

Application form for Nursery SEN Transport Assistance

(for pupils attending a Specialist Nursery and aged under 5 on 31st August 2019)

Please note that submission of this form is for the Council to determine whether your child is eligible to home to school transport assistance and offers no guarantee that transport assistance will be provided, nor the type of assistance offered (if any).

The closing date for this application is 31st March 2019. Please note that any applications received after this date will be treated as late and there is no guarantee that transport assistance will be arranged before the start of the autumn term.

The information you give on this form will allow us to assess your child's eligibility to transport assistance against our published policy for provision which can be viewed online at:
www.leicestershire.gov.uk/send-school-transport.

You will be notified of the outcome of your application.

Please note you must complete a new application for transport assistance each year your child is under 5 and attending a nursery. You must re-apply even if your child is already receiving transport assistance. Applications for the new academic year are available from February onwards.

It is **essential** that you complete **all** sections of the form in as much detail as possible. **Please note** that transport assistance cannot be arranged until a fully completed form is returned to us.

We may need to contact you for further information in support of this application and we will be unable to arrange transport assistance for your child **until** we have received this information. The earlier the form is returned the sooner appropriate transport assistance can be arranged.

Please note that it is not possible to organise SEN transport assistance at short notice. It will take up to 15 working days from the date the form is received (and up to 6 weeks during the busy summer period) for transport assistance to be arranged.

Please also be aware that, where appropriate and necessary, the information provided on this form will be given to your transport provider.

Please remember that where the Council provides transport assistance, it is usually from the normal home address only. Parents are expected to ensure the punctuality of their children at the pick-up time advised by the Council if taxi or minibus transport is provided.

If the Council does provide transport assistance and you decide in the future to make your own arrangements then please let us know as soon as possible.

If you move address, and/or change school, you will be required to complete and return a new application form in order for the Council to reassess your child's eligibility to transport assistance. Please let us know as soon as possible as the timescales for arranging transport assistance as described above will apply.

If you need help completing this form please contact the Transport Assessments team by email to: transportassessments@leics.gov.uk or by telephone on 0116 305 0255. Please note this number is for application and eligibility queries only. You can also contact the following: The Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) telephone **0116 305 5614**, email **SENDIASS@leics.gov.uk** or your child's nursery.

Please note that the word 'School' has been used throughout this application form, and is a general term to cover all learning environments, including Nurseries.

PLEASE COMPLETE THE FOLLOWING SECTIONS IN BLOCK CAPITALS

Section 1 – Child Details and Parent / Carer Contact Details

YOUR CHILD'S DETAILS:

Forename Surname

Known as Date of Birth Sex: M F

Home Address
Postcode

Previous Address
(If you have moved since 1st September last year)

Postcode

PARENT/CARER CONTACT DETAILS

1st Contact Name (Mr/Mrs/Miss/Ms/Mx*)

Relationship to student

Home Tel. No. Mobile

Work No. Email

2nd Contact Name (Mr/Mrs/Miss/Ms/Mx*)

Relationship to student

Home Tel No. Mobile

Work No. Email

* - delete as appropriate

In case of emergency we will contact the nursery if we are unable to make contact using the above contact details. By providing a mobile number and/or email address you are agreeing to be contacted by these methods.

Is the child looked after by a Local Authority? Yes No

If yes, which Local Authority?

Section 2 – NURSERY DETAILS

Name of Nursery to be Attended

Nursery Address

Nursery Start Date

Please complete the table below with the times that your child will be attending Nursery:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
START						
FINISH						

Failure to complete the start and finish times means we may not be able to determine whether your child qualifies for transport assistance and/or may mean a delay in transport assistance being arranged.

