



**HOME TO SCHOOL  
TRANSPORT  
POLICY**

2025 to 2026

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**Lancashire**  
County Council 

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## **HOME TO SCHOOL TRANSPORT POLICY 2025 / 26**

### **Introduction.**

This guidance sets out Lancashire County Council's arrangements for providing home to school transport, ensuring children and young people are safe and able to achieve their full potential in education, learning and future employment.

When considering whether to provide home to school transport assistance, Local Authorities are under a statutory duty to have regard to The Education Act 1996 (Section 508B).

Free transport is only available where your child fulfils strict criteria so it is important that you understand whether your child will be eligible before taking the time to complete a travel pass application.

The guidance has been written to explain how entitlement to transport assistance is assessed for all pupils, including those with an Education, Health, and Care Plan [EHCP].

The policy provides more detailed advice if you have a child with an EHCP. This can be found in Appendix B.

### **Transport Eligibility**

You must make sure your child attends school regularly. If you do not, court action may be taken unless you can prove that your child's non-attendance is because your child's school is not within statutory walking distance of home and the County Council has failed to provide transport or access to a school closer to home.

Lancashire County Council has a statutory duty to ensure that suitable travel arrangements are made for "eligible children" in their area to facilitate their attendance at "qualifying schools".

### **Walking distances**

By law, the local authority must provide free transport to and from school if your child is of compulsory school age and is:

- under eight years old and has to walk more than 2 miles (3.21 kilometres) to the nearest qualifying school or
- aged eight or over and has to walk more than 3 miles (4.82 kilometres) to the nearest qualifying school.

Your child will be eligible if they attend their nearest suitable school and.

- they live more than the statutory walking distance (see above) from that school, or
- they could not reasonably be expected to walk to that school, regardless of the distance because of their special educational needs, disability, or mobility problem, even when accompanied by an adult (includes children with or without an EHCP), or

- they would not be able to walk to that school in reasonable safety, even if they were accompanied by an adult.

### **Nearest suitable school**

While parents are free to name any school they wish during the admissions process, their child will only be eligible for free transport where the school selected is their nearest suitable school for transport purposes. Whilst Lancashire County Council recognises that parents have a right to exercise parental preference in their selection of schools, this does not mean, however, that transport will automatically be awarded.

The nearest suitable school for transport purposes is the nearest school that is suitable for your child's age, ability, aptitude, and any special educational needs they may have. 'Suitable school' does not mean the most suitable for your child. All schools are able to meet a wide range of needs and abilities. Suitable schools include all academies, free schools and faith schools and those located in a neighbouring local authority or district.

When deciding which is the nearest appropriate school for transport purposes, Lancashire does not consider parents' preference for a faith, single-sex, mixed, specialist or grammar school. This means that your child will not automatically receive transport assistance to any school where a place is offered. If you apply for a school that is not the closest to your home, in most cases, it will be your responsibility to ensure that your child can travel there safely.

Free transport will not be provided if your child attends a fee-paying, independent school unless the independent school is the only school named in their Education Health & Care plan.

The County Council assesses each child's eligibility for transport assistance when they transfer to secondary school. This is because preference selection on your secondary school application plays an important part when Lancashire considers if your child is attending their nearest suitable school. The transport eligibility assessment considers whether a place could have been offered at a nearer school if it had been included as a preference.

### **Distance from home to school**

Where there are schools within 3 miles of your address, the county council will determine which is the nearest school by measuring the shortest route along which your child, accompanied as necessary, may walk in reasonable safety. Route assessments may take into account public footpaths, bridleways, other footpaths as well as recognised roads where they are available.

Where all the schools are beyond a 3-mile walking distance, the county council will measure the shortest road route between your home and the nearest school where your child could have secured a place.

All distances between pupils' homes and schools are measured using Lancashire County Council's own mapping software and not any other internet measuring

application. In this way, all children are assessed consistently. Distances will be calculated to the school point defined in this software, which is not necessarily the nearest point between your home and the school's perimeter.

