

Derby City Council

Home to School Travel Service

Newsletter March 2023

March 2023

Pre 16 Home to School Travel Service Policy 2023/2024

Home to School Travel Assistance Policy 2023-2024

The Derby City Council Home to School Travel Service reviews its policy annually. This year, the Department for Education (DfE) has drafted statutory guidance for local authorities. Derby City Council has reviewed its policy in line with this DfE guidance.

There are **no changes to the eligibility criteria** for home to school travel assistance however additions have been made to make it easier to understand. Examples are provided throughout the policy to demonstrate how the policy is applied and how decisions are made about what type of travel assistance will be offered to an eligible child or young person.

Who needs to apply?

You will only need to submit a new application for home to school travel assistance if: -

1. You are applying for home to school travel assistance for the first time.
2. You will be changing home address.
3. Your child is starting a new school in September 2023.
4. You are applying to renew a bus pass (bus passes must be applied for every year).

Please note: If none of the above apply to you, your child's current type of travel assistance will remain in place.

When to apply?

The application window opened on **01 April 2023**.

Applications for home to school travel assistance must be submitted by **31 May each year**, for the start of the new academic year. Parents are responsible for submitting applications by this deadline. Applications received after this date will be assessed and processed, but the Council cannot guarantee that travel assistance arrangements will be in place for the start of the academic year.

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Contacts:

Home to School Travel Service

Tel: 01332 642716

schooltravel@derby.gov.uk

Our phone lines are open 08:30 – 17:00 Monday to Thursday and 08:30 – 16:30 on Fridays

Please note: We are a small team so may be busy at peak times and unable to answer your call straight away. If you are unable to get through, please email us and we will call you back as soon as possible.

How to apply?

From 01 April 2023, parents must complete an application, using the **online application form**, which can be accessed via the Council's website www.derby.gov.uk/schooltravel This is the **quickest way** for parents to apply and the preferred way for applications to be received.

Parents will need to attach and upload any supporting information [e.g., evidence of free school meals or medical information] to their online application. Parents will not be able to progress to the next stage of the application until documents have been successfully uploaded, when prompted.

Parents who do not have access to the Internet, via a Smartphone, PC, or tablet device, should use the free computer and Internet access, which is available at the Council House and at all Derby City Council library sites, to submit an online application.

Parents who do not have access to the Internet and cannot physically access the Council House or their local Council library site, can contact the Home to School Travel Service and request a paper copy of the application to be posted to their address.

Telephone: 01332 642716 or Email: schooltravel@derby.gov.uk

Completed paper applications and supporting evidence must be delivered to:

Home to School Travel Service
Derby City Council
The Council House
Corporation Street,
Derby DE1 2FS

How applications will be assessed

All applications will be assessed on a case-by-case basis. The travel assistance offer for an eligible child will take account of their individual needs and ensure the offer meet those needs. In most cases, the offer will be a 24/7 bus pass, a 24/7 child & adult bus pass, Independent Travel Training, or a mileage allowance.

Eligible pre-16 children may be offered one of the following:

- 24/7 bus pass
- 24/7 child & adult bus pass
- Mileage allowance (where a family has access to a vehicle to take their child to school)
- Independent Travel Training (if appropriate)
- A seat in a taxi or minibus may be offered in exceptional circumstances, where there is evidence that
 - it would be unreasonable to expect a child to travel unaccompanied, and
 - it would be unreasonable to expect a parent to accompany their child to school, due to health or medical needs, or
 - A child is placed out of area and the distance means public transport is not feasible and there is no vehicle available for the family to benefit from a mileage allowance.

Mileage Allowances

A mileage allowance is a form of home to school travel assistance, which allows parents and carers of an eligible child, and with access to a vehicle to transport their child to their education setting.

A great option for parents:

A mileage allowance enables families to manage the home to school journey independently. The Council will cover fuel costs by paying parents a mileage allowance after the end of each term.

A great option for children and young people:

A mileage allowance enables eligible children and young people to travel to school with their parent or carer, meaning that children and young people arrive at school ready to learn.

Did you know? Parents can claim a mileage allowance and nominate another trusted responsible adult to drive their child to school.

How mileage allowances are calculated

The Council will reimburse fuel costs at the standard Council mileage allowance rates, detailed in the table below.

Derby City Council mileage allowance rates	
Total distance (2 return journeys)	£ Amount per mile
Up to 50 miles	£0.45
51-100 miles	£0.35
101-200 miles	£0.25

The mileage allowance is based on a maximum of two return journeys for each school day that the child attends, multiplied by the distance that we measure as being the shortest driving route. Payments are made in arrears, after the end of each school term once attendance has been confirmed by the school.

Example

Child A attends a school that is 5 miles away from the home address.

