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THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND

Dydd Mercher, 9 Medi 2020 Dydd Mercher, 9 Medi 2020

Dear Sir/Madam

PWYLLGOR GWAITH

A meeting of the Pwyllgor Gwaith will be held in Ystafell y Weithrediaeth, Canolfan Ddinesig, Glynebwy on Dydd Mercher, 16eg Medi, 2020 at 9.00 am.

Yours faithfully

Michelle Morris
Managing Director

AGENDA

Pages

1. CYFIEITHU AR Y PRYD

Mae croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod, mae angen o leiaf 3 diwrnod gwaith o rybudd os dymunwch wneud hynny. Darperir gwasanaeth cyfieithu ar y pryd os gwneir cais.

2. YMDDIHEURIADAU

Derbyn ymddiheuriadau

We welcome correspondence in the medium of Welsh or English. / Croesawn ohebiaith trwy gyfrwng y Gymraeg neu'r Saesneg.

3. DATGANIADAU BUDDIANT A GODDEFEBAU

Derbyn datganiadau buddiant a goddefebau.

EITEMAU ER PENDERFYNIAD - MATERION ADDYSG

**4. POLISI CLUDIANT RHWNG Y CARTREF AC YSGOL 3 - 26
AC ÔL 16: CYMERADWYAETH A CHYHOEDDIAD
(ERBYN 1 HYDREF 2020)**

Ystyried adroddiad y Rheolwr Trawsnewid Addysg.

To: N. Daniels (Cadeirydd)
J. Collins
D. Davies
J. Mason
J. Wilkins

All other Members (for information)
Manager Director
Chief Officers

Agenda Item 4

Executive Committee and Council only

Date signed off by the Monitoring Officer: 02.09.20

Date signed off by the Section 151 Officer: 02.09.20

Committee: **Executive Committee**

Date of meeting: **16th September 2020**

Report Subject: **Home to School and Post 16 Transport Policy 2021/22: Approval and Publication (by October 1st 2020)**

Portfolio Holder: **Cllr. Joanne Collins, Executive Member Education**

Report Submitted by: **Education Transformation Manager – Claire Gardner**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
20.08.20	27.8.20	01.09.20			15.9.20	16.09.20		

1. Purpose of the Report

- 1.1 The purpose of the report is to seek approval in relation to the review of the Blaenau Gwent Home to School and Post 16 Transport Policy for the 2021/22 academic session. The Council is required to adopt and publish the policy document by October 1st 2020.

2. Scope and Background

- 2.1 Councils have a duty to publish their home to school and post 16 transport policies in accordance with section 12(5) of the Learner Travel (Wales) Measure 2008 (“the Measure”), and the Learner Travel Information (Wales) Regulations 2009 (the “Regulations”). The Council’s policy must be made available by the 1st October proceeding the academic year to which the policy relates. Under the Regulations and the Welsh Government’s Learner Travel Statutory Provision and Operational Guidance 2014 (the “Guidance”) the information must be made available:
- 2.2
- on the Council’s website;
 - to parents on request;
 - public libraries; and,
 - distributed to parents of pupils who are in the final year of school and may transfer to another school or educational establishment.
- 2.3 The current policy was published on 1st October 2019 and will come into effect as of September 2020. Blaenau Gwent County Borough Council is more generous in respect of home to school transport entitlement than the Welsh Government statutory limits. The Council also offer a non-statutory travel grant for post 16 learners of £150.

2.4 The policy has been reviewed by the Education Transformation, Inclusion and Transport teams, along with Children's Services (please refer to **Appendix 1** for the revised draft document). The following minor additions have been proposed and are noted in red within the appended policy document:

- The date has been amended to reflect the academic year to which the policy applies (the academic year proceeding the year within which the policy is published).
- Section 5.0 'Transportation of Children Looked after (CLA)' has been updated, as per learning from this policy year and in order to improve the processing of transport requests.

3. **Options for Recommendation**

3.1 **Option 1:** Executive Committee to consider and approve the Home to School and Post 16 Transport Policy 2021/22 (**Appendix 1**).

3.2 **Option 2:** Executive Committee consider the Home to School and Post 16 Transport Policy 2020/21 (Appendix 1) and suggest any amendments prior to approval.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1.1 Education is a priority in the Council's Corporate Plan of which the Home to School Post 16 Transport Policy is an essential component. In addition, implementation of the policy will contribute to the Council's Medium Term Financial Strategy (MTFS). The proposed policy is fully compliant with section 12(5) of the Learner Travel (Wales) Measure 2008 ("the Measure"), and the Learner Travel Information (Wales) Regulations 2009 (the "Regulations").

