

Parents/ Carers
SEN Child / Young Person

Dear Parent/Carer,

Re: Annual Application Request for SEN School/College/Centre Transport

Firstly, I want to re-iterate my apology for the SEND transport letter of March 19. I fully appreciate the letter was unhelpful. It did not take account of the current situation, nor did it reflect parents' comments about the home to school transport service which were shared at the SEND transport event held on 5th February.

I am now writing to update you about home to school transport and the arrangements for the new school year in September 2020. I am pleased to tell you that we have revised our procedures to take full account of your concerns. We appreciate our process created an unnecessary annual inconvenience by asking you to submit a new application every year even if there had been no change in your circumstances. Parents were very clear regarding the annual SEND Transport application process being unnecessary. We agreed we did need to improve the process and hopefully this letter will assure you that we have listened; that we have made positive changes; and that we are working to constantly improve and simplify the process.

AGREED CHANGES

This letter confirms that we are removing the need to submit an annual transport application if your child's circumstances have not changed. Completed forms will only be needed for those children and young people where there has been a change in circumstance. In practice this will mean where there has been a change such as a house move, or, for most children and young people, at a key education transition point (as children move from one stage of education to another e.g. primary to secondary school). Please note, these are just the two main examples, other changes may also be relevant.

However, we do still need timely, accurate, and up to date information to plan services, so we will need to know of any changes in your circumstances to ensure we deliver the transport services that you need. We therefore request that if you are unsure whether a change in your child's circumstances is significant, and might require the completion of a new transport application form, that you contact our Passenger Transport Team on 0208 489 5629 and they will endeavour to help and advise you.

If you are clear there has been a change in circumstances then if you could please complete a new transport application via our website at <http://www.haringey.gov.uk/schooltransport>.

We want to ensure the delivery of a service that supports your child and promotes their independence and your help and support is vital in enabling us to do this. Can I therefore ask that if you do need to complete a new application (because of a change in circumstances), and that you have not already done one for the school year 20/21,

that you try and do so before the 29th May. This will give us time to plan routes and ensure provision. Thank you for your cooperation with this.

My apologies for us not getting to this point earlier but I hope this letter reassure you that we are listening and moving forward.

Yours sincerely.

A handwritten signature in black ink, appearing to read 'Nathan Jones', written in a cursive style.

Nathan Jones
Head of SEND