**(PLEASE NOTE: All 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**

**Wandsworth Special Educational Needs Travel Assistance Team**

**Town Hall**

**Wandsworth High Street**

**Lond**

**SW18 2PU**

**[Insert date]**

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

Dear Wandsworth SEN Travel Assistance Team,

I recently applied for transport **(enter date here)** and you wrote back with your decision on **(enter date here)** to offer our family a Travel Assistant Budget (TAB).

I decline your offer of a travel assistant budget because:

***(Please select one or more of the following...)***

1. The offer of a TAB would not cover the cost of a return taxi to and from school
2. I am unable to arrange a consistent taxi service for my child
3. I am not able to take my child to school using the TAB due to circumstances, such as my disability/ working arrangements / taking other children to different schools
4. I do not feel it is appropriate to escort my child to school via Taxi, due to their age. This does not encourage independence, e.g., preparing for adulthood.

I would like for you to review your decision and provide the following travel assistance

***(Please select one or more of the following...)***

1. Increase the amount of TAB you have provided to cover the full cost of transporting my child to school
2. For the LA to arrange a taxi / bus with an escort
3. Independent travel training

**I would like you to review your decision under the subsections below. I understand from the Home to school travel and transport guidance, 2014 that I must consent to a TAB. Therefore, under these circumstances, I do not consent.**

32. Subsection (4) of 508B and 508C of the Act list some of the travel and transport arrangements that may be made. These might include: provision of a seat on a bus or minibus provided by the local authority; provision of a seat in a taxi where more individualised arrangements are necessary; and provision of a pass for a public service bus, or other means of public transport.

33. **On condition that the relevant parental consent has been obtained** (annually or, if a child moves school, at that point too) by the local authority, a number of alternative arrangements might be considered to meet the local authority duty relating to travel arrangements. Examples include:

* a mileage allowance paid to a parent driving their eligible child to school in lieu of the local authority making arrangements for a taxi to transport the child;
* a cycling allowance paid by the local authority where the parent agreed for their child to cycle to and from school instead of catching a bus for, say a three mile journey; and
* local authority provision of a suitable escort to enable an eligible child with a disability to walk a short distance to school in safety, instead of making arrangements for a taxi to take them to and from school.

***(Home to school travel and transport guidance, Pg.14)***

I would like for you to review your decision and consider the alternative I have mentioned above.

Kind regards,

(Parent name)