4.1.2 The Welsh Government's Learner Travel Statutory Provision and Operational Guidance 2014 (the "Guidance") requires that the Council's policy must be made available by the 1st October, the year proceeding the academic year to which the policy applies.

5. **Implications Against Each Option**

5.1 The Council has a statutory responsibility to determine and publish the Blaenau Gwent Home to School and Post 16 Transport Policy by 1st October 2019, for the 2020/21 academic session. Any changes made to the policy should take account of the following:

- Learner Travel (Wales) Measure 2008 ("the Measure")
- Learner Travel Information (Wales) Regulations 2009 (the "Regulations")

- Learner Travel Statutory Provision and Operational Guidance 2014 (the “Guidance”)
- Welsh Government School Admissions and Admissions Appeal Code’s (2013)
- Blaenau Gwent Welsh in Education Strategic Plan (2017-20)
- School Standards and Organisation (Wales) Act (2013)

5.1.2 Therefore, if the policy does not progress within the programmed timeframe, the Council will not be compliant with section 12(5) of the Learner Travel (Wales) Measure 2008 (“the Measure”), and the Learner Travel Information (Wales) Regulations 2009 (the “Regulations”). In addition, the Council would fail to take account of the most recent developments relating to key areas of dependency on a local, regional and national basis; i.e. developments aligned to the draft Welsh Government Additional Learning Needs Act, Code and associated regulations, along with the Blaenau Gwent admission policy developments. The results of which may negatively impact upon both service users in terms of service and satisfaction, and services in terms of operational issues and budgetary constraints.

5.2 Impact on Budget (short and long term impact)

5.2.1 The Home to School Transport budget is approximately £1.9m, and the Post 16 budget is approximately £133,290 per annum. Blaenau Gwent Home to School and Post 16 Transport Policy was last reviewed in September 2019 and adopted in October 2019 for implementation in 2020/21 academic session.

5.2.2 The forecasted spend for 2020/21 is £1,803,107 (inclusive of staff salaries). The policy seeks to ensure that there is an appropriate framework to aid delivery; therefore, reducing the risk of overspend relating to issue management etc.

5.3 Risk including Mitigating Actions

5.3.1 The risk of not taking the policy forward within the specified timeframe, is that the Council will not be compliant with their statutory duty in respect of home to school transport. In addition, the policy which would therefore be applicable, would be outdated and could negatively impact upon service delivery, service user experience and ultimately spend .The mitigation for this is to ensure that the policy is adopted and published within the required timeframe.

5.4 Legal

5.4.1 The Council has a statutory duty to comply with Welsh Government legislation in line with the administration and review of statutory home to school transport policy arrangements.

5.4.2 Following approval, the policy will be translated into Welsh to meet the requirements of the Welsh Language Standards from the Welsh Language (Wales) Measure 2011.

5.5 **Human Resources**

5.5.1 The policy document and associated procedures have been developed by the Education and Environment Directorates, in partnership with the Social Services. The Education Transformation Manager and Transport Officer monitor implementation of the policy, and undertake annual reviews in order to inform future policy development.

5.5.2 Transport service operations are undertaken by a dedicated team who sit within Community Services, Highways and Development, working closely with Education who holds the budget, manages policy development and review processes, and Social Services who review and determine transport for Children Looked After.

5.5.3 The Education Directorate Management Team along with Wider Corporate Leadership Team have a key role to play in ensuring that the policy is effectively delivered across service areas.

6. **Supporting Evidence**

6.1 **Performance Information and Data**

The Council currently provides free Home to School Transport for approximately 1,330 mainstream pupils each day, via more than 30 established routes. Transport is also provided for approximately 160 pupils via season tickets for public service vehicles. The Council also provides transport for approximately 250 Additional Learning Needs (ALN) pupils on a daily basis. In addition, Council also provides approximately 800 post 16 students with assisted transport in the form of a travel grant.

6.2 **Expected outcome for the public**

The policy has been reviewed in order to ensure that there is service user clarity in relation to roles, responsibilities, expectations and awareness. The review process also takes account of key local, regional and national policy and legislative developments. It is therefore anticipated that the existing high levels of client and customer satisfaction will continue, along with improved operational delivery.

6.3 **Involvement (consultation, engagement, participation)**

The policy underwent extensive consultation throughout the summer period 2018, the outcome of which has aided the annual review process in subsequent years, with the distance limits set to remain for the remainder of the current political administration.

6.4 **Thinking for the Long term (forward planning)**

The policy will cover home to school and post 16 transport provisions for the 2021/22 academic session. The document takes account of key policy and legislative requirements, and annual reviews will continue to be

programmed for the foreseeable future taking on learning from previous years.

