

Home to school travel enablement application form for students aged 4 - 16 with learning difficulties and/or disabilities

Date of receipt by
GCC

Reason for completing this form:

New Application

Change of Address

Change of School

Change of Needs

(Please provide proof of your new address)*

/ / * please give date of move

1

Personal Details

Students forename Surname

Date of birth/...../.....

Male Female

Student address

Postcode

Is this student a Child in Care? Yes No

Names of parents / carers:

Title Name

(e.g. Miss, Ms, Mrs, Mr)

Parent Carer Resident at student address: Yes No

Contact telephone number(s)

(e.g. Home and mobile)

Email

Title Name

(e.g. Miss, Ms, Mrs, Mr)

Parent Carer Resident at student address: Yes No

Contact telephone number(s)

(e.g. Home and mobile)

Email

Please provide details of anyone else we should contact in the event of an emergency (we will always try to contact the parent(s)/carer(s) named above in the first instance).

Name Name

Telephone Telephone

Relationship to child Relationship to child

Name of the school to which transport is required

Do you receive Free School Meals Yes No

Do you receive Maximum Working Tax Credit Yes * No *If yes, please attach latest evidence

Does your child have a Statement of Special Educational Needs/ Education & Health Care Plan, or receive SEN Support? Yes No

If you have any questions when completing this form, please contact the SEN Travel Enablement Team using the details in section 6.



Gloucestershire
COUNTY COUNCIL

Please refer to the policy for the eligibility criteria for assistance with transport: www.gloucestershire.gov.uk/sentransport

Please find guidance relating to General Data Protection Regulation (GDPR) at the back of this document. A copy of this document is also available from

www.gloucestershire.gov.uk/sentransport

Personal Details (Continued) 1

Please describe the current nature of the student's needs, disability or mobility concerns, including any medical diagnosis (attach any supporting information e.g. GP's letter to this form).

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If your child is likely to have a seizure of any description, please give an indication of the warning signs, frequency and type (plus any other relevant information).

Continue on a separate sheet if necessary.

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Please provide your child's: exact weight kilos exact height cm

For children under 12 this will enable the provision of a suitable booster or child seat.

Transport Required 2

Do you have a family vehicle? Yes No

In some circumstances it may be possible to offer a Personal Travel Allowance. Would you like to discuss this further? Yes No

What date is the travel assistance required from?

How often is transport required? Every day Weekly boarder
Termly boarder Other (please detail below)

Please detail the start and finish times of the school day?

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start time	:	:	:	:	:	:	:
Finish time	:	:	:	:	:	:	:

Could your child travel to school on a public bus or school coach? Yes No

If **Yes**, please give details:

Company:	Boarding Point:	Route Number:
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If **No**, please give details:

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This section asks you to provide detailed information about your child’s special educational needs, disability or mobility concerns. We require this information to ensure that if transport is provided, it is safe and appropriate for your child.

A RESPONSE IS REQUIRED TO ALL PARTS OF SECTION 3

Sometimes we need to obtain further information from other people who are supporting a child and therefore we ask that you provide contact details below for anyone else we should speak to about your child’s needs (e.g. SENCO, class teacher, social worker, medical consultant or paediatrician).

Name.....

Telephone.....

Role (e.g. Social Worker).....

Location.....

Name.....

Telephone.....

Role (e.g. Medical Practitioner).....

Location.....

Questions about your child’s mobility and equipment

Will your child be taking a wheelchair on home to school transport? Yes No

If No, please proceed to section 3b

If Yes, please answer the following:

Does your child need to travel seated in the wheelchair? Yes No

Can your child transfer to the vehicle from the wheelchair unaided? Yes No

If Yes, will the wheelchair collapse for transit? Yes No

Make

Model.....

Serial Number

Manual Powered

Details of any attachments and/or modifications:

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3b

Physical Needs

Your child's physical difficulties

Please describe any physical difficulties your child may have using transport, if any. Tell us about **a)** any equipment they use, **b)** difficulties getting in or out e.g. steps, **c)** difficulties getting from the vehicle into school e.g. uses a buggy, **d)** anything else you think we need to know.

Continue on a separate sheet if necessary.

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3c

Communication Needs

Questions about your child's communication

How does your child communicate their needs? E.g. speech, eye movement, hand gestures, Makaton.

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How would you suggest that transport staff communicate with your child? E.g. to give instructions, to reduce anxiety.

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Please detail anything else that will help transport staff communicate with your child, including things they could talk about (E.g. hobbies and interests) and also any topics they should avoid.

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3d

Behavioural Needs

Questions about your child's behaviour

How is your child likely to behave in transport, bearing in mind that at first the transport staff and any other passengers may be new to them? Is there anything that might make them anxious e.g. noise, smell, physical contact?

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If you think there may be challenging behaviour, what is it likely to be, and do you have any suggestions that might help transport staff to manage it? e.g. inappropriate language; undoing seatbelt.

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Do transport staff need to be aware of any potential issues when your child is going to and from the vehicle? e.g. running off/ reluctance to get in or out.

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3e

Medication

Questions about your child's medication and allergies (if any)

We need this information in case of an emergency, so we can pass it to the emergency services.

If your child has epilepsy and is prescribed rescue medication, please attach the medical protocol. Gloucestershire County Council cannot authorise the administration of medication by transport staff during the journey.

