

Statutory Assessment & Review Service

Postal Address:
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www.coventry.gov.uk/travelassistance

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IMPORTANT LETTER

Wed 6th March

Re: Travel Assistance for September 2024

Dear Parent/Carer

The process for applying for travel assistance for September 2024 is as follows:

Please note, when we use the term 'travel assistance' it applies to all modes of travel i.e. home to school transport, PTB's and council supplied bus passes.

Those who must apply and/or reapply between 1st March & May 31st are:

- Pupils new to a school (in any year group)
- Pupils moving from Year 6 to year 7 (as it is a school change)
- **FINNANCIAL CONTRIBUTION REQUIRED FROM POST 16**
- All students in Post 16 provision (aged 16-18 on September 1st 2024)
- All students in Post 19 provision (aged 19-25 on September 1st 2024)

All other students who are already in receipt of travel assistance this year*, where none of the above applies to them, will continue to receive the same mode of travel assistance from September 2024 onwards and will receive a letter confirming this in the summer. However, if any of these families are moving address during the summer they must inform us ASAP (on the email address at the top of this letter) and we will reassess them based on their new address (as we would do in-year anyway). Any families who wish to express preference to change their mode of travel (e.g. swap from a PTB to transport or vice versa) should also email me. Swapping a mode of travel doesn't require a new application (unless you fall under the above bullet points).

Please also note: The Statutory Guidance for home to school travel has recently been amended. We are updating all of our policies to reflect this.

We will hold a workshop at **Baginton Fields on Monday March 18th 10am** for parents and carers to raise any questions they have around these changes. We are hoping to have these policies amended and uploaded by 1st March 2024.

Our window for applying is between 1st March and 31st May. We will of course accept applications after this date, but we cannot guarantee they will be processed in time for the start of term in September.

Important information (for Post 16 only): We will not be accepting Post 16 application forms that do not have the relevant benefit evidence attached at the time of submission (if applying for the reduced charge). Please ensure all documents are attached at the time of submission. We require the most recent, full benefit award notice. If you are requesting a professional complete the application on your behalf, there is a consent form that must be completed and submitted alongside the application too, otherwise it will be refused. This document can be requested from us at access@coventry.gov.uk.

All applications and Policies (which include the eligibility criteria) can be found at www.coventry.gov.uk/travelassistance.

If you have any queries, please call me or email me on the details given at the top of this letter.

Yours Sincerely,

Two handwritten signatures in blue ink. The first signature is on the left and the second is on the right.

N Bodinnar & A Cooke
Access Coordinators
SEN Team
Coventry City Council