



# **Children and Young People Scrutiny Committee**

Date: Wednesday, 20 July 2022

Time: 2.00 pm

Venue: Council Antechamber, Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

There will be a private meeting for Committee Members only at 1:30pm in the Council Antechamber.

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**There is no public access from any other entrance.**

## **Filming and broadcast of the meeting**

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## **Membership of the Children and Young People Scrutiny Committee**

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### **Councillors –**

Reid (Chair), Abdulatif, Alijah, Amin, Bano, Cooley, Gartside, Good, Hewitson, Judge, Lovecy, Sadler and Sharif Mahamed

### **Co-opted Members -**

Mr G Cleworth, Miss S Iltaf, Ms K McDaid, Mrs J Miles, Dr W Omara and Ms L Smith

## Agenda

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**1. Urgent Business**

To consider any items which the Chair has agreed to have submitted as urgent.

**2. Appeals**

To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.

**3. Interests**

To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If Members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.

**4. Minutes**

To approve as a correct record the minutes of the meeting held on 22 June 2022.

Pages  
7 - 14

**5. Re-establishment of the Ofsted Subgroup**

Report of the Governance and Scrutiny Support Unit

Pages  
15 - 20

This report provides the Committee with the terms of reference and current work programme for the Subgroup. The Committee is asked to re-establish the Ofsted Subgroup for the municipal year 2022 - 2023 and agree the terms of reference, work programme and membership of the Subgroup.

**6. Our Year - to follow**

**7. The impact of COVID-19 on children and young people's mental health and well-being - to follow**

**8. Review of Home to School Travel Support**

Report of the Director of Education and Head of Access and Sufficiency

Pages  
21 - 76

This report sets out the proposal to adopt two home to school travel support policies. These proposals would apply to all applicants for pupils starting at reception in primary schools and year 7 at secondary schools in September 2023. It will also apply to young people entering post 16 or post 19 provision in

years 12 and 14. All children and young people will have an Education Health and Care Plan (EHCP) to be eligible for support.

The Committee is invited to comment on the report prior to its submission to the Executive on 22 July 2022.

**9. Overview Report**

Report of the Governance and Scrutiny Support Unit

Pages  
77 - 84

The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.

## Information about the Committee

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Scrutiny Committees represent the interests of local people about important issues that affect them. They look at how the decisions, policies and services of the Council and other key public agencies impact on the city and its residents. Scrutiny Committees do not take decisions but can make recommendations to decision-makers about how they are delivering the Our Manchester Strategy, an agreed vision for a better Manchester that is shared by public agencies across the city.

The Children and Young People Scrutiny Committee reviews the services provided by the Council and its partners for young people across the city including education, early years, school standards and valuing young people.

In addition to the elected members the Committee has seven co-opted member positions. These are:

- Representative of the Diocese of Manchester – Vacant
- Representative of the Diocese of Salford – Mrs Julie Miles
- Parent governor representative – Dr Walid Omara
- Parent governor representative – Ms Katie McDaid
- Parent governor representative – Mr Gary Cleworth
- Secondary sector teacher representative – Miss Saba Iltaf
- Primary sector teacher representative – Ms Laura Smith

The co-opted members representing faith schools and parent governors are able to vote when the Committee deals with matters relating to education functions.

The Council wants to consult people as fully as possible before making decisions that affect them. Members of the public do not have a right to speak at meetings but may do so if invited by the Chair. If you have a special interest in an item on the agenda and want to speak, tell the Committee Officer, who will pass on your request to the Chair. Groups of people will usually be asked to nominate a spokesperson. The Council wants its meetings to be as open as possible but occasionally there will be some confidential business. Brief reasons for confidentiality will be shown on the agenda sheet.

The Council welcomes the filming, recording, public broadcast and use of social media to report on the Committee's meetings by members of the public.

Agenda, reports and minutes of all Council Committees can be found on the Council's website [www.manchester.gov.uk](http://www.manchester.gov.uk)

Smoking is not allowed in Council buildings.

Joanne Roney OBE  
Chief Executive  
3<sup>rd</sup> Floor, Town Hall Extension,  
Manchester, M60 2LA.

## Further Information

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For help, advice and information about this meeting please contact the Committee Officer:

Rachel McKeon  
Tel: 0161 234 4497  
Email: [rachel.mckeon@manchester.gov.uk](mailto:rachel.mckeon@manchester.gov.uk)

This agenda was issued on **Tuesday, 12 July 2022** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA

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## Children and Young People Scrutiny Committee

### Minutes of the meeting held on 22 June 2022

#### Present:

Councillor Reid – in the Chair

Councillors Abdullatif, Alijah, Amin, Bano, Cooley, Gartside, Good, Hewitson, Lovecy, Sadler and Sharif Mahamed

#### Co-opted Non-Voting Members:

Miss S Iltaf, Secondary Sector Teacher Representative

#### Also present:

Councillor Bridges, Executive Member for Early Years, Children and Young People

Councillor Hussain, Lead Member for Race

#### Apologies:

Councillor Judge

Mr G Cleworth, Parent Governor Representative

Ms L Smith, Primary Sector Teacher Representative

#### **CYP/22/27                      Minutes**

#### **Decision**

To approve as a correct record the minutes of the meeting held on 25 May 2022.

#### **CYP/22/28    Youth and Play Update**

The Committee received a report of the Strategic Director (Neighbourhoods) which provided an update on Manchester's Youth and Play offer and gave an overview of the activities that had been available across the city throughout the school holiday periods. This encompassed the offer from wider partners and stakeholders, including the Holiday Activities and Food programme (HAF) funded by the Department for Education (DfE) and targeted at children and young people who were eligible for Free School Meals.

The main points and themes within the report included:

- Youth and Play commissioning;
- Youth Hubs;
- Youth participation and democracy;
- Staffing;
- Extra investment; and
- Holiday activity provision.

Some of the key points and themes that arose from the Committee's discussions were:

- To welcome the additional funding that the Council was investing in youth provision and the positive framework for moving forwards, noting the challenges facing young people in the city, including deprivation and gangs exploiting young people;
- Concern about young people getting drawn into anti-social behaviour or criminal activity and the importance of youth provision;
- That it would be useful to have more data, including the different proportions of children and young people in different wards and levels of deprivation, which would indicate where more focus was needed;
- That the new model should give opportunities to smaller, grassroots organisations who were doing positive work in wards, as it was felt that previously larger organisations who knew how to write grant applications well had been disproportionately awarded funding;
- The importance of both broadening the number of children and young people with access to support and activities and also providing targeted outreach work to engage with young people in difficulty;
- Territorial issues which deterred young people from accessing youth provision;
- Issues with the commissioning process, including short-term funding and organisations having to come up with new ideas to get funding when what they were already doing was good and should be sustained; and
- The value of providing activities with food to help families who were struggling financially, particularly during the school holidays.

The Lead Member for Race emphasised the importance of fairness and equality in relation to the provision of youth and play services. He asked what factors were taken into account in distributing resources, highlighting the number of children and young people from black, Asian and ethnic minority (BAME) communities in the city and that many deprived families with parents in work were not eligible for the HAF programme.

The Strategic Director (Neighbourhoods) reported that, after bringing the activity previously undertaken by Young Manchester back in-house, the Council had decided to continue the existing commissioning arrangements for 12 months while a detailed needs analysis was carried out. He advised that this work would provide the data that the Member had asked for, as at present the most recent data available was from 2018 and did not provide all the detail that both the Member and his service wanted. He advised that it was anticipated that the needs analysis would be completed by the end of the summer and that he intended to bring this information to the Committee. He acknowledged Members' comments about the challenges facing young people in the city, while highlighting the additional funding being invested in youth provision and the positive partnership work with Greater Manchester Police (GMP) and the Community Safety Partnership. He recognised the comments made by the Lead Member for Race and that there were areas which needed to be strengthened, including the need for more BAME-led organisations to be commissioned to provide youth services, and stated that this was a high priority for the service. He advised that, while the existing commissioning arrangements had remained in place this year, there was funding available for some pilot projects and that next year there would be significant opportunity for improvement. A Member commented that BAME-led organisations and organisations which worked with a diverse community were often asked to contribute to consultations and conversations



which took up a lot of their time but resulted in very little so it was important that this engagement was carried through into actions.

In response to a Member's question about localisation, the Head of Youth, Play and Participation emphasised the importance of place-based and ward-based work and stated that he would welcome the opportunity to do a walk round wards with Ward Councillors to gain a greater understanding of their wards and their needs. He also encouraged Ward Councillors to let him and his team know about groups in their ward who were doing great work but had missed out on getting funding so that they could support these small, grassroots organisations and help them to get to a position where they could successfully secure funding. In response to Members' comments, the Strategic Director (Neighbourhoods) advised that it was important to get the right balance between universal youth services and targeted provision and between centre-based provision and detached work and that, with the funding that had been secured, and through locality-level discussions, his service could identify where targeted intervention was needed, including work with GMP and the Community Safety Partnership to address anti-social behaviour.

In response to a Member's comments about the importance of young people influencing decision-making, the Executive Member for Early Years, Children and Young People advised that local young people would have a say in how money was spent in their area. He acknowledged Members' comments about issues with the commissioning process and outlined how the Council was addressing this, now that it had been brought back in-house. The Strategic Director (Neighbourhoods) advised that the revised commissioning approach would be brought to a future meeting.

In response to a Member's comments about the importance of having a stronger network across schools and a lead contact person in schools so that information was effectively communicated, the Head of Youth, Play and Participation informed the Committee that work was taking place to ensure there was a strong youth voice programme across schools and that an update on this would be included in a future report. The Chair suggested that a school representative could be included on the area panels.

The Chair emphasised the importance of play for younger children and of play equipment in parks. The Executive Member for Early Years, Children and Young People highlighted events taking place for National Play Day on 3 August. The Strategic Director (Neighbourhoods) supported the Chair's comments on play equipment in parks, advising that this would not just be the responsibility of the Youth and Play Fund and that consideration needed to be given to how the Council allocated its funding and opportunities for funding from other sources, such as Sport England. In response to a question from the Chair, he advised that there had been a higher number of providers applying for HAF funding this year compared to last year and that there was not expected to be an underspend this year.

## **Decision**

To receive a further report later in the year.

[Councillor Alijah declared a personal interest as the Chair of the Hideaway youth project.]

[Councillor Abdullatif declared a personal interest in relation to her work on youth empowerment for the national organisation, the Anne Frank Trust.]

### **CYP/22/29 Ofsted Inspection of Children's Services**

The Committee received a report of the Deputy Strategic Director (Children's Services) which reflected on the recent Ofsted Inspection of Local Authorities Children's Services (ILACS) of Manchester's Children's Services. The report advised of the overall judgement and provided an action plan in response to the findings from Ofsted on what needed to improve.

The main points and themes within the report included:

- The Ofsted inspection and the judgement of the inspectors;
- Background information; and
- The Council's action plan in response to the findings of the inspection.

Some of the key points and themes that arose from the Committee's discussions were:

- The effects of domestic abuse on children, including the importance of raising awareness of this impact and ensuring that children were supported;
- Regarding the point on the action plan about the diverse needs to children, that different protected characteristics needed to be considered separately; and
- The importance of training, including in ensuring that staff were kept up to date with the latest Ofsted standards.

The Deputy Strategic Director (Children's Services) assured Members that Children's Services was actively involved in work on the Domestic Abuse Strategy and advised that consideration was being given to how partners could better work together to support children with the trauma they experienced due to domestic abuse in the family. He acknowledged the Member's comments about different protected characteristics and advised that, while it was difficult to convey the breadth of this in an action plan, the individual needs and identity issues of each individual child were prioritised. In response to a Member's comments about working with parents, he advised that the Council had an excellent co-production model and highlighted that Lyndene had been developed through co-production with parents and in consultation with children. He reported that almost 60% of the Council's social work staff had qualified within the last two years and outlined some of the plans to further develop the training for social workers as well as drawing Members' attention to the service's Workforce Development Strategy, which had been positively commented on by the Ofsted inspectors and by staff who had received training.

In response to a question from the Chair about Education Health and Care Plans (EHCPs), the Director of Education explained that item 4 on the action plan was an action from the local area Special Educational Needs and Disability (SEND) inspection in November 2021 which officers had decided to include in this action plan

because it related to social workers' role in EHCPs and training needed to improve this. In response to a Member's comments about the difficulties experienced by some parents whose children needed EHCPs but who did not understand the process or who had English as an Additional Language, the Executive Member for Early Years, Children and Young People suggested that this could be looked at in more detail at a future date.

The Chair congratulated everyone involved in this work, recognised that there was more work to be done and suggested that the Ofsted Subgroup could look at this in future.

### **Decision**

To note the report.

[Councillor Abdullatif declared a personal interest as a former employee of Women's Aid Federation England.]

### **CYP/22/30 Manchester Inclusion Strategy Update**

The Committee received a report of the Director of Education which provided an update on the implementation of Manchester's Inclusion Strategy (2019-2022) and an overview of the key priorities and next steps for July 2022-July 2025.

The main points and themes within the report included:

- Manchester Inclusion Strategy activity since 2019;
- Impact of the Inclusion Strategy; and
- The Manchester Inclusion Strategy beyond July 2022.

Some of the key points and themes that arose from the Committee's discussions were:

- To welcome the progress made with this work and that exclusion was now the last resort;
- What were the opportunities for children who had been excluded to get back into mainstream education;
- The adultification of black children and a request for a breakdown of exclusions by ethnicity;
- Increasing numbers of families choosing Elective Home Education and statutory changes in relation to this; and
- Resource provision in mainstream schools for children with emotional and behavioural needs and the need for a trauma-informed approach.

In response to a question about support for homeless families, the Director of Education advised that children from these families were not a specific category within school data and that families did not always inform school of their circumstances; however, she advised that work was taking place to address the impact of poverty and to poverty-proof the school day and she reported that she would give further consideration to how this particular group could be supported. The

Executive Member for Early Years, Children and Young People informed Members that his Deputy Executive Member was undertaking work in relation to poverty, schools and inclusion and that he would discuss this further with her. The Chair highlighted the issue of homeless families being placed in accommodation in a different area, with the children being a long distance from school and separated from their friends.

The Director of Education advised that there was resource provision for children with social, emotional and behavioural needs in three mainstream primary schools in the city. She highlighted work to change the way children in secondary schools accessed Alternative Provision, including attending Alternative Provision part time, while still attending their own mainstream school. She outlined how the range of options available for schools could be used as an early intervention to prevent children from being excluded and keep them in their mainstream school.

The Virtual School Head reported that the Virtual School had been promoting a trauma-informed approach with schools and would be working with them on relationship-based behaviour policies. She informed Members about the work to re-purpose the Pupil Referral Unit to ensure that, where a young person had to be excluded from school, this was done well and led to a positive trajectory for the young person.

In response to a Member's comments about difficulties in getting places at nearby schools, particularly for refugee families arriving in-year, the Executive Member for Early Years, Children and Young People suggested that this be focused on in a future report on School Admissions, to which the Chair agreed. In response to a Member's question, the Director of Education advised that she would circulate the details of the point of contact within her service for refugee families.

