

HOME TO School TRANSPORT 2015/2016



Lincolnshire County Council 01522 782060

If you have problems reading this booklet contact us on the phone number above to see how we can help.

如果您有问题读这本小册子，请以上面的电话号码联系我们，看如何能够帮助。

Jezeli masz problem z odczytaniem tej ulotki skontaktuj sie z nami uzywajac podanego numeru telefonu, zobaczmy jak mozemy ci pomoc.

Jei del kokių nors priežasčių negalite perskaityti šio bukletą prasome skambinti mūsų numeru nurodytu viršuje.

Если Вы не можете прочитать этот буклет, свяжитесь с нами по вышеуказанному номеру, и мы попытаемся Вам помочь.

Ja Jūs nevarat izlasīt šo bukletu, sazināties ar mums pa tālruni un mēs centīsimies palīdzēt Jums.

Se você tiver problemas para perceber o que esta escrito neste livrinho, entre em contacto no numero acima indicado para poder ser ajudado.



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Please read this booklet carefully before applying for transport. Entitlement cannot be given if you have acted on incorrect advice. If you have any queries please telephone the Customer Service Centre. Their telephone number can be found towards the end of this booklet.

Please be aware that there have been some changes to the policy relating to sixth form students.

See [Additional Information for sixth form students](#) for more information.

The County Council will provide or pay for transport to a school that is:

- in the designated transport area (DTA) for the home address and over:
 - 4827 metres (3 miles) for secondary school children
 - 3218 metres (2 miles) for primary children
- nearer to the home address than the nearest DTA school subject to the distance criteria as above.

If you choose a school that is not the DTA but is a nearer school please be aware that children may be expected to walk up to one, two or three miles to the bus pick up point depending on their age and that the bus we allocate may not take them into school premises.

- within the DTA and less than the statutory walking route but is on an unsuitable walking route. [Only applicable up to Year 11.](#)
- allocated by the County Council because there are no places in the DTA school and over two or three miles from the home address [provided this school is the nearest with a place.](#)

Transport is only provided at each end of the school day and the transport arrangements (e.g. the bus service or type of transport) can change during the period of entitlement.

Transport is only provided from the home address. Transport will not be given from a childminder's address.

The information contained in this booklet is based on the policy and is correct at time of going to press.

IMPORTANT: Please also see the section giving information about extended transport rights for **SECONDARY SCHOOL PUPILS** from families on a reduced income.

Applying for Transport

Applying for Transport

You can apply for transport at any time but if you are applying for transport to begin in September please be aware that if your application (and payment in the case of Sixth Form students) has not been made by 31 July we cannot guarantee that any agreed transport provision will be in place by the start of the new academic year.

There are several ways of applying for transport.

Children starting Reception or transferring to secondary school will be able to apply for transport at the same time as accepting their school place on the School Offer Form. All you have to do is tick the appropriate box on the form.

Mid-Year Transfers (children starting school at any time other than Reception or transferring from primary school to secondary school) – If you apply for a school place through School Admissions you will be able to tick a box on the School Offer Form indicating you would like transport.

Apart from those mentioned above you should apply for transport when:

- Your child is first starting at a school and has not got a place through School Admissions
- You change address
- Your child changes school
- Your child enters the first year of Sixth Form.

Please do not re-apply when/if:

- Your child has lost their bus pass and you require a new one to be issued
- You wish to make a payment for post 16 transport

You will need to complete a different application form if your child is going to college. These are available either from the college or from the Customer Service Centre or you can apply online.

Secondary Transfer

Please see the booklet Home to School Transport – a Guide for Parents or Carers of Pupils Transferring to Secondary School for more information.

How to apply for Transport

If possible please apply for transport online. Go to

www.lincolnshire.gov.uk/parents/schools/school-transport

and complete the online form.

If you do not have access to the Internet you will need to complete a paper application form. These are available from the Customer Service Centre.

Please make sure that the form is completed as neatly as possible in block capitals using black ink and that all the relevant details are included.

