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Home to School Transport Policy 2023-2024

Including Children with Special Educational Needs and/or Disabilities (SEND)

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PART 1: INTRODUCTION

Parents/carers are responsible for ensuring their child's regular attendance at school. For most parents this includes making their own arrangements for their child, who is compulsory school age, to travel to and from school. In some cases, children are entitled to transport support and local authorities must make the travel arrangements, free of charge, for eligible children.

This policy document describes how the local authority, North East Lincolnshire Council, interprets its duty and applies its powers in respect of home to school transport. The arrangements apply only to children who are resident in North East Lincolnshire or deemed by legislation to be the responsibility of this local authority.

For the purpose of this policy compulsory school age also includes 4-year-olds attending reception classes where they will be eligible for free travel when they reach compulsory school age.

PART 2: HOME TO SCHOOL TRANSPORT LEGISLATION AND GUIDANCE

The following references represent a basis for the legal framework within which home to school travel and transport is provided:

The Department for Education 'Travel to school for children of compulsory school age': statutory guidance for local authorities June 2023.

This guidance is issued under duties placed on the Secretary of State by sections 508A and 508D of the Education Act 1996 (the Act). It deals with sections 508A, 508B, 508C, 509AD, and Schedule 35B of the Act which were inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006).

PART 3: HOME TO SCHOOL TRANSPORT POLICY

ELIGIBLE CHILDREN

Statutory walking distance

A child is eligible for home to school transport support if they are of compulsory school age, attend their nearest suitable school and:

- live more than the statutory walking distance from that school, that is
 - For a child under the age of 8 years, the school is more than 2 miles from their home.
 - For a child aged 8 years or over, the school is more than 3 miles from their home.

And/or unsafe route

- in the absence of a safe walking route, they would not be able to walk to that school in reasonable safety, even if they were accompanied by their parent.

Extended rights

Under the extended rights criteria a child is eligible for free travel to school if they are eligible for free school meals or a parent with whom they live receives maximum Working Tax Credit and they are:

- aged 8 or over but under 11, attend their nearest suitable school and it is more than 2 miles from their home; or
- aged 11 to 16 years, and attend one of their three nearest suitable schools provided it is more than 2 miles but not more than 6 miles from their home; or
- aged 11 to 16 years, attend a school that is more than 2 but not more than 15 miles from their home that their parents have chosen on the grounds of their religion or belief if, having regard to that religion or belief, there is no suitable school nearer to their home.

Where a child qualifies for transport support under the above criteria, transport support will continue to be provided for the rest of the school year even if their entitlement to free school meals or parents entitlement to maximum level of Working Tax Credit ceases. Due to the way in which Universal Credit is calculated, the children whose parents receive the maximum level of Working Tax Credit will be eligible to free school meals following the roll out of Universal Credit.

Special educational needs and/or disabilities (SEND) and medical needs

To be eligible on these grounds, in addition to the statutory walking distance criteria, a child is eligible, if they attend their nearest suitable school within the statutory walking distance but they could not reasonably be expected to walk to that school because of their special educational needs, disability or mobility needs, even if they were accompanied by their parent.

The child does not need to have an Education Health and Care (EHC) plan, or have travel support specified in their EHC plan, or attend a special school, or live beyond the statutory walking distance.

Not every child that attends a special school or has an EHC plan will be eligible for transport support. Requests will be considered on a case-by-case basis and take into consideration information and evidence provided by the child's parent, school, medical and/or other professional involved in the child's care.

Parents have the right to ask for a particular school to be named in their child's EHC plan. The local authority must name that school in the plan unless it would be unsuitable for the child's age, ability, aptitude, or special educational needs, or incompatible with the efficient education of others or the efficient use of resources. In some cases, where the parent's preferred school is further away than the nearest school that can meet the child's special educational needs, the local authority may deem that it would not be an efficient use of resources to only name the preferred school. In such a case, the local authority may also name the nearer school it considers to be appropriate for meeting the child's special educational needs and determine that it is the parent's responsibility to make their own transport arrangements or provide some or all the transport funding.

Direction off-site, managed moves and alternative provision.

Children already in receipt of transport support to attend alternative provision or a school agreed through the BAC/ASPIRE systems by the end of the 2022/23 school

year will continue to receive appropriate transport support until they complete that phase of their education, they transfer to a different school/provision or a change in their circumstances, e.g. change of address, means that they are no longer eligible for support. Any changes to school, provision or home address will mean that their entitlement to transport support will be reassessed.

