

## APPENDIX 4

### Rutland Home to School Transport Policy – proposed amendments

The current policy dates back to 2007, with some amendments made in 2014 when. As part of the Total Transport review, the policy has been revisited to consider potential amendments. These essentially aim to provide more clarity to what the Council is and isn't responsible for and to ensure parents are aware of their responsibilities.

Reference	Proposed amendment	Purpose
General	Policies for mainstream, SEN and post-16 transport split into separate documents. Mainstream and SEN policies have been rewritten. The post-16 transport statement will continue in the same form as in previous years, highlighting what provision is made for students in further education in line with DfE guidance.	Easier to find those policies that are relevant to individual circumstances. The majority of parents only need to know about the mainstream policies. Parents of SEN pupils will need to refer to the general and SEN policy documents
Introduction	Explanation about legislation removed. New introduction section sets out legal responsibilities of parents and refers to the separate policy documents.	Improves clarity of document and makes clear what the position is in Rutland. Provided that Rutland County Council meets the requirements of legislation there is no need to detail what that is. New introductory section makes clear what parents' responsibilities are.
Definitions	Definitions and glossary of terms included in an appendix. Key definitions such as qualifying school remain included in the main body of the document.	To help make the document more concise and clear.
Eligibility	Eligibility criteria more clearly and concisely stated.	To improve clarity of document.
Extended rights	Extended rights for low income families moved to a separate section under 'Other circumstances'.	Extended rights given more prominence as a separate section.
Compulsory school age	New separate section, also highlighting that Rutland includes 4 year olds attending their qualifying school.	Improves clarity of the document.
Qualifying school	New separate section highlighting that Rutland includes catchment as well as nearest school in its entitlement.	Clarifies position regarding qualifying school with details of catchment areas.
Statutory	New separate section setting out walking distances.	Improves clarity of the document. Makes clear that routes

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walking distance		are assessed based on the principle that children will be accompanied as necessary.
Route safety	New separate section detailing how routes will be assessed for safety and, if necessary, transport provided for pupils who live within statutory walking distances.	Provides more detail about the assessment of routes, and again makes clear that the assessment is undertaken on the basis of children being accompanied by an adult.
Accessibility to pick-up points	Section replaced by a paragraph within a new 'Transport assistance' section, with more precise definitions of circumstances for arrangements for pick-ups.	Provides greater definition about what is expected, in that pupils may be required to walk up to 1 mile (primary) or 1.5 miles (secondary) to reach a designated pick-up point for transport. This is to remind parents that there is no obligation on the authority to provide door to door transport and avoids any ambiguity.
Transport assistance	New section setting out what parents can expect from transport arrangements. Sets out that usually the driver will be the only adult on provided transport; passenger assistants will only be provided where a risk assessment of an individual route / service indicates that they should be provided for a specific reason.	Emphasises what the authority will provide and that generally this will be shared transport. Clarifies existing position regarding the provision of passenger assistants.
House move	Amended to only being applicable where the house move is due to circumstances beyond the parent's control. Such provision is restricted to year 11 and removed for years 6 and 10. Assistance will only be provided where the journey is considered to be reasonable. Additional conditions in place for considering the case of year 11 pupils.	Tighter eligibility criteria and restricted to key exam year only, in line with other authorities. Makes clear that under other circumstances it will be the parent's responsibility to make travel arrangements. Written evidence of house move circumstances may be required.
Dual residency	Makes clear that this is in circumstances recognised by the Courts. A separate section covers split families.	Improves clarity of the document.
Split families	New section detailing arrangements for pupils from split families. Includes possible requirement for documentary evidence.	Greater clarity; provides more definition about what will be provided under what circumstances, removing cause for ambiguity or misunderstanding.