### **Extended Rights / Low-income criteria**

Extended rights are designed to support low-income families when expressing their preferences for schools. There is additional help with free transport when parents are in receipt of one of the qualifying benefits for free school meals or the maximum amount of Working Tax Credit.

Your child will be eligible for free travel to school if they are eligible for free school meals or you receive maximum Working Tax Credit, and they are:

- aged 8 or over but under 11, attend their nearest suitable school and it is more than 2 miles from their home; or
- aged 11 to 16 years, and attend one of their three nearest suitable schools provided it is more than 2 miles but not more than 6 miles from their home; or
- aged 11 to 16 years, attend a school that is more than 2 but not more than 15 miles from their home that their parents have chosen on the grounds of their religion or belief if, having regard to that religion or belief, there is no suitable school nearer to their home.

### **Home to School Transport**

#### **Definition of Home**

If your child lives in two different homes, (there is a shared parenting arrangement in place between mother and father or other approved carers), transport will only be provided from one of the addresses.

To work out whether your child is entitled to transport to and from school, we will use the address which we consider is your child's main residence.

To decide which is your child's main home, we will consider:

- the address which you specifically chose to use when applying for a school place.
- the address at which your child spends most school days and
- the address used your child's doctor, dentist etc.

If your child spends an equal amount of the school week at each address, we will usually consider the main address to be the one used on your admission application. This is normally where your child wakes up on the most school days, during the school term (Monday to Friday).

You should be aware that entitlement to assistance with home to school transport is assessed separately after the admission process (after school places have been offered). You cannot use an address to apply for a school place and another to have transport entitlement assessed.

For a new address to be accepted, there must be very exceptional reasons for the change, for example the sale of a property, house fire at one address, bereavement,

or relocation of the parents/carers to a single property. Parents must provide the necessary evidence for the Council to consider. A change in a child's living arrangements, for example spending more time at the new address, will not generally be considered to equate to exceptional circumstances.

### **Address changes**

If you move into Lancashire, or change address within Lancashire, we will identify the schools with available places at the time of your relocation. If your child is attending the nearest school where a place could be offered, then transport assistance will be provided.

If you have a low income and move to a new address that is over the statutory walking distance, there may be free transport available if your child is in their last year at primary school (Year 6) or if they are at secondary school and they have started their GCSE courses (Years 10 and 11). When considering whether to give transport assistance consideration will be given to.

- the cost of the transport
- how easy it is to move your child to another school.
- the journey to school
- whether your child was at the nearest suitable school to your previous address and
- whether you chose to move or whether you have been forced to move

We will also need proof (such as a solicitor's letter or a rental agreement) confirming the date you moved.

### **Primary School Transport**

If your child qualifies for free transport as you live over 2 miles from your nearest appropriate primary school this help will continue until the end of the academic year in which your child turns eight years old.

Free travel will also be provided if your child is starting in Reception and is not yet of compulsory school age. By law, free travel only must be provided from the term after your child's 5<sup>th</sup> birthday. Lancashire provides extra help to younger pupils but not those attending a nursery or pre-school class.

### **Siblings**

If you have one child with free transport to a school, it does not mean a younger sibling will automatically qualify. Each child is assessed based on their individual circumstances with consideration to their nearest suitable school at the time of application. Similarly, a child may not be eligible for free school transport just because a child in a neighbouring home qualifies.

## **Home to School Travel**

If your child is entitled to free transport from home to school, their travel pass will not cover any extra journeys during the school day. The council is not able to make arrangements to accommodate:

- parents' work or other commitments.
- attendance by siblings at other schools.
- a journey from one educational establishment to another.
- ad hoc visits to other schools, colleges, or other establishments.
- out of hours clubs (breakfast club, after school activities)

## **Mapping**

Due to the ever-changing nature of the road and public footpath network that results from the ongoing housing developments across Lancashire, our mapping data accuracy improves over time, highlighting pre-existing routes that were not historically available for use during the assessment process. Lancashire County Council receives regular software updates to ensure that assessments are made using the most up-to-date mapping software available.