Direction off-site (temporary) and managed moves (permanent) are arrangements made directly between one school and another. In such cases the children have no recourse to home to school transport and the schools are responsible for making and funding any necessary transport arrangements.

Where a school submits a request for alternative provision (RAP) to the local authority, approval is given and the child transfers to the relevant alternative provision site, or where a child is placed in another school following permanent exclusion, the child may be eligible for transport support.

Exceptional circumstances

Consideration for transport support for children who would not normally be considered eligible may be given where there are extenuating circumstances, for example, where the child suffers a short-term, unforeseen incapacity and is unable to use public transport thereby requiring temporary and extraordinary additional support where they attend the nearest suitable school. The child/ren of a family that has been made homeless may be considered for support whilst in temporary accommodation. This support will be time limited. A written request with supporting evidence should be submitted to the Education Transport Manager, Doughty Road depot, Doughty Road Grimsby, DN32 0LL. Telephone: (01472) 326291 (option 2) e-mail: schooltransport@nelincs.gov.uk .

Requests will be assessed on a case-by-case basis, taking into consideration the individual circumstances and evidence submitted, the resources available to the family, the nature of the journey and the availability and cost of existing transport provision. The level of transport support and/or provision will be determined according to the assessed need of the individual child.

Attendance at other schools

The local authority recognises its obligations under the relevant Education Acts to comply with parental preferences regarding choice of school. However, owing to the need to maximise the efficient use of resources, the local authority will only provide free transport in accordance with the policy criteria above. The local authority considers that any other arrangement would lead to excessive expenditure and would prejudice efficiency in the provision of education and the use of resources.

In light of the above, parents wishing to apply for places in schools other than those detailed above should do so knowing that free or concessionary transport will not be available, regardless of the distance involved. Although each child's application will be considered individually, in the absence of meeting the detailed criteria or exceptional circumstances relating to such applications, it is not anticipated that the local authority will be under any obligation to assist with the cost of transport involved.

Post-16 Transport

There is a separate, post-16 transport policy statement, which is reviewed annually and published by 31 May each year. In general, post-16 transport support will be considered on a case-by-case basis for those children with SEND or medical/mobility needs. For further information visit the council's school transport web page or contact the Education Transport Team, Doughty Road depot, Doughty Road, Grimsby, DN32 0LL. Telephone: (01472) 326291 (Option 2), e-mail: schooltransport@nelincs.gov.uk.

Nursery

The local authority recognises its obligations to ensure that nursery provision is available to all children who have attained the statutory age. It aims to ensure that there is provision accessible to the child's home. It is the responsibility of the child's parent to make arrangements for the child to be accompanied whilst travelling to nursery provision. Hence any transport assistance to registered nursery/early education providers will only be granted where exceptional circumstances apply to the child.

ELIGIBLE CHILDREN DEFINITIONS AND GENERAL INFORMATION

For determining eligibility to home to school transport, the following are taken into consideration.

Home address

For home to school travel purposes, home is the place where a child is habitually and normally resident. There is no expectation that local authorities should provide travel to and from two separate addresses. Where their parents do not live together and the child spends part of the week with each parent, the authority will assess eligibility and provide transport from one address only, that is, the address of the parent in receipt of child-related benefits.

Qualifying schools

Qualifying schools are: community schools, foundation schools, voluntary aided and voluntary controlled schools; academies (including those which are free schools, university technical colleges, studio schools and special schools); alternative provision academies; community or foundation special schools; non-maintained special schools; child referral units; maintained nursery schools (where attended by a child of compulsory school age); and city technology colleges and city colleges for the technology of the arts.

For children with special educational needs, an independent school is a qualifying school if it is the only school named in their EHC plan, or the nearest of two or more schools named in the EHC plan.

Suitable school

A suitable school for home to 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. It does not mean the most suitable school for a child. Schools can meet a wide range of needs. The nearest secondary school to the home of a child of secondary school age, for example, will almost always be their nearest suitable school.

Where a child has an EHC plan, the school named in the plan will normally be considered as their nearest suitable school but there may be exceptions to this.

