

## School Travel Exceptional Circumstances Form 2023-2024

When completing an Exceptional Circumstances Form you may also be required to provide the following:

- Information from a qualified medical practitioner to explain how the medical condition affects your child's mobility - this practitioner could be a doctor, physiotherapist or hospital consultant.
- A statement outlining why your child cannot use public transport and why you cannot provide transport yourself.
- A letter from the school that confirms that they support your request for transport assistance and the timetable your child will be using whilst receiving our support ; and
- How long you think that you will need support- this should be accompanied with information by the relevant medical practitioner.

If we require any additional information we will contact you to discuss further.

PUPIL DETAILS			
Forename:			
Surname:			
Date of Birth:			
Address:			
What school does your child attend?			
When did they start at the school? (If not yet started please give date expected to attend)		Year Group in 2023/2024:	
How does the child currently get to school? e.g. bus, taxi, walk, cycle, car, etc.			
Is the child currently attending full time?			
Is transport required for the full academic year? If no state period transport required.			
Is your child able to travel independently on public transport?			
Is the pupil looked after by a Local Authority? If yes, please give details of authority/carer/social worker.			
Does the pupil have any special educational needs or disability? If yes, please provide details.			
APPLICANT DETAILS			

Full name			
Relationship to child			
Home address if different to child.			
Is your child entitled to Free School Meals? (Y/N)		Are you in receipt of maximum level of 'Working Tax Credits'?	
Do you have other children attending the same school?		Do you have other children attending another school?	
How do your other children travel to school?			

**OTHER PROFESSIONALS/AGENCIES INVOLVED WITH THE CHILD**

Name	Service	Telephone	Email

**TRANSPORT DETAILS**

Is there a direct bus route to the school/college?	Yes	
	No	
Please circle how many buses would be required in order to attend the school/college.	One	
	Two	
Please circle the estimated distance from home address to school/college. If approved, we will measure the home to school/college distance using a mapping system as stated in the Home to School Transport policy.	< 2 Miles	
	2-5 Miles	
	> 5 Miles	
Are you requesting;		
Commissioned Transport	Free Bus Pass	Personal Transport Budget



REASON FOR REQUEST FOR TRANSPORT

Please give as much information as possible in support of your application. Enclose copies of any medical evidence, if relevant and any other relevant documentation (e.g. letters from social workers or other agency/professionals involved with the family)

Continue on a separate sheet if necessary

**Please sign the declaration and return the form to:** SEN Transport, Room 128,  
2<sup>nd</sup> Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA or email to: [SENtransport@hullcc.gov.uk](mailto:SENtransport@hullcc.gov.uk)

### PARENT/GUARDIAN DETAILS

I declare that:

- I have read and understood the guidance notes on Home to School Transport
- To the best of my knowledge, the information given on this form is correct and complete
- I understand that, if my application is successful, I must contact Home to School Transport Team if there are any changes to information provided
- I understand that transport assistance can be reassessed at any time during the academic year
- I understand that if my child's behaviour is likely to place themselves or other people in danger, the provision of assistance could be withdrawn immediately pending review and reassessment of my child's travel needs.
- I understand that if transport has been withdrawn I am responsible for my child travelling to and from school until transport is re-instated.
- If it is necessary for them to understand my child's needs, I consent to a member of Home to School Transport Team meeting with me and my child to undertake a practical assessment
- I understand Hull City Council may share the information provided with contracted provider for the purpose of organising appropriate and safe transport.
- I understand that I must be at the home address when my child is collected and returned home from school as stated in the Home to School Transport Policy.

#### **Home to School Transport Privacy Notice**

This notice explains what personal information the council holds in relation to school admissions, how we collect it, how we use it and how we may share that information. We are required to give you this information under data protection law.

The SEND Transport Team can be contact by; Email; [SENtransport@hullcc.gov.uk](mailto:SENtransport@hullcc.gov.uk) Telephone; 01482 300 300

Post: Room 128, 2<sup>nd</sup> Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA

We collect information in order to allow us to meet our statutory obligations in relation to processing requests and arranging home to school transport.

During our work we may collect the following information;

- Basic information (such as Name, Address, DOB, Gender) about the pupil
- Information about the Special Educational Needs, including medical information of the pupil where this is appropriate
- Details about the behaviour of the pupil and relationships with adults and other children
- Information about the school life (such as attendance, exclusions) of the pupil
- Details of the parent/carer/family members of the pupil
- Details from other council departments e.g. fraud, council tax, social care, operational transport, transport planning,
- Any information from services that work or have withed with the pupil.

We will process this personal information in accordance with the following conditions in the GDPR:

- 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject
  1. Education Act 1996 amended 2002
  2. School Standards and Framework Act 1998
  3. Education and Inspections Act 2006
- 9(2)(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

We will receive information relating to the child we are assessing and their family from, the family themselves, schools and other professional agencies involved with the family.

We may share your personal information with schools, health professionals, police, independent bodies who transport the pupil, the council's SEN team, the team responsible transport planning and fraud investigations.

In line with statutory obligations we keep information about admissions for seven years and information More details about how Hull City Council uses personal information can be found on our website at <http://www.hull.gov.uk/help/oruvact-notice>

If you would like to enquire about how your personal information is processed by us or wish to complain please contact; Hull City Council, Data Protection Officer, Room 11, Guildhall, Alfred Gelder Street, Hull , HU1 2AA

You also have the right to complain to the regulator –

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Online enquires – <https://ico.org.uk/global/contact-us/emmails/>

Signature		date
Full name:	Relationship to pupil:	
Contact Number:		