The Director of Education advised that her service did have data on exclusions by ethnicity and that this could be included in a future report on Attendance and Exclusions. In response to the comments about Elective Home Education, she informed Members of a requirement within the Schools White Paper for families to notify the Local Authority of their intention to home educate their child. The Chair expressed her concerns about Elective Home Education and requested a report on this to a future meeting.

## **Decisions**

1. To receive a report on School Places and Admissions, including a focus on in-year admissions and refugee families.
2. To receive a report on Elective Home Education.
3. To receive a report on Attendance and Exclusions, including a breakdown of exclusion data by ethnicity.

## **CYP/22/31 COVID-19 Update**

The Committee received a verbal update from the Education Business Partner which outlined new developments and significant changes to the current situation, particularly in relation to schools.

The main points and themes within the verbal update included:

- The latest figures on COVID-19 cases in schools;
- Positive feedback from school leaders on the new model, which provided support in relation to all infectious diseases;
- How the Council was continuing to support schools; and
- Supporting schools in relation to staff and pupils affected by Long Covid.

Members discussed that some schools had not returned to the ways of working they had had before the pandemic, for example, in some schools different year groups were still starting and finishing school at different times, which could be difficult for parents. The Executive Member for Early Years, Children and Young People reported that some schools had found that some of the practices they had adopted due to the pandemic worked well for them and they had decided to retain them; however, he asked Members to contact him if there were any practices in individual schools that a large number of parents in the community were unhappy about. The Chair expressed concern that some schools might not be meeting the requirements for the number of school hours. The Education Business Partner highlighted that COVID-19 cases were rising and that some schools could be keeping these measures in place to protect staff and pupils but agreed that conversations could be had with individual schools where needed and that a balance needed to be found.

In response to a Member's questions about doctors' appointments and vaccinations, the Education Business Partner advised that she would communicate these to the Health Team and ask them to respond to the Member.

The Chair advised that this was the last time that the Committee would have a regular monthly update on COVID-19 but that the Committee would look at aspects of this in future, for example the impact of the pandemic on children and young people's mental health.

### **Decision**

To note the verbal report.

## **CYP/22/32 Overview Report**

A report of the Governance and Scrutiny Support Unit was submitted. The overview report contained key decisions within the Committee's remit, responses to previous recommendations and the Committee's work programme, which the Committee was asked to approve.

**Decision**

To note the report and agree the work programme, noting the reports requested under the previous agenda items.

**Manchester City Council  
Report for Resolution**

**Report to:** Children and Young People Scrutiny Committee – 20 July 2022

**Subject:** Re-establishment of the Ofsted Subgroup

**Report of:** Governance and Scrutiny Support Unit

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### **Summary**

This report provides the Committee with the terms of reference for the Ofsted Subgroup which the Committee is asked to agree. The report also includes the current work programme for the Subgroup.

### **Recommendations**

The Committee is asked to re-establish the Ofsted Subgroup for the municipal year 2022-2023. The Committee is invited to:

1. Agree the terms of reference for the Subgroup.
  2. Agree the work programme of the Subgroup, which will be reviewed by the group at each of its meetings.
  3. Agree the membership of the Subgroup.
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### **Contact Officer:**

Name: Rachel McKeon  
Position: Governance and Scrutiny Support Officer  
Telephone: 0161 234 4997  
Email: rachel.mckeon@manchester.gov.uk

### **Background documents (available for public inspection):**

None

### **Appendices**

1. Ofsted Subgroup Terms of Reference
2. Ofsted Subgroup work programme

## **1.0 Background**

- 1.1 In November 2006 the Children and Young People Overview and Scrutiny Committee established the Ofsted Subgroup to enable members to engage with and add value to the school improvement agenda.
- 1.2 The remit of the Subgroup was approved by the Committee in March 2007 and the terms of reference were subsequently revised by the Committee in October 2013, broadening the remit to include Ofsted inspections of the Local Authority in relation to school improvement and of children's centres and daycare providers.
- 1.3 At its meeting on 16 September 2014, in response to the Ofsted judgement that Manchester children's services were "inadequate", the Young People and Children Scrutiny Committee decided to expand the remit of the Ofsted Subgroup to include consideration of reports on local authority safeguarding arrangements and to request that the Subgroup look at this issue in more detail. The changes to the terms of reference were subsequently approved at the Committee's October 2014 meeting. In May 2016, the wording was amended to 'consider inspection reports and performance information for services for children in need of help and protection, looked after children and care leavers' in order to clarify that the Ofsted Subgroup could consider any matters arising from the 2014 Ofsted inspection report of Manchester children's services. The Committee removed this from the Subgroup's remit at its June 2017 meeting but subsequently decided to include this in the Subgroup's remit again in September 2017.
- 1.4 In May 2016, the Committee also revised the terms of reference to include consideration of inspection reports and performance information for Manchester City Council-owned children's homes.

## **2.0 Conclusion**

- 2.1 The Committee is asked to agree or amend the terms of reference as set out in the report at Appendix 1.
- 2.2 The Committee is asked to agree or amend the work programme as set out in the report at Appendix 2.
- 2.3 The Committee is also asked to agree the membership of the Subgroup.



Title	Ofsted Subgroup
Membership 2022/2023	Membership to be confirmed
Lead Executive Member	Councillor Bridges - Executive Member for Children's Services
Strategic Director	Paul Marshall - Strategic Director of Children and Education Services
Lead Officers	Amanda Corcoran – Director of Education Liz Clarke - Senior Schools Quality Assurance Officer Sean McKendrick - Deputy Director of Children's Services
Contact officer	Rachel McKeon – Governance and Scrutiny Support
Rationale	<p>This Subgroup has been established to:</p> <ul style="list-style-type: none"> <li>• consider inspection reports and performance information for Manchester Schools;</li> <li>• consider inspection reports and performance information for Manchester Children's Centres</li> <li>• consider inspection reports and performance information for Daycare providers in Manchester</li> <li>• consider inspection reports and performance information for Manchester City Council-owned children's homes</li> <li>• consider Ofsted inspections and guidance into how local authorities secure school improvement</li> <li>• liaise with Council Officers, School Staff and Early Years staff to identify barriers to performance</li> <li>• consider inspection reports and performance information for services for children in need of help and protection, looked after children and care leavers</li> <li>• make any necessary recommendations to the Children and Young People Scrutiny Committee</li> </ul>
Operation	This Subgroup will meet periodically and report its findings to the Children and Young People Scrutiny Committee by submitting minutes to the Committee.
Access to Information	<p>Meetings of this Subgroup will be open to members of the press and public except where information which is confidential or exempt from publication is being considered.</p> <p>Papers for the Subgroup will be made available to members of the press and public on the Council's website and in Central Library except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	Dates to be confirmed

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**Children and Young People Scrutiny Committee  
Ofsted Subgroup  
Work Programme – July 2022**

<b>Meeting 1 – Date to be confirmed</b>				
<b>Item</b>	<b>Purpose of Report</b>	<b>Lead Officer</b>	<b>Executive Member</b>	<b>Comments</b>
Ofsted Inspections of Manchester Schools	To receive a list of all Manchester schools which have been inspected since the last meeting and the judgements awarded. To consider inspection reports for a selection of the schools.	Liz Clarke Rachel McKeon	Councillor Bridges	
Terms of Reference and Work Programme	To review the Terms of Reference and work programme.	Rachel McKeon	-	

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**Manchester City Council  
Report for Resolution**

<b>Report to:</b>	Children and Young People Scrutiny Committee - 20 July 2022 Executive – 22 July 2022
<b>Subject:</b>	Review of Home to School Travel support including draft policies and developing a new approach to improve service delivery
<b>Report of:</b>	Director of Education and Head of Access and Sufficiency

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### Summary

This report sets out the proposal to adopt two Home to school travel support policies. These proposals would apply to all applicants for pupils starting at reception in primary schools and year 7 at secondary schools in September 2023. It will also apply to young people entering post 16 or post 19 provision in years 12 and 14. All children and young people will have an Education Health and Care Plan (EHCP) to be eligible for support.

This paper recommends the approval of the Home to School travel support policies and that the new policies are to be applied to applicants applying in reception, Year 7 and years 13/14 during 2023/24 school year and subsequent year groups of pupils as they enter each phase. It is further recommended that any new applicants applying during the 22/23 academic year from the point the policy is determined are also assessed under the new policies.

Applications for travel support for pupils in remaining year groups will not be affected.

The reports also describe the current Home to School transport service (HTST) and outlines a service improvement programme which will support the successful implementation of the revised policies.

### Recommendations

The Children and Young People Scrutiny Committee is recommended to: -

- (1) Consider this report and comment on the policies proposed and the phased implementation of the new policies.
- (2) Consider the work to date on the wider service improvement programme.

The Executive is recommended to: -

- (1) Consider the recommendations of the Children and Young People Scrutiny Committee.
- (2) Agree in principle the following documents appended to this report, and to authorise the Director of Education to consult on the proposed implementation of them:
  - a) Home to School Travel support policy for 5–16-year-olds

- b) Home to School Travel support policy for post 16
- c) Home to School Travel support summary document
- (3) Authorise the Director of Education to consider any responses received to the consultation and to agree to the implementation of the proposed policies appended to this report if she considers it appropriate to do so.
- (4) Consider the work to date on the wider service improvement programme and agree to progress the identified areas of improvement.

**Wards Affected:** All

**Environmental Impact Assessment** - the impact of the issues addressed in this report on achieving the zero-carbon target for the city

Promoting more efficient ways to travel to school will reduce carbon emissions  
Maximising the capacity on existing buses and promoting alternative travel solutions such as walking/cycling will contribute to a reduction in carbon emissions and support healthy lives.

**Equality, Diversity and Inclusion** - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments

An Equality Impact Assessment will be completed as the programmed of work is progressed.

<b>Manchester Strategy outcomes</b>	<b>Summary of how this report aligns to the OMS/Contribution to the Strategy</b>
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The ongoing growth of the City's education sector will continue to create opportunities for employment in schools and those businesses which are involved in the supply of good and transport services.
A highly skilled city: world class and home grown talent sustaining the city's economic success	A sufficiency of high quality education provision which is easily accessible to families will provide future generations with the skills and behaviours to benefit from the City's economic success.
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The ongoing growth of the City's education sector will continue to create opportunities for employment in schools and those businesses which are involved in the supply of good and transport services.

A highly skilled city: world class and home grown talent sustaining the city's economic success	A sufficiency of high quality education provision which is easily accessible to families will provide future generations with the skills and behaviours to benefit from the City's economic success.
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	Schools are environments in which the diversity and talent of Manchester's children and young people is celebrated. Pupils are supported and encouraged to achieve their aspirations and maximise their potential
A liveable and low carbon city: a destination of choice to live, visit, work	Investment in modern, energy efficient and high quality transport solutions which are easily accessible and in the right place drives reductions in travel times and carbon across the estate of schools.
A connected city: world class infrastructure and connectivity to drive growth	Investment in existing and new transport initiatives will enhance the City's attractiveness to potential residents and contribute to the development of high quality neighbourhoods.

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

### **Financial Consequences – Revenue**

For Home to School Transport the gross budget 2022/23 is £9.7m. Making up this total are two distinct elements:

The cost of school transport (including Post 16 transport to FE Colleges), there are approximately 1,600 children with Education Health Care Plans aged between 5 and 25 years who access travel support through the Home to School Transport service. The vast majority of these children and young people, 1487, receive a transport solution that is either a shared bus or individual taxi arrangement to attend over 120 different schools either within or outside of Manchester.

The running costs of the Transport team.

The current budget is currently overspent mainly due to a big increase in demand for transport and provider price increases. The expectation is that the number of routes and children accessing the service will increase in the Autumn term. Operator availability and increases in the price of fuel has also significantly added to current funding pressures.

It is anticipated that by promoting inclusive opportunities to enable children and young people to travel to and from school or college independently or using family-based approaches like those used by other children and young people wherever possible, taking account of their age and needs will enable the service to achieve efficient use of public resources, delivering better outcomes and providing better value for money. Furthermore, a new approach to commissioning transport and

improved use of ICT to plan routes and most efficient use of transport will also provide a more efficient and better value service. The financial impact of the policy review will be monitored during implementation of the review.

### **Financial Consequences – Capital**

None.

### **Contact Officers:**

Name: Amanda Corcoran  
Position: Director of Education  
E-mail: amanda.corcoran@manchester.gov.uk

Name: Michelle Devine  
Position: Head of Access and Sufficiency  
E-mail: michelle.devine@manchester.gov.uk

### **Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.



## **1.0 Introduction**

- 1.1 This report proposes new Home to School Travel Support policies for application to pupils in Reception to Year 11 and for pupils transitioning into post 16 or post 19 provision from the 2023/24 school year. The proposed policies will apply to subsequent year groups of pupils as they enter each transition phase and to any new applicants for transport support.
- 1.2 It includes definitions of key terms to enable the application of the agreed eligibility and the range of transport support offered by the Local Authority. It also provides details of the arrangements for appeal against a decision regarding the provision of home to school travel support.
- 1.3 Home to School Transport for children who do not have an EHCP is not covered by this report. Children and young people who live in other local authority areas but attend a Manchester school should apply for travel support to their home local authority.
- 1.4 The current Home to School Travel policies will be applied to all other current eligible children until they reach a key transition point (enter Reception/year 7 or post 16/19)
- 1.5 This report also describes the Home to School Transport service which is responsible for the implementation and delivery of the transport policies. The report outlines a wider programme of improvement works for this service.

## **2.0 Background**

- 2.1 Manchester's population has continued to grow from our 2011 census figure of 503,000, and our forecasts for population growth are estimating that by the mid-2020s the city of Manchester will have a population of circa 644,000. This population growth is driven by the continued, and forecasted continuation, of economic growth. It is within this context that ensuring travel solutions that are efficient and accessible to families will remain a critical component of the Council's work in improving outcomes for Manchester residents and delivering the ambitions outlined in our Manchester strategy, forward to 2025.
- 2.2 Nationally, the actual numbers and proportion of pupils with an EHCP have increased with the overall percentage now at 4.0% of the whole school population. Within the Manchester school population, the January 2022 census showed that 4.7% of the school population have an Education, Health and Care plan (EHCP) (4,350 pupils). In Manchester the number of pupils attending special schools is growing and now stands at 2.2% of the total school population.
- 2.3 Section 508A of the Education Act places a general duty on local authorities to promote the use of sustainable travel and transport. The duty applies to children and young people of compulsory school age who travel to receive education or training in a local authority's area. The duty relates to journeys to and from institutions where education or training is delivered.

2.4 In order to comply with home to school transport duties local authorities must:

- Promote the use of sustainable travel and transport
- Make transport arrangements for all eligible children

2.5 In Manchester this duty is discharged through the Home to School Transport service, which sits within the Access and Sufficiency portfolio in Education Services. Further details on the role of this service area are provided later in this report.

2.6 Currently there are approx. 1600 children with EHCPs aged between 5 and 25 years who access travel support through the Home to School Transport (HTST) service. The vast majority of these children and young people, 1487, receive a transport solution that is either a shared bus or individual taxi arrangement to attend over 120 different schools either within or outside of Manchester. There is only a small proportion of families who receive a personal budget or parental expenses to fund the family to take their children to school. The HTST service also holds a funding agreement with the Endeavor Federation of special schools for children with social emotional and mental health needs, who organise their own transport solutions for children attending their sites. The total expenditure on all of these travel solutions is approx. £8million per annum.

