

# Home to School Travel and Transport Policy

September 2018

Our vision:

*All Sheffield children and young people travel  
to their place of learning as independently as  
possible, arriving ready to learn*

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# Sheffield Home to School Travel and Transport Policy

## 1 Policy Statement - August 2018

### 1.1 Introduction

This document sets out Sheffield City Council's policy for providing appropriate home to school travel support for eligible children and young people living in Sheffield.

### 1.2 Statutory Duties

The Council is under a statutory duty to ensure that suitable travel arrangements are made, promoting the use of "sustainable travel and transport" and where necessary, to facilitate an eligible child's attendance at school. The policy has been developed in accordance with the legislation to ensure that we are able to meet this statutory duty.

Further information can be obtained via <https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

### 1.3 Aims and Objectives

Sheffield City Council's ambition is that every child and young person in the city achieves their full potential by raising expectations and achievement, enabling enriching experiences and supporting them on their journey to independence.

The Council would like as many children and young people as possible to be able to travel independently to school. Travelling independently provides key life skills and is proven to lead to increased educational, social and employment opportunities in adulthood, as well as improving health outcomes and contributing to more sustainable travel in the city.

Children and young people will have different levels of need and ability and some may require more support with their travel arrangements to ensure that they have an equal chance of achieving their full potential.

This policy supports the Council's priorities for improving health and wellbeing; more children ready for learning and life; improving support to children with special educational needs or disabilities; and supporting children and young people to be safe, independent and well.

The policy applies to anyone living in Sheffield, and covers the period XX August 2018 to 31 July 2019. Learners not resident in Sheffield should refer to the transport policy statement issued by their home Local Authority.

This policy covers the statutory duties of the Local Authority under Section 508A and 508D of the Education Act 1996 and subsequent amendments.

#### 1.4 Sheffield City Council's Responsibilities

It is the Council's responsibility to provide appropriate and sustainable term-time home to school travel support, as set out in this policy, for eligible children and young people living in Sheffield.

The Council will take into account all information provided in support of applications for travel support.

#### 1.5 Parents and Carer's Responsibilities

Parents and carers are responsible for:

- Ensuring their child/children attend school promptly and regularly.
- Meeting other travel support needs including travel to and from work experience placements, extra-curricular activities or any other arrangements they may enter into with their child's school.
- Informing the Council promptly of any changes which may affect travel support eligibility or transport arrangements – either for example due to temporary illness or change of address (the Council reserves the right to suspend SEND transport provision where it is not informed of any changes to arrangements).
- Where parents choose to send their child/young person to a school other than their nearest qualifying school (a more distant provision of the same type whether in a mainstream school or a special school) travel support will **not** be provided by the Council. **Parents will be responsible for making their own arrangements.**

In writing this policy, we have consulted with young people, parent/carers, schools and other stakeholders, including neighbouring Local Authorities. A similar exercise will be held each year to inform the policy prior to annual publication in the summer term.

## 1.6 Definitions

For ease of reference, a term that is defined below is highlighted in bold within this policy document.

Term	Definition
Carer	This means a person named by the Council to care for a child for whom it has parental responsibility.
Children and young people	Relates to children in a school education setting between the ages of 5 and 18 (young people on its own relates specifically to the post-16 education policy for 16-19 year olds in mainstream settings or 16-25 for young people with SEND).
Compulsory school age	In broad terms this means between and including the ages of 5 and 16. 'Raising the Participation Age' means young people now stay in education or training until they are 18, however this does not affect the definition of 'compulsory school age'.
Discretionary funding	This means support with funding that the Council does not have to provide by law.
Eligible children	<p>Children aged from 5 to 8 years who live beyond the <b>statutory walking distance</b> and attend the <b>nearest qualifying school</b> to their <b>permanent home address</b>.</p> <p>Children aged from 8 to 16 years who live beyond the <b>statutory walking distance</b> and attend the <b>nearest qualifying school</b> to their <b>permanent home address</b>.</p> <p>Children who are over the age of 8 but under age 11 from <b>low income families</b>, and attend the nearest qualifying school to their <b>permanent home address</b>, and live over two miles away</p> <p>Children aged 11 up to 16 years from <b>low income families</b> who:</p> <ul style="list-style-type: none"> <li>• Attend one of the three <b>nearest qualifying schools</b> to their home and that school is more than two miles, but not more than six miles from their <b>permanent home address</b>; or</li> <li>• Attend a particular faith school over two miles, but under fifteen miles from their <b>permanent home address</b> on the grounds of their parent's <b>religion or belief</b>, and, having regard to that religion or belief, there is no nearer qualifying school.</li> </ul> <p>Children living within the <b>statutory walking distance</b> but, because of their special educational needs, disability or mobility problems, cannot reasonably be expected to walk to school and no suitable arrangements have been made to enable them to attend a nearer qualifying school.</p> <p>Children living within <b>the statutory walking distance</b> who cannot reasonably be expected to walk to school, even accompanied, because of the nature of the route.</p>
Looked After	Children who are in the care of Sheffield City Council.