TRAVEL AND TRANSPORT ARRANGEMENTS FOR ELIGIBLE CHILDREN

Statutory walking distance/unsafe route

In North East Lincolnshire, children who fall under this category live in certain areas of the borough and attend their catchment school. Eligible children are those:

- who reside in the outlying villages and attend East Ravendale C of E Primary School (primary catchment) or Tollbar Academy (secondary catchment);
- live in outlying properties and attend Stanford Junior and Infant School, Laceby (primary catchment);
- live in Laceby, Stallingborough, some outlying properties on Barton Street or near Keelby and attend Healing Academy (secondary catchment), or
- live in Habrough and attend South Killingholme Primary (primary catchment) or Oasis Academy Immingham (secondary catchment)

In the absence of suitable public transport services, North East Lincolnshire Council contracts dedicated school buses/coaches, minibuses, and taxis, depending on the number of eligible children. Passenger assistants are not provided on these contracted arrangements.

Parents must apply for a bus pass/seat on the coach, minibus, taxi. Parents can apply online using the *Statutory bus pass application form for primary and secondary-aged children attending their catchment school* on the council's school transport web page [School transport | NELC \(nelincs.gov.uk\)](https://www.nelincs.gov.uk/school-transport). Applications are required each school year.

These routes are closed contracts which means that they are not open to use by anyone other than eligible children. North East Lincolnshire Council does not provide a spare seat system where non-eligible children can use or pay for a seat on the vehicle.

Extended rights

Children who qualify under these criteria are issued with a Stagecoach Bus Company pass allowing free travel on public transport on school days. Two passport-sized photographs are required.

Applications can be made at any point during the school year. The application form, 'Free Stagecoach travel application form', under the heading 'Secondary school children from low income families' is available to print from the council's school transport web page [School transport | NELC \(nelincs.gov.uk\)](https://www.nelincs.gov.uk/school-transport) or an application can be requested from the Education Transport Team, Doughty Road depot, Doughty Road, Grimsby, DN32 0LL. Telephone: (01472) 326291 (Option 2), e-mail: schooltransport@nelincs.gov.uk.

A child's entitlement is for the duration or remainder of the school year. A new application is required and assessed each year.

Direction off-site, managed moves and alternative provision

The type of transport support will be determined by factors such as the distance between home and the alternative provision, using the general qualifying distances as for statutory transport. For primary aged children, support may include bus passes for

the child and a parent or, due to their age and potential vulnerability, taxi support. Eligible secondary-aged children will be provided with a bus pass. A taxi would only be provided for secondary children if there is an evidenced mobility or vulnerability need. Taxi requests will be considered on a case-by-case basis and on receipt of relevant independent verification of their additional needs.

The relevant bus pass application forms and taxi request forms can be obtained through the council's Inclusion Officer, at the point of arranging the transfer, the education transport team, or the alternative education provider.

Exceptional circumstances

The level of transport support and/or provision will be determined according to the assessed need of the individual child. Support may include bus passes for the child and a parent or, a bus pass for the child or given evidenced mobility needs, a taxi or wheelchair accessible taxi.

Special Educational Needs and/or Disabilities (SEND)

The needs of each individual child are specific to the child and when organising home to school transport the education transport team will aim to meet those needs. The initial arrangements are based on the information provided by parents on the SEND transport request form plus any additional information provided by school and other professionals or services involved with the care of the child.

Parents can obtain the SEND transport request form directly from the Education Transport Team. However, they may also be sent one directly by the SEN team, following consideration by the SEND panel to issue an EHC plan. Special schools in North East Lincolnshire also have access to the form.

The assessed needs of the child in terms of behaviours, medical needs, abilities, and wheelchair use are taken into consideration together with the logistics of the school, home address and existing transport arrangements. Wherever possible, subject to their assessed needs, it will be expected that children will share transport

Arrangements are reviewed annually, many retaining the existing mode of travel but scope is given to promote independence, for example, changing from a taxi to a minibus, or from being a single traveller in a taxi to a shared taxi.

North East Lincolnshire Council provides its own small fleet of vehicles and crews but mostly procures home to school transport provision from local taxi, minibus, and coach operators. Wherever possible a regular driver is requested. All transport providers have applied through the local Dynamic Purchasing System and are compliant with the needs of that system for home to school transport purposes. They are also subject to appropriate DBS checks through the local licensing authority.

The types of vehicles can include regular taxis, people carriers, small minibuses, minibuses, coaches, and wheelchair accessible vehicles (taxis and minibuses). Other travel support may include parent expenses, mileage claims based on reimbursement at 45p per mile (as at September 2023).

Where a child's assessed needs mean that they require adult support/supervision, other than the driver, whilst on transport support North East Lincolnshire Council employs and provides passenger assistants on many dedicated transport vehicles. In

other cases, the transport provider employs the passenger assistant. Depending on the individual needs of a child and/or the availability of resources parents may be expected to travel with their child to and from school.

