

Home to School/College Transport Policy 2019/2020

This policy only applies to pupils/students who are ordinarily resident in the City of York Council area

Introduction

- 1 Section 509 and 508B of the Education Act 1996 Act (inserted by Education and Inspections Act 2006) deals with the duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for eligible children.
- 2 Parent/carers are responsible for ensuring that their children attend school regularly. However, section 444 of the 1996 Act outlines the situations in which a parent/carer may have a defence in law against a prosecution by a local authority for their child's non-attendance at school. Section 444(3B) provides a parent/carer with a defence if he or she proves that:
 - the qualifying school at which the child is a registered pupil is not within statutory walking distance;
 - no suitable arrangements have been made by the local authority for boarding accommodation at or near to the school;
 - no suitable arrangements have been made by the local authority for enabling the child to become a registered pupil at a qualifying school nearer to his/her home; and
 - the local authority has a duty to make travel arrangements in relation to the child under section 508B and has failed to discharge that duty.
- 3 Schedule 35B of the 1996 Act (inserted by the Education and Inspections Act 2006) defines "eligible children" – those categories of children in an authority's area for whom travel arrangements will always be required. A condition of each category is that they are of compulsory school age. Under section 508B, these arrangements must be provided free of charge.

4 Under Section 509, it is important to note that the law does not treat children with SEN differently from other children in relation to the duties imposed under this legislation.

5 This policy document is divided into the following parts:

Part A

Home to School Transport for Children Attending Mainstream Schools

Part B

Home to School Transport for Pupils Requiring Special Arrangements

Part C

Home to School Transport on the Grounds of Religion or Belief

Part D

Removal of Free Travel Arrangements

Part E

Post-16 Transport

Part F

Review of Decisions

6 The provisions set out in this policy include places other than schools where a child is receiving education by virtue of arrangements made under section 19(1) of the Education Act 1996 by the local authority.

7 The following points apply to all parts of the policy that follows, unless stated otherwise below.

(a) Transport other than home to school

- The local authority's duty to provide home to school transport does not extend to other transport requests including:
- Work experience placements
- Ad hoc visits to other schools, colleges or other educational establishments

- Breakfast and after school clubs
- Educational provision planned for weekends or bank holidays
- Collected, or taken to any other address, other than the pupils' place of ordinary residence or designated bus stop.

(b) Journey Times

Home to school transport will be arranged so as to be as quick and non-stressful as possible. Under normal circumstances, the maximum journey time will be no longer than 1 hour 15 minutes for primary aged pupils and 1 hour 30 minutes for secondary aged pupils. In some circumstances it may be necessary to increase this timeframe.

(c) Collection and Drop-off Points

Where appropriate, parent/carers will be expected to take their child to/from a pick up/drop off point.

A

Home to School Transport Policy for Children Attending Mainstream Schools

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1 Statement of Intent

The purpose of this policy is to support the attendance at qualifying schools of eligible children who are of statutory school age by the provision of free transport.

2 Meanings

2.1 Qualifying schools are:

- a. community or voluntary schools;
- b. pupil referral units;
- c. Academies or Free Schools

A qualifying school also includes places other than a school at which a pupil might receive education under section 19(1) of the Education Act 1996.

2.2 Eligible children are:

- a. children who cannot reasonably be expected to walk to their catchment area school because of the unsafe nature of the routes;
- b. children who live more than 2 miles (using the shortest, safe walking route) from their catchment area primary school;
- c. children who live more than 3 miles (using the shortest, safe walking route) from their catchment area secondary school;
- d. children entitled to free school meals, or whose parent/carers are in receipt of their maximum level of Working Tax Credit, who are aged 11 to 16 and attend one of their three nearest qualifying schools which is above 2 miles but less than 6 miles from their ordinary place of residence.

2.3 Distance

Distance is measured by:

- a. shortest, safe walking route for options (a), (b) and (c) in paragraph 2.2 above
- b. shortest distance by road for option (d) in paragraph 2.2 above

2.4 Ordinary place of residence

The child's place of residence will be deemed to be the residence at which the child resides the majority of time (51% or more) during the normal school week at the time of application for a school place.

3 Travel arrangements

3.1 Travel arrangements are those provisions made by the local authority for children to receive free home to school transport.

3.2 The duty to provide free home to school transport will be for the journey at the:

- a. start of the school day; and
- b. end of the school day.

3.3 The school day is deemed to be the session times as approved by the governing body or academy trust of the qualifying school.