6.5 Preventative focus

The policy will support the Council to carry out effective home to school and post 16 transport arrangements; whilst mitigating the risk of service and service user conflict, along with complaints and appeals relating to policy gaps and issues.

6.6 Collaboration / partnership working

Key management and operational staff across the Council are involved in a detailed review of the document on an annual basis i.e. Education, Social Services and Procurement, along with Community Services, Highways and Development. The review process seeks to ensure compliance with Welsh Government legislation, and ensure that key local, regional, and national policy developments are accounted for, whilst also taking on board learning from the previous academic session.

6.7 Integration (across service areas)

The policy is cross-cutting in the sense that it impacts upon Education, Community Services, Highways and Development, Procurement and Children's Services; therefore, service area involvement is key to effective policy implementation.

6.8 EqIA (screening and identifying if full impact assessment is needed)

An EqIA impact assessment has been carried out, which determines that there is no adverse impact upon any of the protected characteristics. The policy seeks to ensure equality of access to transport for Blaenau Gwent learners.

7. Monitoring Arrangements

7.1 The Blaenau Gwent Home to School and Post 16 Transport Policy is reviewed on an annual basis in line with lessons learned, key policy, strategy and legislative reviews/developments.

8. Background Documents / Electronic Links

- Appendix 1 – Draft Home to School and Post 16 Transport Policy 2021/22

REF: HTSPSTP.192

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Home to School & Post 16 Transport Policy **2021/22**

Reviewed: August 2020
Adopted:

Should you have any queries relating to this policy please contact:

Education Transformation Team
Anvil Court
Abertillery
NP13 1DB

Email: 21stcenturyschools@blaenau-gwent.gov.uk

Telephone Number: 01495 357704 / 01495 35470

Should you have any queries relating to the provision of your child's transport or require support in making an application please contact:

Transport Team
Civic Centre
Ebbw Vale
NP23 6XB

Email: hometoschooltransport@blaenau-gwent.gov.uk

Telephone Number: 01495 311556

Blaenau Gwent has introduced an on-line application system for parents to apply for Home to School or Post 16 transport for their child(ren). Please visit the link below via the webpage:

<http://www.blaenau-gwent.gov.uk/resident/schools-learning/school-transport/>

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1.0 Introduction

This policy document has been produced by Blaenau Gwent County Borough Council in compliance with the Learner Travel (Wales) Measure, 2008.

The purpose of the policy is ensure that relevant information around home-to-school and post 16 transport arrangements is available to parents/ carers, pupils and partners. The Home to School and Post 16 Transport Policy will be reviewed on an annual basis.

The Council has developed a code of practice, to support safe travel arrangements. The code of practice forms part of the application process and ensures that both learners and operators are aware of the expectations upon them, whilst accessing/ providing transport.

2.0 Background

The Council has a duty to provide transport in accordance with Learner Travel (Wales) Measure, 2008.

The distance by which entitlement to transport is calculated is defined as the walking distance of the shortest available route, that is deemed to be safe. Route designation is carried out in accordance with the risk assessment procedure as detailed in the Learner Travel Statutory Provision and Operational Guidance (2014).

Under section 32 of the Education Act 2002 (which was amended by section 21 of the Measure), Councils have the power to change school session times, **if the change is considered necessary or expedient to promote the use of sustainable modes of travel, or to make travel arrangements more effective or efficient.**

3.0 Who Qualifies: The Main Criteria

Blaenau Gwent Council will provide free transport for children attending their nearest suitable school, where the distance from home to school is over the specified walking distance detailed below:

- more than 1.5 miles from home for children aged under 8 years but of statutory school age; and,
- more than 2 miles from home for children aged 8 years and over.

Distances are measured by using the Council's Digital Information Mapping System, to determine the shortest available safe walking route between the home address and the main gate of the school to be attended.

Parents are able to choose an English-medium, Welsh-medium or a denominational school for their child. The child will qualify for home to school transport to the appropriate catchment area of the school. When the catchment area school is full and unable to admit a pupil, free transport will be provided to the next nearest

available school that has room to take the child, as long as the home is 1.5 miles or more away from the school for pupils under the age of 8 years, or 2 miles for pupils aged 8 and over.

The provision of free school transport will be arranged to coincide with the start and end of the normal school day and shall be provided during the school term time. Home to School transport is not provided for breakfast clubs, after school clubs or summer schools.

Transport will be provided from pick-up points at approved bus stops on the nearest public transport route to the learner's home, where possible.

*All awarded transport will be reviewed periodically in line with changes to circumstances relating to the pupil(s) transport requirements.

