



**Bradford Metropolitan District Council**

**Home to School Travel and Transport Policy for  
Children of Compulsory School Age**

**September 2025**



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## Introduction

This policy document is effective from April 2025 and following the release of the updated statutory guidance for local authorities, by the Department for Education, in January 2025, **Travel to school for children of compulsory school age**. Re-assessment of entitlement for existing recipients of travel assistance or any new applications received after September 2025 will be dealt with under this policy.

The statutory guidance is issued under the duties placed on the Secretary of State by sections 508A (7) and 508D (1) of the Education Act 1996. It replaces the previous Home to school transport Guidance published in 2014 and revised in June 2023.

The statutory guidance refers to legislation governing travel to school for children of compulsory school age, in particular:

- Section 508A of the Education Act 1996: sustainable travel to school.
- Section 508B of and Schedule 35B to the Education Act 1996: travel arrangements for eligible children.
- Section 508C of the Education Act 1996: travel arrangements for other children.
- The School Information (England) Regulations 2008: publication of information about travel arrangements.

Free travel to school is a valuable service for many families, but budget pressures mean that the Local Authority may have to make difficult decisions about how to make best use of the limited resources available. The Local Authority must comply with its duty to arrange free travel for eligible children but has some discretion in how to do this.

The policy identifies the primary responsibility of individual parents, carers and guardians to meet the school travel needs of children and young people in their care.

In relation to children of compulsory school age, it details the Local Authority's statutory duty to provide suitable travel support arrangements to facilitate a child's attendance at school in certain circumstances and describes how the Council will do this and how it will exercise its discretionary powers. . .

It explains how the Council supports the right of all children and young people to learn how to travel independently and become economically active citizens.

It has been developed to ensure best use of public resources by prioritising support to those in greatest need.

### 1. Legal Definitions

Compulsory school aged children are those aged between 5 and 16 years.

A "qualifying school" is:

- (a) a community, foundation or voluntary school,
- (b) a community or foundation special school,
- (c) (non-maintained special schools,
- (d) a pupil referral unit,
- (e) a maintained nursery school, or
- (f) a city technology college, a city college for the technology of the arts, an acadmyschool (including free schools, studio schools and UTC 's) or an alternative provision academy.

**Note:** In relation to a child with special educational needs, a qualifying school is also an independent school, if it is the only school named in the Education Health and Care Plan (EHCP) maintained for the child, or it is one of two or more schools named in the EHCP and of those schools it is the nearer or nearest to the child's home.

## 2. Legal Responsibilities & Duties

Parents are **responsible in law** for ensuring that their children attend school regularly.

The Education Act 1996 ('the Act') makes provision for local authorities to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school. Such travel arrangements are concerned with travel to the child's school from home and back again. **These arrangements are not concerned with travel between educational institutions during the school day.**

The Act places a **duty** on local authorities to make and provide free of charge such travel arrangements as they consider necessary to facilitate attendance at school for eligible children.

In addition to the statutory duty detailed above, local authorities also have discretionary powers to go beyond their statutory duties and provide transport to children who are not eligible for free transport under the statutory duty. These arrangements do not have to be provided free of charge.

The Equality Act 2010 places a duty on Local Authorities to promote equality of opportunity for people with protected characteristics and to eliminate discrimination *and* this applies to the exercise of its policies, practices and procedures and provision of services so that they do not discriminate against people with protected characteristics or those associated with them.

Reasonable adjustments under the Equality Act as applicable will be considered in relation to the type of travel assistance provided.

## 3. Council Policy

Decisions about the type of travel arrangements made by the Council will be based on the child's needs and abilities, the promotion of independence and the best use of public resources.

Existing individual travel assistance arrangements will remain in place until reviewed, however, the Council will review travel arrangements for all existing and future applicants under this policy which means that the type of travel provision or mode of travel offered may change in the future. Reviews of the needs of the child, and their 'eligibility' for assistance will take place periodically to ensure that any support provided remains appropriate for age and abilities, allowing children and young people to acquire and develop the necessary skills for independence in adulthood.

Review of individual travel assistance arrangements will, where possible, be undertaken alongside the planning and review of other services and support for children and young people with additional needs. This ensures that travel needs are informed by a holistic view of the individual's needs and abilities.