What medication is your child prescribed or taking, if any? i.e. named tablets and dosages.

(Continue on a separate sheet if necessary)

Prescribed / other medication that is taken at home e.g. Melatonin 5mg chewable before bed.

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Prescribed / other medication that is transported with your child e.g. Ventolin Inhaler 100mg, two puffs when needed

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Allergies e.g. Nut Allergy, EpiPen in bag.

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Data Protection and Data Use:

I understand that Gloucestershire County Council (GCC) will store, keep and use all information I give them when I am in contact with them as a record of their work with me/my child, so they can provide me/my child with any services needed. This includes the contents of this form.

I understand that GCC may share my/my child's information with other professionals where relevant and necessary, including the transport operator for the purposes of organising appropriate and safe transport. I understand that GCC may also use this information for the wider purpose of statistical data they use to help monitor their service and/or determine general areas of need.

I understand that if my child is granted assistance, GCC reserves the right to suspend transport pending a review or revised risk assessment if necessary, and that they will stop using this information once their contact with me/my child has finished, and store it securely for six years after their work with me/my child finishes in line with their Data Retention Schedule, although they may continue to refer to it in statistics after that.

I understand that to ensure the safety of students and staff, CCTV may be used in vehicles.

Signature of **parent/carer** (blue/black ink)

(This must be signed by hand, even if this form has been completed on your behalf)

Print name..... Date.....

If the person who has completed this form is not the student, parent / carer, please provide the following information:

Name Role (eg. Social Worker)

Organisation Contact number

Have you ...

- Fully completed the form?
- Signed the form by hand (in blue/black ink)?
- Enclosed evidence of receipt of Maximum Working Tax Credit (if applicable)?
- Enclosed the child's medical protocol (if applicable)?
- Enclosed any additional sheets?
- Enclosed any other relevant educational or medical evidence?

Please return this form to:

SEN Travel Enablement,
Education, Shire Hall,
Westgate Street
Gloucester, GL1 2TP

Contact details:

Telephone: 01452 425011
Email: sen.transport@gloucestershire.gov.uk
Website: www.gloucestershire.gov.uk/senttransport

Please Note: Forms that are incomplete, unsigned, or do not contain sufficient information, can be delayed and may be returned

Privacy Notice

Why we collect and use your information: Gloucestershire County Council is the data controller for the personal information that is collected from you. Your personal data is collected for the purposes of arranging home to school transport in order to meet our statutory duties which are outlined in the Education Act 1996, Education and Inspections Act 2006, Home to School Travel and Transport Guidance and Home to School Travel for Pupils Requiring Special Arrangements Guidance

The information we collect about you: Gloucestershire County Council will collect only the personal information we need to perform our functions in line with regulations and law and this may relate to any Gloucestershire County Council support services that you apply for, currently have, or have received previously.

How we will use the information about you: Gloucestershire County Council will use the information about you to provide travel assistance, Personal Travel Allowances and Independent Travel Training. We may also collect CCTV data for the purposes of detecting and preventing crime.

How long we keep your information for: Gloucestershire County Council will keep your personal data for a minimum of 6 years in respect of mainstream home to school transport. We are required to keep this information for this long because of our obligations outlined in the HMRC Compliance Handbook, CH15400. Please note that in respect of students who are eligible under the SEN Home to School Transport Policy, personal data may be retained indefinitely.

Who we share your information with: Gloucestershire County Council may share your child's information with other professionals where relevant and necessary, including SEN Casework colleagues, School/College staff, the Social Care Team and the Transport Operator for the purposes of organising appropriate and safe transport. Gloucestershire County Council may use this data for the wider purposes of statistical data to help monitor our service and/or determine general areas of need. Gloucestershire County Council may share CCTV data with the relevant authorities for the purposes of legal proceedings.

By completing and signing an application for travel assistance, you will be giving your consent to share information as appropriate

Access to your information: You have the right to request a copy of the information Gloucestershire County Council hold about you. If you would like a copy of some or all of your personal information, please visit our website using the following link: <http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

Correction of inaccurate information: You have the right to request that Gloucestershire County Council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, Gloucestershire County Council will correct factual inaccuracies and may include your comments in the records.

The right to be forgotten (erasure): You have the right to request that the council delete your information when there is no compelling reason for Gloucestershire County Council to continue using it. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

The right to object: You have the right to object to SEN Travel Enablement using your information if you feel it has been used outside the remit of public tasks (or when you have received marketing from us). Please be aware that in certain situations Gloucestershire County Council are allowed to still use your information, should there are compelling legitimate grounds to do so.

If you wish to use any of these rights, please contact SEN Travel Enablement by emailing sen.transport@gloucestershire.gov.uk

Alternatively, you can write to us at: SEN Travel Enablement, Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester, GL1 2TP.

How to contact us:

Please contact SEN Travel Enablement if you have any questions about this privacy notice:

By email: sen.transport@gloucestershire.gov.uk Alternatively, you can write to us at: SEN Travel Enablement, Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester, GL1 2TP.

You can contact Gloucestershire County Council's Data Protection Officer, via the Information Management Service, by emailing informationsecurity@gloucestershire.gov.uk or by calling 01452 32 4000.

Making a complaint to the Information Commissioner

If you wish to make a complaint about how Gloucestershire County Council use your personal data, please contact the Information Commissioner's Office. The Information Commissioner's Officer can be contacted by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.