Remember to insert the school name **and the school number** (see section Primary and Secondary School Numbers). If we have difficulty reading the application or any information is missing it may be necessary to return the application to you which could cause a delay.

Please ensure you put the child's correct date of birth.

If you are applying for transport for more than one child a separate application form is needed for each child.

When you have completed the form please return it in the envelope provided or to the address at the back of the form.

The Customer Service Centre will be able to advise you if you require any more information or have difficulty in filling in the form.

Transport Agreed On The Grounds Of Income For Pupils Aged 11 To 16

In addition to the normal transport policy, extended transport rights may be available for some secondary school age children (11 to 16) from families on a low income who are in receipt of certain qualifying benefits.

To qualify the child must:

- attend one of the three nearest suitable schools to the pupil's home and the chosen school must be between 2 and 6 miles from the address

or

- attend a school because of their religion or belief. The child must be attending their nearest relevant school and must live more than 2 but no more than 15 miles from the school.

To qualify for transport on the grounds of income the family must be in receipt of one of the benefits listed below and, in the case of transport to a faith school, the local priest must sign the application form confirming that the child regularly attends Church.

It is the faith of the family that is considered in this criterion but the faith schools that eligible children would get transport to are:

Lincoln St Peter and St Paul's Catholic High School
Stickney William Lovell Church of England School
Welton William Farr CE Comprehensive School

Qualifying Benefits

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit, with an annual income of less than £16,190
(This may change in the future)
- Guaranteed Element of State Pension Credit.
- Your maximum level of Working Tax Credit, as shown on your Tax Credit Award Notice (TC602) issued the April prior to the date you require transport.

If your qualifying benefit is Working Tax Credit you will need to send us all the pages of your Tax Credit Award Notice (TC602) for the relevant year.

Entitlement to transport will be for approximately one school year, and will be reviewed annually each May.

If your circumstances change and you no longer receive the qualifying benefits at the end of the academic year then your child may no longer be entitled to transport.

Please contact us immediately if there are any changes that will affect your child's transport entitlement.

Examples



Tom gets free school meals

He wants to go to the same school as his friend. This school is not his DTA school and it is 5.9 miles from his home address. There are two nearer schools.

In this example Tom would be eligible for transport on the grounds of income because the school is one of three between two and six miles from his home.



Grace does not get free schools meals

but the family receive the maximum level of Working Tax Credit and have an annual income of £12000.

Grace will be eligible for transport to the school on the grounds of income because she is attending her DTA school which is more than two miles from her home address.



Jozef is entitled to free schools meals.

He would like to go to a school that is four miles from his address. There are three nearer schools.

Jozef will not get transport on the grounds of income because he is not attending one of his three nearest schools.



Carla is entitled to free school meals.

She is of the Catholic faith and attends the nearest Roman Catholic School that is 1.4 miles from her home address. She applies for transport to this school ensuring that the application form is signed by her priest.

Carla will be entitled to transport to the faith school because this is her nearest catholic school and her application is supported by her priest.

If you are a parent or carer of a child who has a Statement of Special Educational Needs you may be able to apply to us for transport to a special school.

Before you apply please check that transport is not included as part of your child's Statement. This will be shown on Part 6 of the Statement – Non-Educational Provision. If home to school transport is included you do not have to do anything else.

If transport provision is not included you can apply for transport online at www.lincolnshire.gov.uk/parents/schools/school-transport or by completing the application form found in this booklet. Under Section 3 of the application form you are asked for your child's school number. This can be found on the next page.

Once we have received your application we will contact your child's caseworker to get more information about their needs. Before we can agree to transport we need to be sure that:

- Your child is attending the nearest school that can meet their needs
- The school is more than three miles from your home

Once we have assessed your application we will let you know if your child is eligible for transport and what the transport will be.

If you think that the transport we have allocated is not suitable you will need to supply medical evidence to show that your child is not able to travel on a bus.