All routine assessments or periodic reviews carried out by services and schools should assess the ability of children to learn skills for independent living including the

skills to travel to school, college and places of employment and leisure, having regard to developing future employability and ability to participate in society.

Additional reviews of individual travel assistance arrangements will take place at key points of planning for change, such as in advance of transitions between schools or between school and college.

Where it is anticipated that progress can be made over a matter of weeks or months, travel assistance arrangements will be reviewed more frequently and the existing provision adapted and gradually withdrawn. The aim should be for children to travel independently alongside their peers wherever possible.

#### 4. **Children who are Eligible for Free Travel Assistance**

A child is an “eligible child” and qualifies for free travel assistance if they fall within one of the categories below:

- **live more than the statutory walking distance from school:** For a child to be eligible for free travel assistance:
  - a. They must be attending their nearest suitable and available school, and
  - b. The school is above the statutory walking distance (i.e. over 2 miles for under 8 years of age and over 3 miles if over 8 years of age).
- **Nature of the route to/from school:** Where a child is registered at a qualifying school within walking distance of their home but:
  - a. The nature of the route would mean that the child could not be expected to walk there in reasonable safety, even if accompanied by their parent; and
  - b. There is no alternative route, within the statutory walking distance that they would be able to walk in reasonable safety, even if accompanied by their parent.
- **Children excluded from school:**  
Where a child is excluded and required to attend a place other than their registered school and which is beyond the statutory walking distance, they are treated as an eligible child for the temporary period of the exclusion.
- **Free school meals/Working Tax Credit: for a child from a low-income family to be eligible for free travel assistance, they must be:**
  - a. aged 8 or over (but under 11) and attend their nearest suitable school and the school must be over 2 miles from their home address, and they are either entitled to free school meals or a parent with whom they ordinarily reside is awarded the maximum rate of Working Tax Credit.
  - b. aged 11-16 years who are entitled to free school meals or a parent with whom they ordinarily reside is awarded the maximum rate of Working Tax Credit and attend one of their three nearest suitable schools that is between 2 and 6 miles from their home address; or  
aged 11-16 years who are entitled to free school meals or a parent with whom they ordinarily reside is awarded the maximum rate of Working Tax Credit, and who are registered at a qualifying school that is between 2 and 15 miles from home, and it is the nearest qualifying school, that the parent has chosen on the grounds on their religion or belief.

Child A is aged 11 and eligible for free school meals. The nearest suitable school is 2.5 miles from their home. The second nearest suitable school is 3 miles and the third is 5 miles from their home. Child A is eligible for free travel assistance to any of these schools.

Child B is aged 11 and eligible for free school meals. The distances to the three nearest suitable schools from the home address are (a) 1.5 miles, (b) 2.2 miles and (c) 5.5 miles. Child B is eligible for free travel assistance to schools (b) and (c) but not to school (a).

Child C is aged 13 and is eligible for free school meals. The family are catholic and wish for child C to receive their education at a catholic provision. The school is 8 miles from the home and no other catholic provision is nearer. Child C is eligible for free travel assistance.

Child D is aged 11 and is not eligible for free school meals. The parents first preference was to a school 4.2 miles from the home address however the nearest school is 3.7 miles, and the school would have had places available and would have offered a place if the parents had applied for this school. Child D is not eligible for travel assistance to the preferred school (4.2 miles) as the nearer school (3.7 miles) has available places.

Child E is aged 11 and attends the second nearest secondary school to their home which is 4.2 miles away. The nearest school is 3.7 miles from the home address and the parent applied for this however, the school was oversubscribed, and a place was not offered to child E. Child E is therefore eligible for free travel assistance as the nearest school was not available.

Child F is 12 years old and attends their nearest school. It is 1.8 miles from the home address, but the only walking route is along a busy road with no footpaths or step off points. The Local Authority determines the child could not walk the route in reasonable safety even if accompanied and therefore Child F is eligible for travel assistance.

- **Special educational needs, disability or mobility problems:**

Not all children with special educational needs and disabilities, who are in receipt of an Educational Health and Care Plan or attend a special school will be eligible for free travel assistance.

For a child to be eligible:

- a. They must be attending their nearest suitable school, and
  - b. It is within statutory walking distance of their home, and they could not reasonably be expected to walk there because of their special educational needs, disability, or mobility problems, even if accompanied by their parent;
- or

The Local Authority will assess each child's application for travel assistance on a case-by-case basis. The assessment will consider the child's physical ability to walk and any health and safety issues relating to their needs. The assessment will also take into account if they were able to walk, if accompanied by a parent.