Children	
Low income families	Where children are entitled to free school meals or their <b>parents</b> receive their maximum level of Working Tax Credit.
Nearest available walking route	<p>This is the shortest route along which a child, accompanied as necessary, may walk with reasonable safety.</p> <p>It may include a route that involves use of footpaths, bridleways, and other pathways, as well as recognised roads. A route will be viewed as 'available' even if the child would need to be accompanied along it by his or her parent, as long as such accompaniment is reasonably practicable from a road safety perspective</p>
Nearest qualifying or appropriate school	<p>This means the nearest school in Sheffield with places available that provides education appropriate to the age, ability and aptitude of the child and any special educational needs that the child may have. Qualifying schools can be either schools that are maintained by the Council e.g.:</p> <ul style="list-style-type: none"> <li>▪ Community, foundation or voluntary schools;</li> <li>▪ Community or foundation special schools;</li> <li>▪ Pupil referral units;</li> <li>▪ Maintained nursery schools; or</li> </ul> <p>Schools which are funded through a funding agreement with the Education Funding Agency e.g.</p> <ul style="list-style-type: none"> <li>▪ City technology colleges (CTCs), city colleges for the technology of the arts (CCTA), free schools or Academies (including the University Technical Academy).</li> </ul> <p>In the case of a child with special educational needs or a disability, the list is extended to include non-maintained special schools (an independent school, other than a college or Academy).</p> <p>For a child/young person with SEND, the school named on their Statement / EHC Plan will be their qualifying school if</p> <p>(a) it is the only school named in the Statement or EHC plan maintained for the child or</p> <p>(b) it is one of two or more schools named in that plan and of those schools it is the nearer or nearest to the child's home.</p>
Parent or parents	The mother and/or father of the child, or any person who is not the parent but who has parental responsibility.
Permanent home address	The address that the child benefit is paid to.
Permanent medical condition	This means a congenital or permanent medical condition (for example arthritis, cardiac problems or cystic fibrosis), which means a child cannot reasonably be expected to walk or use public transport to get to school.
Qualified medical	A doctor or other NHS recognised practitioner.

practitioner	
Religious belief or preference	<p>The DfE definition of 'religion' includes those religions widely recognised in this country such as Christianity, Baha'is, Buddhism, Hinduism, Islam, Jains, Judaism, Rasafarianism, Sikhism and Zoroastrians.</p> <p>Denominations or sects within a religion can be considered as a religion or religious belief, such as Catholicism or Protestantism within Christianity.</p> <p>The limitation on what constitutes a 'religion' is that it must have a clear structure and belief.</p> <p>'Belief' includes any religious or philosophical belief and includes Humanism and Atheism. Belief also includes a lack of religion or belief .</p>
Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) Plan	<p>This applies to children and young people of who have a learning difficulty or disability that calls for special educational provision to be made for them at a school or post-16 institution named by the Council.</p>
Statutory funding	<p>This means funding for transport that must be provided by the Council as outlined in the Education Act 1996 (as amended by the Education and Inspections Act 2006).</p>
Statutory walking distance	<p>This is the distance to a child's nearest <b>qualifying school</b>, measured according to the shortest route available, along which a child may walk safely, and is dependent on age:</p> <ul style="list-style-type: none"> <li>• Two miles for children under the age of 8: and</li> <li>• Three miles for children aged 8 to 16.</li> </ul> <p>There is the assumption that the walking journey will be accompanied, as necessary, by a responsible person (normally a <b>parent</b>).</p>
Sustainable travel and transport	<p>Those modes of travel which may improve the child's physical well-being and/or the environmental well-being of Sheffield.</p>
Temporary medical condition	<p>This includes conditions such as a broken leg that may impede normal independent travel to school, but which does not prevent the child from benefitting from education.</p>
The Council	<p>Refers to Sheffield City Council</p>

Please note: this table may be updated annually.

## 2 Travel Support for eligible children of compulsory school age

### Zero Fare Bus Pass

Provision of travel support **for compulsory school age** children will normally be in the form of a Zero Fare Bus Pass funded by Sheffield City Council. In circumstances where public transport is unavailable or not appropriate, the Council will assist in making alternative arrangements for **eligible children**.

A Zero Fare Bus Pass will allow a **child/young person** to travel from their permanent home address to school and back, free of charge. This is issued on an academic year basis and is available for children of **compulsory school age**. If an accompanying **parent/carer** must travel with the **child/young person** they will be expected to pay for their travel costs unless they have a concessionary pass.