Where a passenger assistant is provided this is normally one passenger assistant per vehicle. However, this may be varied depending on individual needs of the children on that particular school run.

All passenger assistants will have an enhanced DBS disclosure and always carry an identification badge. The provision and allocation of passenger assistants to individual routes will be reviewed at the beginning of each academic year and at other times when the need arises.

Passenger assistants are responsible for the care, supervision and reasonable behaviour of children whilst being transported to and from school in line with the school behaviour policy and should oversee the child's conduct and safety in such a way that the driver is unhindered in his or her duties. They will not normally be expected to leave a vehicle to collect a child from their home or leave a child unsupervised in a vehicle. It is the parent's responsibility to accompany their child to the vehicle. However, discretion may be used if a parent is genuinely unable to undertake this function themselves.

A parent's information guide on home to school transport providing further information for parents on their responsibilities regarding home to school transport and what to expect from the education transport services overall is available on the council's school transport web page, [School transport | NELC](#)

Where it has been agreed for a child to attend a full-time residential placement at a special educational needs establishment, parents may apply for a reimbursement of travel expenses. Reimbursement will be considered for a maximum of 6 return journeys each term. Further information is available from the Education Transport Team, Doughty Road depot, Doughty Road, Grimsby, DN32 0LL. Telephone: (01472) 326291 (Option 2), e-mail: schooltransport@nelincs.gov.uk

PART 4: ORGANISATION OF TRANSPORT

Procurement

All home to school transport contracts will operate within the terms and conditions of the local authority's Standard Conditions of Contract for the transport of school children. All transport providers used are approved for home to school transport work through the joint Dynamic Purchasing System (DPS) hosted by North Lincolnshire Council.

The education transport team shall arrange for the use of trains, double-decker buses, coaches, minibuses, including specially adapted vehicles, Hackney Carriages, and licensed private hire vehicles to facilitate the provision of home to school transport. The mode of travel selected for each child will depend on the needs of the child.

Pick Up Points

Children are expected to walk a reasonable distance to the transport pick-up point and a similar distance on their return from school. The pick-up points will be at marked bus stops or designated points in villages or lane ends. Children will be set down in an

afternoon at the point where they were picked up. In the interests of road safety, the local authority's road safety team or an appropriately qualified officer will be consulted if picking up points are changed or if complaints about the siting of pick-up points are received.

Bus passes: dedicated, statutory transport

North East Lincolnshire Council issues a bus pass to each eligible child authorised to travel on their elected coach/minibus. This pass must be available to show when boarding the vehicle at the start and end of the day. If a pass is lost or damaged before its expiry date there will be a £20 replacement fee, payable by cash, before a new pass is provided. If a pass is lost, damaged or stolen please contact the Education Transport team at the earliest opportunity.

Bus passes: public transport

Stagecoach bus passes are valid for use on public bus services on school days. The child will need to show the pass on each journey. If a pass is lost or damaged before its expiry date there will be a £20 replacement fee, payable by cash, before a new pass is provided. If a pass is lost, damaged or stolen please contact the Education Transport team at the earliest opportunity.

Journey Times

The education transport team will make all reasonable attempts to ensure children are travelling for the shortest time and in most cases arrive at school not more than ten minutes before the start of the school session time. In an afternoon transport will normally leave ten minutes after the end of the school session time. Whilst accepting in most cases children will be transported by the most direct route the local authority reserves the right to ensure its resources are used efficiently. Some children therefore may have a longer, indirect journey. In any case no local journey shall be expected to be over one and a quarter hours (75 minutes). Journey times to schools out of area may take longer than 75 minutes.

Breakfast/After school clubs, intervention classes, detention

The local authority's responsibilities regarding home to school transport are at the start and end of the regular school day. Transport support will not be organised for children staying after normal school session times for extra-curricular activities, children attending work experience placements, or individual children, classes or year groups undertaking study support/intervention classes.

Transport Granted in Error

If the local authority grants free home to school transport in error it may withdraw the transport at the end of the school year after giving one terms notice in writing to the parent.

PART 5: MONITORING PERFORMANCE

The performance of all home to school transport contracts will be closely monitored by the education transport team to ensure efficient safe operation and that the local authority is receiving value for money. In the event of contractors contravening the Public Passenger Vehicles Act, Hackney Carriage or Private Hire Licence regulations made by the local authority, the education transport team will report the contravention to the relevant department of the local authority.

