



HOME TO ACADEMY TRANSPORT POLICY

**The Principal, March 2010
Formal Review Date: March 2011**



HOME TO ACADEMY TRANSPORT POLICY

Red House Academy has adopted this policy from Sunderland City Council

The Education Act 1944 as amended by the Education Acts 1986 and 1996 and the Education Reform Act 1988 sets out the statutory minimum provision for home to Academy transport which must be provided.

Red House Academy has a general policy to provide home to Academy transport to students where:

- a statement of Special Educational Needs deems transport is necessary
- a student is attending a SEN Specialist provision on an assessment basis and the Head of the Special Educational Needs Support Team agrees transport is necessary
- the Head of the Special Educational Needs Support Team agrees to a recommendation from a Senior Clinical Medical Officer of the Health Authority to provide transport on a temporary basis for medical reasons (no more than 1 term)
- a student resides in an area not covered by public transport and is attending their nearest appropriate Academy
- students attending their nearest appropriate Academy and that Academy is over three miles by the shortest walking distance from the pupil's home address for pupils aged eight and over.

It is widely accepted that Academy Transport is an extension of the Academy day and it is the view of this Academy that such transport should be as safe, comfortable and as stress free as possible in order that students can take full advantage of the education offered.

The Academy will not fund transport in the following circumstances:

- at lunchtime
- for medical appointments or work experience
- when the student has missed the contracted transport
- to Academies other than the nearest appropriate Academy
- for transitional/integration placements to Academies/colleges other than in exceptional circumstances
- transport to colleges
- for journeys other than to and from the Academy, home address or respite care address when the student is in for a period of care

- for other family members travelling in the same direction
- temporary drop-offs to places other than the home address
- transport home when a student is sick during the Academy day (if a student is sick or is excluded it is expected that the Academy will make arrangements with parents)
- after-Academy clubs
- where the parent has chosen for the student to attend an Academy other than the nearest most appropriate Academy.

Provision of transport

Where a student is eligible for free transport under this policy it will only be provided between the student's normal home address and the nearest appropriate Academy. Transport from and to other points will not be provided.

Where students qualify for free travel the Academy will decide upon the mode of travel to be used, taking into consideration the statutory requirements in force at the time, and the needs of the student (not family circumstances or peer friendships).

All contracting will be subject to the Academy's Contract Procedure Rules, the Academy's Financial Procedures and Rules and Best Value. Contracts will be awarded for a maximum of three years. The provision of transport will be reviewed at the student's annual review where the student has a Statement of Special Educational Needs and therefore entitlement may change along with the students's needs. Parents will be notified prior to any changes being made.

A student attending an Academy within the City of Sunderland should wherever possible travel no longer than 45 minutes each journey. A student attending an out of Authority Academy should travel no longer than 1 hour per journey wherever possible under normal traffic conditions.

Provision of Escorts

The provision of escorts is not a legal requirement and so the use of escorts is at the discretion of each Academy. Red House Academy will provide an escort for all eligible students and all students attending secondary special Academy & SEN Units will be dependent upon need and a risk assessment being carried out by the Health & Safety Section.

Free Travel Permits

Free Travel permits will be provided to those students who are attending their nearest appropriate Academy and that Academy is over 3 miles, by the shortest walking distance from the students home address for pupils aged eight and over.

Students who change address whilst in Years 10 or 11 (Key Stage 4) may be entitled to free travel providing the distance from the home address to the Academy is over the statutory limits (measured by the shortest walking distance).

The safety of the route is determined:

- as accompanied by a responsible adult
- on a recognised footpath/walkway (recognised by the Academy)

Pupil Referral Unit and Academy Returners

Secondary aged students attending the Pupil Referral Unit or Academy Returners will be provided with transport to and from the unit for the first twelve weeks of their attendance. After that period transport will only be provided to those pupils who fulfil the distance criteria other than in exceptional circumstances.

Behaviour

Following incidents of unacceptable behaviour, the provision of transport will be reviewed. Initially a warning letter will be sent to parents advising them of the problem and the consequences of continued inappropriate behaviour by their student. If the behaviour of the student does not improve transport will be withdrawn for one week. After this period, transport will be reinstated but further incidents of inappropriate behaviour will result in transport being withdrawn for one month. After this period, transport will again be reinstated but any further reports of inappropriate behaviour will result in transport being withdrawn and a free travel permit being issued.

When transport is withdrawn and a free travel permit issued, it is the responsibility of parents/carers to ensure the student attends the Academy. Assistance will not be given towards the cost of parents' transport in these circumstances.

Where the students's behaviour is directly as a result of a known and diagnosed medical condition and it is agreed by medical advisors and teachers that the student has no control over their behaviour, then this may be reviewed. However parents have a responsibility to work with the Academy on these issues and it may be that the parent will be required to ensure the student is transported to the Academy and the Academy assumes the reasonable cost for this.

Driver/Escort Vetting

All drivers and escorts employed to operate Academy transport contracts, whether on a temporary or permanent basis, must be police cleared through the Criminal Records Bureau (CRB) and will be issued with an employment permit which must be worn at all times when operating Home to Academy Transport Contracts. Parents have a responsibility to ensure that they do not hand their child over to someone who does not display the Academy's 'badge'.

Academy Re-organisation

Consideration may be given to the provision of transport for a limited period for students who are displaced as a result of Academy re-organisation.

Complaints Procedure

Complaints should be made in writing and forwarded to:

Head of Special Educational Needs Support Team
Special Educational Needs Unit
Education Directorate
Stannington Centre
Stannington Grove
Sunderland
SR2 9JT