A Zero Fare Pass may be given to a **child/young person** in conjunction with Independent Travel Training where appropriate.

2.1 A Zero Fare Bus Pass will be provided for **eligible children of compulsory school age** who live within the city boundary and meet one or more of the statutory criteria outlined below:

- Children under the age of 8 who travel:
  - (a) two miles or more from their **permanent home address** to their **nearest qualifying school**, measured according to the **nearest available walking route**, or
  - (b) less than two miles from their **permanent home address** to their **nearest qualifying school**, where the nature of the route is such that the child cannot reasonably be expected to walk (accompanied as necessary) in reasonable safety.
- Children aged 8 up to 16 years who travel:
  - (a) three miles or more from their **permanent home address** to their **nearest** qualifying school measured according to the nearest available walking route.
  - (b) less than three miles from their **permanent home address** to their **nearest qualifying school**, where the nature of the route is such that the child cannot reasonably be expected to walk (accompanied as necessary) in reasonable safety. If the catchment school is full and the nearest alternative school is outside the **statutory walking distance**, then the pupil would be entitled to a Zero Fare Bus Pass to that school.

## Low Income Families

- 2.2 Children who are over the age of 8 but who are not 11 who qualify on the grounds of **low income** and travel more than two miles to their **nearest qualifying school**
- 2.3 Children aged 11 to 16 years who qualify on the grounds of **low income**:
- (a) if they attend a qualifying school that is more than two miles, but not more than six miles from their **permanent home address** (as long as there are not three or more nearer suitable qualifying schools); or
  - (b) because their parent has expressed a wish for the child to be educated at a particular school on the basis of **religion, belief or preference**, they attend the **nearest qualifying school**, and that the school is more than two miles, but not more than 15 miles from their **permanent home address**. This is to ensure that low income families are not discriminated against on the grounds of their religion or belief.

Distances of more than the statutory three miles will be measured along road routes and will not include any route or parts of routes which would not be passable using a suitable motor vehicle.

## 2.4 Timing of Assessment and Eligibility

Eligibility for a Zero Fare Pass will be assessed upon receipt of application, and if issued, is valid for the school year.

## 3 Additional Factors Affecting Eligibility

- **Travel Provision on Grounds of Religion or Belief:**  
There is no statutory duty to provide free travel support to children attending denominational (faith) schools, except for eligible secondary aged children from low income families, as set out in Section 2.3 above. All other children attending such schools are required to pay the concessionary bus fare.
- **Route Safety:**  
When assessing the 'door to door' distance between a child's **permanent home address** and their **nearest qualifying school**, measurements of up to three miles will be made on the basis of the **nearest available walking route**. Where the nature of the route is such that a child cannot reasonably be expected to walk (accompanied as necessary by an adult) in safety, **the Council** may be under a duty to make travel arrangements.
- In assessing the safety of a route, the Council is required to conduct an assessment of the risks a child might encounter along the route and will consider such factors as:
  - The age of the child.



- The width of any roads travelled along and the existence of pavements.
  - The volume and speed of traffic travelling along any roads
  - The existence or otherwise of street lighting.
  - Canals, rivers, ditches, overhanging trees or branches that might obscure fields of vision etc.
  - The condition of the route at different times of the year, at the times of day that a child would be expected to travel to and from school.
  - Whether any potential risks might be mitigated if the child were accompanied by an adult.
- Travel Support on Medical Grounds

Travel support may be given on medical grounds for children/young people of **compulsory school age** who attend a qualifying school that is within the **statutory walking distance** for their age, and have:

- a disability, mobility problem, a congenital or permanent medical condition (for example arthritis or cystic fibrosis), which means they cannot reasonably be expected to walk or use public transport to get to school;

**and**

- they are not already the subject of an EHC Plan or statement of SEN;
- the application is supported by written information from a **qualified medical practitioner**;
- the parent is unable to provide their own transport.

Children/young people who suffer a **temporary medical condition** may be provided with travel support if:

- the application is supported by a written report from a **qualified medical practitioner** giving details of the **temporary medical condition** and how long it is likely to last;
- the school provides written details of their timetable commitments;
- the parent is unable to provide their own transport.

Travel support granted on medical grounds will be reviewed regularly and withdrawn when no longer required.

- Travel Support where Parents have a Disability or Temporary Medical Condition

The parents of children of primary school age, who are unable to accompany their child on the walking route to their **nearest qualifying school**, as a result of their own disability or temporary medical condition may apply for travel support. The following conditions apply:

- Any application must be supported by a written report from a qualified medical practitioner.

- Travel support arrangements will be reviewed on a half-termly basis and travel support will be withdrawn in the event that the incapacity has ended.

