



# PERSONAL TRAVEL BUDGETS & EXPENSES

Another option for parents and carers who currently receive travel assistance for students with special educational needs and disabilities (SEND)



# INTRODUCTION

A Personal Travel Budget (PTB) is a sum of money allocated to parents/carers to enable them to get their child to school. It offers families choice, flexibility and how the money is spent is completely at the families' discretion.

## WHO CAN GET A PTB?

A PTB is available if your child is aged between 5 and 16 and is eligible for Specialist Travel Assistance. Usually this is for children with a Statement of Specialist Educational Needs (SEN) or an Education, Health and Care Plan (EHCP) who receive assistance from Shropshire Council for travelling to and from school. Your child must attend full-time, 5 days a week to be eligible.

The PTB supports the family circumstances, for example;



Some families would prefer to take their own child to school but can't afford to.

Some children find Council provided transport too long, stressful and tiring.

Some children like to attend after school clubs and activities which they can't, due to the transport leaving at the end of the school day

**GIVING YOU THE FLEXIBILITY AND CONTROL  
TO MEET YOUR CHILD'S NEEDS**



## HOW IS IT CALCULATED?

Payment will be calculated on an individual basis taking into consideration the child's needs as well as the current potential cost to the council of transporting the child to school. This means each PTB will be tailored individually to each child.



## WHAT CAN I USE A PTB FOR?

You can spend the PTB how ever you like, as long as your child travels in a way that ensures their safety, ensures their attendance and enables them to arrive at school on time and in a positive manner ready to learn.

You might choose to;

**BUY A  
TRAVEL  
PASS**



**PAY FOR A  
PASSENGER  
ASSISTANT**



**COVER THE  
COST OF  
DRIVING  
YOUR CHILD  
TO SCHOOL**



**COVER THE  
COST OF CHILD  
CARE FOR  
SIBLINGS TO  
ALLOW YOU TO  
TAKE YOUR  
CHILD TO  
SCHOOL**



**SHARE  
ARRANGEMENTS  
WITH OTHER  
PARENTS/  
CARERS**



# WHATS THE DETAIL?



Payment will be made to the parent/carer who will agree to be responsible for their child's travel and attendance at their school/educational establishment

Equal monthly instalments will be paid into a nominated bank account at the beginning of each month (excluding August).



Personal Travel Budgets should not affect any other benefits that you may receive, however, it is best to check with your benefit provider.

If circumstances change then the PTB can be adjusted or, at the parents/carers request, revert back to Council assistance, giving one month's notice. You must ensure you notify our department to any changes such as school leavers, exclusion or prolonged absence due to medical needs.



If attendance drops below 90% to an unacceptable level or they persistently do not arrive at school on time, then the PTB is at risk of being reduced, suspended or stopped by us.



## CONTACT US

[special.transport.team@shropshire.gov.uk](mailto:special.transport.team@shropshire.gov.uk)



# PARENTS TRAVELLING EXPENSES

**NURSERY  
& POST 16**

## CAN I CLAIM?

Only Nursery (Under 5's) and Post 16 (16 to 19) can claim parents travelling expenses. As these age groups are not statutory there is a financial contribution required and as such parents will need to consider whether having expenses will be enough to cover the contribution as well. For more information regarding contribution payments please visit;  
[www.shropshire.gov.uk/the-send-local-offer/sen-transport/](http://www.shropshire.gov.uk/the-send-local-offer/sen-transport/)

## WHAT CAN I CLAIM?

Entitled students are eligible to claim back the inwards and return mileage on a pre-agreed daily mileage rate. For example if you live 8 miles away from school or college you will be able to claim 16 miles per day.

We are able to pay 0.40p per mile.

## HOW DO I CLAIM?

Once you have agreed with the Specialist Travel Team that travelling expenses is suitable you will need to complete a payment form to ensure our finance system holds your bank account details.

Every month you will need to complete a claim form by ticking the days that you have provided inwards and return transport. Deliver the form to your school/college where attendance is then assessed. The school/college will then send on the form to us for payment.



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