The education transport team will attempt to investigate all complaints in line with the local authority's complaints procedure about all home to school transport it organises as quickly as possible.

.PART 6: GENERAL INFORMATION FOR PARENTS

Information for Parents

The education transport team will advise parents/carers of children with special educational needs who are being transported, of the name and telephone number of the contractor (if applicable), the name of the passenger assistant (PA) (if applicable) and the name and office telephone number of the contact in the education transport team organising their child's transport. The leaflet "An Information Guide for Parents on Education Home to School Transport" is available online on the council's school transport web page, [School transport | NELC \(nelincs.gov.uk\)](http://School%20transport%20|%20NELC%20(nelincs.gov.uk)).

Parental Responsibility

Should a child be unable to walk, it is the parent's responsibility to carry their child or take a wheelchair between their property door and the vehicle.

In some cases, it may not be possible to pick-up/drop-off at the home address. In these cases, the local authority will designate a pick-up/drop-off point near the home address. It is the parent's responsibility to accompany their child to the agreed pick-up point in the morning and collect them in the afternoon. If the parent considers that the child does not need to be accompanied, they must provide written confirmation to the education transport team for consideration.

It is the parent/carer's responsibility to advise the education transport team of an alternative address to be used in an emergency and/or advise of any changes which may affect their child's transport (such as a change of address).

Independent Travel Training

The education transport team employs two part-time independent travel trainers. The role of the trainers is to promote independence and maximise the opportunities for children with learning difficulties and/or disabilities by providing them with the skills and confidence to travel independently. The scheme is primarily aimed at those children in receipt of local authority education transport support and either already in post-16 education or in years 10 and 11 at school. Referrals are invited from parents, schools, colleges, and other agencies, who have regular contact with the child and who can provide details of the child's needs and abilities. For further information contact the Education Transport Team, Doughty Road depot, Doughty Road, Grimsby, DN32 0LL. Telephone: (01472) 326291 (option 2), e-mail: schooltransport@nelincs.gov.uk .

Work Experience Placement

Transport support will not be provided to work experience placements. However, consideration may be given under exceptional circumstances to the provision of transport to a work experience placement for a child with SEND if they would be unable to take up the placement, due to their additional needs, unless transport was provided.

Respite Care

Some children with special educational needs for whom transport is being organised are allocated a placement away from home to allow their parents/carers a period of respite. The necessary transport to and from school from the placement (instead of

home) may be arranged by the education transport team. It is the responsibility of the child's social worker to make the initial referral so that arrangements for transport can be made.

Home to School Transport Contract Duration

Home to school transport contracts will be for a period of not more than three years. In most cases, taxi contracts will be for a period of one year with the option of extending for one further year, if there are no material changes to the children travelling and route taken. Although it is accepted that continuity of a home to school contract is good practice, it is exceedingly rare that a contract route remains constant for its full period. Changes may need to be made to the contracted route, the contractor or both.

PART 7: BEHAVIOUR ON SCHOOL TRANSPORT

In accordance with the DfE guidance on Behaviour in Schools, schools have the power to sanction pupils for misbehaviour outside the school premises to such an extent as is reasonable, including for misbehaviour which takes place on school travel. Unacceptable behaviour may include, but is not limited to, being rude, pushing and kicking, bullying, distracting the driver, refusing to wear a seatbelt, or refusing to remain seated. It may endanger the safety and wellbeing of other people.

Schools' behaviour policies should set out what the school will do in response to poor behaviour and bullying which occurs off the school premises and is witnessed by a staff member or reported to the school, including the sanctions that will be imposed on children. Parents are advised to report any incidents of misbehaviour on home to school transport to the school/provision attended and the education transport team at the earliest opportunity. The school and the education transport team will discuss and agree transport-related sanctions for any child who has presented with unacceptable behaviour on home to school transport, in addition to any sanctions determined directly by the school.

Parents/carers will be informed in writing of any such incident outlining any action to be taken. If a child causes damage on a vehicle this could result in the requirement to pay for any damage caused.

Where a child's challenging behaviour may be part of their special educational needs or disability and they may use it as a way to communicate their needs, for example a child may be trying to communicate discomfort or distress, the Education transport team will work with parents, schools, the transport provider and other relevant professionals to identify the cause of the challenging behaviour and find positive ways to manage that behaviour wherever possible.