Special School Numbers

Boston John Fielding Community Special School	925701001
Bourne Willoughby School	925702801
Gainsborough Aegir Community School (Secondary)	925703401
Gainsborough Warren Wood Community School (Primary)	925703301
Gosberton House School	925700801
Grantham Sandon School	925700501
Grantham The Ambergate Sports College Specialist Education Centre	925700201
Grantham The Phoenix School	925702901
Horncastle St Lawrence	925702101
Lincoln St Christopher's School	925701501
Lincoln St Francis Special School	925701601
Lincoln The Fortuna Primary School	925703101
Lincoln The Sincil School	925703201
Louth St Bernard's School	925702501
Spalding The Garth School	925701101
Spalding The Priory School	925700901
Spilsby The Eresby School	925702401
Spilsby The Lady Jane Franklin School	925703001

Medical Grounds

Sometimes a child may have a medical condition that makes walking to school or travelling on a bus difficult.

If you live less than the statutory walking distance from the school but you think your child would be eligible for transport on medical grounds you will need to apply for transport in the usual way. You will also need to send us medical evidence from your child's GP or consultant supporting your application. If you do not send medical evidence with your application your request will be refused.

If your child already gets transport from us but is unable to travel on the bus then write to us explaining why they need alternative transport and send us a letter from your child's GP or consultant supporting your request. Any expenses incurred in getting medical evidence are the parent or carer's responsibility.

Please note that we will not automatically award transport provision just because the request is supported by a doctor. The evidence must be strong and clear and based on medical assessment.

Transport given on medical grounds is reviewed regularly.

Your child will only qualify for transport on medical grounds if he or she is attending the DTA school or a nearer school.

Exceptional **Circumstances**

Transport will not be provided outside of the policy unless there are exceptional reasons why the child is not attending the DTA school. If you think this applies to you and you can provide evidence to support this then please apply in the usual way and send some supporting evidence.

If you are concerned that your child is being bullied then it is important that you take the correct steps to ensure that this is investigated properly. Contact the school in the first instance to find out about their procedures concerning bullying.

Please remember that if you choose to move your child to a non-transport designated school you will be responsible for transport arrangements and costs.

Emergency Accommodation

If you are made homeless and have been found temporary accommodation by the District Council transport may be approved for a temporary period to ensure the child's continuity of education. [Please apply for transport and include with your application either a letter from the district council confirming that you are homeless or supply us with a contact name and telephone number so we can speak to the housing officer concerned.](#)

Transport in these circumstances will only be provided for a time-limited period.

Transport Appeals

You can of course write to us to appeal against a decision if you have been refused transport and would like us to give your application further consideration.

If you are refused a second time and you still believe there are unusual circumstances that we should consider or you have additional evidence you can supply you can write to the School Services Manager at Lincolnshire County Council using an Appeal Form (these are available from us). He will decide whether the policy has been applied correctly or if there are special circumstances that should be taken into account.

Examples

Annie is about to transfer to secondary school.

She excels at science and would like to be a vet. Her parents want her to attend a school that specialises in science and technology. This school is not the DTA school or a nearer school.

Annie will not be eligible for transport because we do not take parental preference into account when assessing eligibility for transport.

Jonathan has passed the 11+

but has not got a place at his DTA grammar school. Jonathan's carers would like him to go to another grammar school that is seven miles away. Jonathan's DTA comprehensive school is four miles from his address.

Jonathan will not be eligible for transport to the grammar school because his DTA comprehensive school is nearer.

Areas Of Lincolnshire Where Special Arrangements Apply up to age 16

The following information applies under the normal Home to School Transport policy. If you are on a low income the following rules may not apply and your child could be eligible for transport. Please see Section 3 for more information.

Fishtoft Parish

Secondary age pupils living in Fishtoft who are within 3 miles of The Haven High Academy, Boston are not entitled to transport to The Giles Academy, Old Leake.

Pupils living in the area served by William Lovell Church of England School, Stickney

Pupils living in East Fen, Eastville, Midville, New Leake, Sibsey, Sibsey Northlands, Stickford, Stickney, West Fen and Westhouses are in the designated transport area for William Lovell CE School. Transport will also be given to Spilsby King Edward VI Academy if they qualify for the grammar stream subject to the school being more than three miles from the home address.