## **How will your child travel to school?**

There are several different ways that your child might undertake the journey to school, which may not be door to door transport. These include:

- a bus pass for use on public transport
- travel training to enable an older child to walk or take public transport on their own
- a place on a dedicated school bus
- a shared taxi or minibus
- an individual taxi.

If your child is travelling on a dedicated school bus or a shared taxi or minibus, there will be group pick up points from a location reasonably near to your home and your child's school.

Dependant on individual circumstances, you might also be eligible for a mileage allowance or personal transport budget (Travel Assistant Grant.) See Appendix B for more details.

## **Travel times**

Home to school transport will be arranged to make the journey as straightforward as possible for all children. Every effort will be made to try to make sure that your child does not have to travel for more than:

- 45 minutes if they attend primary school: or
- 75 minutes if they attend secondary school.

These are one-way journey times.

In some circumstances it may be necessary to exceed these time scales where special schools are concerned, particularly where children attend a school some distance from their home.

### **Keeping children safe**

Home to school transport should be a safe environment for everyone involved. If your child regularly acts in a manner that creates risks for other users of the vehicle there may be a review of the transport arrangements. Reasonable adjustments will be made if your child's presenting behaviours result from their disability or medical condition.

Your child's transport may be suspended if an incident occurs that presents a serious risk to others. In this situation, a review will take place and the suspension will continue until safe and suitable provision is found. If following a review and reasonable adjustments the misbehaviour or risk remains, in extreme cases, a removal from transport may be permanently made. Any such decisions will be made with full consideration of the Department for Education's statutory guidance and the Equality Act 2010.

### **Route Reviews**

Over time the children travelling to a school change, some children will leave and new children will join. Sometimes the needs of children travelling also change.

The County Council's Integrated Transport Service regularly reviews transport operators and individual travel routes to make sure they meet the needs of the children travelling as much as possible, as well as delivering best value for public money. Where routes are fulfilled by external contracts such as taxi or bus operators, routes are planned and retendered in accordance with procurement regulations.

It is unlikely that you will be consulted as part of a route review as these have to be carried out in a timely and efficient manner. Your child's needs will be a primary consideration with any such review and there may be occasions where a consultation is required with you or the school particularly if your child is very sensitive to change.

You may receive notification at any time that the type of transport for your child is to be changed because of a review. Notifications may include:

- changes to the contractor / operator used
- changes to passenger assistant provision
- changes to the timings of pick ups and drop offs.

Where possible you will be given advanced notice of any changes but some may need to be made at very short notice, for example because of the termination of a contract with a vehicle operator or sickness.

### **Appeal details**

If the Council refuses your application for free transport, it is because you are not eligible under this policy or in law.

If you feel that the Council has applied the law incorrectly or if you consider that you have exceptional circumstances which you have not previously advised us of, you may submit an appeal.

Your appeal must precisely specify the nature of the error and all exceptional circumstances must be corroborated by appropriate documentation or evidence. If you fail to provide evidence, your appeal cannot be considered. Your eligibility will initially be reconsidered by an officer of the Council, who was not involved in the original decision not to award transport for your child. The officer will review the original decision and any personal and/or family circumstances you believe should be considered.

If transport is not awarded your appeal and evidence will then be considered by the Independent Transport Appeals Panel whose decision is final. A further appeal will not be considered unless there have been some significant/exceptional changes in your circumstances since the last appeal was heard. You can get appeal forms from your local area education office, or they are downloadable from the County Council's website. If the Independent Transport Appeals Panel decides that your child is entitled to help with travel costs, we will refund their travel costs from the date we receive your appeal form with the full evidence to support your appeal.

## **Appendix A**

### **Home to School Transport Policy**

#### **Unsuitable Routes Policy**

The County Council's Unsuitable Routes Policy is based on guidelines produced on behalf of Road Safety GB which have been compiled based on existing legislation, best practice, health and safety and case law. Case law has found that distance and not safety is the appropriate test and that your child should be accompanied where necessary. Assessments must look at the relationship between pedestrians and traffic only. Personal safety of children travelling alone are not considered. The County Council is not legally obliged to provide free transport just because you perceive the route to be unsafe on the grounds of personal safety.