## 4 Behaviour on Public Transport

The responsibility for the safety and conduct of children/young people during the journey to or from school rests with parents. However, there is an expectation that schools will promote appropriate standards of behaviour by children/young people on their journey to and from school through rewarding positive behaviour and using sanctions to address poor behaviour.

In partnership with South Yorkshire Passenger Transport Executive (SYPT) and South Yorkshire Police, **the Council** has produced behaviour guidance for schools to promote positive behaviour on school transport. This can be found at:

<https://www.travelsouthyorkshire.com/behaviourcharter/>. If behaviour standards are not met, in line with this guidance, **the Council** reserves the right to withdraw home to school travel support.

## 5 Special Educational Needs and Disabilities (SEND)

### 5.1 **The Council** will make travel arrangements for:

- All children of **compulsory school age** who cannot reasonably be expected to walk to school, accompanied by their parent if appropriate, because of their special educational needs or disabilities (SEND)
- Information about **the Council's** Post 16 Travel & Transport Policy can be found at:  
<https://www.sheffield.gov.uk/content/sheffield/home/disability-mental-health/post-16-sen-travel.html>
- **The Council** has no statutory duty to provide transport for children under the **compulsory school age**. Parents are expected to accompany them to their Early Years provider. However, travel support may be provided for Foundation Stage 2 pupils (Reception) if they meet the SEND eligibility criteria, at the discretion of the Travel Assessment and Training Team.

### 5.2 Travel Support Assessment for **children and young people** with SEND:

All applications will be assessed on an individual basis of need and in accordance with this policy and DfE guidance. Please note that having an Education Health and Care Plan (EHC Plan) or Statement of Special Educational Needs does not in itself guarantee travel support or the type of support to be provided.

- The type of travel support the child or young person with SEND will receive from **the Council** will be determined by the Travel Panel following a comprehensive assessment of their needs and abilities, including age, mobility and how their needs affect their ability to travel.
- The assessment process will give consideration to whether or not the child can be reasonably expected to walk to school and if so, whether the parent/carer can reasonably be expected to accompany the child.
- Social reasons or work commitments of parents/carers will not be recognised as valid reasons for determining eligibility or the types of support provided.
- If Independent Travel Training, with a Zero Fare Bus Pass or Disability Pass, is identified by the Travel Panel as the most appropriate mode of travel support, a full risk assessment and training will be provided free of charge.

Travel support will be reviewed on a regular basis, and this may be part of the Annual Review process.

5.3 A range of different travel support options are available depending on the outcome of the Travel Panel assessment, and the capabilities of the child/young person. These include:

- Zero Fare Bus Pass (See Section 2)
- Disability Bus Pass:  
An English National Travel Bus Pass currently allows a child/young person, with a recognised long-term disability, to travel free of charge at any time on public transport within South Yorkshire. An application can be made via Sheffield City Council Customer Services together with supporting documentation (such as Disability Living Allowance or Personal Independence Payment evidence). If the child/young person is in receipt of the higher rate care component of Disability Living Allowance or Personal Independence Payment, they may be eligible for a 'with carer' pass which allows an accompanying carer to travel free of charge.

- Independent Travel Training

*Independent travel training is the development of independent travel as a key life skill. The focus is on young people being supported to become increasingly independent in relation to travel, where appropriate, following an assessment of individual skills and capabilities. The training typically runs for a three month period, although this is tailored to suit each individual, with the aim of travelling independently from home to school and back. This can include smaller steps towards greater independence where fully independent travel may appear too large a step.*

*Where a young person is assessed by the Travel Panel to be suitable for Independent Travel Training, parent/carers are expected to support this as an vital stage of their child's development.*

*The Travel Assessment and Training Team work closely with schools and colleges; a number of which now make independent travel part of the curriculum.*

Steps towards increasing independence includes Get Going and Travelling Together:

- Get Going  
The Get Going Programme gives young people the chance to take their first small steps towards independence, whilst maintaining the travel support currently in place to get to/from school. It enables a young person to work towards developing skills for the future, and helps to increase their confidence and maturity.
- Travelling Together  
A young person will travel to school using public transport such as the bus/tram accompanied by a Passenger Assistant. Assisted travel will enable a young person to gain experience of travelling on public transport and may involve the use of 'meeting points' where a young person or group of young people are collected individually or in groups either by a Passenger Assistant or by a minibus from agreed locations which are not the home address.

Where a young person is assessed by the Travel Panel as suitable for one of the above forms of Travel Training - if the parent/carer decides not to access this support, they will become responsible for making arrangements for their child's journey to/from school. This does not affect the parent/carer/young person's rights to appeal if they dispute the decision of the Travel Panel. Individual cases can be reviewed in light of any changes in circumstances which impact on suitability for travel training.

- **Parental Reimbursement:**  
Where agreed, arrangements can be made for the family car to be used for the home to school journey with **the Council** reimbursing the family as agreed.

