



One minute guide

Children's Transport Team

No. 49, June 2025

What does the Children's Transport team do?

The Children's Transport team is responsible for the assessment of applications for home-to-school transport assistance. The [Children and Young People's Transport Policy](#), December 2024, sets out the criteria under which children and young people qualify for support. This new policy introduces changes to the support available for young people aged 16 and over. Full details are available on our [Post-16 Transport Policy Review](#) webpage.

Support may be available to:

- Children and young people with special educational needs and disabilities (SEND) between the ages of 5-25;
- Children in mainstream education who live some distance from school;
- Children who aren't subject to an Education, Health and Care Plan (EHCP) but who have a temporary or permanent disability or medical condition,
- Children attending a particular school on the grounds of faith/religious beliefs;
- Primary-aged children whose parents have a disability prevents them from being able to accompany their child on the walking route to their nearest qualifying school; and
- Children Looked After by the Local Authority

Children's Transport also maintains the Children's Transport Policy, ensuring it fulfils the council's statutory duties for travel to school for children of compulsory school age. This includes maintaining suitable application procedures; convening an appeals process in respect of awards and decisions reached following the assessment of an application and responding to enquiries about transport eligibility.

The team works with Metro, West Yorkshire Combined Authority (WYCA), School Admissions, Social Workers and SEN Casework Officers in managing the implementation of the policy. There is close cooperation with the council's Passenger Transport Services in moving children from the eligibility assessment stage through to the provision of any awarded door-to-door transport arrangements.

What kind of support does the Children's Transport team offer?

Applications for children in mainstream education will be assessed by WYCA and eligible applicants will generally be awarded a zero-fare travel pass for use on public transport or school bus services.

Applications for children with SEND will be assessed by SEND Assessment Officers within Children's Transport. Eligible applicants will be awarded support that is assessed as best meeting their individual needs, provides value for money and is sustainable, as referred to below.

Children Looked After may also be offered a zero-fare travel pass, Independent Travel Training (ITT), or be transported to school by the council. Appropriate support is decided by the child's Social Worker, in line with the Children's Transport policy, with input in some cases from Children's Transport.

What support is available for young people with SEND?

For some children and young people, walking, or travelling to school or college on public transport, may not be possible at the time of assessment, so other travel options are needed.

The options as outlined within the Children's and Young People's Transport Policy, include one or more of the following: a zero-fare travel pass; Independent Travel Training; a mileage allowance or personal travel allowance; or a seat in a taxi or minibus that they will share with peers, or access as the only passenger, with or without a passenger assistant.

Young people entering post-16 education from September 2025, and young people already in post-16 in receipt of support with travel arrangements whose circumstances are changing, may qualify for a flat-rate PTA as set out in the Policy.

All travel assistance awarded is reviewed periodically and this may result in a change to the type of support offered. If a child moves house or school or if their transport or medical needs change it is family's responsibility to notify us of this change and reapply for assistance.

What is Independent Travel Training (ITT)?

ITT supports young people in learning how to travel safely and confidently to school or college on their own. Through a personalised training programme, participants develop the skills and knowledge needed for independent travel. Each young person is supported by a dedicated Travel Buddy, who offers guidance and gradually reduces support as confidence and independence grow. Progress is closely monitored throughout, and ITT Coordinators carry out final assessments before a trainee is approved for independent travel. Most young people also receive a zero-fare travel pass. ITT delivers lasting benefits, improving safety, confidence, self-esteem, and access to education, social, and job opportunities. Details of our ITT offer can be found on our [Independent travel training webpage](#).

Where can I find more information?

Please visit [Children's Transport website](#) for further information; and for details about school buses, public transport tickets and passes and free school travel please visit the [WYMetro website](#).

For any queries, you can contact the following teams by email or phone:

Children in mainstream education

Email: EducationCustomerServices@Westyorks-ca.gov.uk

Phone: 0113 348 1122

Children and young people with SEND (Children's Transport)

Email: Send.TransportApplications@Leeds.gov.uk

Phone: 0113 535 1990