4.0 Additional Learning Needs (ALN)

The Council believes and promotes independence for all learners. This encourages independent living as well as health and well-being.

The Council will provide transport assistance for pupils with ALN:

- if existing transport arrangements are deemed unsuitable in line with a learner's needs, alternative arrangements will be determined by the Inclusion Service;
- if it is not appropriate for the pupil to walk to school due to the nature of their additional learning need and/or disability; and/or,
- if it is determined by ALN Panel that there is no appropriate education provision within the County Borough suitable to meet pupil need.

*The above arrangements will be subject to review in line with changes to circumstances relating to the pupil(s) transport requirements.

4.1 Residential School Placements not in the County Borough

Pupils with complex additional learning needs may require residential school placements. When considering placement, the cost of transport will be taken into account.

Transport can be provided on the following basis:

- Weekly or fortnightly boarding – transport for the pupil to return home weekly or fortnightly during term time.
- 38 week termly boarding – transport at the beginning and end of each half term and one additional return journey per half term.
- 51/52 week residential placements – one return journey per term.

Transport will be decided on a case by case basis in line with Blaenau Gwent policy.

If parents choose a school other than the school named by the Council's ALN Panel, it is the parent/carers responsibility to secure transport arrangements for their child and cover the associated costs.

4.2 Requests for Transport: ALN Provision

Pupils requiring ALN transport who live more than 1.5 miles (for those under 8 years of age) or more than 2 miles (for those aged between 8-16 years of age) from their nearest agreed ALN provision, will automatically qualify for free home to school transport.

*Please note in instances where the school is a parental choice and not the provision determined by the ALN Panel, no transport will be provided.

The Council has established a process in order to assess the travel needs of children who may require ALN transport, as follows:

- All requests to ALN Panel for consideration of change of placement will firstly be considered by the Transport team to determine their eligibility for transport on distance grounds.
- The Council's ALN Panel will then consider the request for change of placement, and if agreed, determine the appropriate placement and identify if transport is required to access the agreed placement.
- If it is identified that transport is required, a Pupil Transport Request Form will be completed by the ALN team. The form will be returned to the Transport Officer within 5 working days of the Panel meeting taking place. The Transport Officer will then make the necessary arrangements and complete a journey risk assessment.
- Individual pupil risk assessment forms will only be completed if requested by a parent/carer, or if the pupil has needs that warrant completion of a form such as profound and multiple learning difficulties. The ALN team will coordinate completion of the form. The form will identify the pupils transport needs and the type of transport required.
- The Transport Team require 15 school days upon receipt of the Pupil Transport Request Form, in order to arrange transport.

Where transport has been agreed, the Transport Officer will contact the parent and inform them of the arrangements. In cases where transport requests are refused, parents/carers will receive notification from the ALN team, also indicating their right of appeal.

5.0 Transportation of Children Looked After (CLA)

Children's Services will determine if it is considered appropriate for a child looked after (CLA) to attend a school other than the nearest suitable school to their residence, due to:

- the need to maintain continuity in education; and,
- or maintain contact with siblings and friends.

Transport for children who are looked after will be funded and coordinated by Children's Services with the exception of those cases, whereby placement is agreed by Education with a clear rationale, based on the educational needs of the pupil.

Requests for transport for CLA with ALN will be co-ordinated by the CLA Education Coordinator; however, where placement requests are agreed by the ALN Panel based on meeting the pupils needs, these requests will be funded by Education and administered by the Transport Officer in accordance with the **Belongings Regulations**. The transport application will be made by the CLA Education Coordinator **along with a completed pro-forma which will be submitted to the Transport Officer and copied to the ALN team, detailing the associated requirements.**

In cases where children looked after reside and are educated outside of Blaenau Gwent; transport arrangements will be the responsibility of the Local Authority within which the pupil resides.

Transport is not routinely provided in circumstances where a child or children looked after are in respite accommodation. If it is possible for existing school transport to accommodate the pupil(s) to and from the respite provision without delay or deviation from the route, this can be considered, subject to regular review. Requests must be made to the Transport Officer in advance (where appropriate) and not drivers/escorts/operators directly.

6.0 How to Apply for Home to School Transport

Application forms for transport assistance can be obtained via the following one of two methods:

- You can apply online by accessing the Blaenau Gwent Website: www.blaenau-gwent.gov.uk and selecting "My Services" register, Schools and Learning and completing the Home to School or Post 16 transport application form.
- If you do not have internet access then you can still apply by contacting the Councils Contact Centre on 01495 311556 who will complete an application form on your behalf over the telephone.

The Council aims to process all applications received within 10 school days, unless specialist provision is required which may exceed the 10 days dependent on the pupil's need.

