

# Children, Young People and Family Services

**Home to School Transport for children and young people with Special Educational Needs and Disability**

# Personal Transport Budget Guidance

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 PTB, particularly 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 alternative home to school or college 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 of carers of children and young people with special educational needs and disabilities who have an Education and Health Care Plan (EHCP) or identified SEN need, who qualify for assistance with transport.

**What are the benefits of a Personal Transport Budget?**

* 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 a Personal Transport Budget:

* Purchase a travel pass for parent/guardian or a trusted adult to accompany a child on public transport
* Pay for an escort with an enhanced Disclosure and Barring Service clearance for your child to walk to school or to travel by public transport.
* 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

## 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 attend school or college.

* By a child’s parent/guardian or carer
* 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](https://www.hull.gov.uk/children-and-families/schools-and-education/home-school-transport)

## 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 in advance between September and July and are paid directly into your nominated bank account by BACS transfer.

## 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 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 attending nursery (under 5) or those in Post 16 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 contact SENtransport@hullcc.gov.uk or telephone 01482 300 300 to discuss.** Failure to notify of a change in circumstances, may affect the assessed amount or result in the termination of your budget.

## 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 reapply prior to the start of each new academic year.

## 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 your child is expecting planned absence, please contact SENtransport@hullcc.gov.uk or telephone 01482 300 300 so adjustments can be made to the next month’s payment.

**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.

## How to 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 which can be accessed via [http://hull.mylocaloffer.org](http://hull.mylocaloffer.org/) Transport link or email: [SENTransport@hullcc.gov.uk](mailto:SENTransport@hullcc.gov.uk)

## 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 school or college. If your child is assessed as requiring a Personal Assistant, it may take longer to put in place suitable transport arrangements.

## 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 or telephone 01482 300 300

Completed documents can also be returned by post to, SEN Transport Department, Room 128, 2nd Floor, Guildhall, Alfred Gelder Street, Hull HU1 2AA.