Section 3 - Payment charges/reductions

As nursery transport assistance is a service that the Council does not have to provide there is an annual charge of £660 (reduced to £330 for qualifying low income families). If you choose traditional transport you will have to pay the charge (instalments are available). If you choose a PTB the charge will be deducted from your PTB payment. Please note that the charge decreases by increments depending on the time of year you apply. For low income families the charge/reduction to the PTB award is £330 if you/your child receive:

Your maximum level of Working Tax Credit

Free School Meals (or a qualifying benefit that entitles you to Free School Meals)

Are you claiming a reduction on the charge? Yes No

Are you claiming reduction on the grounds of maximum level **Working Tax Credit**? Yes

If the answer is 'yes' you will need to provide a copy of your tax credit award notice (TC602 (A)) for 2019/20. Your application will not be approved until proof is received. We cannot accept a renewal notice. If you are unable to provide proof that you are in receipt of Working Tax Credit at the time you apply please tick 'no' in answer to the question 'Are you claiming reduction from the charge?' and provide credit/debit card details and then send in the proof when you have it. Once we are in receipt of valid proof we will amend any payment plan and refund any monies taken as necessary.

If your child is in receipt of **Free School Meals** or you are in receipt of one of the qualifying benefits for Free School Meals we are able to check this information without you needing to provide proof, please enter your details as requested below so that we can check if you are eligible.

Surname of parent claiming the meals

Parent's Date of Birth

Parent's National Insurance Number

Please note that the first transport payment for applications submitted between February and September will be collected at the end of September.

Section 4 – Type of transport assistance

Transport assistance can be provided in one of 2 ways; Traditional Transport or a Personal Transport Budget, see below for more information.

Please read all the information in the 2 boxes below before selecting your choice of transport assistance, do not tick both options.

Traditional Transport

Traditional Transport is arranged by the council and will usually be a taxi or minibus

Your child will be allocated transport to meet the assessed needs identified in their transport risk assessment.

The Council will decide on the type of transport, the route and collection/drop off times to make the best use of resources whilst also meeting your child's needs.

Transport is usually shared with other students which can be socially beneficial.

Tick here if you would like to apply for traditional transport

If you have selected Traditional Transport then please go to Section 6 of the form: Your child's Mobility and Behaviour.

Personal Transport Budget (PTB)

A Personal Transport Budget is a direct cash payment given to you to make your own arrangements to get your child to school. It is an option for parents who do not want taxi or minibus transport arranged by the Council.

You can, for example, share the cost of transport and save money by joining up with other parents.

For more information visit our website at: www.leicestershire.gov.uk/PTB

A PTB is granted at the discretion of the Council, therefore even if your child is assessed as being eligible to transport assistance, you may not be granted a PTB if it is not cost effective for the Council to do so, for example if your child could be placed onto existing transport at no additional cost to the authority.

Tick here if you would like to apply for a PTB

If you have selected PTB then please answer the questions below in section 5

Section 5 – PERSONAL TRANSPORT BUDGET

Additional information on PTBs is available on request.

The PTB Agreement and a ready reckoner are included in this application pack. The ready reckoner will allow you to calculate how much money you might be paid as a PTB.

- Do you currently, or have you previously received a PTB?

Yes

No

- Please enter the shortest driving distance (in miles) from your child's home to school (for example 4.5 miles)

- Please use the ready reckoner that is included with this application form and enter your indicative PTB offer based on the distance that you have entered above.

Would you like to nominate someone to assist you in managing your PTB as instructed by you?

Yes

No

- Will you be applying for, or have you applied for a PTB for another child living at the same address?

Yes No

If there is more than one child at the same address attending the same school or a different school that are in close proximity to each other then the PTB offer and/or the PTB offers for any other children at the same address may be reduced. If this is the case, the Council will inform you once the applications have been assessed.

PTB Declaration

I, the Applicant confirm that I have read and understand the PTB Agreement and the additional PTB Guidance and Information that is available to me on request, and agree to act in accordance with them.

I understand that the PTB offer that I have calculated and entered above using the ready reckoner is an indicative amount based on the home to school distance that I have used and I understand that an actual PTB award amount may increase or decrease once the Council has assessed the application.