7.0 Discretionary Welsh- medium Nursery Transport

In line with the Council's desire to promote access to Welsh-medium education, provided that there is capacity within the current transport arrangements, the Council will offer free transport for nursery pupils who reside over 1.5 miles from their home address to Ysgol Gymraeg Bro Helyg.

This discretionary nursery provision may be withdrawn on the basis that it reduces availability of transport places for statutory aged learners.

8.0 Transport Considerations

8.1 Change of Address - Transport Arrangements

Pupils studying for their GCSE exams in years 10 or 11 who change address after the autumn half-term in year 10 will be entitled to free school transport - **usually a bus pass, the Council does not have a duty to provide a separate taxi**; providing that the new address is **over 2 miles walking distance** from their current school. Transport can also be provided on an existing contract. The entitlement to free transport is provided in this instance, if the pupil attended their catchment area school prior to the move. It is the responsibility of the parent to ensure that the pupil is able to access the designated pickup and drop off points if using existing transport, and the pupil is able to access designated bus stops for season ticket holders.

8.2 Schools with Multiple Campuses/Sites

For multi-site/campus schools, if the campus nearest to the pupil's home is unable to offer a place and an alternative campus or site is offered which is over the distance criteria, then free home to school transport will be provided.

8.3 Permanently Excluded & Managed Move Pupils

If a child has been permanently excluded from school, the Council will provide a bus pass as necessary. This will only be applicable in cases when the pupil enrolls at another mainstream provision in Blaenau Gwent.

Where a pupil has moved schools as part of the managed move process, bus passes will be provided to enable the child to attend the new school. This will not apply to pupils where parents have elected to change schools.

8.4 Before & After School Activities

If a pupil attends breakfast club or after school activity/club then it becomes the responsibility of the parent/carer to transport their children to and from activities outside of the normal the school day.

8.5 School Trips

On occasions when school trips fall outside the normal school day, pupils in receipt of free home to school transport will need to be collected from the school as per the arrangements in 8.4 above.

8.6 Escorts

All drivers of home to school transport provision and accompanying escorts are required to have enhanced Disclosure Barring Scheme (DBS) checks. The Council may provide more than one escort on transport should the need arise to do so. All arrangements will be reviewed on a regular basis.

The transport provider may change throughout the time a pupil receives Council transport – meaning that drivers and escorts may change; however, where possible, continuity of drivers and escorts will be provided by contracted providers of transport.

8.7 Travel Assistance Reimbursement

Fuel expenses can be claimed in circumstances where appropriate transport cannot be provided, and the need of the pupil is such that the parent/carer may be required to transport their child. This will be assessed via the ALN team in partnership with the Transport Officer and agreed in writing in advance of finalising arrangements.

8.8 Pupils on Exchange Visits

The Council does not provide transport assistance to pupils on exchange visits.

8.9 Pupil Attendance

In circumstances where a pupil is in receipt of free home to school transport and is not attending school regularly, the Council can withdraw the travel offer. This will be determined on a case by case basis. Parents/carers of those found to be in breach of the travel offer due to attendance issues; will resume responsibility for ensuring the travel arrangements of pupils to and from school. This process will be overseen by the Education Welfare Service.

8.10 Preferred Schools/Parental Choice

Parents/carers who choose a school other than the nearest suitable catchment school are responsible for getting their child to and from the school throughout the time that their child attends the school. This is also applicable for pupils with additional learning needs; please refer to section 4.3 for more information.

8.11 Pupils Under 16 years Attending Vocational Training Provision

Blaenau Gwent Council does not provide transport for pupils of compulsory school age attending training provision.

8.12 Dual Residency

Where parents have shared responsibility for a child and the child is permanently resident at more than one address, the Council will provide transport from both addresses, as long as they are both in the catchment area for the school concerned and are located over the required qualifying walking distance.

8.13 Rural Areas/Transport Links

Where appropriate, the Council will use its discretion in determining whether or not a taxi link will need to be provided to an existing bus service for those pupils living in rural locations.

8.14 Temporary Medical Conditions

The Council understands that in some circumstances the health of a mainstream pupil may restrict use of mainstream transport, due to a temporary medical condition. In these instances individual assessments will be undertaken in assessing pupil need and risk.

If an ALN pupil has a temporary medical condition, transport may be provided on request from the ALN team. Transport arrangements provided on medical grounds will be reviewed regularly.

Requests for long-term transport due to a medical condition must be made to the Council's ALN team and accompanied by a letter from the pupil's consultant. The request must outline the pupil's medical condition and health risks encountered should they be required to walk to and from school.

The Council will not accept requests directly from GPs.