2.7 Currently the service also organises and delivers the transport for adult daycare setting and transport which is approx. 100 adults across 30 routes to the 3 daycare centres in Manchester.

### **3.0 Main issues**

3.1 Manchester's Transport policy for children and young people with special educational needs (SEND) was last updated in 2015 when both the statutory transport guidance and SEND reforms took place. The policy incorporated the arrangements for all children and young people aged 5 to 25 years with an EHCP. Since this review the service has encountered challenges with meeting the demands of a growing EHCP population and the availability of local specialist provision when assessing applications for travel support. This has resulted in large numbers of children being transported to school on shared minibuses or individual taxi arrangements. The application and assessment process have not promoted the use of more sustainable travel solutions and have not supported enough young people to travel independently. Both families and schools have found difficulties with the application of the policy and the travel solutions available to eligible children.

### **4.0 Details of the proposed policies**

4.1 The proposal is to separate the current policy into a 5-16 years and a post 16 policy. This complies with current guidance and best practice. It also allows for the polices to be clearer and easier for families to reference. The eligibility criteria to be used in the policies is set out in appendix A and B. One of the

main changes in both policies is the removal of a blanket criteria considering the distance between a child's home and their school. The proposed policies will look at the needs of the whole family and their ability to support their child or young person to travel to education.

4.2 Both policies are based on the following principles:

- A commitment to ensuring children and young people can fulfil their potential and that all children and young people with significant special educational needs or disability should lead lives that are as independent and as free from restriction as possible;
- Promoting inclusive opportunities to enable children and young people to travel to and from school or college independently or using family based approaches similar to those used by other children and young people wherever possible, taking account of their age and needs;
- Promoting sustainable, safe, healthy and appropriate travel solutions by working in partnership with parents/carers to support them with their legal responsibility to make sure their children attend school;
- A commitment to equality of opportunity and the celebration of diversity and an opposition to all forms of discrimination; and
- Efficient use of public resources, delivering better outcomes and providing better value for money.

4.3 Feedback from young people through different forums and through the recent OFSTED inspection has been consistent. Young people with SEND want to learn to travel independently and where possible travel to school or college in the same way as their peers. Young people express frustration that they do not learn these skills while at school and are therefore not confident about using public transport. They also often raise issues with us about accessibility and attitudes when using public transport which also undermines their confidence. Work to address wider access to travel training will be included in both policies and work to ensure that young people with SEND have a better experience of public transport when they are trained has been discussed with TFGM and work is underway to look at this. Young people have asked for example, whether the City Council will promote the use and recognition of the sunflower lanyard which is a discrete means of young people letting people know they have additional needs.

4.4 Consequently, the policies will introduce a number of new travel solutions to support this principle. The aim is for children and young people with SEND to be able to walk or cycle to school and to travel independently using our public transport to attend education provision. Travel by minibus or taxi will remain an option where families require this transport support.

4.5 The following factors will be considered when assessing transport entitlement for children aged 5 to 16 years:

- the age of the pupil;
- the distance of the pupil from school to home;
- whether the walking route is appropriate for the pupil;

- the SEND of the pupil;
- whether the pupil has physical, medical or a social communication difficulty that would prevent them from using public transport, even if accompanied by an adult;
- whether suitable and accessible public transport is available;
- whether the pupil may be vulnerable and at risk of danger if they use public or other transport;
- whether the pupil would be a danger to drivers, other passengers or the vehicle if using public or other transport;
- the efficient utilisation of resources;
- any other individual circumstance.

4.6 In assessing eligibility for students entering post-16 education and training for travel assistance, particular attention will be paid to the following criteria:

- Whether the student is currently in receipt of any funding from the 16 to 19 Bursary Fund and to what value.
- The location of the sixth form unit or college the student would like to attend. If this is not a local provision, the council would need to know that the course being taken is not available locally.
- Whether the sixth form unit is an extension to the school previously attended by the student and named in their EHCP.
- The distance from the student's home to their education or training establishment and the journey time.
- Whether the young person has SEND and/or mobility difficulties which would impede their access to their educational placement, either independently or otherwise, for example, a wheelchair user.
- Whether the young person has SEND which would make it unsafe for them to travel independently.
- Whether the public transport journey to the nearest suitable placement is too complex for the young person to be expected to travel independently.

4.7 These are not exhaustive lists. They are not presented in any particular order and are for guidance only. Satisfaction of one or more of the criteria does not automatically entitle a pupil with SEND to transport assistance. The fact that a pupil has an EHCP or attends a special school does not automatically entitle him or her to transport assistance.

4.8 The following points provide further clarification on the travel solutions available within the proposed policies:

1. Bicycle - A one off payment may be made when a child or young person, who is eligible for support under the Council's policy, would like to use or uses a bicycle to travel to school. This solution can also include a programme of independent travel training to ensure the young person is able to safely cycle to and from school if required.
2. Walking Bus - The Council is keen to reduce the number of vehicle journeys in and around the City, especially at peak times and reduce

traffic movements in close proximity to schools. A child/young person may be allocated a space on a walking bus scheme. These involve several children/young people walking to and from school under the guidance and support of a Passenger Assistant.

3. Travel Pass - This is a free pass for use on public transport. This may also be provided for a parent/carer or another travel buddy to support the child/young person to access education.
  4. Personal Travel Budget (PTB) – Support for meeting the costs associated with ensuring support to access education may be provided through a Personal Travel Budget. This includes a variety of flexible support options such as: access to funds for parent/carers to enable them to drop earlier and collect later, paying for a family member, mileage and use of a befriending service. Family based travel solutions could also be supported by a Personal Travel Budget.
  5. Supported public transport - It may be possible for a child or young person to travel on public transport if the child/young person has some assistance. Where parents/carers are unable to accompany their son/daughter, the Council may provide a Passenger Assistant, befriending service and/or a travel buddy.
  6. Manchester Travel Training Partnership - The Council has a responsibility to promote appropriate independence skills. All young people will be supported and encouraged to travel independently to and from school, when it is assessed as reasonable for them to do so. Where a young person is offered independent travel training the process will begin with an initial assessment of their skills and abilities. The training provided will be targeted to individual need and development. It is expected that where independent travel training is offered as a travel solution, a young person will take up this training.
  7. Driving Lessons - The offer of funded driving lessons where the young people is the correct age and this is the most cost-efficient option. Students can drive a car when they are 16 if they have, or have applied for, the enhanced rate of the mobility component of Personal Independence Payment (PIP).
  8. Travel Vehicles – In circumstances where no other solution is appropriate the Council may provide a vehicle to transfer a child and young person to and from school. Vehicles and drivers are provided by a suitably qualified, registered, commercial provider working to contractual standards set by the Council. All drivers will have an enhanced Disclosure and Barring Service certificate.
- 4.9 It is proposed to implement the new policies on a phased basis, starting with children who will enter key transition points for the beginning of the 2023 academic year. It is also proposed that any new applicants applying for transport for the first time, once the proposed policies are determined, are also

considered under the new arrangements. All other children will continue to be considered under the current policy until they reach a transition point or no longer require transport support. Both policies will be subject to formal public consultation which will be held for 28 days from the beginning of the new school year in September.

## **5.0 Wider service Improvement**

- 5.1 The Home to school transport service (HTST) is responsible for implementing Manchester's existing home to school travel policy and also manages the school crossing patrol service. The service was reviewed February 2020 following a redesign of the back-office staff where a new staffing structure was introduced, and back-office processes were redefined. There was no change to the roles or responsibilities of passenger assistants during this review and there continues to be 257 passenger assistants supporting children on their journeys to education.
- 5.2 In March 2020 just as the new back-office team was established, the country went into its first Covid 19 lockdown and this had a significant impact on the way we intended the new team to work. The service continued to provide an operational service throughout the pandemic but continues to have issues with the ability to arrange cover when dealing with sickness, shielding, and isolating staff. This has been particularly challenging due to age profile of this workforce and the challenges of them working in a confined space and not able to maintain social distancing etc particularly at times when infection rates in the City have been high within the school population. This has resulted in buses being stood down because of high numbers of staff shortages at times and difficulties with accessing cover for these absences. The pandemic has significantly impacted on the experience of parents/carers accessing this service.
- 5.3 More recently the service has encountered further issues with some contractors who are now struggling to recruit drivers and maintain sustainable transport companies due to the rises in fuel and cost of living increases. This is having a direct impact on children and their families and there have been instances where buses have been stood down and the Local Authority have been unable to support children to attend school due to being unable to identify replacement transport.
- 5.4 Manchester does not have an in house fleet and all vehicles are commissioned through an external framework. This framework is managed through the Children's Service commissioning team and the last full tender exercise was in 2017. There are approx. 500 providers on this framework which includes both mini buses and taxis. The providers also employ the drivers of the vehicles.
- 5.5 As an immediate mitigation to the loss of any further routes the service will conduct a review of current active routes and ensure that vehicles are being fully utilised and where possible allocate children to current routes. The Childrens Services commissioning team will hold discussions with current

operators to review their capacity to provide additional journeys in September and also review what support would be required from the Local Authority to ensure the journeys can continue into the next academic year.

5.6 As such it has been agreed that further work on the future operating model of this area is required and that there is a need to work in partnership with families and schools to ensure the service is meeting the needs of its users. The scope of this review should also include the roles of passenger assistants, the use of technology to improve service delivery, the operating model of transport operators and the future requirements of adult day care services. The service has commissioned support from an organisation with a track record of working with organisations through the design and implementation of change to coordinate this work and to ensure both the policy and revised operating model are fully coproduced and are delivered by the start of the 2023 academic year.

5.7 The key areas to be reviewed are:

- Communication and Engagement Review: how the service interacts with families and schools. Look at how to improve communication and provide regular updates on transport applications and solutions in a more efficient and effective way.
- Further design and implementation of changes to the operating model: Review the current service structure including the roles and responsibilities of staff. Design and implement a fit for purpose structure.
- Immediate route optimisation: Review current transport arrangements and ensure all routes are being fully optimised
- Prioritisation of reviews & consideration of alternative transport options
- Soft market testing and re-procurement: Support to stimulate the market ahead of the next full tender exercise
- Digital/ Technical assessment and implementation: Procure and implement ICT software solutions across the service area to ensure an efficient and effective delivery model.
- Design, consult and implement new strategy for passenger assistants: Review the roles and responsibilities of passenger assistants and design a future operating model

5.8 In response to several challenges which have arisen throughout the pandemic and more recently as well as issues raised, by service users and Ofsted following the Local Area's inspection of special educational and disability in November 2021, the service has already initiated a complete review of its policy and delivery model. Over the next 12 months new policies will be gradually implemented and a programme of improvements works will be progressed to enhance the service experience of families and children.

## **6.0 Recommendations**

6.1 The Children and Young People Scrutiny Committee is recommended to: -

- Consider this report and comment on the policies proposed and the phased implementation of the new policies
- Consider the work to date on the wider service improvement programme

6.2 The Executive is recommended to: -

1. Consider the recommendations of the Children and Young People Scrutiny Committee.
2. Agree in principle the following documents appended to this report, and to authorise the Director of Education to consult on the proposed implementation of them:
  - a) Home to School Travel support policy for 5–16-year-olds
  - b) Home to School Travel support policy for post 16
  - c) Home to School Travel support summary document
3. Authorise the Director of Education to consider any responses received to the consultation and to agree to the implementation of the proposed policies appended to this report if she considers it appropriate to do so.
4. Consider the work to date on the wider service improvement programme and agree to progress the identified areas of improvement.

### **Appendices**

- Appendix 1 – Proposed Home to School Travel support policy for 5-16 year olds
- Appendix 2 – Proposed Home to School Travel support policy for post 16
- Appendix 3 – Proposed Home to School Travel support summary document



# **Policy on: Travel Support to Access Education**

For children and young people with Special Educational Needs and Disabilities (SEND)

Statutory school age pupils 5 to 16  
(Reception to Year 11)



**MANCHESTER  
CITY COUNCIL**

## **Policy on: Travel Support to Access Education**

**For children and young people with Special Educational Needs and Disabilities(SEND)**

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## Travel Support to Access Education for children and young people aged 5-16 with Special Educational Needs and Disabilities (SEND)

### 1.0 Introduction

This policy outlines the travel support available for children and young people with Special Educational Needs and Disabilities (SEND) to access education.

This policy is for children and young people of statutory school aged 5 to 16 (Reception to Year 11). There is a separate policy for children of statutory school age and for young people aged 16-25 with separate provisions for those aged 19-25.

This policy is set out in two parts as follows:

**Part A** - Travel support to access education for children and young people aged 5 to 16; and

**Part B** - Application, Review and Appeals processes.

The Council's approach to disability, has at its heart a focus on the person and their family, looking at all aspects of an individual and their family's situation. Through this approach, the Council's vision is that disabled citizens should have the same life opportunities and achieve the same outcomes, across key areas such as: education, choice and control, health, employment, housing and inclusive communities, as those which are available for the wider population.

This policy on Travel Support to Access Education aims to support the achievement of these outcomes through supporting children and young people with Special Educational Needs or Disability (SEND) to access education based upon the needs of the child or young person and their family. The aim of this policy is wherever possible to work with the family and young person to develop a travel solution enabling the child or young person to access education in the same way that members of their peer group who do not have a special educational need or disability would access their education. This includes travelling independently for young people and family based travel solutions for younger children, regularly developing solutions with the [Manchester Travel Training Partnership](#). The desired outcome of this approach is to actively encourage children and young people's independence, which can result in them developing a skill for life and will help to develop their confidence and social skills as well as increase their future options for continuing education/training and employment.

The majority of Manchester children and young people with special educational needs or a disability including those with an Education Health and Care plan (EHC plan) do not receive or require travel support from the Council in order to access education. An EHC plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

Wherever possible, it is expected that parent/carers of children and young people with SEN or a disability make arrangements for their child to attend school in the same way as for parents/carers of children and young people who do not have SEND. This

approach, including independent travel where appropriate, is an important factor in developing the children and young people's independence, social and life skills; providing a travel support framework to enable as many parents/carers to do this as possible is a key part of this policy.

In this policy parent/carer is taken to mean the adult responsible for the child/young person and can refer to the adult who has parental responsibility, guardianship or care of the child.

Specifically, this policy relates to children and young people with SEND, which will usually mean those with an EHC Plan but may in exceptional circumstances, apply to those who are undergoing assessment for an EHC plan. It requires that eligibility for such pupils should be assessed on an individual basis to identify the pupil's individual transport requirements. The Council's general policy on travel to and from mainstream schools and other education establishments is available separately. Please see the Schools Admissions Travel Policy.

This policy applies to children and young people who are resident within the City of Manchester and children and young people in the care of Manchester City Council. The policy defines home to school transport as between a pupil's main home address and their school. A pupil's main home address is the place where they are habitually and normally resident. Where pupils have more than one address, home to school transport will be based on the residence where the pupil habitually resides or where the pupil resides for majority of the school week.