I understand that if I wish to end the PTB arrangement, I can do so by giving notice to the Council as set out in Clause 19 of the PTB Agreement, but the earliest date the Agreement can be terminated is 30th October of the academic year I have applied for.

Signed..... Date.....

We are now going to ask you some questions which will help us to assess eligibility for either a Personal Transport Budget or Traditional Transport. If transport is provided, the following information will help ensure that the appropriate safe and secure transport is arranged.

Section 6 – YOUR CHILD’S MOBILITY AND BEHAVIOUR

Please tick whichever option describes your child’s general mobility:

Unable to walk Has limited mobility Has no mobility issues

If you have ticked ‘Has limited mobility’ above, please use the section below to describe your child’s general walking ability. Please note that this is accompanied/assisted by an adult when necessary. You may tick more than one box.

- Able to walk up and down stairs
- Walks well including recreational walking e.g. walking to the local shops
- Walks, but gets breathless if they walk for more than minutes *(please write the number of minutes)*
- Walks, but finds it difficult to walk more than minutes *(please write the number of minutes)*
- Walks but uses a wheelchair for longer trips outside the home
- Other *(please describe below)*

Please tick if your child has any of the following conditions (you may tick more than one box). Please describe the condition using any medical terms if known e.g. Cerebral Palsy, ADHD, Dyspraxia etc.

Please note you may be asked to provide medical documentation in support of your application.

Learning Difficulties Emotional, Behavioural & Social Difficulties Hearing Impairment

Speech & Language Difficulties Visual Impairment Autistic Spectrum Disorders

Physical Difficulties Medical Difficulties Other (please describe below)

Further detail to help explain any of the above:

What is the impact of the above condition(s) on their mobility and why would s/he, in your opinion, be unable to walk to school **accompanied** by an adult as necessary if the distance is less than the qualifying distance of 2 miles.

If transport is provided the following information will help ensure that the appropriate, safe and secure transport is arranged.

Please tick if your child has any of the following and provide further details below:

Diabetes Incontinence Tracheotomy Brittle Bones Asthma

Epilepsy

If your child has Epilepsy do you have an Individual Care Plan (ICP)/Emergency Medical Protocol?

Yes No **if 'yes' then please scan and/or attach a copy of the up to date document**

Allergies (please describe below) If your child has allergies do they carry an epipen? Yes No

If yes, can they use it themselves? Yes No Other medical condition (please describe below)

Further detail to help explain any of the above:

WHEELCHAIR INFORMATION

Does your child use a wheelchair? Yes No

If your child uses a wheelchair please provide the information requested in the boxes below:

Make of wheelchair Model

Electric Manual Collapsible Weight of wheelchair

Does your child need to travel in the wheelchair? Yes No

Any special instructions or wheelchair modifications? *(please describe below)*

You **must** complete the following to help ensure that the correct **seating or child restraint** is used *(there is a legal requirement to provide appropriate seating dependent on a child's age and height)*.

Weight of child Height of child

When your child is transported do they require any of the following? You may tick more than one box.

Safety or restraining harness other than normal seatbelt Booster Seat

Booster Cushion Child Seat Other *(please give details below)*

When your child is transported do they need to take any of the following? You may tick more than one box

Crutches Oxygen Cylinder Wheelchair Walker Sticks

Standing Frame Other *(please give details below)*

Further detail to help explain any of the above

Please provide details of any **medical equipment** or **medication** that needs to be transported e.g. tablets, inhaler, oxygen equipment, suction machine etc. This may need to be assessed before any transportation is arranged.

Please note – Buses and taxis are not a good environment in which to give medication and only in exceptional cases can rescue medication be administered by trained transport staff.

YOUR CHILD'S BEHAVIOUR

How is your child likely to behave on transport, bearing in mind that at first staff and other passengers may be new to them? If you think there may be behaviour problems or any other difficulties your child may have, what are they likely to be, for example undoing seatbelt, grabbing at others, etc.? Please give details below.