8.15 School Organisation Proposals

The Council will provide free home to school transport for learners of compulsory school age, where the closure of a school results in a learner being transferred to another school. Learners already on the register of the closed school will be provided with free transport to the new catchment school or the nearest school, subject to meeting the policy's distance criteria - until the learner finishes education at that school. If the learner leaves this school, entitlement to this discretionary provision will end.

9.0 Post 16 Travel

9.1 Transport Entitlement

All students living in Blaenau Gwent will be provided with a discounted bus ticket or travel grant to the Blaenau Gwent Learning Zone, Ebbw Vale Campus as their designated Post 16 provider; or, the nearest institution where their course is available depending on the following criteria:

- students must be between the ages of 16 to 19 (under 19 prior to the 1st September of the commencement of their course) to qualify;
- students shall reside in the County Borough of Blaenau Gwent;
- students must reside 2 miles or over (nearest walking distance) from their nearest college campus; and, the students should attend a full time course which requires attendance of 16 or more hours per week or a minimum 4 days attendance per week at the institution.

Students and pupils aged 19 or over at the commencement of the course are not eligible for travel assistance from the Council and in these circumstances they are advised to contact their respective college for details of any available transport provision.

All transport for Post 16 pupils including those with Additional Learning Needs (ALN), is agreed on a case by case basis by the ALN team in consultation with the Transport Officer. The Council may provide transport up to a maximum of three years.

9.2 Travel Grant

The Council's present policy is to provide travel assistance to those who meet the criteria up to a maximum of £150 per academic session. This will be paid termly as follows: £50 autumn, £50 spring and £50 summer.

9.3 Welsh Medium/Faith Education

Pupils who wish to undertake their Post 16 studies via the medium of Welsh or attend a Faith school are required to travel further distances for their education, with no direct public service bus routes. These students have the opportunity to utilise the existing contract bus provision in lieu of the Travel Grant, if appropriate.

9.4 How to Apply

Applications for transport assistance are available on Blaenau Gwent's website. Parents/Students can submit an application for transport assistance at any time, however, there is always an increase in demand prior to the start of an academic year and parents are advised to allow additional time. The Council sets a target to process all applications received within 10 school/college days, unless specialised provision is required.

Further information can be found on the following website www.coleggwent.gov.uk and <http://www.blaenau-gwent.gov.uk/resident/schools-learning/school-transport/>

10.0 Procedures

10.1 Safe Routes to School/Learner Travel Arrangements

Safe Routes to school are assessed individually by the Transport Division in line with Welsh Government Learner Travel Measure (2014). A route is considered to be available if it is safe for a child/young person to walk alone or with an accompanying adult, where appropriate. It is recognised that occasions may arise when routes may become hazardous. In these circumstances, the Council reserves the right to provide free home to school transport for distances below the discretionary limits in the interests of the safety of the relevant learners. The Council will assess route safety through using clear Council criteria and a determination will be made on a risk assessment basis, where necessary.

10.2 Extreme Weather

Severe weather may impact on Blaenau Gwent County Borough Council's ability to provide Home to School Transport safely. In such circumstances, the safety and wellbeing of the children and transport providers remains our key priority. Where severe weather results in the requirement to cancel transportation, the school will always notify parents at the earliest point to avoid unnecessary disruption.

Up to date weather information is posted on the Blaenau Gwent County Borough Council's website during periods of severe weather conditions.

If the Home to School Transport provision is cancelled, the Education Transformation team and Transport Officer will advise schools, as best they can,

when transport services are likely to resume. During these periods, the school will aim to keep parents/carers informed of developments.

If transport is cancelled due to extreme weather, the following is applicable:

- where a route is cancelled and a parent/carer takes the decision to transport the child themselves, the parent/carer remains responsible for the return journey or any subsequent costs should a return journey not be possible;
- if a child is unable to attend school due to severe weather, the parent/carer remains responsible for their child; and,
- out of hours emergency contact can be made with Blaenau Gwent County Borough Council through the main contact centre – 01495 311556

10.3 Exclusions from Home to School Transport

The Council has an approved travel behaviour code that covers all home to school transport provision. All parties will be required to sign the Blaenau Gwent Transport Behaviour Contract prior to approval of transport provision.

Blaenau Gwent County Borough Council reserves the right to refuse travel assistance where a child(s)/young person's behaviour is such that, it is unacceptable in line with the travel code and/or presents a significant health and safety risk, or whereby excessive and purposeful damage to vehicles has been identified. In these instances, the Transport team will issue warning letters and parents will receive no more than four letters. The behaviour management process is as follows:

- **Stage 1** - Initially raising the concerns/issues
- **Stage 2** - Informal warning indicating the remedial steps taken and the potential of transport removal
- **Stage 3** - Final warning indicating that transport will be removed.
- **Stage 4** - The school jointly with the Transport team will issue the final letter confirming the removal of transport, citing the reasons for the removal, the date of the proposed removal and the parental route of appeal.