Transport assistance can only be provided on the basis of assessed need, rather than parental preference. Other family circumstances, such as parents and carers attending work or looking after other children, cannot be considered when determining eligibility.

All parents and carers requiring transport assistance for their child should submit an application for transport assistance. Only on receipt of an application will be transport assistance be considered.

Only where a pupil is assessed as meeting the eligibility criteria set out in this policy, will they be entitled to assistance with transport between home and school. Manchester City Council will assess and consider home to school transport on the basis of the most efficient and cost-effective use of the Council resources.

The policy has been developed in consultation with parents, carers and young people and is based on the statutory requirements placed on councils in the Education Act 1996, and the guidance in [Home to School Travel and Transport: Statutory Guidance for Local Authorities \(Department for Education, 2014\)](#), as well as the [Special Educational Needs and Disability Code of Practice: 0 to 25 years, Statutory guidance for organisations which work with and support children \(Department for Education, 2015\)](#). It takes account of the [Local Offer](#).

## 2.0 Principles

Manchester City Council's policy on Travel Support to Access Education is based on providing parents/carers with a travel solution which will be founded on the following principles.

- It is committed to ensuring children and young people can fulfil their potential. The aim of this policy is that all children and young people with significant special educational needs or disability should lead lives that are as independent and as free from restriction as possible;
- Promoting inclusive opportunities to enable children and young people to travel to and from school or college independently or using family based approaches similar to those used by other children and young people wherever possible, taking account of their age and needs;
- Promoting sustainable, safe, healthy and appropriate travel solutions by working in partnership with parents/carers to support them with their legal responsibility to make sure their children attend school;
- A commitment to equality of opportunity and the celebration of diversity and an opposition to all forms of discrimination; and
- Efficient use of public resources, delivering better outcomes and providing better value for money.

**Part A****Travel support to access education for children and young people of statutory school aged 5 to 16 (Reception to Year 11)**

This policy is for children and young people of statutory school age to the age of 16 with SEND. This policy supports children and young people with Education Health and Care Plans (EHC plans) to access school at the start of the school day and return home at the end of the school day, each week day during school terms.

This policy applies only to home to school travel arrangements. It does not, for example, relate to transport to sports facilities, work experience or work placements, medical, dental or hospital appointments, visits to other schools or locations (including school trips), collection from school due to illness or exclusion, parental attendance at meetings, travel to or from extended hours school clubs or exams.

**3.0 Legislation and Responsibilities****3.1 Parent/Carers Responsibilities**

- 3.1.1. It is the legal responsibility of parents/carers to ensure their compulsory school aged children are registered at a school and attend regularly, or to make suitable arrangements for home education. However, in certain circumstances a Council has a duty to provide travel support to access education to facilitate this attendance.
- 3.1.2. Parents/carers are responsible for their child's safety whilst travelling to and from school. Where the Council has provided a travel solution to support a child to access education, parents/carers remain responsible for their child's safety before and after these arrangements take place.
- 3.1.3. A child becomes of compulsory school age when he/she reaches the age of five and must start school in the term following his/her fifth birthday. In England, a young person's leaving age depends on when the young person was born. A young person must stay in some form of education or training until their 18th birthday. A young person's options are:
- full-time education – e.g. at a school or college; or
  - an apprenticeship or traineeship; or
  - part-time education or training - as well as being employed, self-employed or volunteering for 20 hours or more a week; or
  - an establishment funded directly by the Education Skills Funding Agency; or
  - learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the Council: for example, colleges, charities and private learning providers.

**3.2 Council Responsibilities**

- 3.1.1. In certain circumstances the Council has a statutory duty to provide a suitable

travel solution to facilitate a child/young person's attendance at school. This document sets out Manchester City Council's policy on Travel Support to Access Education. It describes how the Council fulfils its duties and exercises its discretionary powers as required under the Education Act 1996.

- 3.1.2. Young people with SEND who are over the age of 16 and under 25 but continuing in education/training are considered in a separate policy.
- 3.1.3. Under section 508B of the Education Act 1996, the Council has a duty to ensure that a suitable travel solution is made for an eligible child/young person. This will be carried out, where necessary, to facilitate the child and young person's attendance at a relevant 'qualifying school'. The nearest qualifying school is taken to mean the nearest suitable qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child/young person and any special educational needs that the child/young person may have. For a child/young person with SEND, the school named on their EHC Plan will be their qualifying school, or it is the nearest of two or more schools named.
- 3.1.4. The Act applies to all children and young people who permanently live in Manchester and attend a qualifying school named in their EHC plan.
- 3.1.5. The Council is also required to make transport arrangements for all pupils who cannot reasonably be expected to walk to their nearest qualifying school (accompanied as necessary) because the nature of the route is deemed inappropriate, or because of mobility difficulties or because of the pupil's associated health and safety issues related to their SEND.
- 3.1.6. Councils do not have a duty to provide or arrange free transport for children who have not yet reached statutory school age. However, transport assistance applications will be considered for children below statutory school age in exceptional circumstances and it is expected that such children will have an education, health and care plan.
- 3.1.7. This policy reflects national legislation. Eligibility for a place at a school does not bring with it an entitlement for travel support to access education. The policy on Travel Support to Access Education could change before a child/young person completes their time at school. Admission choices should not be made on the assumption that the same set of eligibility criteria will apply throughout a child/young person's education.
- 3.1.8. Consideration of any future transport needs will form part of the young person's transition into adulthood plan. In line with the national policy, all young people in year 11 (aged 15 to 16), moving from compulsory schooling to post-16 education, must reapply and be reassessed. If your child is in Year 11, you will need to reapply for transport, and applications for transport will be assessed against the 16 to 19 Transport Policy available [here](#) [MCC to insert hyperlink], or upon request to 0161 219 6400. The travel solution will be reviewed on a regular basis in order to ensure the support offered continues to meet the needs of the child/young person. Whenever possible, travel solutions will be reviewed alongside EHC plan annual reviews and at key transition points in a child or young person's education.



- 3.1.9. It should also be noted that a change in circumstances may mean it no longer meets the eligibility criteria and the travel solution could be withdrawn. The Council will decide when the withdrawal of a travel solution takes place and will take into account the term and year of education and the impact on the child/young person. Changes in circumstances include:
- A change in home address;
  - A move from one school to another;
  - A change in medical and physical conditions; or
  - A move into Council care.
- 3.1.1. Travel arrangements will be regularly reviewed and this is of particular importance for pupils who are in Year 7 and above, who will be beginning their final phase of compulsory education and who may not receive any further transport assistance or a more independence-focused transport assistance offer after they leave school to attend their choice of further education placement or employment. Based on the outcome of reviews, the Council will make any changes necessary to transport arrangements which are the result of a pupil's changing needs. For example, a pupil may no longer require a passenger assistant or may be ready to start independent travel training.
- 3.1.2. The provision of transport assistance will also be reviewed to reflect any changes in government policy or legislation.

## **4.0 Eligibility for a home to school travel solution**

### **4.1 Parental preference for a school**

- 4.1.1. The nearest qualifying school is one that the Council deems to be suitable for the age, ability, aptitude and ability of the pupil and any SEND they may have.
- 4.1.2. Parents and carers may express a preference for any maintained school or any form of academy or free school they wish their child to attend. If a parent or carer does express a preference for their child to attend a school further away than the nearest qualifying school, then the Council reserve the right to refuse transport assistance to that school.
- 4.1.3. Only where a pupil is assessed as meeting the eligibility criteria set out in this policy, will they be entitled to assistance with transport between home and school.
- 4.1.4. Any travelling arrangements or expenses will be the responsibility of parents/carers if there is a nearer qualifying school. It is the parents'/carers' responsibility to ensure their child gets to and from school safely to the nearest qualifying school.

### **4.2 Travel Support Requirements**

- 4.1.1. When assessing entitlement for transport assistance for pupils with SEND, the Council's Home to School Transport Team will consider the individual needs of each child. This may include taking professional advice from educational psychologists, medical officers and teachers and consulting with parents and carers before arriving at a final decision. Consideration will also be given to the pupil's physical and medical requirements including any disabilities they may have. Assessment may include face-to-face contact with the pupil. The findings and decision will be recorded on a transport assessment form.
- 4.1.2. In determining whether a pupil cannot reasonably be expected to walk between home and school, the service will consider if the child has mobility or health and safety problems associated with their SEN or disability, whether the pupil could reasonably be expected to walk if accompanied and, if so, whether the pupil's parent or carer can reasonably be expected to accompany their child. The general expectation is that a child will be accompanied by a parent or carer, unless there is good reason why it is not reasonable to expect the parent to do so.
- 4.1.3. The following factors will be considered when assessing transport entitlement:
  - the age of the pupil;
  - the distance of the pupil from school to home;
  - whether the walking route is appropriate for the pupil;
  - the SEND of the pupil;
  - whether the pupil has physical, medical or a social communication difficulty that would prevent them from using public transport, even if accompanied by an adult;
  - whether suitable and accessible public transport is available;
  - whether the pupil may be vulnerable and at risk of danger if they use public or other transport;

- whether the pupil would be a danger to drivers, other passengers or the vehicle if using public or other transport;
  - the efficient utilisation of resources; and
  - any other individual circumstance.
- 4.2.4 This is not an exhaustive list. It is not presented in any particular order and is for guidance only. Satisfaction of one or more of the criteria does not automatically entitle a pupil with SEND to transport assistance. The fact that a pupil has an EHC Plan or attends a special school does not automatically entitle him or her to transport assistance.
- 4.2.5 Eligibility for transport assistance is related to the pupil's needs. Assessment may take into account the need for transport assistance due to some family circumstances. This will primarily be if a pupil has other siblings attending schools not local to the SEN provision offered to them, or is offered SEN provision at a school which is not their local provision. These factors will be considered when determining eligibility for home to school travel assistance and deciding on the type of transport to be provided. Other family circumstances, such as parents and carers attending work or looking after other children, would not normally be considered when determining eligibility.
- 4.2.6 The Special Educational Needs and Disability Code of Practice states that transport should be recorded in an EHC Plan only in exceptional cases, where the child or young person has particular transport needs.
- 4.2.7 Pupils who are not eligible for transport assistance but have short-term difficulties (for example, a short-term illness or health difficulty) may be eligible for transport assistance to and from school during the period of the short-term difficulties. Detail on the support provided by the Council in relation to these short-term difficulties is set out below:
- 4.2.7.1 **Pupils receiving bus transport provision:** where a pupil receives home to school transport from a minibus and cannot get to and from a collection point (for example, due to a broken leg or other short-term illness) temporary assistance may be offered as replacement for this service. Although the child's SEND has not changed, temporary physical or medical constraints make it difficult for the child to access the service.
- 4.2.7.2 **Pupils who have temporarily changed address:** transport assistance may not be provided where a pupil who usually receives assistance moves to a different address in the short-term if the changed address results in additional transport costs. The parent or carer will be expected to pay any additional costs associated with the short-term move, or make their own transport arrangements.
- 4.2.7.3 **Parents with a disability or illness:** where a parent with a disability or illness has difficulty in getting their child to and from school, additional support may be provided by adult social care services within the Council.
- 4.2.7.4 **Parents with authorised mileage allowances:** temporary assistance may be provided in those instances where parents or carers in receipt

of authorised mileage allowances cannot transport their child to and from school due to a short-term illness.

- 4.2.7.5 **Respite and foster care:** While providing transport to and from respite and foster care is not a statutory duty, the Council recognises that respite care provides valuable and necessary support to parents and carers. Applications for transport from a respite care placement to the pupil's school will therefore be considered. It is the responsibility of the parents or carers to notify the Home to School Transport Team of the dates of respite at least 10 days in advance to allow sufficient time to plan the transport. However, requests for support to and from Short Break or Residential Care should be directed to Social Care within the Council's Children and Family Service 0161 219 6400.
- 4.2.7.6 **Re-housed children:** If a family has moved to an address within a different council area, the responsibility for the child's EHC Plan and their home to school transport transfers to the Council area in which they are residing. This is because the family have become ordinarily resident in the new area. This is the case regardless of which council is paying the family's housing costs and regardless of whether the family intend to move back to Manchester in the future.
- 4.2.7.7 **Dual and link placements, inclusion and pupil referral units:** Dual placements are where a pupil attends more than one school, or where a school arranges a college link placement for a pupil. Dual placements may require additional transport assistance, such as transport at earlier or later times, or during the school day. Schools are responsible for arranging and paying for the cost of such transport. Where a pupil is on roll at one school, but visits another school or college for inclusion or link purposes, the school where the pupil is usually based will be responsible for arranging and paying for transport. These arrangements also apply to alternative education arranged by the pupil's school. If a pupil is on roll at a pupil referral unit as their sole placement, then eligibility for transport to the pupil referral unit will be considered on the same basis as eligibility for transport to any other school.
- 4.2.7.8 **Residential schools:** Pupils attending termly boarding school placements funded by the Council for a standard 38-week academic year (and who are eligible for transport assistance) will be provided with transport assistance between home and school for the start and end of each term period (generally half-termly). This equates to 12 one-way journeys (four journeys a term). Pupils attending weekly boarding school placements funded by the Council will be provided with weekly transport. Transport for pupils in 52-week residential school placements funded by the Council will be agreed on an individual basis.
- 4.2.7.9 Transport assistance for any pupils attending termly boarding school placements will not exceed the 12 one-way journeys. If the school is closed on a weekly or fortnightly basis, this must be reflected in the fees being paid by the Council for the school placement and, accordingly, transport will be provided to coincide with school closure.

- 4.2.7.10 Transport assistance will not be provided to parents, carers or family members who wish to visit residential schools for any reason. Any arrangements of this nature will need to be agreed directly with the school. In exceptional cases, parents or carers may be provided with transport assistance to school a maximum of once per year to attend their child's annual review.
- 4.2.7.11 Parents or carers who wish to accompany their child on the first day at school will be expected to make their own transport arrangements. Where a school stipulates that a parent or carer should attend on the first day, private transport must be arranged.

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### **4.3 Disability Living Allowance (DLA) for children**

- 4.3.1 The parents of some children/young people may be in receipt of the higher rate mobility component (HRMC) of the Disability Living Allowance (DLA). This is the gateway to the Motability scheme that supplies vehicles, adapted or unadapted, in return for the DLA, usually on contract hire terms. If a child or young person is the HRMC recipient and the family obtain a vehicle through the Motability scheme, then the vehicle is supposed to be used for the benefit of the disabled child/young person. When determining whether or not to provide travel assistance, MCC may take account of a Motability car where this has been provided for the benefit of the child/young person. Similarly MCC will take account of the HRMC of the DLA where this has been provided for the child but has not been used to obtain a vehicle. If the parent/carer does not drive, two people can be nominated to drive the car instead. It may also be possible to lease a scooter or powered wheelchair.
- 4.3.2 The Department for Education has confirmed in Parliament that being in receipt of the HRMC of the DLA does not necessarily confer eligibility for free travel assistance but neither does it preclude it if the child is an eligible child.
- 4.3.3 Should a child/young person be eligible for travel support from the Council, if a parent/carer chooses to use their own car, then they may apply for a Personal Travel Budget (PTB) from the Council and this may be agreed to should it offer a best value solution.