3.4 Nothing in the travel arrangements made for any child shall be for any travel between education institutions during the school day. Where a child moves from one establishment to another, in order to receive education, that cost will fall to the school to pay.

3.5 For arrangements to be free of charge, every feature of the arrangements will be free, except the provision of photographs (where required), which cost shall fall to the parent/carer to pay.

3.6 Travel options which will be considered by the local authority include:

- a. walking to school (with the additional option of a walking escort);
or
- b. cycle allowance and/or assistance with the purchase of a bicycle;
or

- c. a personalised transport budget; or
- d. a pass to enable travel on a public bus or train service; or
- e. a seat allocated on a dedicated contracted home to school transport vehicle (bus, taxi, mini-bus).

4 Provision of free travel

4.1 Children who cannot reasonably be expected to walk to school.

- a. Where children live within the statutory walking distance of their catchment area school and it is suspected that there is no available walking route to that school the local authority will undertake a risk assessment of the route.
- b. Where the outcome of the risk assessment is that the route is not available to the child (accompanied by the parent/carer) free travel will be provided.
- c. In the circumstances where the risk assessment shows that the route is available, then the parent/carer has the right to have that decision reviewed in accordance with the local authority's procedure.

4.2 Children who live more than 2 miles (using the shortest safe walking route) from their catchment area primary school from their ordinary place of residence.

4.3 Children who live more than 3 miles (using the shortest safe walking route) from their catchment area secondary school from their ordinary place of residence.

4.4 Children entitled to free school meals, or whose parent/carers are in receipt of their maximum level of Working Tax Credit.

a. Secondary School

Where a child has attained the age of 11 years and :

- i. is attending a secondary school; and
- ii. that secondary school is one of the three nearest to their ordinary place of residence; and
- iii. that school is above 2 miles but below 6 miles from their ordinary place of residence;

they shall receive free home to school transport.

- b. Where a child is offered a place at a school as a result of an independent appeal for admission to that school, the child will be eligible for free home to school transport where the conditions in paragraph 4.4(a) are met.
- c. For pupils transferring into the school following 1 September paragraphs 4.4(a) and (b) shall apply.
- d. The date of eligibility for paragraph 4.4(a) shall be 1 September 2019.

5 Eligibility

- 5.1 The assessment of a child's eligibility for free home to school transport to secondary school, will in the first instance be the 1 March for pupils transferring from primary to secondary school.
- 5.2 Once eligibility has been determined and confirmed then the pupil will remain eligible for the entirety of the school year for which the assessment is made unless the child's home address changes when a reassessment of eligibility will take place.
- 5.3 In each subsequent year the child's eligibility will be re-assessed on 1 July.

6 Discretionary provisions related to the statutory walking distance for primary and secondary schools

- 6.1 Where a child is attending a secondary school and they move house and the parent/carer wishes the child to continue at the school the local authority will consider providing free home to school or making a contribution towards the transport costs if the pupil is in year 10 or 11. The local authority in considering the exercise of discretion will take into account the cost of providing transport, the length of journey, whether the parent/carers qualify for free school meals, the ease of transferring to a nearer school and whether the change of address was voluntary or forced.
- 6.2 Where pupils are absent from their normal place of residence for reasons beyond the control of the parent/carers, the local authority may provide transport for up to three months from a temporary

address if it is beyond walking distance from the school attended. This may include where pupils are being 'looked-after' by the local authority on a temporary basis or where a family has been re-housed on a temporary basis by a housing association or authority. The local authority in considering the exercise of discretion will consider whether the parent/carers qualify for free school meals.

- 6.3 Where a pupil of compulsory school age lives within walking distance of school, but is unable to walk to school because of a medical condition, free transport will be considered providing:
- Evidence of a medical condition is provided from the family Doctor, though the local authority reserves the right to seek further evidence and;
 - The parent/carers meet the eligibility criteria for free school meals.

Discretion is not normally exercised to support pupils who are attending a school that is other than their catchment area school. This is because transport is a parental responsibility for the whole time the child is at the preferred school.

- 6.4 The local authority has the discretion to make such school travel arrangements as considered necessary for any child not already provided for in this section of the policy for the purpose of facilitating their attendance at school.

7 Transitional arrangements in the event of the re-organisation of school provision

- 7.1 In circumstances where the local authority proposes to re-organise school provision which involves the discontinuing of existing schools and the establishing of new schools, transitional arrangements may be made in respect of the provision of home to school transport, which may also include the provision of free transport to pupils who would not ordinarily be eligible.
- 7.2 Transitional arrangements shall be determined by the local authority.

