**Travel Assistance Application for School aged Children / Young People with Additional Support Needs**

PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING FORM

# Dundee City Council with its Community Planning partner shares a vision that all children and young people will be safe, enjoy good health and have access to a wide range of experiences and opportunities to achieve their potential.

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Parents and carers have a responsibility to ensure that their child/young person attends school including providing their required travel arrangements.

Dundee City Council may however, provide travel assistance for eligible school aged children /young person who meet the distance criteria, and who have additional support needs that prevent them from travelling accompanied as necessary, taking into account their mobility needs, and any associated health issues related to their ASN or disability.

**Travel assistance if authorised may be provided in a number of forms as determined by Dundee City Council in accordance with the Travel Assistance Policy;**

* Escorted Walking
* Escorted / non escorted transport by Public bus service
* Parental Contract
* Escorted / Non escorted Private Minibus (wheelchair accessible where necessary)
* Escorted / non escorted Taxi (wheelchair accessible where necessary)

# In the application form, all information given, will be used to assist us in deciding the most appropriate form of travel assistance that we may offer your child /young person in order for them to be able to lead healthy independent lives.

In order for an appropriate assessment of your child's needs to be carried out please complete all sections of the form. Failure to do this may lead to application form being returned or travel assistance being refused. Please ensure the completed document is returned to the address below by **18th of February 2019.**

The completed form should be returned to:

Children and Families Service

50 North Lindsay Street

DUNDEE

DD1 1NL

or e mail: EducationHometoschooltransport@dundeecity.gov.uk

**Child/ young person details**

Section 1 Personal details

Surname Forename Known As

Male Female Date of Birth (please use the format Day/Month/Year)

    

Home address (Full address including postcode)

Postcode

Date moved to this address (please use the format Day/Month/year)

  

Primary Parent/ Carer details

Title (please tick)

Mr  Mrs  Miss  Ms  Other

Surname Forename Known As

Parent or Carers principal home address (Full address including postcode)

If home address is the same as the child/young person principles home address write: “As Above”

Postcode

Email (one character per box)

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Daytime Telephone Number Alternative Telephone Number

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Relationship to child/ young person (please tick)

Mother  Father  Other (please specify)  

Emergency contact (**Your emergency** **contact must be other than yourself, who live in Dundee City boundaries**)

Emergency contact name (Other than primary contact details) Daytime Telephone number

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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Address (Full address including postcode)

Relationship to child/young person

Please give the full name of the School your child/young person will be attending

Section 2 Educational Establishment

Estimated mileage distance to the attending school 

Telephone Number

Date of your child/ young person admission to the school (please use the format Day/Month/ Year)

  

Please state the School year your child / young person will be in school should your travel assistance application be authorised (Please tick)

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P1 P2 P3 P4 P5 P6 P7 S1 S2 S3 S4 S5 S6

**Please tick all that is applicable**.

Is this your child/ young person’s first enrolment at Dundee City Council school? Yes No

Is this the nearest school/ of its type to your home address? Yes No

If no, did you apply for a place at your catchment school Yes No

Please give a reason why your child/young person is attending this school

Parent/ Carer placing request

Catchment

Religious / Denomination

Placement by Children Families Services

Other (Please give details, providing evidence where appropriate

**The Journey (Current School)**

Could your child/young person travel to school by any of the following means: (please fill each box Y or N)

Walk unaccompanied Walk accompanied Bus Parent drives Family friend/carer drives

If no, please give a reason

Please give reason why you are requesting assistance with travel

Section 3 Children/young person with Additional Support Needs and/ or medical conditions

Do any other siblings/children reside at the principal home address attend school Yes No

If Yes, how many

What is the age of this child?

Name of child

Which school do they currently attend?

What is the age of this child?

Name of child

Which school do they currently attend?

What is the age of this child?

Name of child

Which school do they currently attend?

Please explain why you or a responsible person are unable to accompany your child / Young person to school.