### **4.4 Travel support for children and young people with SEND from Low Income Families**

- 4.4.1 The defined eligibility criteria apply to all children and young people. However, where the families of children and young people of statutory school age with SEND are entitled to free school meals, and/ or in receipt of their maximum Working Tax Credit (WTC), this will be taken into consideration in the development of a suitable travel solution.
- 4.4.2 Where a parent/carer is in receipt of WTC, a copy of the awards notice, showing the maximum level will need to be provided. Families providing proof of low income will be assessed at the point of application and annually thereafter.

## **5.0 Travel Solutions**

### **5.1 Travel Solutions outlined**

- 5.1.1 This section outlines the travel solutions which may be provided for children and young people who meet the eligibility criteria and are 16 or under. Specifically, this section of the policy relates to children and young people who have an EHC Plan and are attending the nearest suitable qualifying school identified in their EHC plan.

- 5.1.2 If the Council agrees to provide a travel solution to access education it will be provided in a safe and cost-effective manner, taking account of the child and young person's specific needs and having regard to the best use of the Council's resources.
- 5.1.3 An initial assessment of the child and young person's eligibility for travel support to access education will be made by a Travel Officer from the Council. It is very important that parents/carers participate in this assessment to ensure the full details of their child's circumstances are clear so the right level of support can be determined. Cases are considered on an individual basis and medical or other professional evidence may be required before support is agreed.
- 5.1.4 The Council reserves the right to assess the whole family according to their circumstances, in order to offer the most cost effective travel support, using a variety of solutions. The travel solution will be child/young person centred and inclusive of their needs in order to develop independence and confidence.
- 5.1.5 Taxi or minibus travel support to access education will be provided only where there is no feasible alternative.
- 5.1.6 A travel solution will only be provided for the normal start and end of the school day and will not include early finish times where schools close early for the end of the half term / term.
- 5.1.7 The Council is also committed to reducing traffic congestion, improving road safety and reducing the environmental impact of vehicle journeys by promoting alternative forms of travel, such as walking, cycling and use of integrated public transport. The Council works closely with schools to develop School Travel Plans that help to achieve this aim wherever possible. In the provision of travel support to access education, the Council will consider support options for eligible children/young people that lead to reducing the number and length of vehicle journeys.
- 5.1.8 Where a travel solution is put in place and either the child and young person fails to utilise the facility or their school attendance falls to 85% or below, travel support may be withdrawn. In some cases a recharge for the service may be passed onto the parent/carer where there has been persistent failure to notify the Home to School Transport Team of non-attendance. Until attendance meets the desired requirements, travel support will remain withdrawn. We understand that some children and young people with SEND can be exceptionally unwell and in these cases once the Home to School Service Transport Team is notified of this, a service will only be temporarily withdrawn and will be reinstated once the individual is well enough to return to Education.

## 5.2 Types of travel solutions provided

5.2.1 The nature and mode of travel support will be determined by the Council and will be one that is consistent with the Council's duty to secure Value for Money and the needs of the child.

5.2.1.1 **Bicycle** - A one off payment may be made when a child or young person, who is eligible for support under the Council's policy, would like to use or uses a bicycle to travel to school. This solution can also include a programme of independent travel training to ensure the young person is able to safely cycle to and from school if required.

5.2.1.2 **Walking Bus** - The Council is keen to reduce the number of vehicle journeys in and around the City, especially at peak times and reduce traffic movements in close proximity to schools. A child/young person may be allocated a space on a walking bus scheme. These involve several children/young people walking to and from school under the guidance and support of a Passenger Assistant.

5.2.1.3 **Travel Pass** - This is a free pass for use on public transport. This may also be provided for a parent/carer or another travel buddy to support the child/young person to access education.

5.2.1.4 **Personal Travel Budget (PTB)** – Support for meeting the costs associated with ensuring support to access education may be provided through a Personal Travel Budget. This includes a variety of flexible support options such as: access to funds for parent/carers to enable them to drop earlier and collect later, paying for a family member, mileage and use of a befriending service. Family based travel solutions could also be supported by a Personal Travel Budget.

5.2.1.5 **Supported public transport** - It may be possible for a child or young person to travel on public transport if the child/young person has some assistance. Where parents/carers are unable to accompany their son/daughter, the Council may provide a Passenger Assistant, befriending service and/or a travel buddy.

5.2.1.6 **Manchester Travel Training Partnership** - The Council has a responsibility to promote appropriate independence skills. All young people will be supported and encouraged to travel independently to and from school, when it is assessed as reasonable for them to do so. Where a young person is offered independent travel training the process will begin with an initial assessment of their skills and abilities. The training provided will be targeted to individual need and development. It is expected that where independent travel training is offered as a travel solution, a young person will take up this training. Further information on this Partnership can be found through clicking this link here: [Manchester Travel Training Partnership](https://www.mtp-travel-training.org) or go to [www.mtp-travel-training.org](http://www.mtp-travel-training.org).

5.2.1.6.1 As part of the review process, young people in Year 8 onwards identified as being suitable, will be expected to attend



a full week taster session. An assessment will be completed to ascertain a young person's suitability.

5.2.1.6.2 Top-up training will be available to support children and young people with transition when moving schools.

5.2.1.7 **Driving Lessons** - The offer of funded driving lessons where the young people is the correct age and this is the most cost-efficient option. Students can drive a car when they are 16 if they have, or have applied for, the enhanced rate of the mobility component of Personal Independence Payment (PIP).

5.2.1.8 **Travel Vehicles** - In exceptional circumstances the Council may provide a vehicle to transfer a child and young person to and from school. Vehicles and drivers are provided by a suitably qualified, registered, commercial provider working to contractual standards set by the Council. All drivers will have an enhanced Disclosure and Barring Service certificate. This could include:

5.2.1.8.1 **Multiple Pick up Vehicles** Whenever possible, children and young people will travel together in mini-buses. These will be specially adapted to meet the needs of those children and young people travelling on them. Each route will be planned on the basis of school start and finish times and the shortest possible route for all children and young people travelling on a particular vehicle. A multiple pick up vehicle may include a Passenger Assistant to support passengers from point of handover to drop off destination. The Passenger Assistant is responsible for the safe handover over to a responsible adult. Passenger Assistants will all have an enhanced Disclosure and Barring Service certificate. Children and young people will be picked up and dropped off at a convenient location, within a reasonable distance from their home, in many cases from recognised bus stops. A home pick up and drop off will only be made where it is deemed essential due to the child and young person's significant needs. Pupils must expect to travel to and from school with other pupils unless there are exceptional circumstances where it would not be reasonable to expect a pupil to do so and increasingly, they may be asked to travel to a designated collection point.

5.2.1.8.2 **Taxis and private hire vehicles**

5.2.1.8.2.1 Under very exceptional circumstances, the Council may support children and young people to access education in separate taxis or private hire vehicles based on the assessed needs of the child or young person. A Passenger Assistant will not always be necessary. Where a Passenger Assistant is not deployed, a passenger must travel in the rear of the vehicle. There is an expectation parent/carers will support their child

into the rear of the vehicle. Parents/carers can act as a Passenger Assistant for their child in a taxi or a private hire vehicle.

- 5.2.1.8.2.2 Availability of transport is not guaranteed. For example, a case may arise where a young person is non-ambulant, but has not been allocated a crash-tested buggy or wheelchair for use on transport. Transport crews are not permitted to lift pupils onto or off transport. Parents, carers and schools are also not permitted to lift pupils onto or off transport as a situation may arise (such as a mechanical fault to the vehicle) which may require the transport crews to lift the pupil during a journey. In these circumstances, parental mileage reimbursement may be given as an alternative.
- 5.2.1.8.2.3 Closed-circuit television (CCTV) with audio recording or global positioning systems (GPS) may be used on vehicles. The CCTV footage will not be shared or circulated with anyone outside the Council, but, along with GPS, can help to improve the speed and accuracy of incident resolution, and also supports transport crew training.
- 5.2.1.8.3 Passenger assistants will be provided on some transport routes. The provision or non- provision of a passenger assistant on a route is based on several factors, including:
- the age of the pupil
  - the distance between home and school
  - information provided on the transport assessment form
  - the SEND of the pupil
  - the number of other pupils travelling on this route
- 5.2.1.8.4 There is no minimum or maximum age that determines whether a passenger assistant will be automatically provided and the Council will consider age in conjunction with all the factors listed above to make its decision.
- 5.2.1.8.5 Provision of a passenger assistant at any one time does not guarantee that this will be an ongoing arrangement nor can the Council guarantee consistency of provision. The requirement will be re-assessed in the pupil's annual review, periodically during the year, and in the event of any change in circumstances.
- 5.2.1.8.6 Provision of vehicles may be cancelled at short notice in the case of a vehicle needing to be stood down due to unforeseen and unprecedented circumstances. If this is the case, parents will be contacted as soon as possible, and alternative arrangements will be discussed.

## Part B

### Application, Review and Appeals processes

#### Application Process

6.1.1 The parent/carer or young person must make a formal application for travel support to access education before any assistance is considered. Each application will be processed as quickly as possible in chronological date order of receipt. The Council may request the provision of written evidence from education specialists and/or medical experts.

6.1.2

It remains the legal responsibility of the parent/carer to ensure that their compulsory school aged child attends school regularly.

6.1.3 In most cases, travel support to access education will be co-ordinated by the Council's Home to School Transport Team. In some cases this responsibility may lie with specific named schools and/or colleges. Therefore, parents/carers and young people should check the local arrangements at their child and young person's school or college before making an application for travel support to the Council.

Once this form has been completed it should be returned to:

Home to School Transport Team  
Access & Sufficiency  
Directorate for Children's Services  
Manchester City Council  
P.O. Box 532  
Town Hall  
Manchester  
M60 2LA

Email to: [hometoschool@manchester.gov.uk](mailto:hometoschool@manchester.gov.uk)

#### Review process

As stated previously in this policy, whenever possible, travel solutions will be reviewed alongside EHC plan annual reviews and at key transition points in a child or young person's education in order to ensure the support offered continues to meet the needs of the child/young person.

#### Changes in Circumstances

It is the parent's/carer's/young person's responsibility to inform the Council of any changes in their circumstances. A change in circumstances may mean a previously declined application may be accepted and the parent/carer/young person is able to reapply. In addition, a change in circumstances for an existing travel solution may mean it no longer meets the eligibility criteria and the travel solution could be withdrawn. The Council will decide when the withdrawal of a travel solution takes place and will take into account the term and year of education and the impact on the

child/young person.

### **8.1 Changes in circumstances include:**

- A change in home address
- A move from one school to another
- Transition from primary to secondary school and transition from secondary school to college
- A change in medical and physical conditions
- A move into Council care

### **9.0 Health and Safety**

- 9.1 Whilst every effort is made to come up with a travel solution to meet the needs of a child/young person there will be circumstances when the travel solution will need to be reviewed as it is not working. Whilst acknowledging the impact of their SEND on the behaviour of some children and young people, where a child/young person's conduct compromises the safety of anyone travelling with them, the Council reserves the right to suspend or withdraw the travel solution.
- 9.2 There is an expectation that the parent/carer and/or the child/young person signs a Code of Conduct. The Home to School Transport Team reserves the right to withdraw the offer of a travel solution if the child/young person or parent/carer refuses to sign the Code of Conduct.
- 9.3 Parents/carers will be expected to ensure their child's and young person's continued attendance at school when a travel solution is withdrawn.

### **Appeals Process**

If an application for travel support to access education is **not** approved by the Council, a letter will be sent to the parent/carer/young person.

If the parent/carer/young person disagrees with the travel solution offered or the decision not to approve the application, there is a right of appeal.

Appeals should be made within 20 working days of the decision being received by the parent/carer/young person. The appeal should be made in writing, setting out the exact nature and grounds of the appeal. The appeal should include the details of personal and or family circumstances the parent/carer/young person believes should be considered. The parent/carer/young person can appeal against the travel solution offered, the child/young person's eligibility, and/or the safety of the route.

### **The Appeals Process has two stages:**

#### **11.1 Stage 1 – Appeal of the original decision**

The A senior officer in the service will consider the appeal. The Appeals Form is available from the Council's Customer Service Centre 0161 219 6400, by writing to:

Home to School Transport Team  
 Access & Sufficiency  
 Directorate for Children's Services  
 Manchester City Council

P.O. Box 532  
 Town Hall  
 Manchester  
 M60 2LA

Email to: [hometoschool@manchester.gov.uk](mailto:hometoschool@manchester.gov.uk)

The parent/carer/young person will receive confirmation the appeal is being considered. Further evidence may be requested to support the appeal and consultation with Education officers and professional bodies may be required. A decision and notification will be made within 20 working days from receipt of the appeals form.

The notification will include the nature of the decision reached, how the appeal was conducted and information about other agencies and departments that were consulted as part of the appeal process. An overview will be given of the factors that were considered, the rationale for the decision reached and information of how to proceed to Stage 2.

11.1.3 If the parent/carer/young person remains dissatisfied with the outcome, they should notify the Council in writing within 20 working days of receiving the appeal decision. If the parent/carer wishes the matter to be considered further, the parent/carer/young person should request the matter proceeds to Stage 2.

## **Stage 2**

11.2.1 If the parent/carer/young person is dissatisfied with the outcome of the appeal at Stage 1 the appeal moves to Stage 2. The appeal will be heard independently by a minimum of two Reviewing Officers who are independent from the Home to School Transport Team. Parents will have the option to attend the appeal if requested.

11.2.2 A Stage Two appeal will consider the evidence gathered and the reasons for the decision being made at Stage 1. A decision will be made within 40 working days. The parent/carer/young person will be notified 5 working days after the decision for the Stage 2 appeal. In some cases a meeting with the parent/carer/young person may be necessary.

11.2.3 The notification to the parent/carer/young person will include the nature of the decision reached, how the appeal was conducted, information about other agencies/departments that were consulted as part of the appeal process and what factors were considered and the rationale for the decision reached.

11.2.4 During the appeal stages, travel support to access education will not be provided or a change to an existing travel solution will not be instigated. A Stage 2 decision is final.

## **Corporate Complaints Team**

If the parent/carer/young person is dissatisfied with the way in which the appeals procedure has been managed they have the right to make a formal complaint to the Corporate Complaints Team.

This is not an additional stage to the appeals process. Corporate Complaints Team  
 Manchester City Council, PO Box 532 Town Hall, Manchester,

M60 2LA

Email: [csfeedback@manchester.gov.uk](mailto:csfeedback@manchester.gov.uk)

Telephone: 0161 234 3012

### **Local Government Ombudsmen**

- 13.1 A complaint to the Local Government Ombudsmen can be made by the parent/carer/young person only if there has been a failure to comply with the procedural rules or there has been maladministration of the policy.

Telephone: 0300 061 0614. Alternatively, you can write to:

The Local Government Ombudsman PO Box 4771

Coventry CV4 0EH Fax: 024 7682 0001

You can also text 'call back' to 0762 481 1595.