Mileage claims should be submitted by the end of each month. Please note that any claim older than 3 months will not be paid unless there are exceptional circumstances, and each claim will be decided on a case by case basis.

- **Transport – Minibus/Taxi:**  
A minibus or taxi may be the agreed form of travel support for some children and young people. Pupils will be collected/dropped off at their permanent home address and the school where they are on roll. Free transport does not apply to any arrangements made for the child to travel between education institutions during the school day. Where a child moves from one establishment to another, in order to receive education, the responsibility for that cost will be the school's.
- **Review of travel support**  
**The Council** recognises that children and young people's needs and ability levels change throughout their time in education and as such, travel support will be reviewed regularly.

#### 5.4 Other Provisions:

**The Council** will normally assess any special equipment or supervision requirements for children and young people while they are on transport provided by **the Council**. This might include the provision of Passenger Assistants or Escorts depending on individual or group needs.

#### 5.5 Journey Times and Routes:

Journey times will be kept to a minimum, to avoid undue stress, depending on the number of passengers and the nature and length of the journey to school.

Routes may need to change mid-school year owing to the fluctuations of demand and other factors. Any changes will be preceded by an adequate period of notice.

#### 5.6 Change of home address

It is the parent /carer's responsibility to inform Transport Services (see Section 6.3) of any change of address at least five working days before the change takes effect, to enable the appropriate reassessment to take place. Failure to give sufficient notice will result in travel support not being available for three to five school days and parents will be responsible for making alternative arrangements during that time.

## 5.7 Behaviour on Transport

If a child/young person displays behaviour that is considered as a risk to themselves or other people, **the Council** will work with parents and the school to resolve these issues.

In exceptional cases, the Council may exercise the right to remove a child from transport provision in relation to behaviour issues, taking full account of their special educational needs or disability, as applicable. This would be a last resort, however under these circumstances it would be the responsibility of parent/carers to ensure that their child attends school.

## 6. Applying for Travel Support

### 6.1 Zero Fare Pass/Disability Pass:

Applications for a [Zero Fare Travel Pass](#) or [Disabled Persons Travel Pass](#) can be made by [requesting an application online](#) by contacting Customer Services on 0114 273 4567. To receive or renew a pass in time for the start of the new academic year, applications should be made by the end of June

Where a child loses or defaces the bus pass, it is the parent's responsibility to make arrangements to replace this. An administration charge is payable to SYPTE to replace a lost or damaged pass.

Where a student does not meet the criteria for a Zero Fare Pass funded by Sheffield City Council, parents/carers may purchase one. The price does not represent a saving compared to the on-bus concessionary fare but many parents/carers value not having to find change for bus fares each day. For details ring SYPTE on 0114 221 1419 or visit <https://www.travelsouthyorkshire.com/ZeroFarePass/>

### 6.2 Applying for Travel Support for Children and Young People with Special Educational Needs and Disabilities (SEND)

To discuss eligibility or to apply, contact:

The Travel Assessment and Training Team  
Sheffield City Council  
Floor 7, West Wing, Moorfoot  
Sheffield S1 4PL  
Tel: 0114 2053542  
Email: [Indetravel@sheffield.gov.uk](mailto:Indetravel@sheffield.gov.uk)  
Website: [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

### 6.3 Contacting Transport Services (For Children and Young People with SEND)

Once transport has been approved, please contact Transport Services directly to discuss any issues or changes to arrangements (including temporary cancellations due to illness) around minibuses, taxis or escorts:

Transport Services  
Sheffield City Council  
Staniforth Road  
Sheffield  
S9 3GZ  
Tel: 0114 20 37577  
[Email: transportservices@sheffield.gov.uk](mailto:transportservices@sheffield.gov.uk)

**The Council reserves the right to suspend SEND travel support where it is not informed of changes to arrangements.**

## 7 Appeals

If you wish to challenge a decision about:

- The travel arrangements offered
- Your child's eligibility
- The distance measurement in relation to statutory walking distances
- The safety of the route

The following appeals process will be adopted:

### 7.1 Stage One: Review by a Senior Officer

A parent/carer has 20 working days from receipt of the local authority's home to school travel support decision to make a written request asking for a review of the decision. The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent carer believes should be considered when the decision is reviewed. Within 20 working days of receipt of the parent/carer's written request, a senior officer will review the original decision and send parent/carer a detailed notification of the outcome of their review, setting out:

- The nature of the decision reached
- how the review was conducted
- Information about other departments consulted during the process
- What factors were considered, and the rationale for the decision reached

If the Stage One appeal is unsuccessful the parent/carer will be given information about how to escalate their case to Stage Two (if required).

