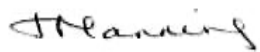




Transportation for SEND Learners Policy

Policy Ref: TMP10v8

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2026
	Colin Foster	Vice Principal		July 2026
Approved by	Martin Heaton	CEO		July 2026

Does this Policy require publishing on the College Website? **No**

Does this Policy require approval by Board of Governors? **No**

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Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM/CF
v2	July 2020	General procedural review, references updated, formatting changes	JM/CF
v3	July 2021	Annual review, references checked and updated	JM/CF
v4	July 2022	Annual review, references checked and updated	JM/CF
v5	July 2023	Annual review, references checked and updated	JM/CF
v6	July 2024	Annual review, references checked and updated	JM/CF
v7	July 2025	Annual review, references checked and updated	JM/CF
v8	July 2026	Annual review, references checked and updated	JM/CaF

Board of Governors Approval History

Version	Approved by	Signature	Date
v4	Dominic Kohl, Chairman of the Board of Governors		July 2022
v7	Claire Bolt, Board of Governors		Feb 2026

Date of Next Policy Review: July 2027

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

TMP College does not commission or manage home-to-college transport provided by Local Authorities, except where specifically agreed. Responsibility for assessing and arranging funded transport rests with the relevant Local Authority.

Independent Travel Training

Independent Travel Training can help support independence by developing personal, social and life skills by looking at the needs and capabilities of a learner.

Where a learner is considered sufficiently capable, we will offer independent travel training for them to develop the skills to be able to travel more independently. The assessment of this would be a joint decision taken by parents or carers / Local Authority Transport and SEND team / College and any other professional bodies applicable. Where a learner demonstrates the confidence, skills and ability to travel safely and independently, TMP College will encourage and support independent travel wherever appropriate.

We can also refer to the learners' Local Authority local Travel Training team who can support in transition to College.

Where learners are supported by their relevant Local Authority, it is for the Local Authority to decide on the travel arrangements to get learners between home and College at the beginning and end of the College day. Local Authority assistance will be provided in the most cost effective and appropriate way whilst meeting the learner's assessed travel needs. It is the responsibility of the parents/carers of learners to apply to their own Local Authority transport team for transport assistance.

Identifying Travel Personnel

All personnel involved in transporting learners must carry and present valid photographic identification upon request. TMP College reserves the right to verify the identity of any individual collecting a learner.

In the event that the regular driver is absent, the taxi or transportation company will inform the parents/carers and/or College prior to collection with the name of a different driver and reason for change.

Travel Assistance and Support for Learners

A pass for use on existing public transport:

For learners who are able, independent travel training may be provided, in order for a learner to be able to use public transport.

Personal Travel Budgets:

Personal Travel Budgets are administered by the learner's Local Authority in accordance with the authority's transport policy.

Parents may be offered the option of a personal transport budget (PTB) to make their own travel arrangements, if this is more cost-effective than other provision. This is not available to parents who prefer to make their own arrangements to transport their learner to their designated College despite other suitable transport being available.

A Personal Travel Budget (PTB) provides the opportunity for parents to exercise some choice and control over the way their learner gets to and from College. A PTB is offered at the discretion of the Council and where it is a cost-effective way of arranging for a learner to get to College. Parents are not obliged to take up a Personal Travel Budget where offered. The PTB payment can help to arrange the learner's travel to College in a way which suits their circumstances and could offer more flexibility, for example, around breakfast and after-College options. The payments can be used in creative ways such as buying a travel pass for an adult to accompany the learner to and from College or pay for an escort to walk with the learner to College, cover the cost to parents of driving or cycling with the learner to College, share travel arrangements with other parents, cover the cost of childcare arrangements for siblings to allow parents to take their child to College.

The amount received is based on the distance from the home to TMP College. Payments are made from the Council into the parent's bank account on a termly basis, and do not affect any other benefits. The Council can be asked for advice on the PTB, and how the PTB can be changed or cancelled. A months' notice will be required of any intention to end a Personal Travel Budget arrangement, in order the authority to arrange alternative travel assistance. If a learner's punctuality or attendance at College is becoming affected by a PTB, the arrangement will be reviewed by the Council.

Extended periods of non-attendance may result in a review of the Personal Travel Budget in accordance with the Local Authority's transport policy, and any overpayments may be recoverable where appropriate.

Use of passenger assistants:

Passenger assistants are provided on transport only where a learner has a severe physical condition, a medical condition requiring immediate treatment, or severe behavioural difficulties meaning that the health and safety of the learner, driver, or anyone else travelling in the vehicle would be at risk. The use of an assistant will be reviewed regularly, since the need may change as the learner grows older. A passenger assistant's duty is to supervise learners on a vehicle and to help with boarding and leaving the vehicle where the learner has physical, sensory or medical difficulties. They are not able to collect learners from home or take them into College if that would mean leaving other vulnerable person unattended. It is for the Local Authority to decide on the travel arrangements to

get learners between home and College at the beginning and end of the College day. Local Authority assistance will be provided in the most cost effective and appropriate way whilst meeting the learner's assessed travel needs.

Where alternative travel arrangements are not suitable to meet a learner's assessed needs, the relevant Local Authority may consider specialist transport provision, including taxi transport.

Parents should be aware of the Post 16 Transport policy of their home Local Authority as policy can differ from authority to authority.