If a pupil is refused/ excluded from transport due to behavioural issues, parents/carers then become responsible for their child's attendance at school and any transport required.

Any wilful damage that incurs cost to the transport provider for either repair or cleaning remains the responsibility of the parent/carer of the pupil concerned. Continued or repeat behaviour that result in wilful damage can result in exclusion from home to school transport.

Please note should a situation arise in during transportation, which constitutes a health and safety hazard, pupils can be removed from the vehicle with a police presence, and further transport provision withdrawn with immediate effect pending investigation.

10.4 ALN Transport Issues & Exclusions

The Transport team will monitor and review issues and incidents relating to ALN transport, and determine with relevant professionals, any reasonable adjustments required to accommodate the pupil(s).

In cases whereby there are recurrent issues i.e. behavioural and or medical, and where it is deemed that:

- the planned transport arrangements no longer meet the needs of the pupil; and/or,
- there are healthy and safety risks to both the pupil and contractor

In these instances, the Transport team will issue warning letters and parents will receive no more than four letters. The behaviour management process is as follows:

- **Stage 1** - Initially raising the concerns/issues
- **Stage 2** - Informal warning indicating the remedial steps taken and the potential of transport review/removal
- **Stage 3** - Final warning indicating that transport will be removed.
- **Stage 4** - Transport will be suspended and parents notified in writing, pending detailed assessment of the risks and transportation needs of the pupil. A Review Group will then be coordinated by the Transport Officer, with representation from relevant services and professionals, in order to determine a suitable solution.

If a pupil is refused or excluded from transport due to behavioural and/or medical issues, parents/carers then become responsible for their child's attendance at school and any transport required, until a suitable solution has been found.

Any wilful damage that incurs cost to the transport provider for either repair or cleaning remains the responsibility of the parent/carer of the pupil concerned. Continued or repeat behaviour that result in wilful damage can result in exclusion from home to school transport.

10.5 Safeguarding

The safety of children/young person on home to school transport or post 16 transport is Blaenau Gwent County Borough Council's first priority. In particular, Blaenau Gwent County Borough Council will ensure that:

- all drivers and escorts have been checked and cleared by the DBS;
- all drivers and escorts will have access to safeguarding training and report any concerns that they may identify to the Transport team, the school and where appropriate, the Police and/ or Social Services;
- all drivers and escorts carry a form of identity;
- lap and diagonal seat belts are provided on all contract vehicles;
- car seats/booster seats are provided in accordance with current Government legislation;
- drivers and escorts receive appropriate training and are familiar with safety and emergency equipment;
- drivers, escorts and operators are aware of their duties, particularly in emergency situations; and,

- wheelchair occupants are correctly restrained. Wheelchairs will need to meet specific authorised crash test requirements (this specification can be confirmed directly by the user in conjunction with our Transport team).

10.6 Home to School/College Transport - Code of Good Practice

Across all of home to school transport provision and post 16 learning, the Council operates a **Code of Practice** for pupils, students, parents, schools and transport operators. The code of practice can be found on the link below;

http://www.blaenau-gwent.gov.uk/fileadmin/documents/Resident/Schools_and_Learning/SchoolTransport_CodeofGoodPractice.pdf

10.7 Free Transport - Right to Withdraw

The Council reserve the right to withdraw awarded transport, if an error is made or where legislation has changed which affects the entitlement of a pupil or pupils using school transport. The Council will honour the transport provision for that pupil(s) for the remainder of the academic half-term, during which the awarding error was identified, or that legislation became effective.

All awarded transport is reviewed periodically.

10.8 Appeals Procedure

Where the one of the following circumstances apply:

- a child or young person is not eligible for travel assistance;
- a change in transport arrangements has been made and the parent/carer notified; and,
- transport has not been agreed.

Parents/carers may ask for the decision to be reconsidered whereby an appeals form will then be issued. Parents/carers may then highlight exceptional circumstances they wish to be considered in relation to their entitlement.

Appeals should be made in writing to the Education Transformation team, and wherever possible forwarded by recorded post to ensure delivery/tracking. All appeal related correspondence should be addressed to:

Education Transformation Manager
Anvil Court
Abertillery
Blaenau Gwent
NP13 1DB

Appeals will then be considered by the Appeals Panel, who look to determine the level of prejudice to the child should they not be granted transport. The prejudice will be considered in relation to the impact in terms of:

- distance
- disability; and/ or,

- medical considerations on the advice of a consultant.

