

## Home to school/college travel for post 16 students

If a student is eligible for travel support, an annual contribution charge of £650 from the student or their parent/carer is payable, unless the student is from a low income family (Highest Rate Working Tax Credits or eligible for Free School Meals – evidence must be provided) or is a looked after child.

### 1. Details of student

Full name of student:

Address:

Postcode:

Date of birth:

Is this student currently receiving Home to School/College Transport?    Yes    No

If YES, please state which school or college:

### 2. Details of parent/responsible person (if applicable)

NOTE: Telephone numbers MUST be provided

Name of parent/responsible person:

Telephone No:

Mobile No:

Email Address:

Name of parent/responsible person:

Telephone No:

Mobile No:

Email Address:

### 3. Course details

Is the course full time or part time?     If part time, how many hours?

Name of college:

Location, dates & times:

Course name:

Course tutor:

Course duration:

Is an appropriate course available at a college nearer to your home?    Yes    No



## 4. Student details

**For students aged 19 and above applications will only be considered where at least one of (a) to (e) is the case. If you answer yes to any of questions (a) to (e) you must submit relevant evidence. Applications will not be accepted without evidence.**

- (a) Does the student have severe or profound and multiple learning difficulties?  
(Defined as working at Entry Level One or below) Yes    No

- (b) Does the student have severe learning difficulties associated with autism? Yes    No

- (c) Does the student have a severe medical condition? Yes    No

In line with current guidance, our drivers and passenger assistants receive first aid training. They are not trained to administer medication and their protocol in emergency situations will be, where appropriate, to contact the Emergency Services. Drivers and passenger assistants will not administer any medication to passengers in their care. In the event of an emergency on board a vehicle, the procedure is for the passenger assistant or driver to seek guidance from medical professionals by calling 999 and asking for a paramedic crew to attend the scene. It is for parents or carers to decide whether they wish for their child to travel on regular transport in these circumstances.



(d) Does the student have a physical/sensory disability depending on the use of a wheelchair? Yes No

(e) Does the student have a severe psychological condition likely to put themselves/others at risk? Yes No

Is the student able to walk to college/school? Yes No

If NO, you MUST provide an explanation below. If you don't the application will not be accepted.

Is the student able to travel to college/school on public transport? Yes No

If NO, you MUST provide an explanation below. If you don't the application will not be accepted.



Is the student in receipt of a concessionary travel pass from Nexus? Yes No

Has the student been assessed or undertaken any independent travel training either by a current or previous teaching professional prior to this application? Yes No

If YES, what was the outcome of the travel training?

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## 5. About your family circumstances

Does your family have the use of a car? Yes No

Can you make your own arrangements to transport the student to school/college? Yes No

If NO, you MUST provide an explanation below. If you don't the application will not be accepted.

Does the student receive the mobility component of Disability Living Allowance or Personal Independence Payment? Yes No

If YES, which level: Higher Rate Lower Rate

Is this used to facilitate mobility needs? Yes No

Does the student have an Adult Community Care Assessment? Yes No

Does the student live in a household that receives highest rate Working Tax Credits or is the student eligible for Free School Meals? Yes No

If YES, you MUST submit evidence along with your application.

Are there any other family circumstances you wish to tell us about, such as your employment or financial situation? Please provide as much detailed information as possible below.



## 6. Additional information

Explain why you think the student needs help to get to school/college, why you as parent/carer cannot help them get to and from school/college and why the student cannot make their own arrangements to get to and from school/college. (You may attach any additional information to this application which you believe supports your request.) Evidence is required if you have cited medical reasons on your application.

## 7. Declaration

I  declare that the information I have provided above is complete and true, and that I will inform the LA if any of the above details change. I agree to the student undertaking an independent Travel Training Assessment if they are eligible for support and to pay an annual contribution charge of £650 towards travel support provided (unless the student is not eligible due to low income/LAC status). I understand and agree that I am applying for post 16 home to school transport pursuant to the terms and conditions set out in this application form.

Signed:

Date:

We need your personal data to provide the home to school/college service you are applying for. We may also use it for prevention and detection of fraud. We will keep your personal data safe and secure and will not share it with other organisations or disclose it to anyone else without your consent, unless we are required by law to do so. Sometimes we collect personal data for one Council service and need to use it to give you another service.

Do you agree that the data collected in this form can be used for other Council purposes?    Yes    No

## 8. Please return the completed application form to:

**Lead Commissioner**  
**Travel Care Team**  
**Quality Assurance and Commissioning**  
**Gateshead Council**  
Civic Centre  
Gateshead  
NE8 1HH

Tel: 0191 433 7474

Email: [travelcare@gateshead.gov.uk](mailto:travelcare@gateshead.gov.uk)

**Please ensure all sections are completed as incomplete applications may have to be returned to you, delaying the application process.**