### 7.2 Stage Two: Review by an Independent Appeal Panel

A parent/carer has 20 working days from receipt of the local authority's Stage One written decision notification to make a written request to escalate the matter to Stage Two. Within 40 working days of receipt of the parent/carer's request an independent appeal panel will consider written and verbal representations from both the parent and officers involved in the case. The panel will provide a detailed written notification of the outcome within 5 working days, setting out:

- The nature of the decision reached
- how the review was conducted
- Information about other departments consulted during the process
- What factors were considered, and the rationale for the decision reached

The independent appeal panel members should be independent of the original decision making process (but not required to be independent of the local authority) and suitably experienced, to ensure a balance between meeting the needs of the parent/carers and the local authority, that road safety requirements are complied with, and no child is placed at unnecessary risk.



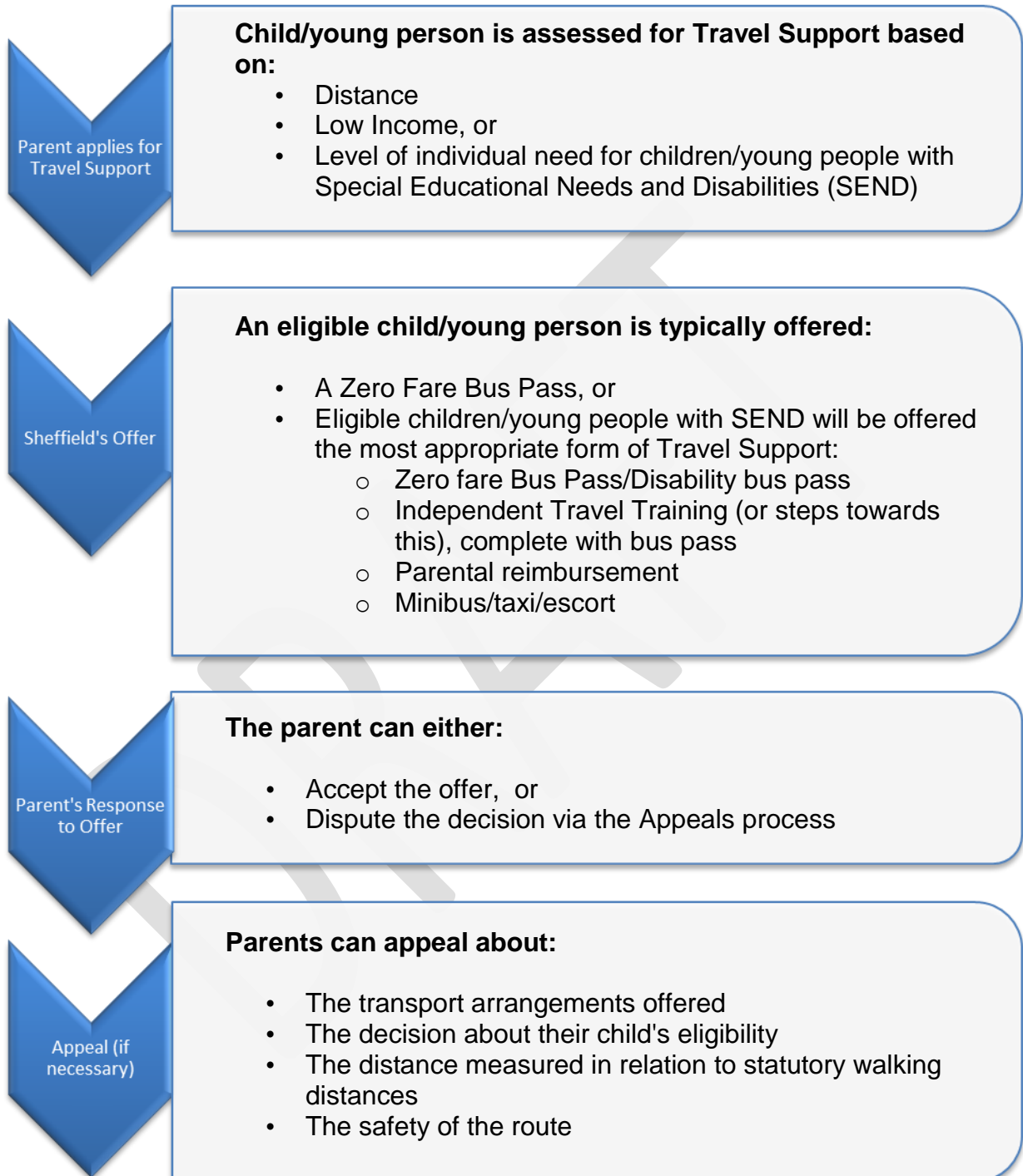
If there is further dissatisfaction about how the appeal has been dealt with, there is a right of complaint to the Local Government Ombudsman, but only if the parent/carer considers that there was a failure to comply with the procedural rules, or if there were any other irregularities in the way that the appeal was handled.

