

Guidance for transport conversations with parents/carers for Ac Years 18/19 and 19/20

This document needs to be used in conjunction with the West Berks Home to School Transport Policy 2017/18

Student Name:	
Date of meeting:	
Those present:	

1: Why?	<p>The law states that it is the parent's responsibility to ensure that a child gets to school, including accompanying them if necessary. This includes the parent determining how their child will get to school and may include making appropriate arrangements such as with a friend or a childminder to ensure that the child is accompanied, as appropriate.</p> <p>Transport assistance is available, if the home-PRU walking distance =</p> <ul style="list-style-type: none"> • over 2 miles, from term after 5th birthday (April/January/September) to 7 years of age (extended to 10 years old if low income (FSM/maximum working tax credit); or • over 3 miles, from 8th birthday to last day in academic school year in which 16th birthday falls or 2 miles if low income (FSM/maximum working tax credit). <p>Parents may wish to transport pupils themselves. If the pupil is entitled to transport assistance and there is no appropriate more cost-effective bus/train route available, a mileage allowance may be offered.</p> <p>Alternatively, a bus / train pass may be provided to the Pupil Referral Unit for those pupils who are not attending mainstream schools and are entitled to transport assistance.</p> <p>Transport assistance may be withdrawn from pupils who regularly fail to attend the icollege or for poor behaviour – responsibility for attendance will then pass to parent/carers. Parents/carers must be aware that if the child requires transport to and from the icollege unit outside of the bus timetable covered by the bus pass, it is the parent's responsibility (including exclusions).</p>
2: How decided Risk Assessment for walking routes:	<p>Prior to an icollege admission interview, the Transport Team will determine and measure the walking route taking into account the existence of Rights of Way, Permitted Paths and Bridle Paths. If concerns are raised over the availability of the route, the icollege (with the assistance of West Berkshire's Education and/or Transport Services) will assess:</p> <ul style="list-style-type: none"> • Road width, visibility and the severity of bends • Existence of 'safe refuge': footpaths and verges, road markings at the side of the road • Existence of Rights of Way, Permitted Paths and Bridle Paths • The volume of traffic at the relevant period of day • The type of traffic and its relative speed

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	<ul style="list-style-type: none"> • Difficulty of road crossings • Nature of road (urban/rural) and driver expectation • The presence or otherwise of speed limits and other warning signs • The accident record along the route <p>They will not consider:</p> <ul style="list-style-type: none"> • Isolation of route • Local weather conditions • Transient events - road closures, construction work, seasonal weather (e.g. flooding, snow, ice) • Temporary surface conditions (e.g. mud, puddles) • Lack of street lighting • Lack of pavements • The presence of uncut hedges • Difficult terrain/arduousness of the route - steep hills are not a hazard • The time taken to walk the route
<p>3: Criteria for vulnerability:</p>	<p>The icollege may also take into account the following criteria for vulnerability and consider how it may impact on the travel requirements of a pupil:</p> <ol style="list-style-type: none"> 1. CSE (high/medium risk – determined by West Berks CSE Operational Group, and subject to change); 2. Safeguarding (to be decided by icollege, assessing information from referral paperwork, other agencies and parental views, and subject to change); 3. SEN (statement/EHCP information, annual reviews, referral paperwork in connection with West Berks SEN Team, and subject to change); 4. Medical Needs (supported by consultant evidence, and subject to change).
<p>4: Does the student meet any of these criteria?</p>	<p>Yes / No</p> <p>Which one? (circle) 1 2 3 4</p> <p>How? (list evidence)</p> <p>How does this impact on their travel requirements?</p>
<p>5: What to do if the decision seems unreasonable:</p>	<p>Initial 'appeal' against decision to be reviewed by Lead Teacher / Head Teacher at icollege: Parent/carer to provide any further evidence to support any of the above 4 vulnerability criteria.</p> <p>Stage 1 Appeal / West Berkshire The request should be in writing and say why you believe the decision should be reviewed, and give details of any personal and/or family circumstances you believe should be considered. The icollege can support you with this. Within 20 days.</p> <p>Stage 2 Appeal / West Berkshire An independent Appeal Panel considers the case, along with verbal representations</p>



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	from yourself (if you wish to attend). You will be sent a detailed written outcome. You don't need to resubmit any paperwork (unless you have any updated information) as the original Stage 1 appeal submission will be used. Within 40 days.
7: Complaints:	Email: Pupiltransport@westberks.gov.uk Write to: Service Manager (APT), West Berkshire Council, West St House, Newbury RG14 1BZ.

		Date
Signed on behalf of icolllege:		
Parent / Carer:		
Student:		