If the shortest walking distance between your home and the school your child attends is within the statutory distance and you believe that the walking route could be considered as unsuitable, the County Council will undertake an assessment of the whole route, or those parts of the route which you may think are unsafe. When determining whether a route is suitable consideration will be given to the age of your child and consider footways, verges, walkable roadside strips, footpaths, and bridleways.

The County Council's assessment of the route will consider the following factors:

#### **Road Accident Record**

The accident record for the route over a minimum of 3 years will be taken in to consideration. The existence of an accident record will not necessarily indicate that a route is unsafe for the journey your child takes to school. This will depend on the type, nature and relevance of the incidents.

#### **Traffic Flow**

Where the two-way (one way of a dual carriageway) traffic flow is below 240 vehicles per hour the road is assessed as safe to cross. This is based on the original County Road Safety Officers Association criteria and is equivalent to one vehicle every 15 seconds and allows a reasonable gap time to cross a 7m wide road at a walking speed of 3 ft per second. A written account of any vehicle counts will be kept.

#### **Accompanied by a suitable adult**

Parents have the primary responsibility for ensuring their child's safe arrival at school. In all cases when assessing the suitability of routes, the County Council will assume that the child is accompanied, where necessary, by a parent or other responsible person and is suitably clad.

Therefore, the existence of the following factors will not usually make a route unsuitable, although they would be considered:

- lonely routes
- moral dangers
- canals, rivers, ditches, dykes, lakes, and ponds
- railway crossings
- routes without street lighting

## **Definitions**

### **Available Route**

An available route is any highway or public right of way which is maintained by the Local Authority. This includes roads surfaced or unsurfaced, footpaths, bridleways, or public rights of way. If the shortest walking route is felt to be unsuitable, however an alternative walking route is available which may be classed as suitable and which falls within the distance criteria, assistance with travel costs will not be awarded.

### **Footway**

A footway or roadside strip is one that is adequate usable walking width for the circumstances. To be usable it should be clear of overgrowth ie shrubs and trees obstructing the footway.

### **Sight lines**

A sight line is important when crossing the road or walking along the roadway. For a route to be non-hazardous:

- lines of sight for a pedestrian must be enough for them to see oncoming vehicles and have sufficient time to safely take avoiding action. Vehicle speeds on individual roads would need to be considered.
- lines of sight for a driver must be enough for them to see pedestrians walking along the carriageway and have sufficient time to safely take avoiding action at whatever speed they are travelling.

### **Step off**

A “step off” is where pedestrians can step clear of the roadway onto a reasonably even and firm surface such as a roadside verge.

### **Traffic Interrupter**

Any feature in the highway or environment that create gaps in the traffic flow eg traffic lights, roundabouts etc

### **Points to Consider**

The whole route from your home to your child's school will be assessed at the time children would normally be travelling to and from school. Where possible the assessment will be carried out on foot.

## 1. Availability of a footway, verge, walkable roadside strip, footpath, or bridleway

If these are available, then these parts of the route cannot be unsuitable, if there are suitable crossing points.

If the width of the roadside footway/verge/roadside strip falls to less than 1m in width and an alternative footway is not available, then traffic counts will be necessary at the points where this happens.

## 2. Suitable Crossing Points

When undertaking the measuring of walking distances to school the County Council will consider suitable road crossing points when assessing the suitability of the route.

Where road crossings are necessary, it will be assumed that if the half hour two-way traffic flow (one way on dual carriageways) is below 240 vehicles, the road should be reasonably able to be crossed.

Conversely, where the half hour two-way traffic flow (one way on dual carriageways) is in excess of 700 the road is assessed as being unsuitable to cross, unless there are 'traffic interrupters' (eg traffic lights) which provide suitable crossing gaps at reasonable intervals.

The assessments will not apply if pedestrian crossing facilities are provided.