Children from these Parishes who do not qualify for the grammar stream will not be entitled to transport to King Edward VI.

Grantham area

If your DTA schools are in Grantham your child will only qualify for transport if **all** the non-selective Grantham schools are over three miles from the home address.

Qualifying children living in the DTA for the Grantham grammar schools will be entitled to transport subject to the schools being more than three miles from the home address.

Lincoln

If you live within the city of Lincoln the designated school for transport purposes is the school nearest to your address. Your child will not qualify for transport unless the nearest school with a place is over three miles from your address.

Louth

Children living in the DTA areas for Monks' Dyke Tennyson College and Cordeaux School will be entitled to transport to either of these schools as long as they are both more than three miles from the home address.

Children living in the DTA and who qualify for Louth King Edward VI Grammar School will be eligible for transport if the school is more than three miles from the home address.

The Lincoln University Technical College (UTC)

The County Council is currently offering some limited support with transport to the Lincoln University Technical College for learners who live beyond the walking distance. This is detailed below, and is made as part of an agreement with the UTC. The support from the County Council with transport will be in place until July 2016 after which the agreement ends. Parents wishing their children to travel to the UTC after July 2016 are advised to contact the UTC for details of any travel support that might be available.

The Lincoln University Technical College is open to students from the age of fourteen to nineteen. For a limited time Lincolnshire students who gain a place at UTC will be eligible for transport provision from the County Council as long as they live more than three miles from the college. Please see Statement above.

Post 16 students are required to pay a contribution of £418 or three payments of £141 (£423 in total) for the year towards travel.

Full details of the travel arrangements will be made available when the application has been approved and (in the case of post 16 students) the contribution has been made.

Schools in North East and North Lincolnshire

Some Lincolnshire villages near to the boundaries of the authorities mentioned above are closer to schools in those areas than to schools in Lincolnshire.

IMPORTANT: The following gives information about the Out of County and in county schools that are designated for transport purposes. Please be advised that transport will only be provided to the named schools. Transport will not be provided to any other In County school.

Area	The designated school for transport is
Waddingham, Snitterby, Bishop Norton, Hemswell, Harpswell, Glentworth, Willoughton, Blyborough, Atterby, Brandy Wharf or Grayingham	Huntcliff Comprehensive School If a student obtains a place at <i>Market Rasen De Aston School</i> transport may be provided
Scotter, East Ferry, Scotton or Northorpe	Huntcliff Comprehensive School and Gainsborough Queen Elizabeth's High School If a student obtains a place at <i>Gainsborough Trent Valley Academy</i> transport may be provided
Keelby or Riby	Healing Comprehensive School If a student obtains a place at <i>Caistor Yarborough Academy or Caistor Grammar School</i> transport may be provided
Tetney, Holton le Clay Waithe, Grainsby, North Thoresby	Waltham Toll Bar School If a student obtains a place at the <i>Louth Secondary Schools</i> transport may be provided

Route Suitability

Under the home to school transport policy if a child lives less than the statutory walking distance from the DTA school the parent or carer is responsible for their child(ren)'s safety while travelling to and from the school. Therefore they must make arrangements to get their child to school in safety.

However if you think the route to the school is unsuitable for an accompanied child to walk then contact the Customer Service Centre and request a leaflet that explains the County Council criteria for route suitability.

If after reading the leaflet you still believe the route is unsuitable according to the County Council's criteria please complete the form attached to the leaflet and return to the address on the form. We will then arrange for an officer to assess the route and write to you with a decision.

Please note this only applies to children up to Year 11. Students in Year 12 and above are responsible for their own travel arrangements if they live less than three miles from the school. The only exceptions to this are pupils who have a medical condition or learning difficulties or disabilities.

Routes to Bus Pick Up Points

Parents or carers are responsible for getting their children to the bus pick up point up to specified distance according to the age of the child. These are:

- 1 mile for primary school children
- 2 miles for secondary school children aged 11 to 16
- 3 miles for post 16 pupils.

However if you are concerned about the suitability of the route to the pick up point then please follow the action outlined above but send the completed form to the Passenger Transport Unit (PTU). An officer will assess the route and the PTU will contact you with a decision.

