Bespoke Training and Education

Transport Policy for Students (Aged 14–16) – Review Sept 2027

1. Policy Statement

This policy outlines the criteria, arrangements, and responsibilities related to the transport of students aged 14 to 18 including those with Special Educational Needs and Disabilities (SEND) attending Bespoke Training & Education Alternative Provision (AP). We are committed to ensuring safe, accessible, and reliable transport for eligible students to support their attendance, participation, and achievement.

2. Aims

- Ensure students with SEND have equitable access to education.
- Promote independence where appropriate.
- Provide transport solutions that are safe, suitable, and supportive of students' needs.
- Work in partnership with families, local authorities, and transport providers.

3. Eligibility Criteria

Transport support may be provided if a student:

- Has an Education, Health and Care Plan (EHCP) indicating transport needs.
- Is placed in an AP setting as part of a formal arrangement with the local authority or their home school.
- Is aged between 14 and 18 years.
- Lives beyond a statutory walking distance and cannot reasonably be expected to walk or travel independently due to their SEND.

Eligibility is assessed based on:

- Distance from home to provision (usually 3+ miles for 14–16, 3+ miles or exceptional need for post-16).
- Medical or physical disability.
- Social, emotional, or mental health (SEMH) needs impacting travel independence.
- Parental circumstances (e.g., single-parent households, other caring responsibilities) – considered on a discretionary basis.

4. Types of Transport Provided

Depending on assessed needs:

- Minibus or taxi services with trained escorts where needed.
- Travel training programmes for students working towards independence.
- Personal travel budgets or mileage reimbursements for families.
- Public transport passes with support or supervision if required.

All transport must meet safeguarding, insurance, and accessibility standards.

5. Application Process

1. Referral: Submitted by the school, local authority SEN team, or parent/carer.
2. Assessment: Conducted by the local authority's transport or SEND team, involving a risk assessment where necessary.
3. Decision: Communicated in writing, with clear reasons for approval, rejection, or conditional support.
4. Review: Annual review or upon significant change in needs or placement.

6. Roles and Responsibilities

Parents/Carers:

- Ensure student is ready at agreed times.
- Notify provider of changes (e.g., address, health, placement).
- Support travel training if offered.

Transport Provider:

- Ensure drivers and escorts are enhanced DBS-checked and trained.
- Maintain vehicle safety and punctuality.
- Communicate incidents or concerns promptly.

Alternative Provision Setting:

- Work with the transport provider on student behaviour support plans.
- Ensure staff are available to receive and release students safely.
- Liaise with families and authorities over any travel-related issues.

Local Authority:

- Assess eligibility and arrange appropriate transport.
- Monitor quality, safety, and cost-effectiveness.
- Review arrangements annually or as required.

7. Behaviour and Safeguarding

All students are expected to behave appropriately during travel. Transport staff will receive SEND-specific and safeguarding training. Behaviour contracts may be used, and repeated issues may trigger a transport review or require additional support strategies.

8. Complaints and Appeals

Complaints about transport arrangements should be directed to the AP's director Graham Coffey bespoke.te@gmail.com or the local authority's SEN transport team. An appeal process is available for decisions regarding eligibility or service quality, this can be obtained from the school the students is registered with or the local authority virtual school or SEND Team.

9. Monitoring and Review

This policy will be reviewed annually or when there are significant legislative, placement, or funding changes. Feedback from students, families, and staff will inform improvements.

10. Relevant Legislation and Guidance

- Education Act 1996 (Section 508B & 508C)
- Children and Families Act 2014
- SEND Code of Practice 2015
- Equality Act 2010
- Home-to-School Travel and Transport Guidance (DfE, 2014)
- Post-16 Transport Guidance (DfE, 2019)