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Medical needs	New section under 'Other circumstances'. Only considered for pupils attending their qualifying school. Reference to termly reviews replaced by regular reviews.	Covers temporary and long term medical conditions and provides tighter definition of what will be provided and that the child must be attending their qualifying school. Reviews of circumstances may be undertaken at anytime, dependent on circumstances.
Secondary admissions	Section removed as eligibility already defined earlier on.	Improves clarity of document.
Assisted transport	Replaced by new section entitled 'Fare paying places.' Makes clear that places are allocated on first come, first served basis and that there is no guarantee of on-going provision beyond a term at a time (currently a year with one month's notice).	Improves clarity of document. Moving to termly arrangement will avoid having to give notice and arranging refunds to parents. Parents will only need to pay for a term at a time instead of for a whole year.
Preference on grounds of religion or belief	Remove section on the basis that assistance on these grounds was previously withdrawn (2014-15), apart from eligibility under the extended rights provision that is already covered in a separate section.	Improves clarity of document.
Train travel	Section removed, as the document already makes clear what types of transport will be provided, and that it will be whatever is most cost-effective for the authority.	Removes duplication.
Pick-up points	Section removed, as already included elsewhere.	Removes duplication.
Exchange visits	Section removed, as clear from the criteria that exchange students would not be eligible.	Unnecessary section.
Sustainable Modes of Travel	Section removed, as doesn't form part of the Home to School Transport Policy. It is a separate strategy for encouraging sustainable travel behaviour.	Improves clarity of document.
Safe travel	Section removed as information covered in new 'Service standards' section.	More concise document.
Service standards	New section that sets out standards of provision, covering seatbelts, journey times and driver vetting.	Improves clarity of document.

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Hazardous routes	Detail of guidelines moved to appendix.	Improves clarity of document.
Behaviour	Replaced by new section on 'Poor behaviour', including sanction to withdraw transport in certain circumstances.	Gives greater clarity about what will be done in certain circumstances, including withdrawal of transport and requirement for parent to make own transport arrangements.
Smoking	Remove section as legal requirement anyway on transport services and covered by behaviour section.	More concise document.
Passes	Section removed, as operational matter rather than policy.	More concise document.
Parental mileage	Section removed, as mentioned elsewhere and operational matter rather than policy.	More concise document.
Fare-paying	Section removed, as covered elsewhere.	More concise document.
Appeals	Replaced by new section, detailing a more thorough 2-stage appeals process. Makes clear that the appeals process is for decisions regarding eligibility and entitlement for school transport, not for challenging the type of provision deemed appropriate by the authority. Same appeals process for mainstream and SEN transport eligibility.	More formal appeals process, with details of timescales and who is involved, offering more clarity for parents and improved decision making.
Special educational needs and disabilities	Dealt with in new separate policy document.	Clearer definition of eligibility and circumstances where transport will be provided. No change in actual policy, but will be clearer for its application.
Over 16	Section removed, as covered in separate post-16 transport policy.	Improves clarity of document.
Looked after children	Section removed as covered by mainstream policy. Scenarios are not about policy, but funding within the local authority.	Improves clarity of document.
Pre-school	Replaced by section entitled 'Early years.' No change in policy.	Improves clarity of document.
Escorts	Replaced by new section on passenger assistants,	Provides clarity that a passenger assistant is only provided

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	which indicates that these will only be provided where there is an assessed need.	where assessed as necessary, and may be taken away in the future following a reassessment.
Inclusion	Section removed.	Covered by other eligibility policies, provided that school attending is defined as the qualifying school on the days of attendance.
Parents	Section removed, as not a home to school transport policy issue, but an area of discretionary provision.	Can be dealt with as special circumstance.
Travel assistance and support	New section which clearly sets out that transport provided will generally be shared and will be the most cost-effective to the County Council. Also, makes clear that transport will not usually be door to door. Introduces the concept of Personal Travel Budgets.	Clearly sets out the types of assistance that parents can expect, and that the County Council will seek to provide transport in the most cost-effective way. Seeks to manage parents' expectations of what will be provided.
Independent Travel Training	New section setting out that where appropriate the authority will provide travel training to pupils, with the aim that all or part of their journey from home to school could be achieved independently (e.g. using public transport or mainstream school transport). Also, provides useful life skills for young people.	Makes it clear to parents that where appropriate young people will be trained to use transport independently.
Personal Travel Budgets	New section on personal travel budgets, offering choice to parents to make their own travel arrangements, where this would be more cost-effective to the County Council than other transport methods.	Another option for assistance to be adopted, whereby parents may be given a budget to arrange their own transport.
Use of passenger assistants	New section that sets out the circumstances when assistants will be provided, and what the responsibilities of assistants are.	Highlights that it is not the norm for assistants to be provided, and that they are only provided where assessed needs show a requirement. Also, reminds parents that the need for an assistant will be reviewed regularly and could be removed if deemed no longer necessary.
Review of transport	New section highlighting that regular reviews of needs will be undertaken and transport arrangements amended accordingly.	Clarifies the authority's position and reinforces current policy protocols. As individual circumstances can change, then so transport arrangements may need to change.

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Service standards	New section reminding parents of their responsibilities and that any requests for changes to transport should be made via the Transport Team.	Reminder to parents of their responsibilities.
Post-16	Dealt with in separate policy document.	Improves clarity of document.