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# **Post 16 Policy on: Travel Support to Access Education & Training**

For young people with Special Educational Needs and Disabilities (SEND) aged 16 to to 25 in education and training



**MANCHESTER  
CITY COUNCIL**

# **Policy on: Travel Support to Access Education**

**For children and young people with Special Educational Needs and Disabilities(SEND)**

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## Post 16 Travel Support for young people with Special Educational Needs and Disabilities to Access Education & Training

### 1.0 Introduction

This policy applies to young people who are resident within the City of Manchester who are above statutory school age and aged over 16 but under 25. It specifically relates to young people with SEND who are unable to travel to and from education and/or training independently at the start and end of the school and college day.

Councils must encourage, enable and assist young people with learning difficulties or disabilities to participate in education and training, up to the age of 25 years.

The Council's approach to disability, to encompass all disabled adults and children living in Manchester has at its heart a focus on the person and their family, looking at all aspects of an individual and their family's situation. Through this approach, the Council's vision is that disabled citizens should have the same life opportunities and achieve the same outcomes, across key areas such as: education, choice and control, health, employment, housing and inclusive communities, as those which are available for the wider population.

The Post-16 Transport Policy Statement is focused on a needs-led approach in which the individual requirements of each young person are assessed to inform the appropriate form of travel support for them. This involves a move away from an approach of standard provision to young people, in favour of a policy which recognises that young people aged 16 and over are, in many cases, more capable of achieving independent travel than pupils of statutory school age.

This policy statement, for ease of use, separates the support which can be offered to post-16 students into two categories, as the duties on the council to provide transport differ in these areas:

- **Post-16** includes students of sixth-form age and those with learning difficulties or disabilities up to the age of 19 (in the academic year in which they turn 19 years of age) or students aged over 19 completing programmes of learning that started before they turned 19 years of age.
- **Post-19** includes students aged 19 to 25 (inclusive) starting from the academic year after they turn 19 years of age.

This policy statement specifies the support that Manchester City Council ("The Council") considers necessary to facilitate the attendance of post-16 students receiving education or training.

The Council has a discretionary power to provide travel support to those over statutory school age. A travel solution for attending their designated/qualifying school/college which provides the desired courses will reflect individual needs. The desired outcome of this approach is to actively encourage young people to travel as independently as possible and to develop confidence and vital travel and social skills to support options

for continuing education, training and employment thereafter. This is in line with the SEND Code of Practice (2015) which states that 'providers should enable children and young people to have the information and skills they need to help them gain independence and prepare for adult life'.

All young people in Year 11 receiving special educational needs and disabilities (SEND) travel assistance must reapply for travel support for their post-16 education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council: for example, colleges, charities and private learning providers.

This policy applies to children and young people who are resident within the City of Manchester and children and young people in the care of Manchester City Council. The majority of Manchester young people with special educational needs or a disability including those with an Education Health and Care plan (EHC plan) do not receive or require travel support from the Council in order to access education.

Wherever possible, it is expected that parent/carers of young people with SEN or a disability make arrangements for their child to attend education in the same way as for parents/carers of children and young people who do not have SEND. This approach, including independent travel where appropriate, is an important factor in developing the children and young people's independence, social and life skills; providing a travel support framework to enable as many parents/carers to do this as possible is a key part of this policy.

The policy has been developed in consultation with parents, carers and young people and is based on the statutory requirements placed on councils in the Education Act 1996, and the guidance in [Home to School Travel and Transport: Statutory Guidance for Local Authorities \(Department for Education, 2014\)](#), the guidance in [Post16 Transport and Travel Support to Education and Training: Statutory Guidance for Local Authorities](#) as well as the [Special Educational Needs and Disability Code of Practice: 0 to 25 years, Statutory guidance for organisations which work with and support children \(Department for Education, 2015\)](#). It takes account of the [Local Offer](#).

## 2.0 Principles

Manchester City Council's post-16 policy on Travel Support to Access Education & Training is based on providing parents/carers with a travel solution which will be founded on the following principles.

- It is committed to ensuring young people can fulfil their potential. The aim of this policy is that all young people with significant special educational needs or disability should lead lives that are as independent and as free from restriction as possible;
- Promoting inclusive opportunities to enable young people to travel to and from their place of education independently or using family based approaches similar to those used by other young people wherever possible, taking account of their age and needs;
- Promoting sustainable, safe, healthy and appropriate travel solutions by working in partnership with parents/carers to support them with their legal responsibility to make sure their children attend school;
- A commitment to equality of opportunity and the celebration of diversity and an opposition to all forms of discrimination; and
- Efficient use of public resources, delivering better outcomes and providing better value for money.

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### **3.0 Contributions towards the travel of young people with SEND aged 16 to 19 years**

3.1 Councils are expected to target support to those young people, and their families, who need it most, particularly those with a low income. The statutory guidance confirms that councils may ask students themselves (if over 18 years old) and/or their parents/carers for a financial contribution to transport costs. In exercising their discretion councils should:

- ensure that any contribution is affordable for students and their parents
- ensure that there are arrangements in place to support those families on low income
- take into account the likely duration of learning and ensure that transport policies do not adversely impact particular groups, for example: as young people with SEND are more likely to remain in education or training for longer than their peers, any contribution sought from these families would need to allow for the fact they may have to contribute for a longer period.

3.2 The financial contribution will be dependent on the distance from the young person's home address to their place of education. For families on low incomes, in receipt of the maximum working tax credit, a reduced financial contribution will apply. This will be calculated based on all the circumstances and on a case-by-case basis.

3.3 If a young person's contribution has been agreed and, for whatever reason, they do not complete that programme of study, any refund for transport will be applied at the end of the academic term in which they leave that provision. The same will apply if the young person is subject to an extended period of non-attendance due to ill health; however, day- to-day non-attendance would not be subject to a refund. A refund will only be agreed in the event that the young person leaves the provision or an extended period of non- attendance due to ill health.

### **4.0 Concessionary travel support**

#### **4.1 Transport for Greater Manchester (TfGM)**

4.1.1 Concessionary fares are available to students from Transport for Greater Manchester (TfGM). This includes the Scholars Permit which if you're aged between 16 to 19, you can pay for young person fares on buses, trams and trains in Greater Manchester for travel to your place of education. There is also a [Travel Voucher Scheme](#) for those who are unable to use ordinary buses and who have serious walking difficulties or are registered blind. These vouchers can be used to buy discounted travel in taxis, private hire vehicles and community transport schemes like [Ring & Ride](#). There may also from time to time be other schemes offering discounted fares. Full details of all available options can be found at their website [here](#).

#### **4.2 Stagecoach**

- 4.2.1 Stagecoach Manchester offer a concessionary scheme to students which can save up to 50% on unlimited bus and tram travel. Full details can be found at their website [here](#).

### **4.3 Travel Support from education and training providers**

- 4.3.1 Students may be able to access some funding towards transport costs directly from individual education and training providers from the 16 to 19 Bursary Fund. The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education. Each learning provider has some discretionary funding that can be used for this purpose, subject to their own criteria.
- 4.3.2 You have to apply directly to your school, college or training provider for a bursary. For advice speak to student support services, your tutor or go to: [www.direct.gov/16-19bursary](http://www.direct.gov/16-19bursary)
- 4.3.3 Manchester Adult Education Service (MAES) provides transport for young people with a learning difficulty and/or disability who meet their transport assessment criteria. Telephone: 0161 234 5000, Email: [adult-education@manchester.gov.uk](mailto:adult-education@manchester.gov.uk)

## **5.0 Legislation and Responsibilities**

### **5.1 Parent/Carer and Young People's Responsibilities**

A young person must stay in some form of education or training until their 18th birthday if they were born on or after 1 September 2004.

Options are:

- full-time education - e.g. at a school or college
- an apprenticeship or traineeship
- part-time education or training - as well as being employed, self-employed or volunteering for 20 hours or more a week
- an establishment funded directly by the Education Skills Funding Agency
- learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council: for example, colleges, charities and private learning providers.

A young person can leave their place of education on the last Friday in June as long as they will be 18 by the end of that year's summer holidays.

There is an expectation parents/carers will actively promote and support their young person to access and attend education and training.

### **5.2 Council Responsibilities**

- 5.2.1 Section 509 AB(1) of the Education Act 1996 imposes a requirement that the Council should set out the extent to which the arrangements specified in the

EHC plan can facilitate the attendance at schools and colleges of young people with learning difficulties and/or disabilities.

- 5.2.2 The 16-18 transport duty relates to young people of sixth form age with learning difficulties and/or disabilities aged up to 19.
- 5.2.3 The Council also has a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with learning difficulties and/or disabilities up to the age of 25 in education and training.
- 5.2.4 The Children and Families Act 2014 replaces the Statement of SEN and Learning Difficulty Assessments (LDAs) for those over the age of 16 with Education, Health and Care (EHC) plans. Under the Act, the Council may continue to maintain an EHC plan for young people over 19 if a young person requires additional time, in comparison to the majority of others of the same age who do not have SEN, to complete his or her education or training. Councils may continue to provide special educational provision until the end of the academic year in which the young person turns 25.
- 5.2.5 Arrangements cannot be limited to those young people who had been assessed as having particular transport needs prior to the age of 16. The Children and Families Act 2014 also places a duty on councils to publish a Local Offer setting out their services for children and young people with special educational needs and disabilities, and this must include information on the arrangements for travel to and from post-16 institutions.
- 5.2.6 The statutory guidance from the Department for Education on post-16 transport and travel support to education and training settings (January 2019) states that the transport needs of young people with SEND must be reassessed when a young person moves from compulsory schooling to post-16 education, even if the young person is remaining at the same educational setting.

## **6.0 Eligibility Criteria**

- 6.1 In line with statutory guidance, all young people in Year 11 (aged 15 to 16), moving from compulsory schooling to post-16 education, must reapply and be reassessed. The council will exercise its discretion to provide travel assistance for students aged 16 to 19 with SEND where it considers that travel assistance is necessary to enable the young person to reasonably access the education or training provision specified in their EHC Plan. As young people with SEND approach adulthood, where appropriate, transport assistance will be provided to support independence.
- 6.2 In assessing eligibility for students entering post-16 education and training for travel assistance, particular attention will be paid to the following criteria:
- Whether the student is currently in receipt of any funding from the 16 to 19 Bursary Fund and to what value.
  - The location of the sixth form unit or college the student would like to attend. If this is not a local provision, the council would need to know that the course being taken is not available locally.

- Whether the sixth form unit is an extension to the school previously attended by the student and named in their EHC Plan.
- The distance from the student's home to their education or training establishment and the journey time.
- Whether the young person has SEND and/or mobility difficulties which would impede their access to their educational placement, either independently or otherwise, for example, a wheelchair user.
- Whether the young person has SEND which would make it unsafe for them to travel independently.
- Whether the public transport journey to the nearest suitable placement is too complex for the young person to be expected to travel independently.

- 6.3 If the Council agrees to provide a travel solution to access education it will be provided in a safe and cost effective manner, taking account of the young person's specific needs and having regard to the best use of the Council's resources.
- 6.4 An initial assessment of the young person's eligibility for travel support to access education will be made by a Travel Officer from the Council. It is very important that parents/carers participate in this assessment to ensure the full details of their child's circumstances are clear so the right level of support can be determined. Cases are considered on an individual basis and medical or other professional evidence may be required before support is agreed.
- 6.5 The Council reserves the right to assess the whole family according to their circumstances, in order to offer the most cost effective travel support, using a variety of solutions. The travel solution will be young person-centred and inclusive of their needs in order to develop independence and confidence.
- 6.6 Taxi or minibus travel support to access education will be provided only where there is no feasible alternative.
- 6.7 A travel solution will only be provided for the normal start and end of the educational institution day and will not include early finish times where educational institutions close early for the end of the half term / term.
- 6.8 The Council is also committed to reducing traffic congestion, improving road safety and reducing the environmental impact of vehicle journeys by promoting alternative forms of travel, such as walking, cycling and use of integrated public transport. The Council works closely with post-16 education providers to develop Travel Plans that help to achieve this aim wherever possible. In the provision of travel support to access education, the Council will consider support options for eligible young people that lead to reducing the number and length of vehicle journeys.
- 6.9 Where a travel solution is put in place and either the young person fails to utilise the facility or their attendance falls to 85% or below, travel support may be withdrawn. In some cases a recharge for the service may be passed onto the parent/carer where there has been persistent failure to notify the Home to School Transport Team of non-attendance. Until attendance meets the desired requirements, travel support will remain withdrawn. We understand that some young people with SEND can be exceptionally unwell and in these cases once



the Home to School Transport Team is notified of this, a service will only be temporarily withdrawn and will be reinstated once the individual is well enough to return to Education.

## **7.0 Council travel support for students with SEND aged 19 to 25 years**

7.1 For the purposes of this transport policy statement, 19 years refers to the end of the academic year in which the student turns 19 years of age.

7.2 This part of the transport policy statement deals with the provision of transport assistance for adults aged 19 to 25 years with an EHC Plan who live in the City of Manchester and are in education or training at a qualifying educational establishment at:

- a school (including an academy school);
- a further education institution (including a sixth-form college);
- a council maintained or assisted institution providing higher or further education;
- an establishment funded directly by the Education Funding Agency, such as an independent specialist provider for students with learning difficulties and/or disabilities; or
- a learning provider that is funded by the council to deliver accredited programmes of learning which lead to positive outcomes; this could include a college, charity or private learning provider.

7.3 The SEN Code of Practice states that 'providers should enable children and young people to have the information and skills they need to help them gain independence and prepare for adult life'. This means preparing young people and young adults, wherever possible, for independent living, employment and for being as healthy as possible in their adult lives.

7.4 The post-19 travel assistance policy will have a needs-led approach in which the individual needs of each adult are assessed to inform the appropriate form of travel support. It moves away from an approach of blanket and standard provision in favour of a policy which recognises that young people and young adults are, in many cases, more capable of achieving independent travel than pupils of statutory school age.

## **8.0 Legislation and Responsibilities**

### **8.1 Parent/Carer and Young People's Responsibilities**

8.1.1 Adults will need to be aged 19 to 25 years with an EHC Plan who live in the City of Manchester and are in education or training at a qualifying educational establishment at:

- a school (including an academy school);
- a further education institution (including a sixth-form college);
- a council maintained or assisted institution providing higher or further

education;

- an establishment funded directly by the Education Funding Agency, such as an independent specialist provider for students with learning difficulties and/or disabilities; or
- a learning provider that is funded by the council to deliver accredited programmes of learning which lead to positive outcomes; this could include a college, charity or private learning provider.

8.1.2 Additionally, if an apprenticeship is named in a young person's EHC Plan, transport arrangements to support young people with an EHC Plan to travel independently to their place of employment will be considered on the same basis as a student attending a school or college placement.

## **8.2 Council Responsibilities**

8.2.1 The council will provide travel assistance for people who meet the eligible criteria for support. Reference to 'adults' in this policy statement is a reference to both 'adults' and 'relevant young adults' as defined in Section 508F of the Education Act 1996.

8.2.2 In accordance with Section 508F of the Education Act 1996 (and subsequent amendments) the council will make transport arrangements it considers necessary to facilitate the attendance of young people and young adults aged between 19 and 25 years with an EHC Plan, where the council had secured the provision of education or training. This applies to:

- Adults (those who are aged 19 or over) for the purpose of facilitating their attendance at council maintained or assisted further or higher education institutions or institutions within the further education sector; and
- Adults aged under 25 with an EHC Plan for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. For those young adults, the councils' duty only applies where it has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training.

