

# PERSONAL TRANSPORT BUDGET GUIDANCE – HOME TO SCHOOL TRANSPORT FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

---

## Contents

1. INTRODUCTION .....	1
2. QUESTIONS AND ANSWERS.....	2
2.1. What are the benefits of a Personal Transport Budget? .....	2
2.2. Who can apply for a Personal Transport Budget? .....	2
2.3. How much money will I receive? .....	2
2.4. Could my Personal Travel Budget be reduced or stopped? .....	3
2.5. How and when will the Personal Transport Budget be reviewed? .....	3
2.6. What if my child is absent from school?.....	3
2.7. Will it have an impact on the benefits I currently receive? .....	4
2.8. How can I apply for a Personal Transport Budget? .....	4
2.9. Can I stop my Personal Transport Budget? .....	4
3. FURTHER INFORMATION .....	4

## 1. INTRODUCTION

A Personal Transport Budget is granted at the discretion of the Council. Therefore, even if your child is assessed as eligible to transport assistance, you may not be granted a Personal Transport Budget. This is particularly the case if it would have an adverse impact on a service provided for other transport users, or where it is not an efficient use of the council's resources. Under these circumstances the council will arrange an alternative mode of transport, taking into consideration your child's needs. This will be assessed as part of the annual application process.

A Personal Transport Budget is a sum of money paid to parents / carers of children and young people with special educational needs and disabilities (SEND) who have an Education and Health Care Plan (EHCP) or identified SEND, who qualify for assistance with transport.

## **2. QUESTIONS AND ANSWERS**

### **2.1. What are the benefits of a Personal Transport Budget?**

- It allows freedom and flexibility for a family to choose the most appropriate travel arrangements for the child that best fit with personal circumstances.
- It provides choice and control over how funding is used to get a child to and from school on time in a way that suits you, your child, and your family.
- It allows opportunities to share with other parents and potentially increase your buying power.
- It offers families an alternative to the traditional services that a city council can provide.

Examples of some of the ways to use a Personal Transport Budget:

- Purchase a travel pass for parent/guardian or a trusted adult to accompany a child on public transport.
- Pay for a passenger assistant with an enhanced Disclosure and Barring Service clearance (DBS) for your child to walk to school or to travel by public transport with.
- Enable you or someone in your family driving your child to and from home to school or college.
- Arranging a private taxi firm to drive your child from home to school or college. However you must bare in mind the personal transport budget is a contribution towards this and may not cover the whole cost.

### **2.2. Who can apply for a Personal Transport Budget?**

An application for a Personal Transport Budget can be made for a child who has been assessed as requiring assisted transport to a relevant educational establishment by:

- a child's parent/guardian or carer; or
- a nominated person (with Power of Attorney) acting on behalf of the child and the nominated person has capacity.

To access the Home to School and College Transport Policy please visit: [Home to School Transport | Hull City Council](#)

### **2.3. How much money will I receive?**

The amount of a Personal Transport Budget will be assessed on the distance between your child's permanent residence and their school.

For fairness and consistency, all Personal Transport Budgets assessments will be measured by mile, using the same measuring software that is used for assessing your child's eligibility for home to school transport.

Payments are made monthly, between August and June, and are paid directly into your nominated bank account by BACS transfer.

#### **2.4. Could my Personal Travel Budget be reduced or stopped?**

A Personal Transport Budget payment may be reviewed, adjusted, suspended, or terminated if:

- Your child's attendance falls below 80%.
- Your child moves address.
- Your child has a long hospital stay of 2 weeks or more.
- Your child regularly arrives late at school in a morning.
- Your child arrives at school in an unfit state to learn.
- Travel arrangements that have been put in place for your child are deemed to be unsuitable or unsafe.
- Your child accesses short breaks stay away from the family home.
- You have more than one child or other member of the same household each receiving a Personal Transport Budget and attending the same school or another school nearby.
- Your child is not of statutory school age (such as those under 5, or in Post16 education), as you may be required to make a financial contribution.
- There is a change to national legislation and/or Children, Young People and Family Services policies.

You will be notified in writing of any decision to adjust or withdraw your Personal Transport Budget.

If you are unsure about whether a change in circumstances will affect your Personal Transport Budget, please email [SENtransport@hullcc.gov.uk](mailto:SENtransport@hullcc.gov.uk) or telephone 01482 615 108 to discuss. Failure to notify of a change in circumstances may affect the assessed amount or result in the termination of your budget.

#### **2.5. How and when will the Personal Transport Budget be reviewed?**

A Personal Transport Budget will be assessed and allocated for an academic year; you will need to apply prior to the start of each new academic year.

Any proposed changes to the financial payment structure will be subject to a 3month notice period.

#### **2.6. What if my child is absent from school?**

Children become poorly from time to time, and any short periods of absence due to your child being unwell do not need to be reported. School attendance for all pupils is monitored monthly; only if your child's attendance falls below 80% will this affect

Personal Transport Budget payments. If you are expecting your child to have such an absence, please contact [SENtransport@hullcc.gov.uk](mailto:SENtransport@hullcc.gov.uk) or telephone 01482 615108 so adjustments can be made to the next month's payment.

### **2.7. Will it have an impact on the benefits I currently receive?**

Personal Transport Budgets are not classed as a benefit. The budget is not taxable. However, we would always advise parent/carers to check with any relevant services that this is the case for their own personal circumstances.

### **2.8. How can I apply for a Personal Transport Budget?**

If you would like to apply for a Personal Transport Budget for your child, please complete the application form online which can be accessed via the [SEND Local Offer website](#)

You can also request a paper application form by emailing us at [SENTransport@hullcc.gov.uk](mailto:SENTransport@hullcc.gov.uk)

We will write to anyone in receipt of a Personal Transport Budget each year and invite new applications for assessment.

### **2.9. Can I stop my Personal Transport Budget?**

If you no longer require a budget, it can be cancelled giving 14 days' notice in writing. In the interim period it will remain your responsibility to continue with your Personal Transport Budget, to ensure your child attends their educational provision. If your child is assessed as requiring a Personal Assistant, it may take longer to put in place suitable transport arrangements.

## **3. FURTHER INFORMATION**

If you require assistance in the completion of your application or require any further information, please don't hesitate to contact [SENtransport@hullcc.gov.uk](mailto:SENtransport@hullcc.gov.uk) or telephone 01482 615 108.

Completed documents can also be returned by post to, SEN Transport Department, Festival House, 98 Jameson Street, Hull HU1 2AA.



The information in this document can be made available in other formats (large print, audio, digitally and Braille as appropriate) and different languages. Please telephone 01482 300 300. Textphone users please telephone 01482 300 349.