

People Directorate

Education & Inclusion

Statutory Assessment & Review Service
PO BOX 15
Council House
Coventry
CV1 5RR

**Please contact: SEN TEAM
Direct Line: 024 7683 1614**

Our reference: SEN/Travel/2018-19
11 May 2018

Dear Parent/Carer

Travel assistance for September 2018

Further to the implementation of our new Travel Policy last year, it was proposed that all families should re-apply for travel assistance each academic year. Since this proposal, and following on from feedback from parents, it has been decided that the full application form will only need to be completed by families whose circumstances have changed since their last forms or are entering transition year groups where the eligibility criteria will be different from last year. A change of circumstance would include a change of address, school, or any significant changes with regards to your child's special educational needs.

If your child is entering any of the following year groups in September 2018, the full application form will need to be completed: **Reception, Year 4, Year 7 and Years 12 plus.**

If your child is entering any of the other year groups (years 1, 2, 3, 5, 6, 8, 9, 10 or 11) and your circumstances haven't changed since your last application form, you can complete the short declaration form.

Our new application forms will be available after the Easter holidays and can be found at:
www.coventry.gov.uk/travelassistance

Should you wish to complete a hard copy rather than the online version, please call the SEN Team on 024 7683 1614 and request one to be sent out to you in the post, or via email.

The deadline for applying for travel assistance for the coming academic year is; **Friday 29th June 2018**. Due to the volume of applications we receive, any forms received after this date may result in travel assistance not being in place for the start of term in September.

We will be holding all Travel Panels in July and all families will be informed of the outcome of their application forms end of July/early August.

If you would like to view the Coventry Travel Assistance Policy you can also find that on the link given above.



11 May 2018

If you have any queries regarding travel assistance, please contact us.
Yours sincerely

Access Co-ordinator
For the Director of Education & Inclusion