7.3 Where transitional arrangements are approved they will be stated in the appropriate statutory notices.

B

Home to School/College Transport Policy for Pupils Requiring Special Arrangements

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1 Statement of Intent

This part of the policy is to support the attendance at school by the provision of suitable travel arrangements for eligible children who are of statutory school age and who have special education needs, and/or a disability or mobility/medical problem.

The local authority wants to develop the life skills of these pupils and will therefore promote the ability of young people to travel as independently as possible.

We will therefore promote a culture of opportunity and aspiration by equipping children and young people with the skills to become independent travellers where possible.

This will be done by exploring opportunities for young people to progress towards independent travel and challenging the expectations of parent/carers that every child will be collected and dropped off at their front door. To support this change in emphasis SEND children and young people who have an entitlement to transport assistance will be subject to an assessment of their transport needs.

When the young person is in year 6, they and their parent/carers will be required to participate in an independent travel training assessment. This assessment could run for up to 6 weeks. This would allow sufficient time for the coordinator to work with the young person and all other parties to identify all the risk factors and how these factors might be mitigated through a bespoke programme of independent travel training over a period of up to 12 months.

After this 6-week period of assessment is complete, a report would

then be drawn up by the coordinator and would recommend whether or not the young person and their travel route(s), have the potential to be worked with over a period of up to 12 months, so that they might become partially or fully independent as a traveller, by the end of the programme.

As well as promoting independent travel training, we will also encourage the use of walking escorts, pick-up points, use of shared transport and personalised budgets. All these options will be considered in deciding the appropriate transport to be provided.

2 Meanings

2.1 Qualifying schools are:

- a. community or voluntary schools;
- b. academies or free schools
- c. community special schools;
- d. non-maintained special schools;
- e. pupil referral units;
- f. enhanced resource provisions.

A qualifying school also includes places other than a school at which a pupil might receive education under section 19(1) of the Education Act 1996.

2.2 For those attending the nearest appropriate (catchment) mainstream school, special school, enhanced resource provision, pupil referral unit, or where the local authority names a school where the needs of the child with a Statement of SEN or an EHCP can be met, free home to school transport will be provided for full time pupils:

- From foundation stage to the end of key stage 2 where they live more than 2 miles from the school;
- From key stage 3 to the end of key stage 4 who live more than 3 miles from the school;
- Where the child is entitled to free school meals, or whose parent/carers are in receipt of the maximum level of working tax credit – and where they attend a secondary school which is one of their three nearest schools to their ordinary place of residence

and the school is above 2 miles but below 6 miles from that place of residence.

Where a child does not qualify for free home to school transport under the above free transport may be provided subject to an assessment by the local authority.

The local authority will consider the individual circumstances of the child and make a determination as to whether or not the child receives free home to school transport on a permanent or short term basis. In making judgements about individual cases the local authority will consider:

- Age and maturity of the child
- Ability and aptitude of the child
- Any special educational needs the child may have
- The distance involved and the safety of the route if accompanied by an adult
- Whether the child's parent/carers are disabled which would prevent them from accompanying their child to and from school
- The most appropriate transport option (please see below)
- Whether the child needs to be accompanied (use of passenger transport assistant or walking escort)

Where a parent/carer chooses to send their child to a school which is not the nearest appropriate school (and/or is not named as the "appropriate school" in the child's Education & Health Care Plan), the authority will either:

- not provide assistance with transport in accordance with The Education Act 1996 and paragraph 4.49 of the associated SEND Code of Practice; or
- provide some assistance with transport. However, the level of assistance we will provide may be determined by the difference in the cost of provision of transport between the nearest appropriate school, and the school of parental choice. This may result in the parent/carer having to make a contribution towards the cost of transport.

- 2.3 Normally the local authority will only approve transport to the school and the child's normal place of residence. However requests for transport to be provided to any other destination will be considered taking into account the individual circumstances of each case.
- 2.4 Where a child receives free home to school transport it will normally be subject to a review on an annual basis.
- 2.5 The local authority can determine that the provision of free home to school transport need no longer be provided.

3 Ordinary place of residence

- 3.1 The child's place of residence will be deemed to be the residence at which the child resides the majority of time (51% or more) during the normal school week at the time of application for a school place.
- 3.2 Where the child subsequently moves address the eligibility for free home to school transport will be re-determined.