## **9.0 Eligibility Criteria**

9.1 The assessment of eligibility of an adult aged between 19 and 25 with an EHC Plan for transport assistance will consider the suitability and feasibility of different transport options and will take into account:

- The availability of existing transport
- The person's physical mobility
- The person's ability to travel independently
- Access to a Motability vehicle and whether it is reasonable to use it to travel to the relevant location
- Availability and willingness of family and carers to assist with transport
- Any factors that may pose an unreasonable demand or risk to health and safety when travelling

9.2 When assessing eligibility, the applicant or their parent or carer must provide evidence why it is necessary for the council and not the student to make travel

arrangements. To assess this, it is necessary for the council to know the following:

- What other arrangements have been considered or tried and why they are not suitable.
- If there is a family member or carer who is willing and able to transport the student and if not, why they would be unable to do so.
- When assessing an adult's need for travel assistance under the Care Act, the council will take into consideration DLA or PIP benefits where people receive the mobility component, a vehicle provided by the Motability Scheme and bus pass or other form of travel concessions. It is reasonable for the council to consider that by having these benefits a person's needs are in some way already being met. Vehicles provided by the Motability Scheme are done so in order for people receiving support to maintain their independence, including when this vehicle is being driven by a nominated driver, such as a family member.
- Motability vehicles are provided on the understanding that the car is used by, or for the benefit of, the disabled person. Motability vehicles can be insured by up to three people who can help support the person by driving for them. Not giving the person the benefit of the car because it is being used by someone else, is considered misuse by the Motability Scheme and can put the lease at risk. It is clear that a vehicle from the Motability Scheme is to be used for the benefit of the person for whom it is provided. Where a nominated driver is willing and able to use the car to take an eligible young person to an educational setting, the council may offer a mileage allowance in the form of a direct payment.
- Any other circumstances that should be taken into account; the council will consider any recent supporting evidence that is provided.

9.3 A post-19 student's work or childcare commitments would not normally be considered as a reason for travel assistance to be provided.

9.4 Each request will be assessed on a case-by-case basis, considering the law, council policy and any supporting information provided.

## 10.0 Travel Solutions – for both 16-19 and 19-25

10.1 Where the council agrees to provide travel assistance to a young person or adult aged between 16 and 25 the following travel solutions will be considered. The nature and mode of travel support will be determined by the Council and will be one that is consistent with the council's duty to secure value for money and the needs of the young person. The council may ask for a contribution as per 3.1

## 11.0 Types of travel solutions provided

- a. **Bicycle** - A one off payment may be made when a young person, who is eligible for support under the Council's policy, would like to use or uses a bicycle to travel to their place of education. This solution can also include a programme of independent travel training to ensure the young person is able to safely cycle to and from school/college if required.
- b. **Walking Bus** - The Council is keen to reduce the number of vehicle journeys

in and around the City, especially at peak times and reduce traffic movements in close proximity to schools. A young person may be allocated a space on a walking bus scheme. These involve several young people walking to and from school/college under the guidance and support of a Passenger Assistant.

- c. **Travel pass** - This is a free pass for use on public transport. This may also be provided for a parent/carer or another travel buddy to support the young person to access education.
- d. **Personal Travel Budget (PTB)** – Support for meeting the costs associated with ensuring support to access education may be provided through a Personal Travel Budget. This includes a variety of flexible support options such as: access to funds for parent/carers to enable them to drop earlier and collect later, paying for a family member, mileage and use of a befriending service. Family based travel solutions could also be supported by a Personal Travel Budget.
- e. **Supported public transport** - It may be possible for a young person to travel on public transport if the young person has some assistance. Where parents/carers are unable to accompany their son/daughter, the Council may provide a Passenger Assistant, befriending service and/or a travel buddy.
- f. **Manchester Travel Training Partnership** - The Council has a responsibility to promote appropriate independence skills. All young people will be supported and encouraged to travel independently to and from their place of education, when it is assessed as reasonable for them to do so. Where a young person is offered independent travel training the process will begin with an initial assessment of their skills and abilities. The training provided will be targeted to individual need and development. It is expected that where independent travel training is offered as a travel solution, a young person will take up this training. Further information on this Partnership can be found through clicking this link here: [Manchester Travel Training Partnership](http://www.mttp-travel-training.org) or go to [www.mttp-travel-training.org](http://www.mttp-travel-training.org).  
  
Top-up training will be available to support young people with transition when moving educational institutes.
- g. **Driving Lessons** - The offer of funded driving lessons where the young person is the correct age and this is the most cost-efficient option. Students can drive a car when they are 16 if they have, or have applied for, the enhanced rate of the mobility component of Personal Independence Payment (PIP).
- h. **Travel Vehicles** - In exceptional circumstances the Council may provide a vehicle to transfer a young person to and from school/college. Vehicles and drivers are provided by a suitably qualified, registered, commercial provider working to contractual standards set by the Council. All drivers will all have an enhanced Disclosure and Barring Service certificate.

This could include:

Multiple pick up vehicles - Whenever possible, young people will travel together

in mini-buses. These will be specially adapted to meet the needs of those young people travelling on them. Each route will be planned on the basis of school/college start and finish times and the shortest possible route for all young people travelling on a particular vehicle. A multiple pick up vehicle may include a Passenger Assistant to support passengers from point of handover to drop off destination. The Passenger Assistant is responsible for the safe handover over to a responsible adult. Passenger Assistants will all have an enhanced Disclosure and Barring Service certificate.

Young people will be picked up and dropped off at a convenient location, within a reasonable distance from their home, in many cases from recognised bus stops. A home pick up and drop off will only be made where it is deemed essential due to the young person's significant needs.

Pupils must expect to travel to and from their place of education with other pupils unless there are exceptional circumstances where it would not be reasonable to expect a pupil to do so and increasingly they may be asked to travel to a designated collection point.

In exceptional circumstances, where there are surplus places on a multi pick-up vehicle, it may be possible for parent/carers to purchase a seat for a young person with SEND who has not met eligibility criteria. The cost will not be in excess of the cost of an annual travel pass. This would be subject to availability and/or change, as needs for eligible passengers take priority. A notice period, where possible, would be given, if the surplus place is no longer available.

Taxis and private hire vehicles - Under very exceptional circumstances, the Council may support young people to access education in separate taxis or private hire vehicles based on the assessed needs of the young person. A Passenger Assistant will not always be necessary. Where a Passenger Assistant is not deployed, a passenger must travel in the rear of the vehicle. There is an expectation that parents/carers will support their child into the rear of the vehicle. Parents/carers can act as a Passenger Assistant for their child in a taxi or a private hire vehicle.

Availability of transport is not guaranteed. For example, a case may arise where a young person is non-ambulant, but has not been allocated a crash-tested buggy or wheelchair for use on transport. Transport crews are not permitted to lift pupils onto or off transport. Parents, carers and schools are also not permitted to lift pupils onto or off transport as a situation may arise (such as a mechanical fault to the vehicle) which may require the transport crews to lift the pupil during a journey. In these circumstances, parental mileage reimbursement may be given as an alternative.

Closed-circuit television (CCTV) with audio recording or global positioning systems (GPS) may be used on vehicles. The CCTV footage will not be shared or circulated with anyone outside the Council, but, along with GPS, can help to improve the speed and accuracy of incident resolution, and also supports transport crew training.

Passenger assistants will be provided on some transport routes. The provision or non-provision of a passenger assistant on a route is based on several factors,

including:

- the age of the pupil
- the distance between home and school/college
- information provided on the transport assessment form
- the SEND of the pupil
- the number of other pupils travelling on this route

There is no minimum or maximum age that determines whether a passenger assistant will be automatically provided and the Council will consider age in conjunction with all the factors listed above to make its decision.

Provision of a passenger assistant at any one time does not guarantee that this will be an ongoing arrangement nor can the Council guarantee consistency of provision. The requirement will be re-assessed in the pupil's annual review, periodically during the year, and in the event of any change in circumstances.

## **Part B**

### **Application, Review and Appeals processes**

#### **Application Process**

- 6.1.1 The parent/carer or young person must make a formal application for travel support to access education before any assistance is considered. Each application will be processed as quickly as possible in chronological date order of receipt. The Council may request the provision of written evidence from education specialists and/or medical experts.
- 6.1.2 It remains the legal responsibility of the parent/carer to ensure that their compulsory school aged child attends school regularly.
- 6.1.3 In most cases, travel support to access education will be co-ordinated by the Council's Home to School Transport Team. In some cases this responsibility may lie with specific named schools and/or colleges. Therefore, parents/carers and young people should check the local arrangements at their child and young person's school or college before making an application for travel support to the Council.

Once this form has been completed it should be returned to:

Home to School Transport Team  
 Access & Sufficiency  
 Directorate for Children's Services  
 Manchester City Council  
 P.O. Box 532  
 Town Hall  
 Manchester  
 M60 2LA

Email to: [hometoschool@manchester.gov.uk](mailto:hometoschool@manchester.gov.uk)

## Review process

As stated previously in this policy, whenever possible, travel solutions will be reviewed alongside EHC plan annual reviews and at key transition points in a child or young person's education in order to ensure the support offered continues to meet the needs of the child/young person.

## Changes in Circumstances

It is the parent's/carer's/young person's responsibility to inform the Council of any changes in their circumstances. A change in circumstances may mean a previously declined application may be accepted and the parent/carer/young person is able to reapply. In addition, a change in circumstances for an existing travel solution may mean it no longer meets the eligibility criteria and the travel solution could be withdrawn. The Council will decide when the withdrawal of a travel solution takes place and will take into account the term and year of education and the impact on the child/young person.

### 8.1 Changes in circumstances include:

- A change in home address
- A move from one school to another
- Transition from primary to secondary school and transition from secondary school to college
- A change in medical and physical conditions
- A move into Council care

## 9.0 Health and Safety

9.1 Whilst every effort is made to come up with a travel solution to meet the needs of a child/young person there will be circumstances when the travel solution will need to be reviewed as it is not working. Whilst acknowledging the impact of their SEND on the behaviour of some children and young people, where a child/young person's conduct compromises the safety of anyone travelling with them, the Council reserves the right to suspend or withdraw the travel solution.

9.2 There is an expectation that the parent/carer and/or the child/young person signs a Code of Conduct. The Home to School Transport Team reserves the right to withdraw the offer of a travel solution if the child/young person or parent/carer refuses to sign the Code of Conduct.

9.3 Parents/carers will be expected to ensure their child's and young person's continued attendance at school when a travel solution is withdrawn.

## Appeals Process

If an application for travel support to access education is **not** approved by the Council, a letter will be sent to the parent/carer/young person.

If the parent/carer/young person disagrees with the travel solution offered or the

decision not to approve the application, there is a right of appeal.

Appeals should be made within 20 working days of the decision being received by the parent/carer/young person. The appeal should be made in writing, setting out the exact nature and grounds of the appeal. The appeal should include the details of personal and or family circumstances the parent/carer/young person believes should be considered. The parent/carer/young person can appeal against the travel solution offered, the child/young person's eligibility, and/or the safety of the route.

## **The Appeals Process has two stages:**

### **11.1 Stage 1 – Appeal of the original decision**

The A senior officer in the service will consider the appeal. The Appeals Form is available from the Council's Customer Service Centre 0161 219 6400, by writing to:

Home to School Transport Team  
Access & Sufficiency  
Directorate for Children's Services  
Manchester City Council  
P.O. Box 532  
Town Hall  
Manchester  
M60 2LA

Email to: [hometoschool@manchester.gov.uk](mailto:hometoschool@manchester.gov.uk)

The parent/carer/young person will receive confirmation the appeal is being considered. Further evidence may be requested to support the appeal and consultation with Education officers and professional bodies may be required. A decision and notification will be made within 20 working days from receipt of the appeals form.

The notification will include the nature of the decision reached, how the appeal was conducted and information about other agencies and departments that were consulted as part of the appeal process. An overview will be given of the factors that were considered, the rationale for the decision reached and information of how to proceed to Stage 2.

11.1.3 If the parent/carer/young person remains dissatisfied with the outcome, they should notify the Council in writing within 20 working days of receiving the appeal decision. If the parent/carer wishes the matter to be considered further, the parent/carer/young person should request the matter proceeds to Stage 2.

## **Stage 2**

11.2.1 If the parent/carer/young person is dissatisfied with the outcome of the appeal at Stage 1 the appeal moves to Stage 2. The appeal will be heard independently by a minimum of two Reviewing Officers who are independent from the Home to



School Transport Team. Parents will have the option to attend the appeal if requested.

- 11.2.2 A Stage Two appeal will consider the evidence gathered and the reasons for the decision being made at Stage 1. A decision will be made within 40 working days. The parent/carer/young person will be notified 5 working days after the decision for the Stage 2 appeal. In some cases a meeting with the parent/carer/young person may be necessary.
- 11.2.3 The notification to the parent/carer/young person will include the nature of the decision reached, how the appeal was conducted, information about other agencies/departments that were consulted as part of the appeal process and what factors were considered and the rationale for the decision reached.
- 11.2.4 During the appeal stages, travel support to access education will not be provided or a change to an existing travel solution will not be instigated. A Stage 2 decision is final.

### **Corporate Complaints Team**

If the parent/carer/young person is dissatisfied with the way in which the appeals procedure has been managed they have the right to make a formal complaint to the Corporate Complaints Team.

This is not an additional stage to the appeals process. Corporate Complaints

Team

Manchester City Council, PO Box 532 Town Hall, Manchester,  
M60 2LA

Email: [csfeedback@manchester.gov.uk](mailto:csfeedback@manchester.gov.uk)

Telephone: 0161 234 3012

### **Local Government Ombudsmen**

- 13.1 A complaint to the Local Government Ombudsmen can be made by the parent/carer/young person only if there has been a failure to comply with the procedural rules or there has been maladministration of the policy.

