



The Rotherham Parent Partnership Service

Rotherham
Metropolitan
Borough Council
Where Everyone Matters

FACTSHEET

Transport Assistance to Enhanced Nursery Provision

Enhanced Nursery Provision

Within Rotherham there are 3 Enhanced Resources for children with Autism and Special Educational Needs; The Arnold Centre, Aughton Early Years Centre and Rawmarsh Children's Centre.

If your child has been allocated a place at one of the Enhanced Resources by the Local Authority, your next question may be "how will they get there?"

Will Transport be Provided?

The Senior Educational Psychologist who has been working with you and your child with a view to accessing one of the Enhanced Resources will provide you with a Transport Request Form. This form should be filled in by you. The Educational Psychologist may be able to help you with this. The form asks if you would prefer for your child to use transport arranged by the Local Authority or if you would prefer to transport your child yourself. Once you have completed the request form you should send this off to the Transport Assessment Officer (address is on the form).

The Transport Assessment Officer will see if your child is entitled to transport. The Officer will look at each case separately and think about your child's needs and the distance that your child will need to travel. You will be informed by letter if the Local Authority agrees to provide transport. The Assessment Officer will speak with the Educational Psychologist if your application has been turned down. You can speak to the Transport Assessment Officer about your application being turned down.



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So What Happens Next?

Transport Provided by the Local Authority

If your request has been agreed and you wanted the Local Authority to provide transport, the Corporate Transport Unit (01709 334324) will arrange transport with a local contractor. You will get a letter telling you the transport providers name, pick up and drop off times. The times will be arranged around the start and finish times of the place your child will be going to. Other children may also be using the same transport and so extra time may be needed for this. If the arranged times cause you problems eg, with your other children's school times etc please talk to the Transport Officer (although alternative arrangements for siblings school times will be seen as your responsibility).

Providing Transport Yourself.

If your request has been agreed and you wanted to provide transport yourself, you will be sent a letter with some travel expense claim forms. The letter will tell you of the daily mileage that you can claim for. This will be calculated from your child's registered home address to the Enhanced Resource and will be based on the shortest route available. You will be entitled to claim for 4 journeys per day at 28.1p per mile. Payment will be sent by cheque to the name and address stated.

Each month you should complete a travel expense form and get an authorised signature from the Enhanced Resource which will confirm the number of days your child attended the Nursery. The signed form should be returned to the Transport Assessment Officer (Name and address is on the form). Once the officer receives the completed travel expense form, payment will normally be issued within 10 working days.

It should be noted that there is no statutory requirement to provide the above transport assistance to the Enhanced Resources. It is provided on a discretionary basis and will be reviewed annually.

For further information the Transport Assessment Officer can be contacted on 01709 822649.

Rotherham Parent Partnership Service
Norfolk House, Walker Place
Rotherham S65 1AS

Tel: 01709 823627
www.rotherhamparentpartnership.com
E-Mail: parent.partnership@rotherham.gov.uk