Do you have any suggestions or other information that may be useful to help staff manage any behaviour issues or other difficulties your child may have e.g. favourite subjects, likes and/or dislikes, anything that will help keep them calm such as music (iPod etc.), tablet computer, soft toys; or is there anything to avoid?

Section 7 - Transport Arrangements

An escort will be provided for all children attending primary placements, or for older children, where assessed as necessary through a transport risk assessment. Escorts can be male or female and will be subject to a DBS check, suitably trained and able to converse in English. Please outline below any concerns you wish the Council to assess in respect of escorts and / or training:

The length of your child's journey to school will be dependent on the distance between home and school and the number of other passengers they may be sharing with, but as a general guide this can be up to 75 minutes each way. Please outline below any concerns you wish the Council to assess in respect of the journey and shared transport:

The type of vehicle that your child is allocated to could be a taxi, black cab or minibus. Please outline below any concerns you wish the Council to assess in respect of accessing different vehicles?

Section 8 – DATA PROTECTION, DATA USE AND PARENT/GUARDIAN DECLARATION:

I confirm that the information I have provided is correct to the best of my knowledge. I agree to surrender any school transport provided if my child/ward withdraws from school or if he/she is found to be not entitled to the transport provided. I understand that LCC reserves the right to suspend transport pending a review or revised risk assessment if necessary.

I confirm that the fee for the transport provided will be paid in good time. I understand that failure to complete transport payments may result in transport being withdrawn from my child/ward and will affect any subsequent applications for my child/ward or any siblings. I agree to tell you of any changes that may affect my child's eligibility and/or the transport charge.

I confirm I am over 18 and that any credit/debit card being used is mine or I have been specifically authorised by the owner of the card to use it for the purpose of making recurring school transport payments. The County Council cannot accept any responsibility or liability for payments sent by post whether cash, cheque, Credit/Debit card details or other means of payment.

By submitting this form I am aware that where necessary my details will be passed on to the transport provider and school in order to provide the appropriate service.

Mandatory declarations about the information you have provided and the application process

General Data Protection Regulation (GDPR) statement

All documents relating to this application will be dealt with in line with the General Data Protection Regulations, may be shared within the local authority and in the event transport is arranged exceptionally with the transport operator. Any medical information that you have supplied to support this application is deemed, under the General Data Protection Regulation, to be "sensitive personal data" and will only be disclosed to third parties as necessary for the operation and administration of the School Transport scheme. Your information may be checked against information already held by the local authority in order to help determine your eligibility and speed up your application. For further information on how this data will be processed, please see the Fair Processing Notices on our website at: www.leicestershire.gov.uk/about-the-council/data-protection-and-privacy/fair-processing-notice

Signed:

(Parent/Carer)

Print Name:

Date

NOTE: Please remember to advise us of any changes to the details provided

Please **return this form** to the address shown below **as soon as possible** (transport cannot be arranged until the fully completed form has been received and processed).

Send the completed form to:

Transport Assessments Team,
Transport Operations,
Department of Environment & Transport,
Leicestershire County Council,
County Hall,
Glenfield, Leicester
LE3 8RJ

**If you require information contained on this form in another version
e.g. large print, Braille or tape please telephone 0116 305 0002**

CREDIT/DEBIT CARD MANDATE

Please note that you are advised to post this information by recorded delivery or hand-deliver it. The Council cannot be held responsible for any financial details lost in the post.