When determining eligibility, and whether the child is not able to walk, the Local Authority will consider the following (this list is not exhaustive):

- a. Information provided by the parent.
- b. Information provided by professionals involved in the child's care (including consultants, educational psychologist, school).
- c. Information contained within the child's EHCP or individual health care plan if one exists.

Where travel assistance has been agreed, the arrangements in place will be reviewed periodically in line with Council Policy and any changing circumstances of the child.

The naming of a school in a child's EHCP is governed by section 39 of the Children and Families Act 2014 and the SEND Code of Practice.

A parent has the right to request a particular school is named in the EHCP when the plan is first drawn up or an existing plan is amended. The Local Authority must name that school, unless it is unsuitable for the child's age, ability, aptitude or special educational needs, or it is incompatible with the efficient education of others or the efficient use of the Local Authority's resources.

Travel costs and arrangements (for example the length of a journey) may also be relevant in the naming of the school.

The Local Authority will consult with the parental preferred school and nearer schools. If a school closer to home than the parent's preferred school can meet the child's needs, transport provision will not be provided to the preferred school. The Local Authority service responsible for placing the child in school will formally confirm this in writing to the parent, which may include a caveat, written into the child's EHCP.

Where the Local Authority decide that naming parental preference would be unsuitable for the child or incompatible with the efficient education of others or the efficient use of resources, the Local Authority must name a different school which they think would be appropriate for the child.

If a parent would prefer their child to attend a school further away from their home than the nearest school that could meet their needs, the Local Authority will need to consider if travel costs would be an inefficient use of resources. The Local Authority should determine the cost of providing the child with free travel to each of the two schools. If travel to the preferred school would cost more than travel to the nearer school, it will decide whether the additional cost of providing travel to the parent's preferred school is incompatible with the efficient use of resources. This will include deciding whether the educational benefits and other advantages the school will provide for the child outweigh the additional cost.

If the Local Authority determines that providing transport assistance to the parent's preferred school would be an inefficient use of resources, then it may:

- a. Name a different school appropriate to meet the needs of the child; or
- b. Name the parent's preferred school, on the condition that the parent arranges the travel or provides some or all the cost of travel. In this case, the parent will be formally notified in writing, and a caveat may be included in the EHCP.
- c. Name the parents' preferred school on the condition that they arrange the



travel (or provide some or all of the cost) **and** name a different school that would be appropriate for the child's needs and to which the Authority would provide transport.

If the parent's preferred school is named, and they are arranging or paying for their child's travel and the parent's circumstances subsequently change, and they are no longer able to arrange or pay for transport, the Local Authority will conduct a review of the EHCP to reconsider if naming the parent's preferred school remains incompatible with the efficient use of resources. If this is the case, the EHCP may be amended to name a different school that would be more appropriate to the child's needs.

Whilst transport provision is not normally included in an EHCP, a caveat may be included recording that parent is undertaking travel arrangements and associated costs. The Local Authority may also issue a formal letter to parent confirming such arrangements.

- **Transport for pupils to Independent special day or residential schools**

If a child attends an independent special day or residential school that is named on their EHCP this will be taken to be their 'qualifying school'. Eligible children will receive transport assistance for residential placements as follows:

Weekly residential placement - Travel arrangements will be made to school on Monday and from school on Friday each week.

Termly residential placement - Transport will be provided at the beginning and end of term.

Child G is 15 years of age and is blind. The nearest suitable school, which they attend, is a short walk from the home address. The Local Authority determines that they could reasonably be expected to walk if accompanied. Child G's parent is a single parent and also has a physical disability meaning that they cannot accompany their child. The Local Authority considers the circumstances and determines that it is not reasonable to expect the parent to make alternative arrangements for their child's journey to and from school and Child G is provided with free travel assistance.

Child H is aged 14 and blind. The nearest suitable school, which they attend, is a short walk from the home address. The Local Authority determines that the child could walk if accompanied and parent has no good reason why they cannot accompany their child or make alternative arrangements for the journey to and from school. Child H is not eligible for free travel assistance.