Please note this only applies to children up to Year 11. Students in Years 12 and above are responsible for their own travel arrangements to the pick up point unless they are unable to make their own way to the college or pick up point because they have learning difficulties/disabilities or a medical condition.

Transport Arrangements

Pupils applying for transport for September will receive their passes in time for the start of term as long as the application is made in plenty of time and, in the case of post 16 pupils, they have paid their contribution. Details of transport arrangements (i.e. timetables) will be sent with the pass.

Transport arrangements are reviewed from time to time and may change. You will be given notice of any changes that affect transport provision.



Travel passes are the property of Lincolnshire County Council and should only be used by the person named on the pass and only on the designated service. Valid travel passes that are no longer required should be returned - not destroyed. The County Council reserves the right to charge parents for any tickets that are misused or not returned.

If we have made an error that has resulted in your child not receiving their pass in time for the start of term then we may reimburse you for any fares paid while you were waiting for your pass to arrive. Please ask your child to keep their bus tickets and contact the Customer Service Centre for advice on how to claim.

If your pass has been lost or stolen you can apply for a new pass online at www.lincolnshire.gov.uk and search for replacement bus pass - you will need your child's TRA number or send a cheque or postal order for £5.00 made payable to Lincolnshire County Council with a covering letter to Passenger Transport Unit (PTU) the address can be found towards the back of this booklet.

Behaviour on Transport

Pupils are expected to behave well at all times on transport. Failure to do so could endanger other passengers on the vehicle.

The County Council reserves the right to withdraw transport provision from any pupil who, despite a clear warning, fails to behave in an acceptable manner. If a child is banned from transport the responsibility to make alternative arrangements to get the child to school will rest with the parents or carers. The County Council may use closed circuit television equipment on vehicles to ensure reasonable standards of behaviour.

Refunds and lost travel passes

If we have made an error that has resulted in your child not receiving their pass in time for the start of term then we may reimburse you for any fares paid while you were waiting for your pass to arrive. Please ask your child to keep their bus tickets and contact the Customer Service Centre for advice on how to claim.

If your pass has been lost or stolen you can apply for a new pass online at www.lincolnshire.gov.uk and search for replacement bus pass – you will need your child's TRA number or send a cheque or postal order for £5.00 made payable to Lincolnshire County Council with a covering letter to Passenger Transport Unit (PTU) – the address can be found towards the back of this booklet.

Raising the Participation Age (RPA)

The Government has increased the age to which all young people in England must continue in education or training, requiring them to continue until the end of the academic year in which they turn 17 from 2013 and until their 18th birthday from 2015.

Raising the participation age (RPA) does not mean young people must stay in school. They will be able to choose one of the following options post 16:

- Full-time education, such as school, college or home education
- An apprenticeship
- Part-time education or training if they are employed, self-employed or volunteering full-time (which is defined as 20 hours or more a week)

These changes do not affect any entitlement to transport support under the County Council's policy.

IMPORTANT NOTICE FOR PARENTS, CARERS AND STUDENTS:

The following policy changes came into effect in September 2011. Please read these carefully:

- Students will only be entitled to transport to their nearest school subject to this being more than three miles from their home address. We no longer take individual courses into account when assessing eligibility for transport provision.
- The designated sixth form will be (in most cases) the sixth form nearest to your home. Do not assume that schools designated for transport for your area for younger pupils will be the designated for sixth form. Transport will not be agreed to any alternative school even if the course is not available at the nearest. Neither will transport be provided to the next nearest with a place if the student is refused a place at their designated.
- There is an exception to this. Students who have been previously entitled to transport provision to the school will continue to get transport for sixth form as long as they apply and pay the contribution. This may not include students who were previously entitled to transport on the grounds of income.

- The contribution towards transport provision has risen to £418 for the year or three termly payments of £141, a total payment of £423.
- No transport will be provided to a school less than three miles from the home address. Neither will transport be provided to a pick up point (e.g. a bus stop) that is less than three miles from the student's address.