There are a number of ways you can contact the Local Government Ombudsman (LGO): by telephoning the LGO's Advice Service on: 0300 061 0614, in writing to the LGO Advice Service, PO Box 4771, Coventry, CV4 0EH, or by completing an online form on the Ombudsman's website [www.lgo.org.uk](http://www.lgo.org.uk).

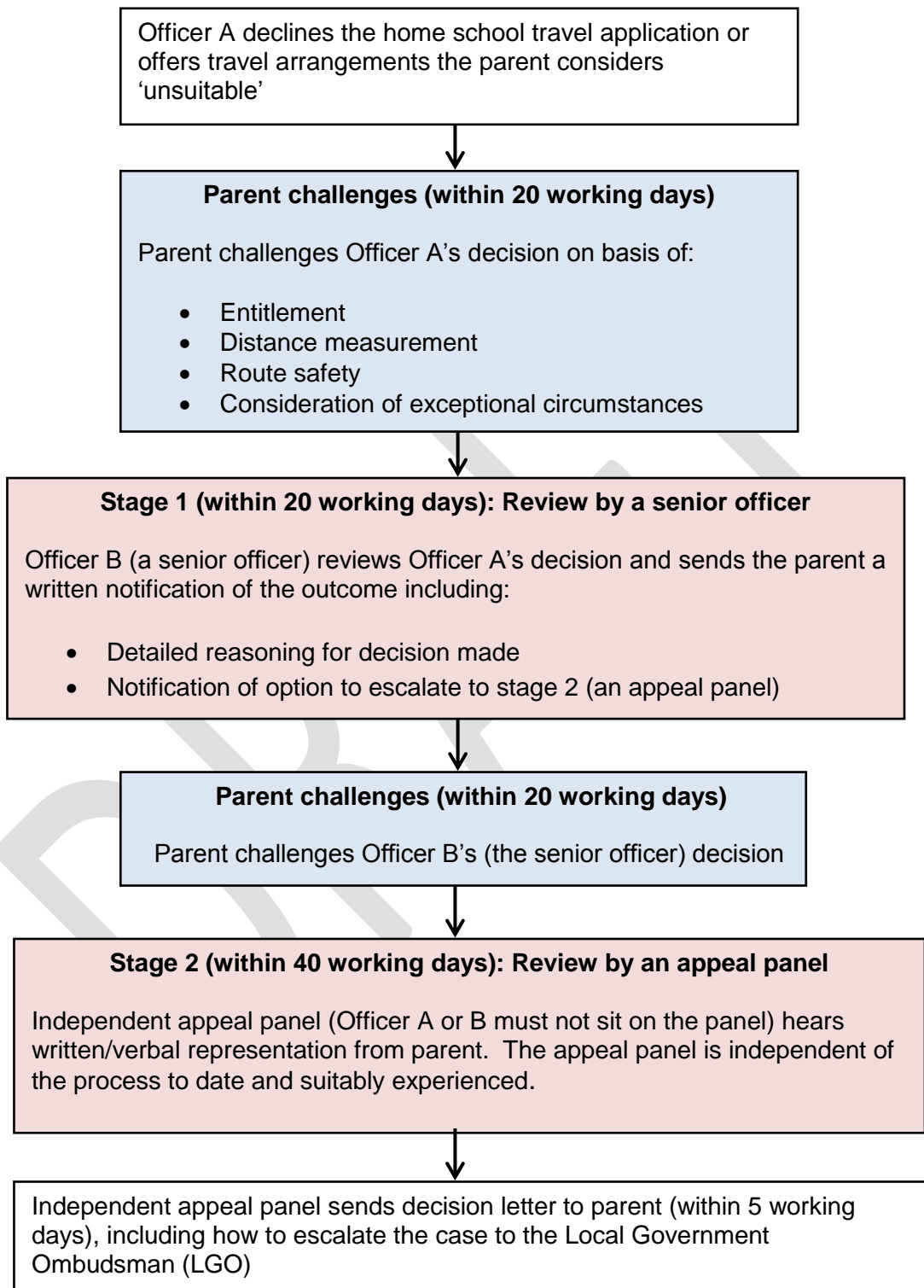
## 8. Further Information

- Universal Credit is being rolled out across the country and will gradually replace Income Support and the Employment and Support Allowance as well as other benefits. This policy will be revised to reflect these changes as soon as is practicable.
- Further information about The Council's Post 16 Travel & Transport Policy can be found at:  
<https://www.sheffield.gov.uk/content/sheffield/home/disability-mental-health/post-16-sen-travel.html>
- Government guidance on Home to School Travel and Transport can be found at:  
<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>
- Further information about Zero Fare travel passes can be found at:  
<https://www.sheffield.gov.uk/content/sheffield/home/travel-transport/zero-fare-travel.html>
- Further information about disabled person's travel passes can be found at:  
<https://www.sheffield.gov.uk/content/sheffield/home/disability-mental-health/disabled-travel-pass.html>

## 9. Travel Support at a Glance



## 10. Home to School Travel and Transport: Flowchart of the Review/Appeals Process



## **11. Additional information**

### **11.1 Learning Hours: Staggered start/end times**

Where a school determines that the start and end times shall be staggered for different year groups, or as a one-off end of term arrangement for example, the duty to provide free home to school travel support will remain at a single journey time at the start and end of the school day.