Child I is aged 14 with a disability, requiring the use of crutches to walk. For them to gain balance they require additional timing. Child I attends their nearest school which 1 mile from the home address. The Local Authority decides that it would not be reasonable to expect the child to walk to school and therefore Child I is eligible for free travel assistance.

Child J is 11 years old and has been diagnosed with a long-term medical condition that means they take a long time to recover from any strenuous physical activity. They attend their nearest suitable school which is a short walk from their home.

Based on the information, the Local Authority decides that a long recovery time would not be required due to the short walking distance and as such Child J is not eligible for free travel assistance.

Child K is 12 years old and attends a secondary provision which is 14 miles from the home address and is parental preference. There is a school which can meet the child's needs that is 2.5 miles from the home address. The Local Authority has named the parent's preferred school, but parents have been formally notified in writing and a caveat included within the Child's EHCP or named both the preferred school and nearest school within the EHCP. Child K is not eligible for travel assistance.

Child L is 9 years old and has autism. They attend their nearest suitable school which is 2.5 miles from their home address (this is under the statutory walking distance of 3 miles). The child needs to be accompanied as they have no sense of danger. The route to school is on a very busy road and Child L acts unpredictably in noisy environments. As the Local Authority has determined that the parent would be unable to keep the child safe on the journey, Child L is eligible for free travel assistance to school.

**5. Children who are not Eligible, but the Council will Provide Discretionary Free Travel Assistance:**

- **Looked After Children placed with foster carers or who live in care homes**

Foster careers are normally expected to fund home to school transport for the children they look after from their carer's allowance.

The expectation is also that children living in care homes would have their travel to school funded by the home.

- **Temporary accommodation**

Where a child is temporarily re-housed because of the circumstances specified below:

- The family is fleeing domestic violence.
- The family is evicted from the family home; or
- The child is staying with a relative because the parent is in hospital.

Free travel will normally be granted to enable the child to continue to attend their current school, subject to the qualifying distance criteria being met, until the family is re-housed in permanent accommodation, or the child returns home.

- **Temporary disability or illness**

There may be occasions when a pupil is unable to travel to school by their normal means because of a medical condition. The duration of the condition may be short, long or intermittent and where the parent/carer is unable to transport the pupil themselves, in some circumstances, the Council may make alternative arrangements to facilitate the child's attendance at school.

Assessment will be undertaken on a case-by-case basis.

Requests for transport assistance on medical grounds must include confirmation from a senior medical practitioner/consultant that the pupil is fit to attend school but unable to travel by their normal means:

In the case of a child who lives inside the walking distance the medical practitioner should indicate whether the pupil is able to walk the distance between home and school and whether the pupil could use public transport.

A child who is entitled to transport assistance from the Council, normally receives this in the form of a travel pass. In this case the medical practitioner should indicate whether the pupil can travel by bus or train, or whether in view of their medical condition, an alternative arrangement should be made.

In all circumstances, an indication of the estimated length of time for which transport assistance is sought should be included. The provision of transport on medical grounds is subject to regular review and confirmation of the need for alternative transport arrangements will be regularly sought from the senior medical professional/consultant.

## **General Information**

### **6. Suitable School**

A suitable school for school travel purposes is a qualifying school that is suitable for the child's age, ability, aptitude and any special educational needs they may have.

A suitable school does not mean the most suitable school for a child. Schools are able to meet a wide range of needs. The nearest secondary school to the home address for example, will almost always be their nearest suitable school, providing they are

Child M is 6 years old and attending their nearest suitable school which is 2.2 miles from their home. Child M is eligible for travel assistance.

Child N is 7 years old and attending a primary school which is 2.5 miles from their home. There is another suitable school with available places which is 1.2 miles from their home. Child N is not eligible for free travel assistance as they are not attending their nearest suitable school.

able to admit the child and meet their needs.

### **7. Compulsory School Age**

A child reaches compulsory school age on the prescribed day following their 5th Birthday.

Prescribed days: 31 December, 31 March, 31 August

A child ceases to be of compulsory school age on the last Friday in June, in the academic year that they reach age 16.

The Council does not have a duty to provide transport to children below compulsory school age, but provision may be made for eligible children starting full time in reception class prior to their 5<sup>th</sup> birthday.

## 8. Statutory Walking Distance

Statutory walking distances are used to determine eligibility for free travel assistance. If a child lives within the statutory walking distance and is not eligible for travel assistance under any other grounds set out in this policy, the parent is responsible for arranging their child's travel to and from school.