I wish to pay by: Visa MasterCard Switch Solo Delta

(Please note that we do not accept American Express)

I authorise you to debit my account with the amount of £660 or £330 if low income – you can opt to pay the transport charge in one lump sum or in instalments (the maximum number of instalments available is 8 see note at the bottom of this page). Please specify which below:

Payment Plan (please tick as appropriate)

One off payment of the full amount Instalment

Name of Card Holder (as on card) **BLOCK CAPITALS**

Card Number

Expiry date (MM/YY) Valid from date (MM/YY) (Switch/Maestro/Solo only)

Issue Number (Switch/Maestro/Solo only)

Last three digits of security code (this can be found on the reverse of the card)

Signature

Date

Name of Student (**BLOCK CAPITALS**)

Name of Nursery

NOTE: Payments must be completed by the end of April 2020. You will be given advance notice of the first collection date. If you opt to make a one off payment the full amount of the transport charge will be collected after transport has been arranged. If you opt to pay in instalments the maximum number of instalments available is 8. This will reduce depending on the time of year you apply. The first instalment will be taken after transport has been arranged. Please note that payment by instalments is not available for applications received after 17th March 2020.

Please return the completed application form to:

**Transport Assessments Team,
Transport Operations, Department of Environment & Transport,
Leicestershire County Council, County Hall,
Glenfield, Leicester, LE3 8RJ**

If you require any further information, please contact the Transport Assessments Team on

Telephone: 0116 305 0255,

email transportassessments@leics.gov.uk

or visit our website at: <http://www.leicestershire.gov.uk/education-and-children/school-transport>

**If you require information contained on this form in another version e.g.
large print, Braille or tape please telephone 0116 305 0002**

Personal Transport Budget – Indicative Award Calculator

Please use the tables below to give you an **approximate** idea of how much your PTB award might be.

You will need to know the **shortest** driving distance, one way only, between your child's home address and the school / college that your child will be attending. You can use an online mapping tool e.g. Google maps, AA Route Planner, to work out an **approximate** distance but note that these often show the **quickest** not the **shortest** route only.

Then match your one-way home to school distance to the mileages that are listed on the left side of the tables shown below and an indicative PTB award will be shown to the right side of that mileage.

For example, if your child is of statutory school age (5-16 year olds) and lives approximately 6 miles away from their school, then the total value of the PTB award for the year will be in the region of £1600.56. However, if your child is of non-statutory age (under 5 or 16 to 18) then a contribution charge of £660 may be taken off the PTB award if you are not exempt, if this is the case then the PTB award would be in the region of £776.40.