In these circumstances transport will not be provided even if the County Council has designated the route between the home address and the school or pick up point as unsuitable for school children to walk. In all cases students will be responsible for their own travel arrangements and costs.

This may not apply where students are unable to make their own way to the college or pick up point because they have learning difficulties or a disability.

- No additional transport will be provided if sixth form students finish school at a different time to the rest of the school.

All post 16 students who are in education and are entitled to transport have to pay a contribution towards transport. This includes students with a Statement of Special Needs and families on income support and other benefits.

To qualify for transport to Sixth Form the student must:

- Attend the nearest Sixth Form provided the distance between the home address and the school is more than 4827 metres (3 miles)
- Pay a contribution towards costs. For the year 2015/16 this is £418 a year or three termly instalments of £141 – a total payment of £423. The contribution is reviewed annually
- Be under the age of 19 on 1 September prior to the start of the course

Transport is only provided at each end of the normal school day.

List of Sixth Forms to Which Transport may be Available

Listed below are schools that have their own designated transport area sixth forms.

Designated Transport Area Sixth Forms

Alford Queen Elizabeth's Grammar School
Boston Grammar School
Boston Haven High Academy
Boston High School Academy
Bourne Academy
Bourne Grammar School
Branston Community Academy
Caistor Grammar School
The Deepings School
Gainsborough Queen Elizabeth's High School
Grantham Kesteven and Grantham Girls' School
Grantham The King's School
Grantham The Priory Ruskin Academy
Horncastle Queen Elizabeth's Grammar School
Lincoln Castle Academy
Lincoln Christ's Hospital School
Lincoln The Priory Witham Academy Secondary
Lincoln The Priory Academy LSST
Lincoln The Priory City of Lincoln Academy
Lincoln The Priory Witham Academy
Louth Cordeaux School
Louth King Edward VI Grammar School
Louth Monks' Dyke Tennyson College
Market Rasen De Aston School



North Hykeham North Kesteven School
North Hykeham Sir Robert Pattinson Academy
Skegness Academy
Skegness Grammar School
Sleaford Carre's Grammar School
Sleaford St George's Academy
Sleaford Kesteven & Sleaford High School Selective Academy
Spalding Grammar School
Spalding High School
Waltham Tollbar Academy
Spalding South Holland Post 16 Centre (Sir John Gleed School)
Welton William Farr (CE) Comprehensive School

Sixth Forms with Non Designated Transport Areas

Grantham Walton Girls' High School and Sixth Form

Holbeach University Academy Holbeach

Lincoln St Peter and St Paul Catholic Voluntary Academy

Lincoln University Technical College - see Section 13 for more information about applying for transport to this college.

Mablethorpe Monks' Dyke Tennyson College

Old Leake Giles' Academy

Spilsby The King Edward VI Academy

Welbourn Sir William Robertson Academy

Transport will only be provided to these schools if :

- they are nearer to their address than the designated transport area sixth form
- they were previously a pupil of this school and entitled to transport provision under the mainstream policy

If you have any queries about which sixth form your child would get transport to please do not hesitate to contact us.

Applying for Transport

Young people transferring to Sixth form will need to apply to us for transport – even if they are attending the same school as before. The period of entitlement is two years unless it is stated on the application form the course is only for one year.

If possible please apply for transport online. Go to

www.lincolnshire.gov.uk/parents/schools/school-transport

and complete the online form.

If you do not have access to the Internet you will need to complete an application form. These are available from the Customer Service Centre.

You must fill in your application form carefully making sure you give us clear information about the course you are studying.