A child under the age of 8 is eligible for free travel assistance to their nearest suitable school if it is more than 2 miles from their home address.

A child aged 8 years or over is eligible for free travel assistance to their nearest suitable school if it is more than 3 miles from their home address.

The shortest available walking route is measured to calculate the distance to the nearest school, to determine whether the qualifying distance is met for an entitlement to travel assistance.

The legal definition of an 'available walking route' is a route along which a child, accompanied as necessary, can walk and walk with reasonable safety to school.

To ensure consistency and fairness the measurement is calculated using GIS systems, as appropriate and is strictly applied. The GIS measures the distance using the Ordnance Survey Integrated Transport Network (ITN) data which is the base data for many online mapping and routing applications.

The route measured will start at the point on the road network that is closest to the Ordnance Survey address point of the pupil's home and will end at the nearest gate at a point on the road network closest to the address point of the school.

Any parent who wants to find out which school the Council considers to be their nearest school for transport purposes should send an email to: [schooltransport@bradford.gov.uk](mailto:schooltransport@bradford.gov.uk) stating the child's name and address, asking what the Council considers to be the nearest school for transport purposes to that address and stating whether the information is sought for primary or secondary school transport.

The measurements produced by the Council's GIS are the definitive distance calculations that the Council will use to determine transport eligibility.

## 9. Walking Routes

Where the nature of the walking route is such that a child could not be expected to walk in reasonable safety, parents should accompany or make suitable arrangements for their child to be accompanied on that route.

An assessment of the route will be made by the Council to determine the risks and whether any potential risks might be mitigated.

Where routes are re-classified as safe and available, those who received free travel assistance- based on the previously unsafe route will be re assessed for eligibility.

For those who become ineligible based on that reassessment, free travel will continue until the end of the academic year in which the unsafe route is reclassified as safe, and then it will cease.

The Council has a list of routes that have been assessed as unsafe to walk accompanied as necessary and these can be found at:

<https://www.bradford.gov.uk/media/2393/unavailable-walking-routes.pdf>

## **10. Journey Times**

As a general rule, the maximum journey time for a child of primary school age is 45 minutes each way and 75 minutes each way for a secondary school aged child.

Every effort will be made to keep journey times to a minimum whilst also fulfilling the Council's responsibility to secure cost-effective provision. (e.g. by use of shared transport). There may be times when it is not possible to meet these journey times due to circumstances outside of the Council's control such as:

- A child living in a rural or remote area.
- A child attending a school which is further away from home.
- Extended journey times due to traffic delays, accidents etc.
- Adverse weather conditions.
- Multiple children travelling on the same vehicle.

(this is not an exhaustive list)

## **11. How Travel Assistance may be Provided**

It is for the Local Authority to determine the type of travel assistance that is provided to an eligible child, and this may be in the form of:

- Travel passes (bus/rail) – these can be used on the home to school and return journey.
- Travel training to enable independent travel.
- Personal Travel Assistance Budget (PTAB) to enable parent to make their own travel arrangements – based on 2 return journeys at £0.45 per mile.
- Escorted walking journey.
- Escorted bus journey.
- Transport from a designated pick-up point (specialist fleet vehicle or taxi).
- Transport from home address (specialist fleet vehicle or taxi).

Home to School Travel and Transport is provided jointly by Bradford Metropolitan District Council in partnership with the West Yorkshire Combined Authority (Metro).

Where an application for transport provision is approved the Council will provide any travel support arrangements considered necessary and will do so in a safe and cost-effective manner taking account of the child's specific needs with regard to the best use of the Council's resources.

As a general principle free passes for public transport will be considered first and only rejected on the basis of evidence that they would not meet the child's needs.

## **12. Pick Up & Drop Off Points**

The decision to allocate a pickup point will be dependent upon the individual needs of the child.

Those eligible children whose assessment identifies severe or complex needs will be

provided with a home pick up and drop off.

Other eligible children and young people may be expected to access a local pick-up point to meet their transport provision. For older pupils, pick up points may be used as an introduction to independent travel.

Responsibility for a child accessing the pickup point will rest with their parent/carer.

