



# A guide for parents of children who will be attending residential school

Name:  
 School Name:  
 Statement of SEN:  
 School Assessment:

## Travel arrangements Any changes must be agreed at least 14 days prior to the date of travel

Agreed Mileage (distance from home to school):  
 Boarding arrangements:

Taxi  This will be arranged by CPTU with a council approved contractor  
 Public Transport  Receipts will need to be provided.  
 Parental Rate  If it has been agreed that you will take responsibility for transporting your child to and from school you will need to complete the transport claim form.

**Please note that the claim form:**

- Must include Petrol/diesel receipts
- Must be Signed by the head teacher of the school
- Must be submitted within 3 months of the date of travel
- Must be submitted to:  
 Corporate Passenger Transport Unit, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, SY23 3UE

\*By making a claim, you certify that you hold a current driver's license and valid insurance; Tax and MOT certificates.

Once it has been agreed that your child will attend a residential school, we will arrange a meeting with you to discuss the travel arrangements and any concerns that you might have about your child living away from home. It may also be necessary to discuss the needs arising from your child's placement with the school and with supporting agencies, such as health and social services. This will help us to make decisions based on a holistic assessment of your child's needs.

The frequency of home to school transport will depend on the boarding arrangements at the school.

The information you share with us will help us to provide the least restrictive form of home to school transport in the safest way. A local authority health and safety officer may need to carry out a travel risk assessment. This will depend on the mode and method of transport and on the severity of your child's needs. If your child is to travel by public transport, we will agree the arrangements with you and send you details of the arrangements in writing.

You may prefer to take your child to school yourself. If so, you will need to complete the transport claim form. There may be an occasion when you are unable to provide transport, so we may still need to make alternative arrangements. Any changes to the travel arrangements can take time to arrange. We ask for at least 14 days' notice of any changes.

**Documents linked to this form**

- Statement of SEN
- Risk Assessment
- School Assessment documents
- Travel claim form

**Useful information**

- Ceredigion Transport Policy
- Ceredigion SEN policy
- SEN Code of Practice for Wales
- SNAP Cymru Website