

**FORM A**

**Using your data for Travel Support**

Dear Parent /Carer

Please read carefully the following information as it is important that you know what we do with the information that you provide.

**What do we need the information for?**

Sheffield City Council have sent you this Request for Travel Support to complete so we can consider eligibility to provide the most appropriate travel support to meet your child’s needs.

**What we will do with the information**

Once we receive this information it will be considered at the Travel Panel to enable a decision to be made. The information will then be securely stored for a period of one year, following which it will be appropriately disposed of.

**Who will see the information?**

The information that you provide will **only** be seen by relevant Sheffield City Council staff linked to the travel and transport teams.

The information that you have provided is covered by the Data Protection Act 2018.

**How long will we keep the information?**

The council will only retain the information about your child for a period of 1 year following receipt of your Request for Travel Support. All information held will be regularly reviewed at least every 18 months to ensure that we do not hold any incorrect information. Where any information is found to be incorrect, this will be rectified immediately.

**Who do I contact if I have any questions?**

If you have any concerns or wish to have further information regarding how we process and share data please do not hesitate to contact us on 0114 2053542 or email : [indetravel@sheffield.gov.uk](mailto:indetravel@sheffield.gov.uk).

**What are your rights?**

You have rights under data protection law. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our data protection webpage

**http://www.sheffield.gov.uk/content/sheffield/home/your-city-council/data-protection.html**

If you don’t have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

| Name of child |  |
| --- | --- |
| Parent / Carer Name |  |
| Date |  |

| **Parent / Carer Data Consent** | **Please Sign** |
| --- | --- |
| I give my consent for the data in the Request for Travel Support form to be used to assist in the eligibility when considering travel support for my child |  |
| I **do not agree** to provide information to allow the Travel Panel to consider Travel Support for my child. |  |

Your Request for Travel Support cannot be progressed without your permission to use this Data. Please see Parent/carer Data Consent below.

| **FORM A**  **Children, Young People & Families**  **Post 16 Request For Travel Support Application Form** |
| --- |

**If you are offered transport as your child’s travel support option, you will be required to pay a contribution of £540 for the year. Payment details will be sent to you in your decision letter and an invoice sent at the start of the new academic year.**

When transferring into Post 16 Education the travel support needs of all young people with learning difficulties or disabilities are reviewed.

Please complete all parts of thisform with sufficient details in order to be able to consider your application and return it to **Travel Assessment & Training Team, Moorfoot Building, Level 7 West Wing, Sheffield S1 4PL.**

| **Section One** | |
| --- | --- |
| **Pupil’s name:** | **D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_** |
| **Male/Female/Prefer not to say/Prefer to self-describe:** |  |
| **Parent/Carer’s name:** | |
| **Student’s home address:** | |
| **Postcode:** | **Email:** |
| **Contact Tel. No:** | **Mobile:** |
| **Current Post 16 School/college/provision:** |  |
| **Section Two: Intended Educational Provision** | |
| **Post 16 School** 🞎  **City College Campus**  **Peaks College Campus**  **Hillsborough College Campus**  **Freeman College**  **Longley College** | **Sheaf** 🞎  **Bents Green at Sheaf** 🞎  **Other- Please give details** |

| **Section Three: The Young Persons Information** |
| --- |

Does the young person have an EHC Plan? Yes  No

Within the EHC Plan is there an outcome for Independent Travel?

Yes No

Does the young person have a travel disability pass issued by the SYPTE (South Yorkshire Passenger Transport Executive)?

Yes No

How does the young person currently get to and from their place of education?

Minibus  Independent Travel Training

Taxi  Life Skills Training

Walking  Self Travelling with support

Cycling  Parents take in car

Get Going  Public bus/tram

Please explain why your young person needs travel support. **If this request is based medical grounds we will require up to date medical information.** (Use additional sheets as necessary).

Has the young person had any experience of traveling on public transport, with or without adult support or travelling themselves?

Yes  No

|  |
| --- |
| Please give further information: |

Does the young person go out independently, with friends or accompanied? Is this in the local area or elsewhere?

Yes  No

|  |
| --- |
| Please give further information: |

Does the young person have experience of using money e.g. going to the shops, paying on public transport etc?

Yes  No

|  |
| --- |
| Please give further information: |

If the young person is eligible for travel support - Would you be interested in Sheffield City Council paying you mileage for taking your child between home and school? Please note this could be for 1 or 2 return journeys per school day depending on individual circumstances.

Yes                                   No 

| **Signature: Date:**    **Print Name:**    **Relationship to child / young person:** |
| --- |