Parents will have 10 working days to submit an appeal from the date that the refusal letter was issued. Their appeal will then be heard within 30 working days from the specific closing date indicated within the refusal letter.

10.9 Monitoring Procedure

All vehicles will be made available for random checks by Vehicle and Operator Services Agency (VOSA) and/ or another appropriate body, when required. Any complaints received by the Council concerning services or vehicles will be investigated in line with the Council's complaints policy. In the event of the complaint being upheld, the necessary and appropriate steps will be taken in accordance with the contract or as a matter of urgency and will be reported in a timely manner to the Education Directorate's Management Team (DMT).

The Council will undertake random checks to contracts, to ensure that they are being operated in accordance with the Council's terms and conditions. As part of this monitoring exercise, the following checks will also be made:

- punctuality;
- adherence to route;
- size of vehicle;
- licences; and,
- staff DBS checks are in place.

All of the above are designed to ensure safe and stress free travel.

11.0 Glossary of Terms

Additional Learning Needs (ALN)	A pupil who has an identified additional learning need
Catchment Area	A marked out geographical area made up of the streets around a school.
Catchment Area School	A school within the catchment area
Children Looked After	Children who are in the care of, or 'accommodated by', a Local Authority.
Child Protection	Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.
Designated Area	A geographical area, which is usually made up of Parishes served by a voluntary aided school (see section 2.2 for Faith/voluntary aided schools).
Nearest Suitable School	For transport purposes, the nearest suitable school may not be the catchment area school.
Officer Review	The process of someone within the Council looking again at an application for transport assistance.
Parent/Carer	Anyone who is responsible for the care of a child. We use the same definition as stated in the Education Act 1996.
Preferred School	Parents have a right to say they prefer a school other than the catchment area school. This is known as 'a preferred school'. This school will remain a preferred school when parents apply for help with transport, throughout the pupil's attendance.
Pupil	A young person who is of compulsory school age, which is the term after the child's fifth birth day and before the last Friday in June in Year 11. For transport purposes the term pupil will also include those in Foundation Stage 2.
Safeguarding and promoting the welfare of children	Protecting children from abuse and neglect, preventing impairment of their health or development and ensuring that they receive safe and effective care to enable them to have optimum life chances.
Shortest Walking Distance	The shortest safe walkable route between the main access to and from your private property, such as your front gate or the top of your drive and the nearest school gate.
Special Transport Needs	Some pupils may have special transport needs that come from a disability or a special educational need.
Statutory Walking Distance	As set out in section 2, in accordance with the definition provided in the Education Act 1996.
Student	A young person who attends a sixth form or college beyond the statutory school age, which is the last Friday in June in Year 11.
Suitable Walkable Route	A route where a child can walk to and from school safe from traffic – with the parent or another 'responsible adult' if the parent decides this is needed. If a parent cannot do this, the Council is not responsible for escorting your child to school.

11.1 Blaenau Gwent Schools

Blaenau Gwent has the following schools and provision for pupils:

- **Community Maintained Schools** – schools managed by the headteacher and governors, in partnership with the Council. The Council arranges admissions.
- **Voluntary-aided Schools** – schools supported by the relevant Religious Board and the Council jointly. The governors will normally employ all staff and manage admissions. These schools are sometimes called ‘faith’ or ‘denominational’ schools.
- **Foundation Schools** – schools maintained by the Council but the governors are responsible for admissions. For transport assistance purposes, all pupils attending Foundation schools are treated in the same way as pupils attending community schools.
- **Resource Bases** – some mainstream schools have Resource Bases which are Council funded provisions that meet the additional learning needs of pupils whose needs cannot be met in mainstream classes. Resource Bases have a higher level of staffing providing more specialist support to meet pupil need. Pupils access mainstream classes where appropriate and placement into a Resource Base is determined by the Council’s ALN Panel
- **Special School** – a school which caters for pupils with additional learning needs whose needs cannot be appropriately met in a mainstream or Resource Base setting. Special schools receive pupils with a degree of disability and placement is agreed through the Council’s ALN Panel. The Council arranges admissions for all special schools.
- **Pupil Referral Units** - cater for pupils with social, emotional and behavioural Difficulties and provides short term, as well as longer term placements. The Council arranges admission through the Council’s ALN Panel.
- **All Through School 3-16 model** – where there are more than one campus or site associated with the school. The school is responsible for admissions for all site allocation.
- **Welsh Medium School** – caters for children who are being taught through the medium of Welsh as their first language.

For more information on Blaenau Gwent Schools, please refer to the Blaenau Gwent Starting Schools Booklet, which can be found on the Council’s website, via School Admissions.

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