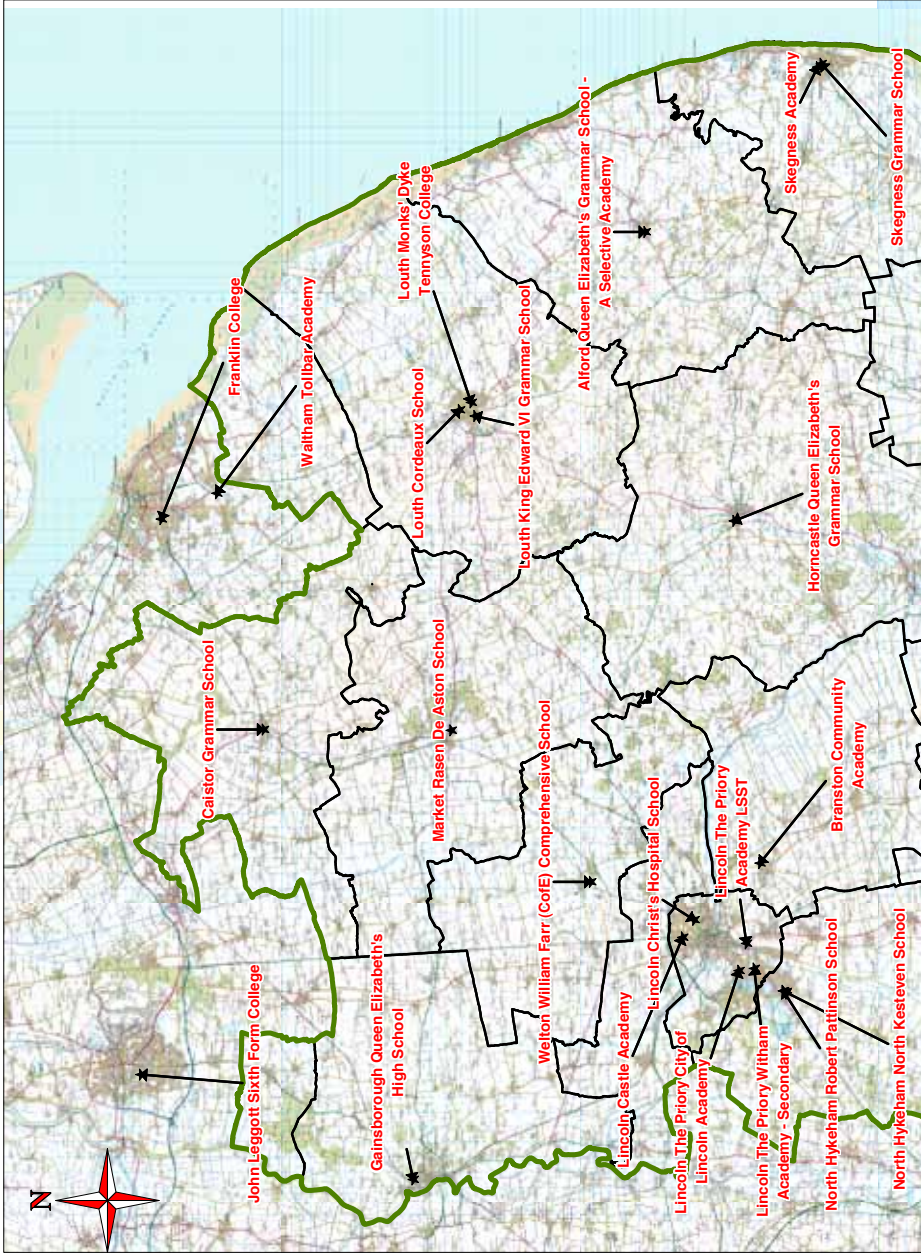
After we receive your application we will write to you to let you know if your application is successful. If you are eligible for transport we will send you a payment form with details about how you can pay your contribution.