4 Travel arrangements

- 4.1 Travel arrangements are those provisions made by the local authority for children to receive free home to school transport.
- 4.2 The duty to provide free home to school transport will be:
- a. for children attending a school on a daily basis will be for the journey at the:
 - i. start of the school day; and
 - ii. end of the school day.
 - b. weekly residential place:
 - i. one journey at the start of the school week; and
 - ii. one journey at the end of the school week.
 - c. termly residential place:
 - i. one journey at the start of each half-term; and
 - ii. one journey at the end of each half-term.

- 4.3 The school day is deemed to be the session times as approved by the governing body or academy trust of the qualifying school.
- 4.4 Travel options which will be considered by the local authority include:
- access to the independent travel training programme ([see paragraph 6 below](#))
 - personal transport budget
 - walking to school (with the additional option of a walking escort); or
 - cycle allowance and/or assistance with the purchase of a bicycle; or
 - a pass to enable travel on appropriate public bus or train services; or
 - a seat allocated on a dedicated contracted home to school transport vehicle (bus, taxi, mini-bus)
- 4.5 Arrangements shall normally be free, except the provision of a photograph, where appropriate, which cost shall fall to the parent/carer to pay.

5 Provision of Passenger Transport Assistants (Escorts)

A passenger transport assistant is not routinely provided. Where large numbers of pupils are travelling together or if a child has significant health or behavioural / additional requirements, a passenger transport assistant may be provided for the route or the individual child. They will only be provided in exceptional circumstances. These include where there is substantial evidence that demonstrates a child may be at risk or may pose a risk to others on the same route if they travel without supervision.

Any request for an individual passenger transport assistant must be supported by detailed evidence that demonstrates the risk to individuals or others. The evidence provided must include an up to date risk assessment and evidence of other strategies that have been previously applied.

If approved the provision of a passenger transport assistant will be

subject to a continuous review and will not be written into a statement of special educational needs or education, health and care plan.

6 Independent Travel Training

6.1 What is Independent Travel training?

In York the scheme is known as the York Independent Living Travel Skills (YILTS). It is a programme which helps young people to travel independently by teaching them the practical and social skills they need to use public transport, walk, or cycle around the city.

6.2 Who would be appropriate?

Any young person identified by the local authority as being a potential candidate who could benefit from accessing some independent travel training.

6.3 Why?

To offset the young person's need to continue to be dependent upon the provision of home to school/college transportation as funded and provided by the local authority on the grounds of their SEN.

6.4 What happens during an assessment?

The young person and their parent/carers will be required to participate to participate in an independent travel training assessment. This assessment could run for up to 6 weeks. This would allow sufficient time for the coordinator to work with the young person and all other parties to identify all the risk factors and how these factors might be mitigated through a bespoke programme of independent travel training over a period of up to 12 months.

After this 6-week period of assessment is complete, a report would then be drawn up by the coordinator and would recommend whether or not the young person and their travel route(s), have the potential to be worked with over a period of up to 12 months, so that they might become partially or fully independent as a traveller, by the end of the programme.

6.5 What happens next?

Where this assessment report recommends that the assessed level of risk for that young person to be trained to be an independent traveller is too high, then the local authority will approve the another offer of free home to school / college transport for a further 12 month period subject to further review.

Where this report recommends that the young person could be trained to become partially / fully independent as a traveller over this 12-month period then the local authority will be advised to place this student onto the independent travel training programme with a view to their moving to become a partially or fully independent traveller within a 12-month period.

The young person and their parent/carers will then be informed of this decision in writing and a training contract will be drawn up and signed by all parties. This contract is binding in terms of the young person and all involved parties participating in the training programme. When that young person is judged ready to travel independently then the young person and their parent/carers will agree to relinquish other forms of free home to school / college transport in exchange for a free bus pass funded by the local authority for a period of 12 months from the point that the young person is deemed to be able to travel independently.

Once this period of the free bus pass expires, an assessment will be carried out and where appropriate the young person will be issued with a bus pass to cover their journeys to and from educational provision.



Home to School Transport on the Grounds of Religion or Belief

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1 Statement of Intent

The purpose of this policy is to support the attendance at qualifying schools of eligible children of statutory school age where the parents have expressed a preference on the grounds of religion or belief. "Religion" means any religion, and "belief" means any religious or philosophical belief. References to "religion or belief" include references to a lack of religion or belief. It therefore follows that this duty covers all religions and denominations, as well as philosophical beliefs.