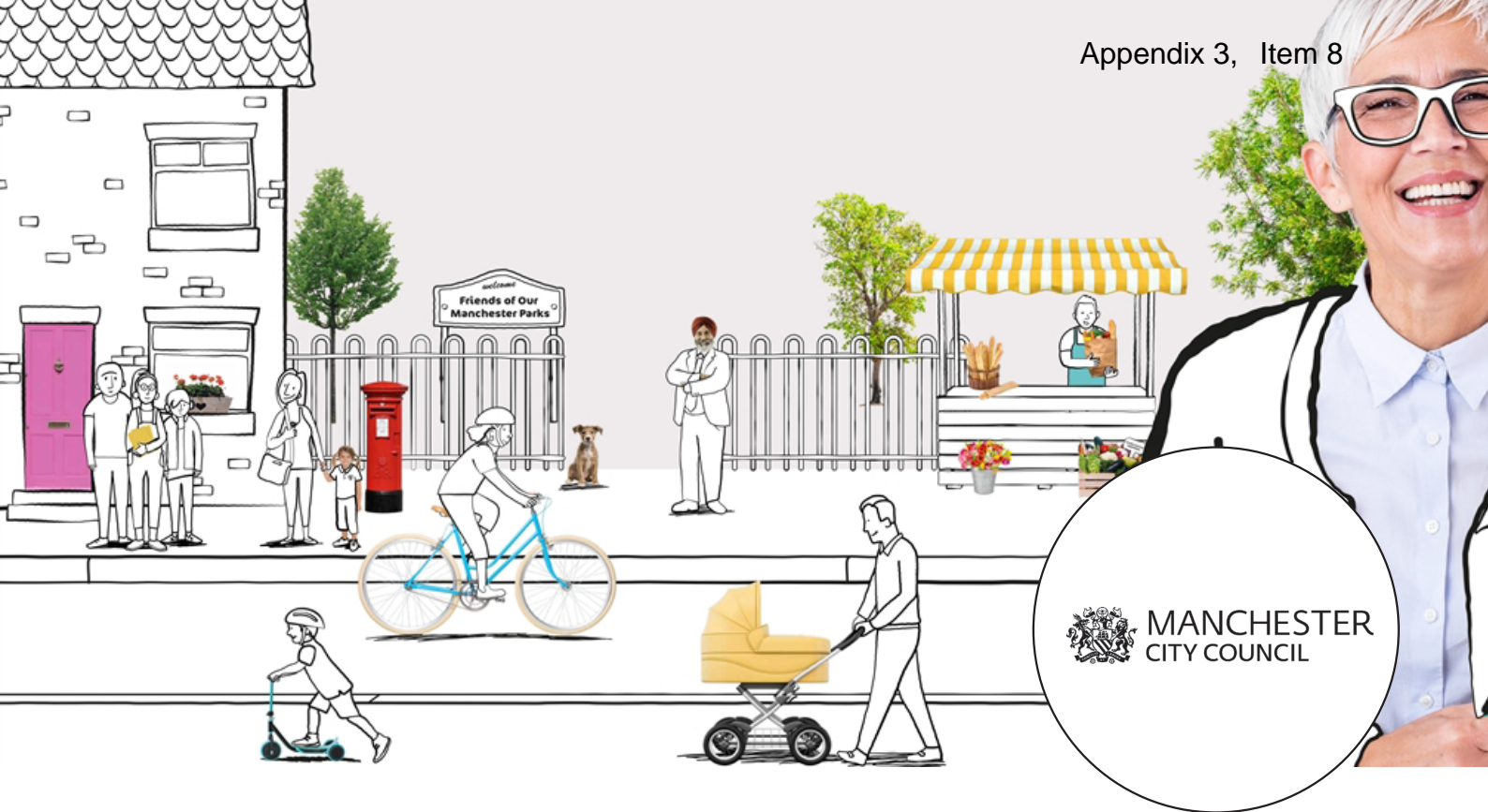
Telephone: 0300 061 0614. Alternatively, you can write to:

The Local Government Ombudsman PO Box 4771

Coventry CV4 0EH Fax: 024 7682 0001

You can also text 'call back' to 0762 481 1595.

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## Help with travel for children and young people with Special Educational Needs and Disabilities (SEND) to access education or training.

### Overview

This policy explains how we can support children and young people with SEND to get to school or college up to the age of 25.

The aim of this policy is, wherever possible, to work with the family and young person to develop a travel solution enabling the child or young person to access education in the same way that members of their peer group who do not have a special educational need or disability would access their education.

Wherever possible, it is expected that parent/carers of children and young people with SEND make arrangements for their child to attend school or college in the same way as for parents/carers of children and young people who do not have SEND.

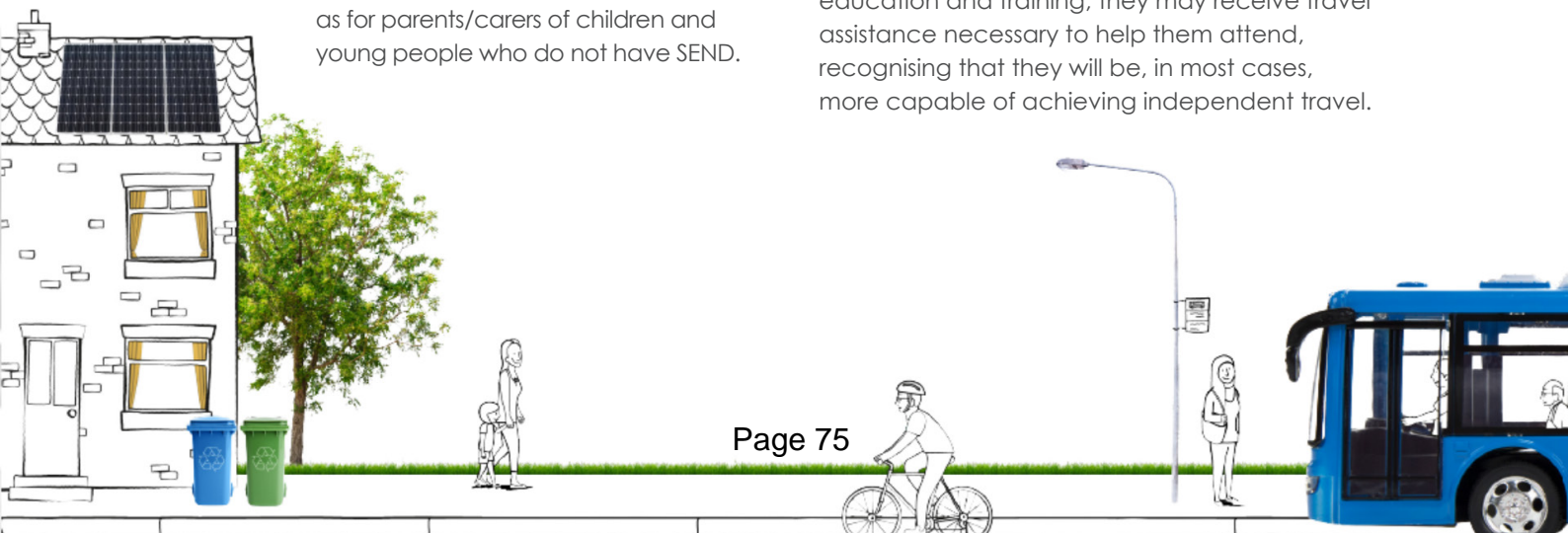
### Eligibility

Eligibility will be assessed on a case-by-case basis.

If a child or young person is at school from reception to Year 11 they will be eligible if they cannot walk to school, even with help from parents/carers.

When the child or young person moves into post-16 education parents/carers must reapply, and the child/young person will then be reassessed. The child/young person will be eligible if their needs are such that they cannot reasonably access education or training.

When a young person is aged 19 to 25, and has an Education and Health Care Plan and is accessing education and training, they may receive travel assistance necessary to help them attend, recognising that they will be, in most cases, more capable of achieving independent travel.



## Type of Travel Solution

The Council has a duty to promote the use of sustainable travel and transport. Therefore the following are examples of travel solutions which may be offered:

- Travel Pass to allow for travel on Manchester's buses, trains and trams
- The option of a personal transport budget
- Independent travel training
- Walking bus scheme
- A one off payment to purchase a bicycle
- Buddying service to support children and young people on public transport
- In some cases Manchester may provide a vehicle to help transport the child or young person
- We will decide if a passenger assistant is required to support the child/young person when travelling

## Changes to arrangements

We review our transport arrangements regularly to ensure best value for money is achieved. Sometimes we will need to make changes to the travel solution provided.



## How to apply

The fact that a child or young person has an Education and Health Care Plan or attends a special school does not automatically entitle them to transport assistance.

Parents/Carers will need to:



fill in an  
**application form**



call us on  
**0161 219 6400**



Or email us  
**hometoschool@manchester.gov.uk**

Following receiving the application, we will review this in line with our policy, before informing parents/carers of the outcome.



**MANCHESTER  
CITY COUNCIL**

**Manchester City Council  
Report for Information**

**Report to:** Children and Young People Scrutiny Committee – 20 July 2022

**Subject:** Overview Report

**Report of:** Governance and Scrutiny Support Unit

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**Summary**

This report provides the following information:

- Recommendations Monitor
- Key Decisions
- Items for information
- Work Programme

**Recommendation**

The Committee is invited to discuss the information provided and agree any changes to the work programme that are necessary.

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**Wards Affected:** All

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**Contact Officer:**

Name: Rachel McKeon

Position: Scrutiny Support Officer

Tel: 0161 234 4997

Email: rachel.mckeon@manchester.gov.uk

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**Background Documents (available for public inspection):**

None

## 1. Monitoring Previous Recommendations

This section of the report contains recommendations made by the Committee, responses to them, if they will be implemented, and if it will be, how this will be done.

Date	Item	Recommendation	Action	Contact Officer
8 January 2019	CYP/19/05 Youth and Play Services	To request the needs analysis ranking information for the 32 wards in Manchester.	A response to this recommendation will be incorporated into a future report.	Neil Fairlamb, Strategic Director (Neighbourhoods)
9 October 2019	CYP/19/39 Skills for Life	To request that the Council work to ensure that, as far as possible, all settings are involved in Skills for Life, including independent schools, and that officers look into how Skills for Life could be incorporated into the contracts when Our Children are placed in non-Council-owned residential settings.	A response to this recommendation has been requested and will be reported back to the Committee via the Overview report.	Neil Fairlamb, Strategic Director (Neighbourhoods)
6 November 2019	CYP/19/48 Youth and Play Services - Young Manchester	To request that clear information on the availability of toilet facilities, for example, in park cafes, be included on signage in parks.	A response to this recommendation has been requested and will be reported back to the Committee via the Overview report.	Neil Fairlamb, Strategic Director (Neighbourhoods)
4 March 2020	CYP/20/16 Improving Children's Outcomes Through Collaboration and	To request further information on how the Manchester University NHS Foundation Trust is dealing with smoking around its hospital sites and to note that the Executive Member for Children and	A response to this recommendation has been requested and will be reported back to the Committee via the Overview report.	Paul Marshall, Strategic Director of Children and Education Services

Date	Item	Recommendation	Action	Contact Officer
	Working in Partnership in a Locality	Schools will circulate a briefing note on work that is already taking place to address smoking in pregnancy.		
22 July 2020	CYP/20/26 Manchester's Transformation Plan for Children and Young People's Mental Health and Wellbeing	To request that school governors be included in the plans for schools and that CAMHS and the support on offer be included on the agenda of a future Chair of Governors briefing.	A response to this recommendation has been requested and will be reported back to the Committee via the Overview report.	Amanda Corcoran, Director of Education
2 December 2020	CYP/20/51 Early Help Evaluation (2015 - 2020)	To ask officers to consider how Councillors could help with this work and to circulate a note to the Committee Members on this.	A response to this recommendation has been requested and will be circulated to Members.	Julie Heslop, Strategic Head of Early Help
2 December 2020	CYP/20/51 Early Help Evaluation (2015 - 2020)	To request that the Early Help Project Manager provide information on the number of families, in relation to the presentation slides on areas of the city and the sustainability of impacts.	A response to this recommendation has been requested and will be reported back to the Committee via the Overview report.	Ed Haygarth, Early Help Project Manager
9 February 2022	CYP/22/11 Annual Virtual School Head's Report	To arrange a visit to Wetherby Young Offender Institution and Barton Moss Secure Children's Home, in conjunction with the Communities and Equalities Scrutiny Committee.	These visits are being arranged, in discussion with the Committee Chairs.	Rachel McKeon, Governance and Scrutiny Support Officer

## 2. Key Decisions

The Council is required to publish details of key decisions that will be taken at least 28 days before the decision is due to be taken. Details of key decisions that are due to be taken are published on a monthly basis in the Register of Key Decisions.

A key decision, as defined in the Council's Constitution is an executive decision, which is likely:

- To result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
- To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the city.

The Council Constitution defines 'significant' as being expenditure or savings (including the loss of income or capital receipts) in excess of £500k, providing that is not more than 10% of the gross operating expenditure for any budget heading in the in the Council's Revenue Budget Book, and subject to other defined exceptions.

An extract of the most recent Register of Key Decisions published on **11 July 2022** containing details of the decisions under the Committee's remit is included below. This is to keep members informed of what decisions are being taken and, where appropriate, include in the work programme of the Committee.

### Register of Key Decisions:

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Background documents	Officer Contact
<p><b>Early Years - Tendered Daycare Settings (2021/07/16B)</b></p> <p>The approval of capital expenditure to support the continued provision of high-quality Early Years settings across the City.</p>	City Treasurer (Deputy Chief Executive)	Not before 16th Aug 2021		Checkpoint 4 Business Case	Amanda Corcoran, Director of Education a.corcoran@manchester.gov.uk



Subject / Decision	Decision Maker	Decision Due Date	Consultation	Background documents	Officer Contact
<p><b>Youth Offer Strategy (2019/12/11B)</b></p> <p>To agree a Youth Offer Strategy for the next 3 years and complete the production of the strategy document</p>	Strategic Director (Neighbourhoods)	13 Jan 2020		Manchester Youth Offer Strategy	
<p><b>TC451 Provision of Transport Service for Manchester Schools Swimming Programme (22/02/18A)</b></p> <p>To seek approval to appoint a company to provide transportation for the Manchester Schools Swimming Programme. The contract will be for 2 years commencing September 2022 with an option to extend for up to an additional 2 years.</p>	City Treasurer (Deputy Chief Executive)	Not before 18th Mar 2022		Confidential Contract Report with recommendations	Lyndsey Lydyard lyndsey.lydyard@manchester.gov.uk
<p><b>Home to school travel for children and young people with SEND (2022/02/08A)</b></p> <p>Proposal to implement a new policy across the City for home to school travel for children and young people with SEND.</p>	Executive	16 Mar 2022		Report and recommendations	Amanda Corcoran, Director of Education a.corcoran@manchester.gov.uk
<p><b>Q20347 Consultant for EYES</b></p>	City	Not before		Report and	Jon Nickson

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Background documents	Officer Contact
<p><b>data Migration. 2019/04/25A</b></p> <p>Contract is to support Manchester City Council with the migration of their Education Management System away from Capita One towards the Liquidlogic EYES solution.</p>	<p>Treasurer (Deputy Chief Executive)</p>	<p>1st Jun 2019</p>		<p>Recommendation</p>	<p>j.nickson@manchester.gov.uk</p>

**Children and Young People Scrutiny Committee  
Work Programme – July 2022**

Wednesday 20 July 2022, 2pm (Report deadline Monday 11 July 2022)

<b>Item</b>	<b>Purpose</b>	<b>Lead Executive Member</b>	<b>Strategic Director/ Lead Officer</b>	<b>Comments</b>
Re-establishment of the Ofsted Subgroup	The report seeks the Committee's approval to re-establish the Ofsted Subgroup for the 2022/23 municipal year.		Rachel McKeon	
Our Year	To receive a presentation on Our Year.	Councillor Bridges	Paul Marshall	
The impact of COVID-19 on children and young people's mental health and well-being	To receive a report on the impact of COVID-19 on children and young people's mental health and well-being and the response to this.	Councillor Bridges	Paul Marshall	
Home School Transport	To receive a report on Home School Transport.	Councillor Bridges	Amanda Corcoran	Executive Report See November 2021 minutes
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	-	Rachel McKeon	

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