

Post 16 SEN Transport Application Form

September 2018 to July 2019

- Use this form to apply for Post16 Education Transport, for the academic year 2018/19.
- Please complete a separate form for each student.
- Applications will usually be processed within 15 working days, on receipt of a completed application form.
- You will need:
 - Cheque (if applicable)
 - Copy of your benefit documents (if applicable)
 - Copy of your NAC refusal letter (if applicable)

Please Note:

- Incomplete/incorrect information submitted will result in your application being rejected
- By completing this form, it does not guarantee eligibility. Each form will be assessed and eligibility determined by the County Council. If you are deemed ineligible, any money paid will be refunded.

Eligibility Criteria

For the academic year 2018/2019 the LA can help you with transport costs if you are:

- Has a valid Education Health Care Plan (EHCP) or Statement of Special Educational Needs
- Living within the area where Cambridgeshire is the Local Authority.
- Attending your nearest appropriate post-16 centre
- Enrolled on a full-time course with a minimum of 15 taught hours per week.
- Is aged between 16 and 25 and enrolled in a Post 16 provision
- Resident at an address which is three miles or more from your nearest appropriate post-16 centre measured by the shortest available walking route.

Data Protection Statement

You will be asked to provide information about yourself to enable us to log and process your request. Your personal information will be collected and used in line with Data Protection legislation to provide you with the service you request under the Council's public task and our responsibilities under the Education Act. Information will only be shared with other organisations where this is needed to provide the service you request, or if we are under a legal requirement to do so. Details will be shared with our bus pass producer Euclid and, depending on the service, the taxi provider.

Further details about how we use this data and the rights you have around this can be found on our privacy page. If you have any data protection queries, please contact the Data Protection Officer at data.protection@cambridgeshire.gov.uk

Student's details

First name			
Surname			
Date of birth	day	month	year
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Address			
	Postcode		

College/course details

College name					
Course title and level					
Course start date		Course end date			
Days of attendance (if known) tick boxes?	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>
Times (if known)					
Has the student attended this school/college previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
NAC Refusal Letter (and attach is needed)	<input type="checkbox"/>				

Parent or guardian's details

Parent <input type="checkbox"/>	Guardian <input type="checkbox"/>	Title		Name		
If you wish to receive communication via email please provide your address below						
Email address						
Telephone			Mobile			
Are you emergency contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				

OFFICE USE ONLY

Transport Agreed by SAT? Yes ☐ No ☐

Notes

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Post 16 Spreadsheet updated? ☐

ETO ☐

Date passed to ETO _ _ / _ _ / _ _

Entitlement? PSBE ☐ PSPR ☐ SC ☐

Emergency contact

Relationship to student	Title
Name	
Email	
Telephone	
Address	

Visual impairment

Does the student have a visual impairment or are they registered blind?

Yes ☐ No ☐

Mobility needs

Does the student have a medical need, special educational need or physical disability which prevents you/the student from walking or accessing public transport?

Yes ☐ No ☐

Behavioural needs

Does the student have any behavioural issues/concerns?

Yes ☐ No ☐

Is there anything that would help your child manage the journey positively?

Accessing transport

Does the student need any assistance boarding transport?

Yes ☐ No ☐

If **Yes**, Please give full details of assistance needed

Communication

What level of communication does the student have?

None ☐ Very Little speech ☐ Adequate ☐ No issues ☐

How does the student normally travel on transport?

Normal car seat (no equipment required) ☐

Booster seat ☐

Wheelchair/Buggy ☐ if **Yes**,

– Make

– Model

– Size

– Weight

– How does the student travel? Remaining in their wheelchair/buggy ☐ **or** transfer to car seat ☐

– If transfer to car seat, can wheelchair/buggy be folded?

Yes ☐ No ☐

Other – please give full details

Do you feel the student requires a Passenger Assistant?

Yes ☐ No ☐

Please Note: answering yes to this question does not guarantee a Passenger Assistant, each case is assessed based on students needs

Medical needs

Please Note – The information provided in this section will be shared with the staff transporting the student.

Does the student have Epilepsy? Yes ☐ No ☐

If Yes,

Type of Epilepsy	
Likelihood of seizure on vehicle?	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Warning signs	
Triggers	
Oral Medication	
Appearance of seizure	
Frequency of seizure	
Duration of seizure	
First aid for seizure	
Emergency Treatment	
Signs and symptoms	
When to call Emergency Services	
Other	

Please Note – Drivers and Passenger Assistants cannot administer medication.

Does the student have Asthma? Yes ☐ No ☐

If Yes,

Type of Asthma	
Symptoms of Asthma	
Triggers	
Oral Medication	
Frequency of Asthma Attacks	
Emergency Treatment	

Please Note– Drivers and Passenger Assistants cannot administer medication.

Does the student have any Allergies? Yes ☐ No ☐

If Yes,

Type of Allergy	
Symptoms of Allergy	
Triggers	
Emergency Treatment	

Please Note – Drivers and Passenger Assistants cannot administer medication.

Personal Travel Budget

In some circumstances, the County Council could offer a Personal Transport Budgets (PTB) for alternative travel arrangements to be made. This could be parents/guardians transporting in their own car, or paying a relative. Full details on the PTB process is available at www.cambridgeshire.gov.uk/education/transport

By answering Yes to this question does not guarantee PTB will be approved, they are assessed on a case by case basis, based on the students needs, and the cost implications on the County Council.

Would you like to be considered for a Personal Transport Budget? Yes ☐ No ☐

Low Income Transport

In order to qualify for free transport the student, or a member of their household must claim one of the following benefits:

- Income Support ☐
- Income based job seekers allowance ☐
- Income related employment and support allowance ☐
- Support under Part VI of the Immigration and Asylum Act 1999 ☐
- Guarantee Element of State Pension Credit ☐
- Universal Credit ☐
- NHS Tax Exemption ☐

Ensure you attach a copy of your low income evidence to your application.

Fare Paying Transport

If you do not qualify for one of the low income criteria in the **Low Income Transport** section (above), a financial contribution must be made towards to the cost of transport.

Cheques and postal orders must be made payable to **Cambridgeshire County Council**

Year	£540		<input type="checkbox"/>
Full term	£180	Autumn	<input type="checkbox"/>
		Spring	<input type="checkbox"/>
		Summer	<input type="checkbox"/>
Half Term	£90		<input type="checkbox"/>

9 Declaration by parent or guardian

It is **important** you read the declaration before signing the form.

- I confirm the information in this form is correct, to the best of my knowledge
- I understand if I knowingly provide false information transport will be revoked
- I understand that a change of address may mean the student is not longer eligible for transport, and I will inform the Local Authority of any changes
- I understand that the information provided will be shared with the students transport provider and the staff on the vehicle

Name (print)

Signature

Date

Have you remembered to enclose...

- A signed cheque, payable to Cambridgeshire County Council (if applicable)
- A copy of your low income evidence (if applicable)

Please note:

You must allow 10 working days for your application form to be processed.

Incomplete/incorrect information submitted will result in your application being rejected.

The information may be used by the student's school/college.

Social and Education Transport Team
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Shire Hall
Castle Hill
Cambridge
CB3 0AP

Telephone: 01223 715600

Email: edtransport@cambridgeshire.gov.uk/education/transport/sen-post16

www.cambridgeshire.gov.uk/education/transport/sen-post16