INDICATIVE PTB AWARD FOR THE 2019/20 ACADEMIC YEAR

Home to school Distance (miles) One Way Only	Statutory Age (5 to 16)	Non-Statutory Age (Under 5 and 16 to 18)		19+	Home to school Distance (miles) One Way Only	Statutory Age (5 to 16)	Non-Statutory Age (Under 5 and 16 to 18)		19+
		Eligible to 50% reduction on the charge	Paying full charge				Eligible to 50% reduction on the charge	Paying full charge	
0.5	150.00	150.00	150.00	150.00	16.5	4401.54	3620.10	3290.10	3950.10
1	266.76	150.00	150.00	239.40	17	4534.92	3739.80	3409.80	4069.80
1.5	400.14	150.00	150.00	359.10	17.5	4668.30	3859.50	3529.50	4189.50
2	533.52	150.00	150.00	478.80	18	4801.68	3979.20	3649.20	4309.20
2.5	666.90	268.50	150.00	598.50	18.5	4935.06	4098.90	3768.90	4428.90
3	800.28	388.20	150.00	718.20	19	5068.44	4218.60	3888.60	4548.60
3.5	933.66	507.90	177.90	837.90	19.5	5201.82	4338.30	4008.30	4668.30
4	1067.04	627.60	297.60	957.60	20	5335.20	4458.00	4128.00	4788.00
4.5	1200.42	747.30	417.30	1077.30	20.5	5468.58	4577.70	4247.70	4907.70
5	1333.80	867.00	537.00	1197.00	21	5601.96	4697.40	4367.40	5027.40
5.5	1467.18	986.70	656.70	1316.70	21.5	5735.34	4817.10	4487.10	5147.10
6	1600.56	1106.40	776.40	1436.40	22	5868.72	4936.80	4606.80	5266.80
6.5	1733.94	1226.10	896.10	1556.10	22.5	6002.10	5056.50	4726.50	5386.50
7	1867.32	1345.80	1015.80	1675.80	23	6135.48	5176.20	4846.20	5506.20
7.5	2000.70	1465.50	1135.50	1795.50	23.5	6268.86	5295.90	4965.90	5625.90
8	2134.08	1585.20	1255.20	1915.20	24	6402.24	5415.60	5085.60	5745.60
8.5	2267.46	1704.90	1374.90	2034.90	24.5	6535.62	5535.30	5205.30	5865.30
9	2400.84	1824.60	1494.60	2154.60	25	6669.00	5655.00	5325.00	5985.00
9.5	2534.22	1944.30	1614.30	2274.30	25.5	6802.38	5774.70	5444.70	6104.70
10	2667.60	2064.00	1734.00	2394.00	26	6935.76	5894.40	5564.40	6224.40
10.5	2800.98	2183.70	1853.70	2513.70	26.5	7069.14	6014.10	5684.10	6344.10
11	2934.36	2303.40	1973.40	2633.40	27	7202.52	6133.80	5803.80	6463.80
11.5	3067.74	2423.10	2093.10	2753.10	27.5	7335.90	6253.50	5923.50	6583.50
12	3201.12	2542.80	2212.80	2872.80	28	7469.28	6373.20	6043.20	6703.20
12.5	3334.50	2662.50	2332.50	2992.50	28.5	7602.66	6492.90	6162.90	6822.90
13	3467.88	2782.20	2452.20	3112.20	29	7736.04	6612.60	6282.60	6942.60
13.5	3601.26	2901.90	2571.90	3231.90	29.5	7869.42	6732.30	6402.30	7062.30
14	3734.64	3021.60	2691.60	3351.60	30	8002.80	6852.00	6522.00	7182.00
14.5	3868.02	3141.30	2811.30	3471.30	35	9336.60	8049.00	7719.00	8379.00
15	4001.40	3261.00	2931.00	3591.00	40	10670.40	9246.00	8916.00	9576.00
15.5	4134.78	3380.70	3050.70	3710.70	45	12004.20	10443.00	10113.00	10773.00
16	4268.16	3500.40	3170.40	3830.40	50	13338.00	11640.00	11310.00	11970.00

Figures shown above are for guide purposes only, they are indicative annual PTB awards based on children attending school / college 5 days per week for the full academic year (190 days).

Once your application has been submitted, your actual home to school distance will be measured accurately and considered with other information that you provide in the form, this information will then be used to calculate your actual PTB offer.

Personal Transport Budget - SEN Transport

Direct Payments Agreement

Academic Year 2019/20

ENVIRONMENT & TRANSPORT DEPARTMENT - TRANSPORT OPERATIONS SERVICE

Definitions used in this Agreement

Applicant:	The person making the application and who is referred to in this Agreement as “you” or “your”.
The Council	Leicestershire County Council
Nominated Person:	A person whom the Applicant has nominated to act on their behalf and who has capacity to act.
School:	Any school, college or other educational setting
Service User	The person who has been assessed as being eligible for Transport Assistance
Short-break:	Overnight stays at alternative care services. Also referred to as Respite and Shared Lives
You:	The person applying for the Personal Transport Budget whether on their own behalf or on behalf of the named Service User

Introduction

1. The Council has assessed the Service User as being eligible for transport assistance in accordance with the council’s SEN Transport Home to School Policy.
2. Your request to receive a Personal Transport Budget (PTB) has been considered. The amount that you have been assessed to receive will be paid to you as a Direct Payment.
3. You are advised to read the PTB guidance and information and the Direct Payment Card Terms and Conditions in conjunction with this agreement, these are available to view on the following webpage: www.leicestershire.gov.uk/applyPTB
4. By entering into this Agreement you are agreeing to the terms and conditions detailed in this agreement, the PTB guidance and information. The terms and conditions may be amended from time to time in line with legislation and changes to Council policy but the Council will let you know about any such changes as soon as possible.
5. The PTB must be used for the purpose of supporting the Service User’s school attendance and their ability to access learning opportunities approved by the Council.