PART 8: REVIEW OF DECISIONS

Review of decisions/appeals procedure

In accordance with DfE statutory guidance any parent/carer who makes an application for free home to school transport under the provisions set out in the local authority's policies and the application is refused will have the right to have their case reviewed in accordance with the following two-stage review/appeals procedure:

Stage one: Review by a Senior Officer

- A parent/carer 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/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent/carer believes should be considered when the decision is reviewed.
- Within 20 working days of receipt of the parent's written request a senior officer will review the original decision and send the parent/carer a detailed written notification of the outcome of their review, setting out:
 - whether they have upheld the local authority's original decision;
 - why they reached that decision;
 - how the review was conducted;
 - the factors considered in reaching their decision;
 - any other agencies or departments that were consulted as part of the review.

If the uphold the original decision they will explain to the parent how the parent may escalate their appeal to stage two of the process.

Stage two: review by an independent appeal panel

- A parent has 20 working days from receipt of the local authority's stage one written decision notification 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 considers written and verbal representations from both the parent/carer and officers involved in the case and gives a detailed written notification of the outcome (within 5 working days), setting out:
 - whether they have upheld the local authority's original decision;
 - why they reached that decision;
 - how the review was conducted;
 - the factors considered in reaching their decision;
 - any other agencies or departments that were consulted as part of the review.

The independent appeal panel members should be independent of the original decision-making process, but are not required to be independent of the local authority and suitably experienced, to ensure that the local authority complies with its statutory duties, that a balance is achieved between meeting the needs of parents and of the local authority, and that children are not placed at unnecessary risk.

There is a further right of complaint to the Local Government Ombudsman (LGO). However, complaints should only be submitted to the LGO where the complainant considers that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled. If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for judicial review.

Requests for a review/appeal should be addressed to the Education Transport Manager, Doughty Road depot, Doughty Road, Grimsby, DN32 0LL. Telephone: (01472) 326291 (Option 2), e-mail: schooltransport@nelincs.gov.uk.

PART 9: USEFUL CONTACTS

Name & Address	Contact	Web site
Education Transport Doughty Road depot, Doughty Road Grimsby DN32 0LL	Tel (01472) 326291 (Option 2) E-mail: schooltransport@nelincs.gov.uk	North East Lincolnshire Council school transport
Special Educational Needs Assessment and Review Team (SENART) Civic Offices Knoll Street Cleethorpes DN35 8LN	Tel: (01472) 326291 (Option 3) E-mail: sen@nelincs.gov.uk	North East Lincolnshire Local Offer
Stagecoach Grimsby Victoria Street GRIMSBY DN31 1NS	Tel: 0345 605 0 605	Stagecoach bus company

Background Information

Document Purpose	To set out the local authority's provision of school transport and eligibility criteria that applies.
Author	Education Transport Manager, SEND and Inclusion, Education Services, schooltransport@nelincs.gov.uk
Subject	Home to School Transport

Review Date	Amendments made	By Whom (name/job title)	Stakeholders Approval (Name, Job title/Organisation)
Feb 2012	Updated Directorate and template	D Ferguson Strategy and Planning Officer	N/A
Jun 2012	Refreshed for 2013-2014 academic year. No material changes to content.	J Oliver School and Student Access Manager	N/A
Apr 2013	Refreshed for 2014-2015 academic year. Review/appeal information revised. No material changes to policy.	J Oliver Education Transport Manager	N/A
July 2014	Revised 2014-2015 to include reference to Education Health and Care Plans and update Education Transport contact information. 2015-2016 Policy	J Oliver Education Transport Manager	N/A
July 2015	Refreshed for 2016-2017 academic year. No material changes to content.	J Oliver Education Transport Manager	N/A
August 2016	Refreshed for 2017-2018 academic year. No material changes to content.	J Oliver Education Transport Manager	N/A
May 2017	Refreshed for 2018-2019 academic year. Minor changes to text. Added a reference to government's intention to extend free transport for low-income families to selective schools (Spring budget 2017)	J Oliver Education Transport Manager	N/A
August 2018	2019-2020 refresh.	J Oliver Education Transport Manager	N/A
February 2020	Accessibility checked	J Oliver Education Transport Manager	N/A
February 2020	Refresh for 2020-2021	J Oliver Education Transport Manager	N/A
May 2021	Refresh for 2021-2022	J Oliver Education Transport Manager	N/A
June 2022	Refresh for 2022-2023	J Oliver Education Transport Manager	N/A
August 2023	Revised following new DfE Guidance (June 2023)	J Oliver Education Transport Manager	N/A