In cases where central pedestrian islands are provided in the centre of the road to assist pedestrian crossing movements and there are no other pedestrian facilities available (ie pelican/zebra crossing), traffic flows will only be taken in one direction.

For roads where the half hourly traffic flow is between 240 and 700 vehicles, the ability of being able to cross the road comfortably four or more times in each five-minute period would normally indicate a road which is reasonably able to be crossed by an accompanied child. In cases where central pedestrian islands are available, the number of crossings will be taken from the island to the footway and vice versa.

The County Council will undertake a half hourly traffic count for both the morning and afternoon during school terms to coincide with the times the route would be walked.

When determining the number of vehicles in any time period, the following 'passenger car equivalent values' (PCU's) will be used as multiplication factors:

3 pedal cycles	1 PCU
2 motorcycles	1 PCU
1 car	1 PCU
1 Light Goods Vehicle (under 3.5 tonnes)	1 PCU
1 Bus/Coach	2 PCU

### 3. Roads without Footways

On roads less than 6.5m in width, where there is no public footpath or walkable verge or refuge points and where the traffic exceeds the maximum vehicle numbers per hour relevant to the width of road shown in the table below, these would be deemed unsuitable routes.

In addition, if the proportion of Heavy Goods Vehicles (HGV's) using the route is more than 10% of the highest total traffic volume figure, relative to the road width shown in the table below, the route would be deemed unsuitable.

In undertaking the assessment, however, if there are verges which may be 'stepped onto' to avoid vehicles, where there is insufficient road width for the vehicle/s to pass, then these parts of the route are not deemed to be unsuitable, unless the number of vehicles exceeds that which corresponds to the appropriate road width shown in the table below.

A step off or verge is a minimum area that a pedestrian could use as a refuge which is defined as 1.5m in length and 0.5m in depth and relatively level.

Where no 'step-off' exists for any part of the route the number of vehicles using the route will be counted at this point in accordance with the road widths shown in the table below.

Acceptable maximum length of single sections of road without verges before broken by a verge or refuge	Acceptable number of vehicles per half hour by road width			
	>3.5m road	3.5>4.5m road	4.5>5.5m road	5.5>6.5m
10m	201-240	301-360	401-480	501-600
15m	161-200	241-300	321-400	401-500
25m	121-160	181-240	241-320	301-400
35m	81-120	121-180	161-240	201-300
55m	61-80	91-120	121-160	151-200
75m	41-60	61-90	81-120	101-150
120m	31-40	46-60	61-80	76-100
160m	21-30	31-45	41-60	51-75
240m	11-20	16-30	21-40	26-50
300m	6-10	9-15	11-20	13-25
500m	1-5	1-8	1-10	1-12

In order to make the assessment, the above table will only compare the number of vehicles at those places on the route where the lack of 'step-off' exists.

Example: 4.5>5.5m road width

There are 3 parts of the route where no verge exists.

Part 1 the gap is 15m there were 200 vehicles counted - Route suitable.

Part 2 the gap is 120m there were 27 vehicles counted - Route suitable.

Part 3 the gap is 300m there were 21 vehicles - Route unsuitable.

Where HGV vehicles (this includes farm vehicles on rural roads) in the hourly two-way traffic count on the un-verged portions of the route are more than 10 in number or where this constitutes more than 10% of the total traffic volume, then the route would be classed as unsuitable, irrespective of whether the traffic volume was reached.

#### **4. Pupils not attending their nearest schools**

In cases where a pupil chooses not to attend their nearest school, travelling expenses to a more distant school on the grounds that the route to that school is deemed to be unsuitable will be not considered.

#### **5. Re-imbursments and Unsuitable Routes**

Where the Council determines that a route is unsuitable, any claims for retrospective re-imbusement of travelling expenses will only be backdated to the date that a travel pass application was made.