The Council's Rights and Obligations

6. The Council will make Direct Payments (usually on or around the start of each calendar month) of the amounts specified in accordance with the terms of this Agreement, and the PTB guidance.
7. In consultation with the School, the Council will periodically review the Service User's School attendance, late arrival information and ability to access learning opportunities.
8. The Council reserves the right to review, adjust, suspend or terminate the PTB payment if:
 - a) you fail to adhere to the terms of this agreement or the PTB guidance , or
 - b) the Service User changes address or School, or the School's location changes, or
 - c) the Service User moves out of the Council's administrative area, or
 - d) it has been assessed that the Service User is no longer eligible for assisted transport, or
 - e) the Service User's attendance falls below 90%, or
 - f) the Service User accesses short – breaks and transport is supplied by the Council to and/or from School, or
 - g) significant concerns are raised by the School relating to the arrangements affecting the Service User's wellbeing, or
 - h) it is not cost effective for the Council to continue providing the payments, or
 - i) for financial, budgetary or any other reason the Council deems it necessary to review the payment offer detailed within this agreement.
9. The Council will notify you of any adjustment, suspension or termination of payments in writing and as soon as possible.
10. The Council will not consider putting in place alternative transport arrangements until any amounts overpaid by the Council are repaid by you.
11. The Council will notify you of any changes to the terms in this agreement or in the PTB guidance.
12. For the avoidance of doubt, the Council accepts no responsibility or liability in respect of any tax, national insurance contributions or any other liability that may arise from time to time in connection with any services arranged by you that may be deemed to be payable to Her Majesty's Revenue & Customs (HMRC) or any other authority.

Your Rights and Obligations

You agree:-

- a. To accept the full responsibility for the Service User's attendance at the School and their ability to access learning opportunities approved by the Council.

- b. To inform the Council immediately where there is any change in the Service User's circumstances that may impact their eligibility for assisted transport and / or the PTB award amount.
 - c. To spend the Direct Payment, or allow the Direct Payment to be spent, only in a way that supports the Service User's attendance and ability to access learning opportunities approved by the Council in accordance with this Agreement and the PTB guidance.
- 13. The Council's preference will be to make payments of the PTB award amount into your designated bank account; however the Council may consider making payments onto a Payments Card (P-Card) in exceptional circumstances.
 - 14. For the avoidance of doubt, the designated account may be with a bank or building society, or it may be with an organisation that has agreed with you to hold the account in relation to the PTB award amount.
 - 15. You are responsible for how the PTB award amounts are used and for returning to the Council immediately, any payments (or such proportion of those payments) received from the Council which are not used in accordance with this Agreement and the PTB guidance.
 - 16. You will co-operate fully with the Council in order to repay any sums overpaid by the Council to you for PTB.
 - 17. You are responsible for:
 - a) Complying with any legal requirements and/or contractual responsibilities that may arise as a result of the way in which the PTB is used on behalf of the Service User.
 - b) Complying with any legal requirements and/or contractual responsibilities identified within the SEN Transport Direct Payments Guidance.
 - c) Complying with any legal requirements that may arise as a result of employing a person or engaging an organisation to provide any support.
 - d) Ensuring that the employment status of any staff employed by you, and for which PTB payments are utilised, have been checked and such arrangements comply with the relevant HMRC rules in force from time to time.
 - e) Any liability arising out of or in connection with any services arranged by you or on your behalf including, but not limited to, any costs relating to the employment of a person to provide the services including any tax, national insurance contributions or any other cost which may be due to HMRC or any other authority from time to time.

Notice Period to leave the Agreement

- 18. You may terminate this Agreement by giving the Council at least one calendar month's notice in writing **provided that the earliest date** that this Agreement can be terminated is the 31st October in any academic year.
- 19. The Council may terminate this Agreement by providing you with at least one calendar months' notice.