Door to door transport assistance is not always necessary to meet the child's needs. The child may be expected to walk (provided they could do so in reasonable safety, accompanied by their parent where necessary) to a designated pick-up point.

Where a child is receiving transport (specialist fleet vehicle or taxi), parental preference for travel arrangements (e.g. timings of collection) cannot be considered, as the timing will be based on the most efficient route available.

Travel arrangements are concerned with travel to the child's school from home and back again. These arrangements are not concerned with travel between educational institutions during the school day.

Passenger Transport Services (taxi, minibus) will only operate transport at the start and end of the normal school day and is unable to accommodate reduced timetables.

The Local Authority does not provide school/college travel assistance during the school day. Children attending a dual placement may require additional transport, for example, during lunchtimes. Transport arrangements should be made between the schools concerned.

Similarly, pupils based full-time at one school may visit another school for integration purposes. Where this happens, transport arrangements should be made between the schools/educational establishments.

### **13. Provision of Passenger Assistant - Eligible Children**

A Passenger Assistant may be provided to accompany a pupil to school whether using public transport or on transport commissioned by the Council. Passenger Assistant's will only be provided where the Council determines they are necessary for the care of children and/or the safe operation of vehicles.

The provision of trained and D.B.S. checked Passenger Assistants for some children with special educational needs (SEN) is particularly Important in ensuring safe and stress free passage from home to school and home again.

This is particularly important for the small number of highly vulnerable children with profound and multiple needs or with severe communication difficulties or children with unpredictable needs such as severe social, emotional and behavioral problems. 'The individual needs of every child will be assessed, but as a guide, children 'who fall into the following categories would normally need to be accompanied on journeys to and from school.

- Primary aged children with profound and multiple learning or physical difficulties needing specially adapted vehicles.
- Secondary aged children with profound and multiple learning or physical difficulties needing Specially adapted vehicle.

- Primary aged children who have profound hearing-impaired attending dedicated provision in a mainstream school.
- Primary aged children who have profound visually impaired attending dedicated provision in a mainstream school.
- Primary aged pupils with severe social, emotional and behavioral difficulties attending dedicated provision.
- Older children with complex needs identified as necessary by the Councils SEN Service.
- Children with profound communication and interaction need, attending dedicated provision.

#### **14. Training and Deployment of Passenger Assistants**

Passenger Assistants are D.B.S checked (National " Disclosure and Barring Service") before commencing employment.

Passenger Assistants receive appropriate training, refreshed at 3 yearly intervals.

Passenger Assistants are provided and comply with adequate background information and strategies for dealing with a range of special needs.

They are provided with a schedule containing any relevant information pertaining to the individual transport needs of the children they escort.

#### **15. Accompaniment**

A child will not normally be eligible for free travel assistance from home to school, based on their special educational needs, disability or mobility problems, or on the grounds of an unsafe walking route, if they would be able to walk to school if they were accompanied.

If the Local Authority determines that a child would be able to walk, if accompanied, the general expectation is that the parent will accompany them or make other suitable arrangements for their child's journey to and from school.

The Local Authority will consider reasons why a parent is unable to accompany their child or make other suitable arrangements. For example, if a parent had a physical disability and had good reasons for not being able to make other arrangements, free travel arrangements may be considered. A parent's working pattern or caring responsibilities such as having another child at a different school would not be good reason for a parent to not be able to accompany their child or make alternative arrangements. Many parents have work and caring commitments, and it is reasonable to expect parents to make suitable arrangements to fulfil their various responsibilities (for example, their responsibilities as an employee and as a parent).

Where the Local Authority determines that a child could not reasonably be expected to walk, even if they were accompanied by their parent, they will be eligible for free travel assistance.

It remains the parent's responsibility to accompany their child (or ensure accompaniment) to and from any designated pick up or drop off point, and during the journey if required.

It is the parent's responsibility to ensure their child receives education, where a child fails to attend their school regularly, they can be prosecuted for non-school attendance.

## **16. Withdrawal of Travel Assistance**

If travel assistance has been obtained by providing false information to the Council, it will be withdrawn immediately.

Following the assessment of an application, if travel assistance has been awarded in error, and the error is identified prior to the start of an academic year, the parent will be notified that the offer is withdrawn, or:

If travel assistance has already commenced, the child will retain their transport provision until the end of the term in which the error has been identified, and parent notified.