$4 \times 5 \text{ miles} = 20 \text{ miles}$, $20 \times £0.45 = £9.00$ per day mileage allowance

Autumn Term is 76 days: Child A attends school 70 days during the autumn term

$70 \times £9.00 = \mathbf{£630.00}$

Parent will receive a mileage allowance payment of £630.00 for the autumn term.

Further Information

Please follow this link to our refreshed webpage for all the latest information.

[Home to school travel - Derby City Council](#)

https://www.facebook.com/DCCLocalOffer/?locale=en_GB

Post 16-19 Home to school or college travel assistance for the academic year 2023/2024

At its meeting on 15 February 2023, Council Cabinet approved the proposal that from September 2023 instead of arranging taxis and minibuses, the Council will replace them with Personal Travel Budget (PTB) payments for all eligible sixth form learners. This will be supported by a new and enriched Independent Travel Training (ITT) service to help and support more young people to become independent travellers. The Council's ITT service will be delivered by Transition 2.

There are no changes to the eligibility criteria for home to school travel assistance for eligible sixth form learners.

How much will a PTB be?

A PTB payment will depend on the number of days travelling and the distance from home to school or college using the Council's measuring software.

The table below indicates how much yearly PTB you may be offered.

Single journey miles travelled	Attending 5 days	Attending less than 5 days
0 – 1.99	£1,060	£860
2 – 4.99	£1,590	£1,272
5 – 10.99	£3,180	£2,544
11 – 15.99	£4,240	£3,392
16+	£5,300	£4,240

A PTB can be used in a variety of ways and provide a family with the flexibility to make travel arrangements to meet their own individual circumstances. For example,

- To purchase an annual bus pass(es)
- To cover or contribute towards fuel costs
- To cover or contribute to the cost of a taxi
- To cover or contribute towards childcare costs for younger siblings, to allow parents to take their post 16 young person to school or college

The Council recognises that there are learners of sixth form age for whom a PTB will not be suitable. Exceptional circumstances will be considered in line with the revised Post 16-19 home to school travel policy statement and based on any evidence provided by the parent to support the application.

Independent Travel Training

The Council has a new and enriched independent travel training (ITT) offer, which many children and young people can benefit from. Delivery of the new ITT offer is by Transition 2 (T2) who are local experts in working with young people with Special Educational Needs and Disabilities (SEND). T2 are passionate about supporting young people to develop essential independence skills, including travel skills, so that they can reach their potential as adults, with access to appropriate education, employment opportunities and to enjoy social activities in the community.

More information will be sent out soon about this exciting offer.

Home to School Travel Assistance Post-16 Policy Statement 2023-2024

The Derby City Council Home to School Travel Service reviews its post-16 policy statement annually.

Publication of the post-16 policy statement for 2023-2024 is planned for week commencing Monday 27 March 2023.

For further information visit our website and our social media pages for all the latest information.

[Home to school travel - Derby City Council](#)

https://www.facebook.com/DCCLocalOffer/?locale=en_GB

Our newsletter is going digital

Unfortunately, following the information provided in the December 2022 newsletter, we have not been able to send this newsletter in a digital format as many of you have not yet provided us with a contact email address. This will be the Home to School Travel Service's final 'paper' newsletter.

All future newsletters will be sent by email so it is important that you provide us with your current email address.

Please email your details (in the format below) to schooltravel@derby.gov.uk so we can update your records.

Child name:

Child DOB:

Parent/Carer name:

Email address:

Contact telephone number:

Meet the team – Team contacts

Tel: 01332 642716

Email: schooltravel@derby.gov.uk

Michael Samra

Home to School Travel Service Apprentice

Contact Michael for any general information, for support with your mileage allowance (previously called fuel re-imbursment), change of address or change of circumstance.

Matthew Tristram

Home to School Travel Service Commissioning Support Officer

Contact Matt for support with your bus pass or SEND travel assistance application.

Carole Zajciw

Home to School Travel Service Commissioning Support Officer

Contact Carole for any safeguarding concerns, issues with current travel assistance and The Lighthouse respite transport.

Dawn Barlow

School Organisation and Provision Project Manager

Contact Dawn for any information relating to the Post 16 project.

Ben Murphy

Home to School Travel Service Senior Commissioning Officer

Ben has overall responsibility for the application process and team data.

Helen Clarke

Home to School Travel Service Principal Commissioning Officer

Helen has overall responsibility for safeguarding as well as being responsible for engagement with parent/carers, schools, and providers to ensure continuous improvement to our services.

Tom Hay

Home to School Travel Service Commissioning Manager

Tom manages the Home to School Travel Service to make sure we are doing things right.

The Home to School Travel Service will be closed on the following dates:

Good Friday (07 April 2023)

Easter Monday (09 April 2023)

May Day Bank Holiday (01 May 2023)

King's Coronation (08 May 2023)

Late May Bank Holiday (29 May 2023)