2 Meanings

2.1 Qualifying schools are:

- i. community or voluntary schools;
- ii. pupil referral units;
- iii. Academies or Free Schools

A qualifying school also includes places other than a school at which a pupil might receive education under section 19(1) of the Education Act 1996.

2.2 Eligible children are those that are:

- a. entitled to free school meals, or whose parent/carers are in receipt of their maximum level of Working Tax Credit; and
aged 11 to 16; who have been allocated a place at a nearest suitable school preferred on the grounds of religion or belief where their ordinary place of residence is more than 2 miles, but not more than 15 miles from that school;

or

- b. entitled to free school meals, or whose parent/carers are in receipt of their maximum level of Working Tax Credit; ;
and
are aged 5 to 11; and are attending their nearest suitable school preferred on the grounds of religion or belief where their ordinary place of residence is more than 2 miles from that school.

2.3 Ordinary place of residence

- a. The child's place of residence will be deemed to be the residence at which the child resides the majority of the time (51% or more) during the normal school week at the time of application for a school place.
- b. Where a child subsequently moves address, the eligibility for free home to school transport will be re-determined.

2.4 Distance

Distances are measured on roads suitable for a motor vehicle.

3 Travel arrangements

- 3.1 Travel arrangements are those provisions made by the local authority for children to receive free home to school transport.
- 3.2 The duty to provide free home to school transport will be for the journey at the:
 - a. start of the school day; and
 - b. end of the school day.
- 3.3 The school day is deemed to be the session times as approved by the governing body or academy trust of the qualifying school.
- 3.4 Nothing in the travel arrangements made for any child shall be for any travel between education institutions during the school day. Where a child moves from one establishment to another, in order to receive education, that cost will fall to the school to pay.

- 3.5 For arrangements to be free of charge, every feature of the arrangements will be free, except the provision of photographs (where required), which cost shall fall to the parent/carer to pay.
- 3.6 Travel arrangements will be:
- a. walking to school (with the additional option of a walking escort);
or
 - b. cycle allowance and/or assistance with the purchase of a bicycle;
or
 - c. mileage expenses in accordance with the local authority's current rate for pupils transported in the parent/carers own vehicle. The authority may not meet the full cost of transport and may ask parent/carers to make a contribution towards the cost; or,
 - d. a pass to enable travel on a public bus or train.

4 Provision of free travel

- 4.1 Free home to school travel will be provided for eligible children where it can be demonstrated that attendance at a qualifying school is on the grounds of religion or belief.
- 4.2 Evidence to support the following will be provided by the parent/carer:
- a. where the preference to attend a school is based on the parent/carer's religion or belief;
 - b. where the parent/carer does not wish the child to attend a school which is any of three schools nearest their home and within 2 miles based on the parent/carer's religion or belief.

5 Eligibility

- 5.1 In each subsequent year the child's eligibility will be re-assessed on 1 July.

D Removal of Free Travel Arrangements

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- 1 The local authority shall withdraw the provision of free home to school transport where it is considered that a child has demonstrated such poor behaviour whilst using that transport as to put at risk:
 - a. the driver of the vehicle; or
 - b. other passengers; or
 - c. used threatening or violent language; or
 - d. damage to the vehicle.
- 2 The withdrawal of free home to school transport will be:
 - a. temporary; or
 - b. permanent.
- 3 Temporary shall be a specified number of weeks and permanent shall be for the remainder of the school year.
- 4 Where a permanent withdrawal is imposed during the Spring and Summer terms the local authority will consider continuing imposing the withdrawal of transport for the equivalent of three school terms.
- 5 The withdrawal of home to school transport (either temporary or permanent) on a particular child shall not imply that travel arrangements were not necessary and should not be provided. The withdrawal would be saying travel arrangements were necessary and had been made, but that the child's behaviour was such that they cannot take advantage of it.
- 6 Nothing in this policy prevents the operator of a commercial service to exclude a child if they demonstrate poor behaviour as set out in paragraph 1.

