

## Children and Families

Application for travel support for students with special educational needs/ education health care plan attending college/ further education or training

### Guidance for completion by students/parents/carers

This form should be completed by students/parents/carers. The form is to be used to apply for travel support to college and further education for students with Special Educational Needs and Disabilities (SEND) or an Education Health Care Plan (EHC plan).

Our policy on the provision of travel support for students with SEND is available via the Contact Centre on **0161 219 6400**. Information is also available from the website:

[www.manchester.gov.uk/info/40/special\\_educational\\_needs-transport/1856/travel\\_coordination\\_unit/2](http://www.manchester.gov.uk/info/40/special_educational_needs-transport/1856/travel_coordination_unit/2)

Please fully complete this form and return it to:

The Travel Coordination Unit  
Manchester City Council  
1<sup>st</sup> Floor, Universal Square  
Devonshire Street North  
Ardwick  
Manchester  
M12 6JH  
Fax: 0161 274 7004

If you have any questions or are unclear as to what is required after referring to the guidance below, contact the Travel Co-ordination Unit on **0161 219 6700** for assistance.

### How this information will be used

The information on this form will be used to assess whether the student may be entitled to travel support. If travel support is declined, you will be notified in writing stating the reasons why. Where necessary a more detailed review of the circumstances will be undertaken and written evidence may be required from you or from educational/medical experts prior to reaching a decision. If you disagree with the decision you may appeal.

Applicants should allow approximately 30 days from application to a travel solution commencing. This may be less, if appropriate evidence, where required, is readily available, therefore please allow as much time as possible. If the application form does not contain enough information to complete the initial evaluation, it will be returned to the parent/carer. The 30 day consultation period will commence on the receipt of the updated application.

**A contribution towards the cost of a travel solution will be sought from the parent/carer and if over 18 years, the individual themselves.**

Please fill in the form

<b>Name of student:</b>			
<b>Date of birth:</b>			
<b>Expected start date:</b>	Date:		
<b>Name of college/ education establishment:</b>	Name:		
<b>Name of Parent/Carer:</b>			
<b>Contact information:</b>	Address: Postcode: Landline: Mobile:		
<b>Do you have parental responsibility/guardianship?</b>	Yes	No	N/A
<b>If no – who has parental responsibility? Are you the designated appointee? Yes/No</b>	Name: Address: Contact number:		
<b>Do you have UK residency or Biometric Resident Permit or current work permit/visa?</b>		Yes	No

Please refer to the guidance overleaf if necessary

<b>1</b>	Did the student have a Statement of SEN or an EHC plan when attending school?	Yes	No
<b>2</b>	Did the student receive travel assistance whilst at school?	Yes	No
<b>3</b>	Does the student have a permanent disability or mobility problem such that they are unable to walk or travel on public transport to college/education establishments? If you answered no to question 3, please go to question 4.	Yes	No
<b>3a</b>	Does the student use a wheelchair?	Yes	No
	Does the student use an electric wheelchair?	Yes	No
	Does the student use a buggy?	Yes	No
<b>3b</b>	Does the student Walking Aids? Please list aids used:	Yes	No

4	Does the student have a short-term mobility problem or medical condition that prevents them from walking or travelling on public transport to college/education establishment as advised by a doctor or medical expert?	Yes	No
5	Is the student attending a full time course of further education?	Yes	No
6	Does this course lead to a recognised qualification?	Yes	No
7	Is the specified college/education establishment the nearest to the student's home which provides the course?	Yes	No
8	Is this a continuing course?	Yes	No
8a	Start date of course:		
8b	End date of course:		
9	Do you receive PIP for yourself on the enhanced mobility rate?	Yes	No
10	Do you receive the higher rate DLA with the higher mobility rate for the student?	Yes	No
11	Do you have a Motability vehicle for your child/young person?	Yes	No

## Declaration

**Parent/Carer declaration** - I declare that the information provided is accurate to the best of my knowledge. I also confirm I am able to communicate on any financial matters on behalf of the applicant.

**Appointee declaration** - I declare that the information provided is accurate to the best of my knowledge. I also confirm I am able to communicate on any financial matters on behalf of the applicant.

<b>Signed:</b>	
<b>Please print name:</b>	
<b>Date:</b>	
<b>Relationship:</b>	

## Guidance for specific questions

**Question 1** – He/She may have gone through a process to assess their SEN or EHC plan whilst at school and, if so, a Statement / Education Health Care plan will have been produced.

**Question 2** – If he/she received support from the Council to get to and from school, please circle. He/she may have already been receiving travel assistance whilst at school, we will verify the type of assistance provided from our records and this may save time later in establishing a safe form of travel assistance assuming that the circumstances have not changed significantly.

**Question 3** - He/She may have a significant mobility problem or disability but not necessarily have received a Statement of SEN or an EHC plan. If this is of such severity that he/she is unable to walk to college/education establishment please circle. The Council may require medical evidence to fully assess the application prior to approving travel assistance; this will be requested at the next stage – Please note that you do not have to provide this evidence yet.

**Question 4** – He/She may have a temporary mobility problem such as a broken leg for example, or other medical condition which a doctor or medical expert has deemed that he/she is unable to walk or travel on public transport to college. If this is the case please circle. The Council may require medical evidence to fully assess the application prior to approving travel assistance; this will be requested at the next stage.

**Question 5 and 6** – A full-time course is defined as one of at least 600 guided learning hours in any 12-month period. It is the Council's policy to provide assistance where a student is undertaking a full time course leading to a recognised qualification.

**Question 7**– You should only answer yes if there are no other colleges providing this course that are nearer to the student's home address that can adequately meet his/her needs.

### **Question 8**

Travel assistance for students who are part-way through a course will still need to have their entitlement to travel assistance reviewed and students/parents/carers should indicate if this is the case when completing this form.

**Question 9 and 10** - Personal Independence Payment (PIP) helps with some of the extra costs caused by long-term ill-health or a disability if you're aged 16 to 64. PIP started to replace Disability Living Allowance (DLA) for people aged 16 to 64 from 8 April 2013. If you receive an enhanced rate allowance with a mobility element please circle.

**Question 11** - You can exchange your mobility allowance (DLA and PIP) to lease a vehicle on the Motability Scheme. If you have a Motability vehicle, please circle.

For more information with regard to Motability you can go to [www.motability.co.uk](http://www.motability.co.uk) or ring Customer Service on **Tel: 0300 456 4566**, 8am-7pm Monday to Friday, 9am-1pm Saturday. Monday 9 am -11 am is their busiest period. You may find it easier to call outside these times.

## Overview of the Application Process

### Stage 1

Parent/carer/young person completes a Travel Support Application Form.

### Stage 2

Travel Coordination Unit receives Application. On receipt of the application an assessment of eligibility will be undertaken.

At this stage the application will either progress to Stage 3 or be declined. The parent/carer/young person will be informed of the outcome within 10 working days of receiving the application.

If the application form does not contain enough information to complete the initial evaluation it will be returned to the parent/carer. The 30 day consultation period will commence on the receipt of the updated application.

### Stage 3

Once the application has been approved a Travel Review Officer will contact the parent/carer/young person and make arrangements for a home visit.

### Stage 4

The Logistics Team in consultation with the Travel Review Officer will determine a travel solution.

Parents/carers/young person should allow up to 30 working days from the date the application was received to the start of any approved travel support to access education and training.

An invoice will be issued for a contribution towards the cost of the travel solution.

If the application appears likely to take longer due to specific circumstances beyond the control of the Council, the parent/carer/young person will be notified by the Council and an estimate of the actual time needed to process the application will be given.