## **Appendix B**

Discretionary Transport Assistance:

### **Long term cases**

Where pupils live within the statutory walking distance between home and their nearest suitable school and where a pupil is physically unable to walk to school, transport assistance will be provided. Up to date medical evidence will be needed that confirms that your child is unable to walk to school. Provision of transport will not usually be offered where a pupil does not attend their nearest school, unless the medical incapacity arises where the pupil is in Year 10 and Year 11 in secondary school or in Year 6 in primary school. Lancashire County Council will however consider cases in other year groups where there has been a significant change in circumstances relating to a child's medical condition.

Assistance will normally take the form of public transport provision unless the pupil is physically unable to access public transport.

If the County Council determine that discretionary transport support is no longer required, parents can submit an appeal to the Independent Transport Appeals Committee if they consider it should continue, subject to a further officer review.

### **Short term cases (up to 12 weeks)**

Short term taxi transport may be considered where a child has a short-term medical incapacity. Medical evidence will be sought to confirm that the pupil will not be able to access public transport. In these cases, the provision will normally be made for a maximum of 12 weeks. In these circumstances, the Council will consider the provision of transport even if the pupil is not attending their nearest school.

If transport is likely to be required in excess of twelve weeks, the case will be reviewed, the parents have the option of appeal to the Independent Transport Appeals Committee.

### **Looked After Children, those in the Care of the Local Authority**

Pupils who are 'Looked After' by the County Council, who are placed in short term foster care and who do not meet the statutory criteria for transport assistance, will not be considered for transport assistance under this policy.

For eligibility for transport assistance for children looked after, the nearest suitable school would be that identified by the social worker.

### **Emergency transport arrangements**

In cases where children have been temporarily re-housed due to unforeseen emergency circumstances, transport assistance may be considered to a school other than the nearest provided the distance criteria is met. Assistance would be offered on this basis where it was considered that a pupil would be unable to attend school

without support from the County Council. Assistance will initially be provided up to a maximum of twelve weeks. Confirmation of the family circumstances will need to be provided by the local council or other agencies.

Transport assistance will normally take the form of provision on public transport unless the journey times exceed the County guidelines.

If transport is likely to be required in excess of twelve weeks, the case will be reviewed, the parents have the option of appeal to the Independent Transport Appeals Committee.

### **Managed moves and fair access protocol pupils**

Pupils, who are admitted to schools under the fair access protocol, may receive assistance with transport costs if the distance criterion is met, irrespective of whether they are attending their nearest suitable school.

Transport assistance will only be provided for pupils subject to a 'managed move' if the family meets the low-income criteria.

### **Medical conditions affecting the parent/s**

In exceptional circumstances where it is not possible due to the medical condition of one or both parents or carer to accompany a child to school and suitable arrangements cannot be made for a family member or friend to accompany a child to school, transport assistance will be considered. Assistance may be provided to ensure that the pupil travels to school safely and attends the school. Any such assistance is subject to satisfactory medical evidence being provided indicating the parental incapacity.

*This assistance will only be provided for pupils who meet the low-income criteria, this might include instances where the pupil resides within the statutory walking distance or the pupil does not attend their nearest school.*

If transport is likely to be required for longer than twelve weeks, the case will be reviewed, the parents have the option of appeal to the Independent Transport Appeals Committee.

## **Appendix C**

### **Children with an Education, Health & Care Plan (EHCP)**

#### **Eligibility**

If your child has an EHCP there is no guarantee that they will receive free home to school transport assistance provided by Lancashire County Council. All children are assessed in accordance with transport eligibility criteria as described in the Home to School Transport Policy. If you wish to receive transport assistance for your child you will need to submit a completed application form and until this has been submitted and approved it is your responsibility to ensure your child attends school. An application can take up to 6 weeks to assess.

If your child has an EHCP, their nearest suitable school will usually be named in their EHCP. If you are requesting transport assistance to a school that is not the nearest appropriate school it is unlikely that your child will be eligible for free home to school travel unless it can be demonstrated that any associated or additional costs would represent an efficient use of Lancashire County Council's resources or are negligible.