E Post-16 Transport Eligibility

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- 1 For students over compulsory school age the policy of the local authority to enable a student to qualify for free transport is that they must fulfil the following conditions:
 - a. the student must be aged 16 but under 19 on the 31 August 2019; and
 - b. the students' parent/carers must be in receipt of one of the following benefits:
 - i. Income Support or Employment and Support Allowance (Income-related)
 - ii. Income-based not Contribution-based Jobseekers Allowance
 - iii. Child Tax Credit with an annual household income below £16,190 and not receiving Working Tax Credit
 - iv. Support under part VI of the Immigration and Asylum Act 1999
 - v. Guarantee element of State Pension Credit.
 - vi. Universal Credit – where your annual household earnings is less than £7,400 per year
 - c. the educational establishment the student is attending is more than 3 miles using the shortest, safe walking route from their ordinary place of residence; and
 - d. the student is attending a full-time course (more than 16 hours per week) at the nearest publically funded school, college or educational establishment to offer their course, or they are attending the school serving the catchment area where their home address is located.

- 2 Assistance is normally restricted to the purchase of a bus pass on behalf of the student however in exceptional circumstances other forms of assistance may be considered. The maximum amount of assistance in any one academic year will be restricted to £500
- 3 For students who are not eligible for assistance under the authority's policy, can occupy seats on a concessionary basis on a vehicle contracted by the local authority for home to school transport work if places are available.
- 4 Services are available to Fulford School and Huntington School. Details of these services and concessionary fares can be found on <https://www.yorkpullmanbus.co.uk/school-services/home-to-school-transport-services>
- 5 York College and Askham Bryan College provide a transport service for its' students, Details of the services available can be found on the following websites:
<http://www.yorkcollege.ac.uk/contact-us.html>
<https://www.askham-bryan.ac.uk/students/student-transport>
- 6 Information on public transport options, journey planning, and fares, is available on <https://www.itravelyork.info/>
- 7 Some educational establishments may offer financial support for post-16 transport provision.
More information is available at <https://www.gov.uk/1619-bursary-fund>
Support for young parents under the age of 20 is available via the Care to Learn scheme, more details can be found at <https://www.gov.uk/care-to-learn>
- 8 The closing date for applications is 30th September 2019. Applications received after this date will be considered at the discretion of the Head of School Services, City of York Council who will consider the circumstances as to why the application has been received after the

closing date.

- 9 For post-16 students with special educational needs (please refer to Section B Transport policy for pupils requiring special arrangements) the local authority can review the individual circumstances of each student and make a determination as to whether or not the student receives home to school/college transport and whether that is on a permanent or temporary basis.

This can include extending the access to transport above the age of 19 up until the age of 25. Transport would be considered providing the course clearly enables the student to make further educational progress each year. Transport would normally only be provided to the nearest educational establishment offering the most suitable course for the student.

F Review of Decisions

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- 1 Any parent/carer who makes an application for free home to school transport under the provisions set out in the local authority's policy and that application is refused will have the right to have their case reviewed.

- 2 The review procedure is set out below.
 - a. The parent/carer will be requested to submit a notice of review setting out the ground for their review in accordance with paragraph 6.
 - b. The documentation relating to the parent/carer's case will be reviewed by a Senior Officer of the local authority, who will be given the authority to review the original decision, and where in their opinion there are exceptional circumstances will amend the original decision.
 - c. Where the Senior Officer upholds the original decision the documentation relating to the parent/carer's case along with the comments of the local authority will be presented to a review panel comprising three elected members.
 - d. A meeting shall be convened within 30 working days to consider the parent/carer's case based on the documentation provided.
 - e. The decision will be:
 - i. to uphold the decision not to provide free home to school transport;
 - ii. reverse the original decision and provide free home to school transport. The Review Panel can approve transport for a limited period subject to a review.

- 3 The procedure for hearing the appeals shall be as follows.
 - a. Local authority representative to give evidence on the authority's decision.

- b. Panel to ask questions of the local authority representative.
 - c. Parent/carers to ask questions of the local authority representative.
 - d. Parent/carers to give evidence in support of their appeal.
 - e. Local authority representative to ask questions of parent/carers.
 - f. Panel to ask questions of parent/carers.
 - g. Summing up by local authority representative.
 - h. Summing up by Parent/carers.
 - i. Local authority representative and parent/carers to retire.
 - j. Panel decision.
 - k. Decision to be sent in writing to parent/carers.
- 4 Notification of the decision made at the review will be sent to the parent/carers in writing giving a reason for the decision.
- 5 Nothing in this review procedure prevents parent/carers making a complaint to the Local Government Ombudsman.
- 6 Grounds for requesting a review of the local authority's decision not to provide free home to school transport are:
- a. suitable walking route;
 - b. measurement of distance;
 - c. determination of eligibility;
 - d. another qualifying school;
 - e. religion or belief;
 - f. exclusion from transport;
 - g. SEN transport.

Contact details for correspondence

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