### **11.2 Looked After Children**

**The Council** recognises the urgent need for continuity of education for those children/young people being looked after who are subject to rapid and frequent changes of residence for care/or respite care arrangements.

The support provided may be either Independent Travel Training, a Zero Fare Bus Pass or, individual transport.

### **11.3 Respite Placements**

Transport Support to respite care placements may be provided, subject to assessment of need and available resources.

### **11.4 SEND Tribunals and School/Learning Provider Placements**

Sometimes **the Council** and the Tribunal will name two schools in the EHC Plan/Statement of SEN – the Council's preferred school and the parents' preferred school. Where this happens, the placement at the parents' preferred school will be stated to be conditional upon the parents meeting the costs of the transport.

### **11.5 Education Outside of Sheffield**

- Where a school outside Sheffield is named in an EHC Plan any travel support provided will be appropriate to the child/young person's individual needs
- **Residential schools**  
Children/young people who attend a residential school outside Sheffield which is named in their EHC Plan or Statement of Special Educational Needs as being the most appropriate to meet their needs (but which is not as a result of a SEND Tribunal), will be allocated a maximum of six return journeys to/from their place of education on a 38 week - i.e. termly - or 52 week basis. The Council will not fund any additional journeys or refund any additional transport costs.

### **11.6 Exclusion**

Where a pupil is registered at a school, but is being educated at an alternative educational provision as a result of temporary exclusion, eligibility for home to school travel will apply to the alternative provision for the temporary period.

### **11.7 Children and Young People not resident in Sheffield**

Children and young people not living in Sheffield should refer to the transport policy statement issued by their home Local Authority.

### **11.8 Feedback and Complaints**

Complaints, compliments and suggestions can be made using the Council's **Online complaints form** or by:

**Email:** [complaint@sheffield.gov.uk](mailto:complaint@sheffield.gov.uk).

**Telephone:** 0114 2734567, (option 6, then option 2).

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# Appendix 1

## Travelling Safely in Sheffield

To support children and young people of all ages and to ensure they are able to travel safely, guidance on Promoting Positive Behaviour on Buses and Trams is available at [Staying Safe Onboard](#) . Sheffield City Council is working closely with schools and partners in the South Yorkshire Passenger Executive and the South Yorkshire Police to deal proactively with any incidents that may occur on public transport during the learning day.

It is important that young people understand that their education learning provider may be required to share their details with appropriate partners if an investigation occurs as a result of a travel incident that they have caused. Partners include the Police and SYPTE and these come together with operators in the SAFE Group.

<https://www.travelsouthyorkshire.com/staysafe/>

## Walking

To promote healthy, sustainable travel we would encourage young people to consider walking for some or all of the route. **Walkit** helps plan journeys and gives details of safe walking routes.

<http://walkit.com/cities/sheffield/>

**Sustrans** is the leading sustainable transport charity that provides practical advice to increase confidence in walking and cycling.

<https://www.sustrans.org.uk>

## Other ways of getting around Sheffield

### Sheffield Cycleboost: Pedal Ready Cycling Help and Advice Programme

The Cycling Help and Advice Programme makes sessions available to people so that they can access cycling provision to support their health wellbeing and possibly eventually cycle independently.

<http://www.pedalready.co.uk/>

## **Free Bike loans**

**Sheffield Cycle Boost** offers free loan bikes to people in Sheffield so they can give cycling a go and see if they can start using bikes as a means of getting round the city.

<http://www.sheffieldcycleboost.org/>

## **Sheffield University – ReCycleBikes**

The purpose of the scheme is to support and promote sustainable travel choice by allowing students to obtain a bicycle (and associated safety accessories) at a discounted price through a partnership between The University of Sheffield and the ReCycleBikes Project which is part of the Heeley Development Trust.

<http://www.recyclebikes.co.uk/>

## **Cycling Programme in Schools**

Sustrans works with thousands of schools throughout the UK, enabling children to travel actively and more safely. Sustrans gives young people the confidence to ride safely and parents the confidence to let them. For more information follow:

<https://www.sustrans.org.uk/get-cycling>