**(PLEASE NOTE: All of the parts of this letter in blue will need to be changed or deleted so that they are relevant to your situation.)**

PRIVATE AND CONFIDENTIAL

 **Insert your address**

 **Telephone number**

 **Email address**

**Barnet Special Educational Needs Travel Assistance Team**

**2 Bristol Avenue**

**London**

**NW9 4EW**

**[Insert date]**

**Stage 1 Transport Appeal Regarding (Enter child’s name and DOB here)**

Dear Barnet SEN Travel Assistance Team,

I recently applied for transport **(enter date here)** and you wrote back with your decision on **(enter date here)** to decline our application for transport assistance.

Your decision letter states that transport has been declined because of the following reasons

*“The distance of 1.5 miles to school does not fall within the DfE statutory guidelines for SEN Travel Assistance. The journey time is 18 minutes travelling by public transport, this is in line with the guidelines for suitable travel.”*

I disagree with your decision because the statutory walking distance should not be considered when assessing the transport needs of children eligible due to SEND.

The Home to school travel and transport guidance July 2014,which is the statutory guidance for local authorities states that “transport arrangements for all children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability. Eligibility, for such children should be assessed on an individual basis to identify their particular transport requirements.”

Under Schedule 35B of the Education Act 2014, my child is eligible for travel assistance under the Special educational needs, a disability or mobility problems eligibility, not the statutory walking distance eligibility criteria.

You also have not taken into consideration the following circumstances

**(If applicable please select one or more of the following reasons)**

* Parental disability which would make it impossible or unreasonably difficult for the parent to take the child to school (please provide evidence of disability).
* The severity of the child’s special educational needs / disability – especially where there are complex physical disability / medical needs which might make it impossible or unreasonably difficult for the child to walk or use public transport to get to school, where the child presents a danger to him / herself or others.
* Where a parent’s employment would be jeopardised because of having to transport children to different schools and it would be impossible or unreasonably difficult for the family to make alternative arrangements (Please provide evidence from employer).
* Distance/travel time to a provision, where the Council has been unable to offer a more local provision.

I therefore ask for you to review your decision and apply the correct eligibility criteria.

I have included the following evidence to support my travel assistance appeal:

***(Please see following suggested examples...)***

* A supporting letter from my child’s school
* A supporting letter from my employer (if your job is in jeopardy / if you have received a warning because you have been late due to dropping your child to school)
* Evidence of the child’s SEND or medical needs (If they do not have an EHCP)
* Evidence of parental needs (if your child is Primary aged) and you are unable to accompany them to school due to your own health / disability.
* If it has been suggested that you put your child in Breakfast / Afterschool club, you may want to show you are of a low-income family and unable to afford this.

I am aware of my right to lodge a formal complaint to Children Services and escalate this matter to The Local Government and Social Care Ombudsman, should you continue to apply the incorrect eligibility criteria.

Kind Regards,

**(Parent name)**