



One minute guide

Children's Transport Team

No. 49, March 2024

What does the Children's Transport team do?

The Children's Transport team is responsible for the assessment of applications for home-to-school transport assistance. The [Children's Transport Policy](#) sets out the criteria under which children and young people qualify for support.

Support may be available to:

- Children with special educational needs and disabilities (SEND);
- Children in mainstream education who live some distance from school; and
- Children looked after, or other children open to social work, as required.

The Children's Transport team is also responsible for maintaining the Children's Transport Policy, ensuring the policy fulfils the council's home-to-school transport statutory duties. This includes maintaining suitable application procedures; convening appeals in respect of refused applications and responding to enquiries about transport eligibility.

The team liaises with Metro, Admissions colleagues, Social Workers and SEN Casework Officers in managing the implementation of the policy. There is close cooperation with the council's Passenger Transport Services team (in Resources and Housing directorate), in moving children from the eligibility assessment stage through to the provision of actual transport arrangements.

What kind of support does the Children's Transport team offer?

Eligible children in mainstream education will generally be awarded a free bus pass. Eligible children with SEND will be offered either a free bus pass or be transported to school by the council. Children looked after or other children open to social work, as required, may also be offered a free bus pass or be transported to school by the council.

Eligible Children and young people are also invited to participate in the Bike to School programme, where they can receive a bike and safety equipment package as an alternative to a Zero Fare School Pass.

In total, around 18,000 children and young people enjoy some sort of support with their home to school travel from the council. Around 6,000 of those children have their assistance funded or subsidised directly by Children's Transport at a cost of approximately £14m per year.

What support is available for young people with SEND?

For some children and young people, travelling on public transport is daunting or not possible so other travel options are needed, particularly for those with Education Health and Care Plans or disabilities.

The team offers support, following a detailed assessment, to determine what best meets the needs of the individual, provides value for money and is sustainable.

The options include one or more of the following: free bus passes; Independent Travel Training; a mileage allowance or personal travel allowance; or a taxi or minibus, with or without a passenger assistant.

What is Independent Travel Training (ITT)?

Independent Travel Training supports young people to travel independently to school or college. Personalised training equips trainees with the skills, knowledge and experience they need to be able to make these journeys independently with confidence and safety.

ITT offers many significant and long-lasting benefits, including road safety skills, financial management, reading a timetable and other transferable skills. This helps to build confidence and self-esteem as well as the ability to access education, employment and social opportunities.

Where can I find more information?

You can access the Children's Transport website [here](#); and for details about school buses and bus passes visit the Metro website [here](#).

You can contact the Children's Transport team by email or phone for the following queries:

Pupils in mainstream education

Email: EducationCustomerServices@Westyorks-ca.gov.uk

Phone: 0113 348 1122

Children with SEND

Email: Send.TransportApplications@Leeds.gov.uk

Phone: 0113 535 1990