Transport assistance will be considered as part of any new education, health and care needs assessment. In making a judgement about the most appropriate transport and support the council will consider:

- age and maturity of the child or young person
- ability and aptitude of the child or young person
- any special educational needs or disabilities
- the length of the journey
- whether the child or young person is physically able to walk the distance from home to school and/or an agreed pick up and drop off point.
- whether the child or young person needs to be accompanied and whether it is possible for the child or young person to be accompanied.
- the type of vehicle the child is travelling on if transport is agreed

#### **How will transport support be provided?**

There are a range of different transport options, which may not be door to door transport. These include:

- a bus pass for use on public transport
- travel training to enable an older child to walk or take public transport on their own
- a place on a dedicated school bus
- a shared taxi or minibus
- an individual taxi.

If your child is travelling on a dedicated school bus or a shared taxi group pick up points may be used. It may also be possible to provide you with a mileage allowance or personal transport budget (Travel Assistance Grant) or a walking escort.

Independent travel training will be provided free of charge if this is appropriate in supporting your child's development independence. The offer of independent travel training will be based on the needs of your child and their travel requirements.

### **Travel assistance grant**

If your child is entitled to receive home to school transport and you wish to take your child to and from school, you may request a Travel Assistance Grant from the Integrated Transport Service. In this situation, you would be responsible for making the arrangements rather than Lancashire County Council. The grant will be entirely at the discretion of Lancashire County Council and will only be provided where it supports the efficient use of resources. It is unlikely to be available where existing suitable transport is in operation locally.

The Travel Assistance Grant is designed to help you make any arrangements needed and can be used to facilitate your child's access to education. The grant is paid over eleven months directly into your bank account and is based upon the one-way distance from your home to school on the shortest appropriate route between your home and the school. The distance will be determined by the Integrated Transport Service with the only exception being where the journey is over twenty-five miles.

The Travel Assistant Grants are grouped into bands according to the distance between your home and the school; these are as shown below:

Band 1 – Up to 5 miles

Band 2 – Over 5 miles up to 10 miles

Band 3 – Over 10 up to 15 miles

Band 4 – Over 15 up to 20

Band 5 – Over 20 up to 25

Band 6 – Over 25 miles - £0.45 per mile (or current Lancashire County Council Business Mileage allowance) to and from the school and based on a standard return trip.

The bands cover the basic cost of transport a child to and from school. Parking subsistence, and other costs are not provided. Where a grant is offered partway through the school year, or where attendance at school is on a part-time timetable, the total payment provided will be on a pro rata basis. The terms and conditions of the grant will be fully detailed in the Transport Assistance Grant agreement letter.

If you wish to stop receiving a grant, a reapplication for transport is required due to the change in circumstances and this can take up to six weeks to be approved and implemented.

There will be no reduction in the grant for occasional non-attendance at school. If your child however does not regularly attend school the County Council reserves the right to make a pro-reduction to the grant and review the provision of the grant.

## Passenger Assistants

There is no specific duty on the County Council to provide passenger assistants for children carried on home to school transport. However, fulfilling a duty of care to passengers and others may require a passenger assistant. A passenger assistant may be provided to accompany a child with significant needs arising from a medical condition or disability and where there is exceptional need for supervision. The decision about whether a passenger assistant is provided will be made as part of your child's transport assessment. Factors that will be taken into consideration when making the decision will include:

- medical issues
- health and safety related issues, including risk to self or others
- the child's mobility
- any challenging behaviour arising from the child's special educational needs or disabilities
- the need for continual care and supervision where a child has severe or complex medical needs
- age and capability
- length of journey
- the vehicle type and size.

A passenger assistant will only be provided where there is substantial evidence that demonstrates that your child may be at risk or may pose a risk to others travelling in the same vehicle. Any assessment for an individual passenger assistant will be based on the detailed supporting evidence that is provided.

Passenger assistants are trained to look after the general welfare of the children on their home to school journeys and will not normally provide first aid or administer any form of medication. If your child requires an enhanced level of support due to a severe medical condition, then a formal risk assessment may be carried out which may include advice and guidance from relevant health professionals.

A passenger assistant may supervise more than one child on a journey.