence), the matter will be presented to a more senior officer not involved with the original decision.

The senior officer will review the decision and respond to the parent/carer within 20 working days of receipt of the appeal. If the appeal is rejected at this stage the response will be provided explaining the reasons for the rejection.

If the applicant remains unsatisfied, there can be a Stage 2 appeal to an independent panel to determine whether support will be provided. This appeal must be submitted within 20 working days of receipt of the Stage 1 rejection letter.

The documentation including the reasons for the original refusal and any further information will be presented to an independent panel that will consist of Local Authority officers who have had no involvement in the decision making so far. This review will take place within 40 days of the Stage 2 appeal being submitted.

The parent/Carer will be advised of their right to attend a Stage 2 appeal hearing virtually or in person to present their case. The decision will be either to uphold the original decision and not to provide free travel assistance, or to reverse the original decision and provide free travel assistance will be sent within 5 working days of the panel's consideration. Parent/Carers will be advised of the possible escalation to the Local Government Ombudsman or Department for Education in relevant circumstances.

Sustainable Travel.

The Local Authority has a duty to promote sustainable and active travel to and from Schools, further education institutions and 16-19 academies.

Sustainable travel is that which may improve;

- The physical wellbeing of users, and/or
- The environmental wellbeing of all or part of the local authority's area

The Local Authority will assess the needs of children and young learners and the facilities and modes of transport available and publish its strategy to promote the use of sustainable travel to places of education in the Hull area.

Useful Contacts.

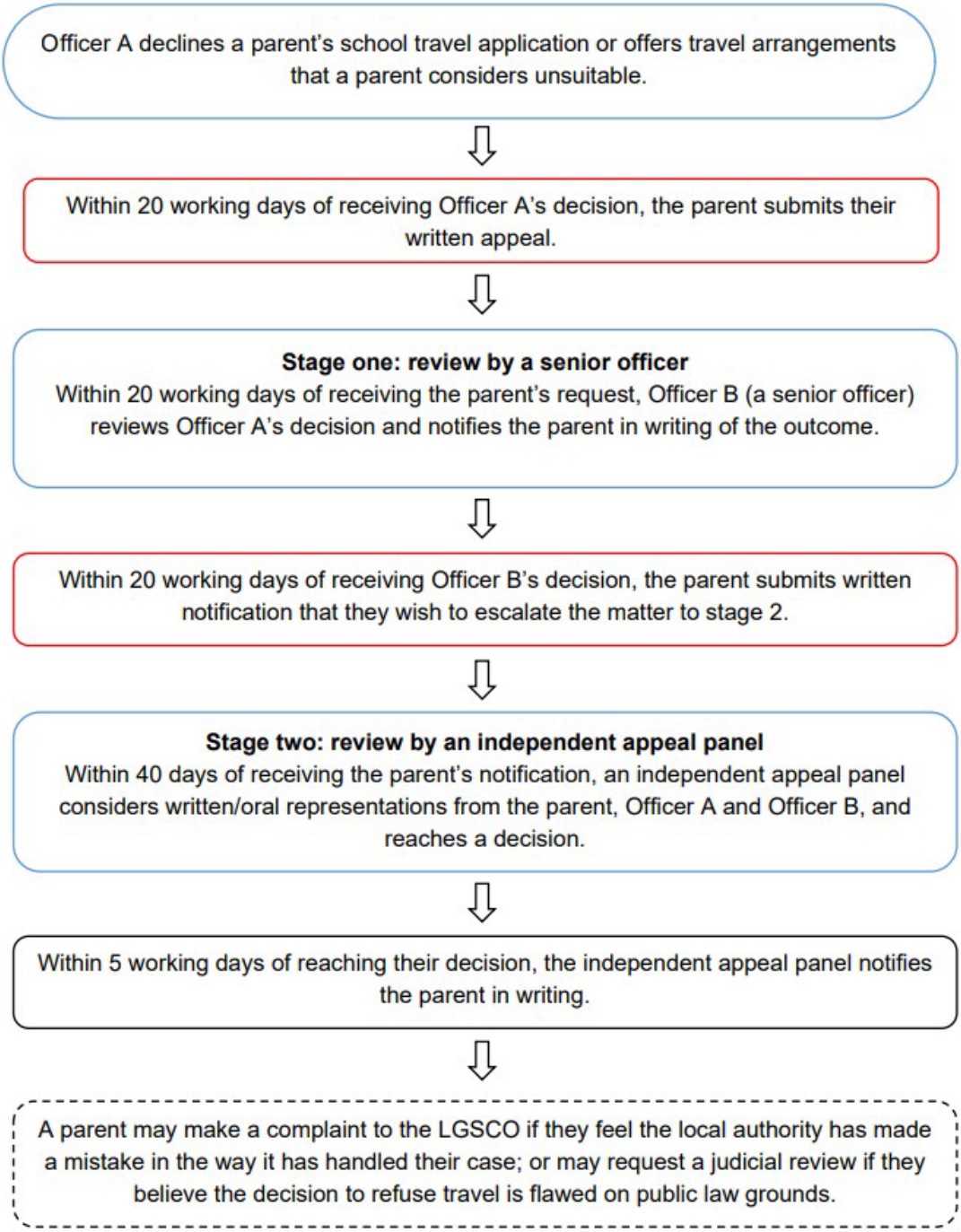
SEN Transport Coordinators Hull City Council Local Authority	Festival House 98 Jameson Street, Hull, HU1 3JJ Tel (01482) 615108 Website: www.hull.mylocaloffer.org
School Admissions Team Hull City Council Local Authority	The Guildhall, Alfred Gelder Street, Hull HU1 2AA. Tel (01482) 613857 Website: www.hull.gov.uk
Hull City Local Authority	Tel: (01482) 300300 for general enquiries

Post-16 Learning Provider contact details for Hull and the East Riding can be found at: www.logonmoveon.co.uk

Policy History
Implementation:
Updated: August 2026

Appendix A

Flowchart of Appeals Process.



The information in this document can be made available in other formats (large print, audio, digitally and Braille as appropriate) and different languages. Please telephone 01482 300 300. Textphone users please telephone 01482 300 349.