For consistent inappropriate behavior on transport provision which may cause safety and/or wellbeing concerns to the child, other passengers and/or staff members.

Following a change of circumstances after travel assistance has been awarded e.g. change of home address or change in school, then eligibility for travel assistance will be re-assessed and withdrawn if no longer eligible.

Before transport is withdrawn in these circumstances the Council will give notice of its intention to withdraw transport, with reasons, and will provide the pupil's parents with an opportunity to give their views as to why transport should not be withdrawn. Where the Council upholds its decision to withdraw on review the parent will be given a right of appeal

## **17. Periodic Reviews**

The Council will carry out periodic reviews of the provision made under this policy and the travel assistance provided may change.

Where a pupil ceases to be entitled to free travel because a route that was previously classed as non-available is now designated as available the Council reserves the right to withdraw that provision and will normally do so as follows:

Where the pupil has been receiving the transport for more than a term – at the end of the academic year.

Where the pupil has been receiving the transport for less than a term – until the end of that half term or term – whichever is earlier.

Before transport is withdrawn, in these circumstances the Council will give notice of its intention to withdraw transport, with reasons, and will provide the pupils' parents with an opportunity to give their views as to why transport should not be withdrawn.

## **18. Travel Training**

Formal Travel Training may be available to pupils who are eligible for transport assistance. It may be carried out by an educational establishment or the Bradford Travel Training Unit and focuses on enabling students to travel independently to and from school.



It can be provided for children living in the Bradford District and is usually an appropriate provision for those in year 7 and upwards. It would normally be considered when planning transition to Key Stage 3. Training may be considered for younger pupils, dependent upon their individual needs.

Decision-making and planning for travel training should take place alongside planning and review of services and support for eligible children and young people so that travel needs are informed by a broad view of the individual's needs and abilities.

Travel training is inclusive of parents, carers, guardians and professionals. This helps them support children and young people as they develop the skills and confidence to travel alongside their peers or travel independently.

Where a pupil is offered independent travel training the process will begin with an initial assessment of their skills and abilities. The training provided will be targeted to individual need and development. It is expected that where independent travel training is offered, a pupil will take up this training and will, on successful completion of that training, move to a more independent mode of travel.

A successfully trained student must accept the travel offer made and should travel training be refused, this may result in travel assistance being withdrawn.

If at any time during the training, the Travel Trainer determines that the young person is not suitable to continue with Independent Travel Training, it will cease immediately, and the Local Authority will consider alternative travel arrangements for eligible children.

## **19. Applying for travel assistance**

Requests for travel assistance can be made:

- Using the application form available at [Assistance with travel to home, school and college | Bradford Council](#)
- By writing to the Travel Assistance Service, P.O Box 1445 Bradford BD5 5JH
- By emailing [schooltravel@bradford.gov.uk](mailto:schooltravel@bradford.gov.uk)

Where a pupil has additional needs, parents/carers must provide details of those needs, before they travel, in order for the pupil's needs to be assessed.

A correctly completed application form takes on average 30 school days to process. If further information is required or the form is not completed correctly, it may not be possible to make a decision within these timescales.

If the pupil is not eligible for travel assistance, the applicant will be notified in writing of the reason(s) why, together with the information on how to appeal against the decision. All requests for appeal must be in writing, a telephone or verbal communication is not sufficient to begin the appeals process.

At busy periods throughout the school year, it may not be possible to comply with this guideline for processing applications within the timescales stated, however, the Travel Assistance Service will endeavor to process applications quickly.

## 20. Home to School Travel Appeals Process

If a parent wishes to challenge a decision resulting from their application for travel Support, the Council operates a two-stage appeals process that should be followed as set out below:

The grounds on which parents may challenge a decision include:

- Their child's eligibility.
- The distance measurement in relation to statutory walking distances.
- The safety of the route.
- The suitability of the travel arrangements for the child's needs.

- **Stage one: Review by an independent officer**

A parent has **20** working days from receipt of the Local Authority's home to school transport decision to make a written request asking for a review of the decision.

The written request should detail why the parent believes the decision should be reviewed and provide details of any personal and/or family circumstances including financial details, if relevant, that the parent believes should be considered when the decision is reviewed.