Do you or your partner have work commitments that prevent you from taking your child to school? Yes No

Can another adult take your child / young person to school Yes No

If no, please explain why (note: Parent/carers may find difficulty in taking children with ASN to school when they have other siblings to take to other schools. The difficulty is acknowledged but travel assistance cannot be provided unless the child with ASN is already eligible for travel assistance based upon mileage and need criteria. Parents should discuss with the school whether siblings could be taken to school earlier or be accompanied by a nominated friend/family member. Parents are expected to explore all options before applying for travel assistance.)

Section 3 Children/young person with Additional Support Needs and/ or medical conditions continued

If you have work commitments who is at home to support your child with travel assistance

Has your child/ young person of secondary school age received independent travel training?

Yes No

If no, please explain why

If your child/ young person is of secondary age would you consent to them receiving independent travel training?

Yes No

If no, please explain why?

Please tell us about your child/ young person’s needs. Does your child / young person have any of the following?

|  |  |
| --- | --- |
| Complex Learning Needs |  |
| Communication Needs |  |
| Physical and neurological difficulties |  |
| Visual impairment |  |

|  |  |
| --- | --- |
| Autism |  |
| Deaf/Hearing Impairments |  |
| Medical |  |
| Epilepsy |  |

|  |  |
| --- | --- |
| Other: |  |

Please describe how this affects them when travelling. Please include as much detail. (Note: “Travelling” includes walking, accompanied as appropriate, use of public transport, travelling with parent/carer in a private vehicle)

Section 3 Children/young person with Additional Support Needs and/ or medical conditions continued

Does your child/ young person have any medical conditions that affect their mobility?

Yes No

If Yes, please provide a description

If no, please explain what prevents the child being taken to/from school by a parent/carer

Section 4 Family Circumstances

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Family circumstances form an important part of the council identifying the most suitable and appropriate means of authorised travel assistance that represents best value and supports a sustainable solution. Please answer the following questions as part of **all** applications for travel assistance.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Does your child/young person have a child’s plan? |  |  |
| Do you or your partner have a car? |  |  |
| Do you or your partner have a car that could be used to take your child to/from school |  |  |
| Do you have a high rate mobility vehicle for your child? |  |  |

Please include contact details of key medical professional involved with your child/ young person’s care in support of this application

Section 5 Professional medical &social care details

Authorised Travel Assistance may be provided in the form of a personal budget

The following section **must** be completed in instances where medical or social service supporting evidence is required

**If no medical evidence is given this may result in a delay for any decision made for Travel Assistance.**

Name of medical professional

Department

Email

Contact telephone number

Do you have an allocated social worker? Yes No

If yes, please provide their full name and contact details

Social worker name

Telephone number

School head teacher

Telephone number

**LOOKING AFTER YOUR PERSONAL DATE- DATA PROTECTION ACT 1998**

**Dundee City Council, Children and Families Service have a legal obligation to ensure that we meet our statutory duty to provide travel assistance for children and young people with additional support needs.**

**The information you provide on this form will be processed by Children & Families Service and stored on an electronic database. The Scottish Council on Archives Records Retention (Ref.10.006.002) states we have a statutory requirement to retain this information for 5 years from the last date of action.**

**We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.**

**This data will also be shared with Council staff and nominated drivers/escorts in order to provide the service.**

**Should you wish to access, amend, restrict or object to the processing of your data please**

**Email; Educationhometoschooltransport@dundeecity.gov.uk**

Section 6 Declaration

I wish to make an application for travel assistance. I certify that the information given is true to the best of my knowledge and belief. I understand that any false or deliberately misleading information given on this form and/or supporting documents, or any relevant information withheld, may render this application invalid. If I receive financial assistance based upon false or deliberately misleading information and/or do not inform Dundee City Council of any changes in circumstance which may affect any entitlement to travel assistance, I may be liable for any costs incurred.

If you do not include all relevant information it will delay in any decisions made for travel assistance.

Signature of parent/ carer Date

Name of parent/carer (please print name