



Home to School Travel Service Bulletin May 2023

Content

- **Eligibility criteria for Home to School Travel**
- **Application process**
- **Independent Travel Training (ITT)**
- **Mileage Allowance**

Eligibility criteria for home to school travel 2023/2024

There are **no changes to the eligibility criteria** for home to school travel assistance, however additional information has been added to make it easier to understand.

We've also included some case studies to help show how decisions are made in line with the Policy and the type of travel assistance we can offer to eligible children and young people.

Eligibility Criteria

A child or young person is eligible if they:

- live at a Derby city address
- are of compulsory school age (usually between 5 and 16 years old)
- attend their nearest suitable school
- live more than the statutory walking distance from their nearest suitable school
 - 2 miles – child under 8 years
 - 3 miles – child 8 years and above
- cannot reasonably be expected to walk, alone or accompanied, to their nearest suitable school, or the school named in section I of the child's Education Health and Care Plan (EHCP), because of their special educational needs or disability (SEND)
- cannot walk to their nearest suitable school in reasonable safety.

Applications for home to school travel assistance

Who needs to apply?

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

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

IMPORTANT a child's current type of travel assistance will remain in place unless any of the above apply.

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.

IMPORTANT: Applications received after 31 May will still be assessed, but the Council can't guarantee that travel assistance arrangements will be in place for the start of the academic year.

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 [Home to School Travel Assistance - Derby City Council](#) This is the **quickest way** for parents to apply and the preferred way for applications to be received.

Parents and carers will need to have a Derby City Council My Account to complete an online application form <https://myaccount.derby.gov.uk/>

Parents **must attach and upload any supporting information** [e.g., evidence of free school meals or medical information] to their online application otherwise. Parents won't be able to move to the next stage of the application process.

Parents who do not have access to the Internet, via a Smartphone, PC, or tablet device, can use the **free** computer and Internet access available at the Council House and all Derby City Council libraries.

How applications will be assessed

All applications will be assessed on a **case-by-case basis**. The travel assistance offer will be tailored to each application based on evidence provided regarding any special educational needs or exceptional circumstances.,

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.

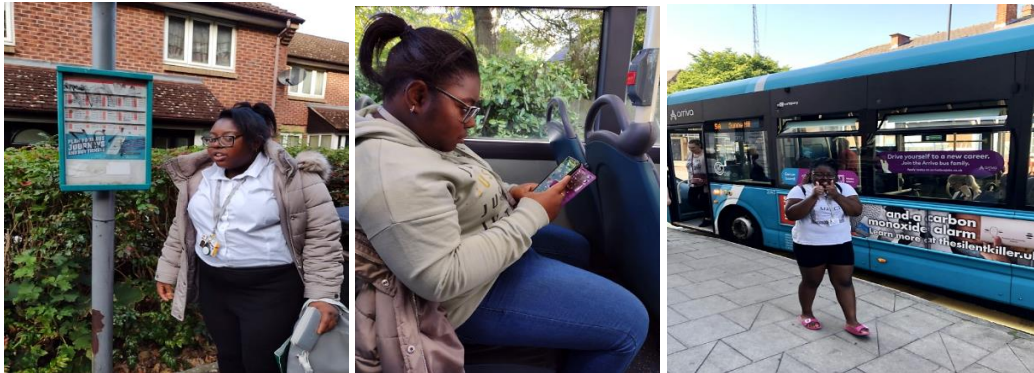
Independent Travel Training

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).

We have seen many young people take part in the ITT programme over the past year.

Here Miya tells us about her thoughts and feelings about travel training,

“It has helped me to get out to different places, to town, to exercise and to work. It has made me feel happy because I can do things on my own. It has changed my life”



Miya’s mum shared with us, *“travel training has been a positive experience. It’s really helped to build her confidence”*

Look out for more information in the coming months about our enriched independent travel training programme.

Mileage Allowance

We know that some families prefer the independence of taking their child(ren) to and from school with a mileage allowance that supports them financially to do this. 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 (using Google Maps) as being the shortest driving route.

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

Total distance (2 return journeys)	£ Amount per mile
Up to 50 miles	£0.45
51-100 miles	£0.35
101-200 miles	£0.25

Payment schedules for mileage allowances

Payments are usually made in arrears, after the end of each school term, once attendance has been confirmed by your child’s school or college. However, the Council acknowledges that the cost of living

is affecting many people and in recognition of this, from September 2023, we will pay all first half term payments in advance.

Please note: any non-attendance during these periods will be deducted from the following half term mileage allowance payment, and once attendance has been confirmed by the school.

Further Information

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

[Home to School Travel Assistance - Derby City Council](#)

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

We hope this update has been helpful, should you need any further information or advice on Home to School Travel Assistance, please email schooltravel@derby.gov.uk

Kind regards

The Home to School Travel Team