Within **25** working days of receipt of the parent's written request an independent officer who was not involved with the original decision will review the original decision and send the parent a detailed written response setting out:

- The nature of the decision reached and the decision.
- How the review was conducted (Including the standard followed, for example, Road Safety **GB**).
- Information about other departments and/or agencies that were consulted as part of the process.
- The factors that were considered.
- The rationale for the decision reached.
- Information about escalation to stage two if appropriate.

- **Stage two: Review by an Independent appeal panel**

A parent has **20** working days from receipt of the Local Authority's stage one decision to make a written request to escalate the matter to stage two.

Within **40** working days of receipt of the parent's request an independent appeal panel will consider written and verbal representations from the parent and from officers involved in the case and will give a detailed written outcome within 5 working days, setting out:

- The nature of the decision reached, and the decision.
- How the review was conducted (Including the standard followed, for example, Road Safety **GB**).
- Information about other departments and/or agencies that were consulted as part of the process.
- What factors were considered.
- The rationale for the decision reached.

- Information about the parent's right to put the matter to the Local Government Ombudsman (see below).

The independent appeal panel members are independent of the original decision-making process. The panel is comprised of three elected Council members who will determine the appeal based upon the information they are provided with. Parents may attend the appeal in person if they wish to do so.

- **Local Government Ombudsman**

There is a right of complaint to the Local Government Ombudsman if complainants feel that there was a failure to comply with the procedural rules or if there were any other irregularities in the way the appeal was handled. If the complainant considers that the decision of the independent panel was flawed on public law grounds, the complainant may also apply for judicial review of the decision.

For more information on reviewing a decision and the Council's appeal process, or for paper copies of the procedures, please contact the Travel Assistance Service.

## 21. **Sustainable Travel**

The Education and Inspections Act 2006 requires Local Authorities to publish a Sustainable Modes of Travel Strategy. This explains the Council's plan for developing the sustainable travel and transport Infrastructure for children travelling to and from school. The strategy promotes sustainable travel and includes walking, cycling and public transport initiatives. The recognised benefits of such schemes include less pollution, healthier children and increased awareness of road safety issues.

Bradford Council's Sustainable Modes of Travel Strategy Is available online at:

<https://www.bradford.gov.uk/education-and-skills/travel-assistance/sustainable-travel-to-school-strategy/>

## 22. **Concessionary Pass**

Some disabled young people may be eligible for free travel at times on local buses and local trains, and on local buses elsewhere in England between 9.30 a.m. and 11.00 p.m. Monday to Friday and all-day weekends and on public holidays if they:

- Are registered blind.
- Are profoundly deaf or cannot speak or have limited speech that is difficult to understand; or
- Have learning difficulties.
- Have severe walking difficulties.
- Are registered partially sighted.
- Are profoundly or severely deaf.

For more information on the National Concessionary travel pass for disabled people please contact:

Concessionary Fares Scheme for disabled people and older people | Bradford Council

Tel: 01274 438723

## **23. Children not Eligible for Travel Assistance - Useful Information**

Pupils not entitled to free travel have a range of travel options:

- Where spare capacity exists on existing contract services, students who do not qualify can apply to Metro to purchase a School Card for use on school bus services.
- Metro offers a range of prepaid tickets and concessionary permits for use on all bus and train services across West Yorkshire. Visit their web site at [Schools | Metro](#)
- Bus Tickets for use on Transdev Keighley and District Services which also extend into Lancashire and North Yorkshire are also available through their website [www.keighleybus.co.uk](http://www.keighleybus.co.uk).
- Bus Tickets for use on First Services in the Bradford District are available through the First Group website [www.firstgroup.com/ukbus/bradford](http://www.firstgroup.com/ukbus/bradford).

## **24. Bus and Train Times**

Timetables for all public transport services within West Yorkshire are available through Metro.

- Phone METROLINE: 0113 245 7676 or visit their web site at [www.wymetro.com](http://www.wymetro.com).
- Metro Travel Centre's are located at Bradford Interchange and at Keighley Bus Station - for bus and train enquiries, prepaid tickets and concessionary permits.
- To receive timetables in large print or Braille, audio tape or disc, phone 0113 2457676: For people who are deaf or hard of hearing: Text phone 0113 242 8888 (Type talk friendly).
- School Bus Times and My Bus Services are available on Metro's website for young people [Schools | Metro](#).
- The Council's travel policies, travel arrangements and contracts will be reviewed annually to ensure best value for money is achieved.