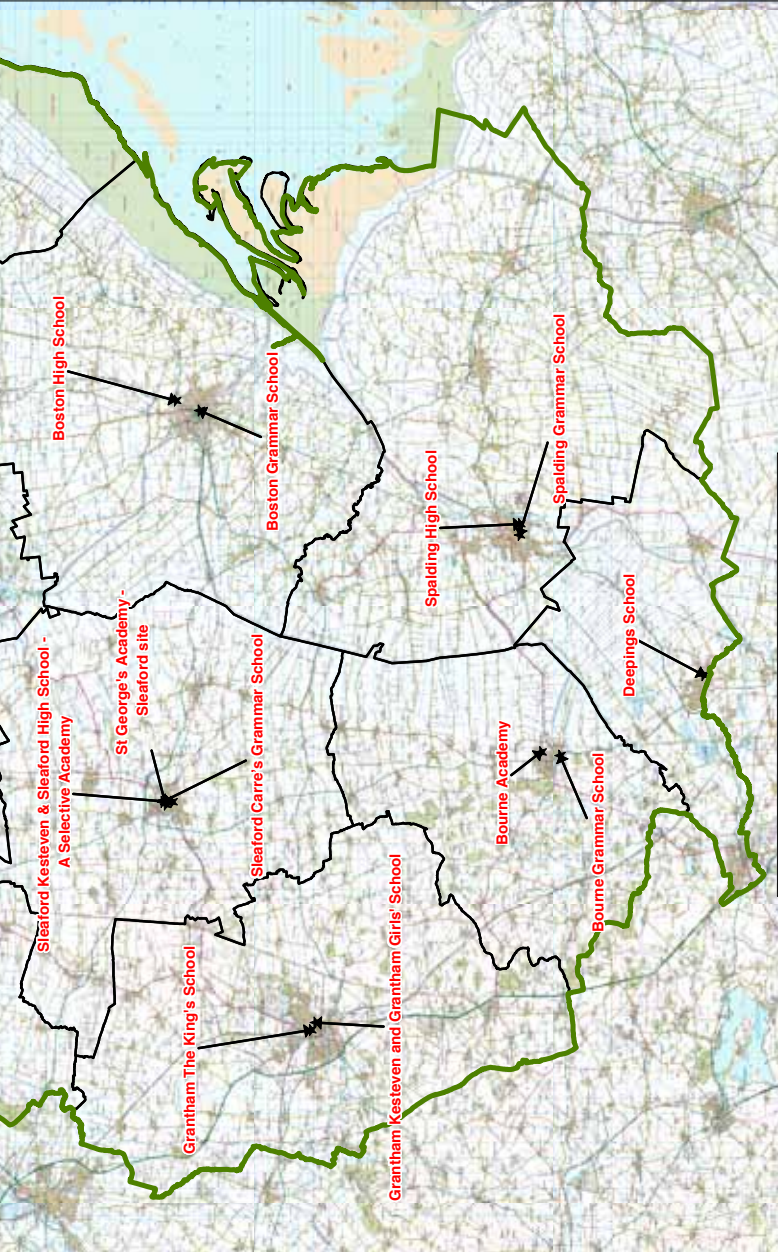
Transport arrangements will not be made until we have received your contribution. Therefore it is very important that we receive the payment by **31 July** to ensure that transport is in place in time for the start of term.

Please do not wait for exam results before applying for transport. We will refund your contribution as long as you let us know before the beginning of term that transport is no longer required.

Please do not send a cheque with your application form. Wait until you receive your entitlement letter and payment form before sending your cheque.

Sixth Form DTAs as at September 2013





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CHILDREN'S SERVICES
 Director: Debbie Barnes
 County Offices
 Newland
 Lincoln
 LN1 1YL



Transport Contributions for Sixth Form Students

The contribution for the academic year 2015/16 is £418 for the year or three termly payments of £141, a total payment of £423.

If you wish to pay in instalments each payment should be received well before the start of term.

If you are on low income it may be possible to spread the instalments further. Please contact the Customer Service Centre for advice about this.

A reminder letter will be sent each term to request that payment is made by a stated date. It is therefore important to let us know as soon as possible of a change of address by submitting a new application form.

If for some reason you do not receive a reminder please do NOT send another application form. Telephone the Customer Service Centre and they will arrange for a reminder or payment form to be sent to you.

For the purposes of Post-16 transport: the following periods apply -

Term One	September to December
Term Two	January to April
Term Three	April to July

You will be sent a reminder letter for the second and third instalments. Please do not reapply for transport when you wish to make a payment.

You can now pay your transport contribution online with a debit or credit card. Log onto www.lincolnshire.gov.uk/onlinepayments and select Post 16 from the dropdown list.

If you wish to pay by cheque please remember to write the student's name and Transport Number (TRA) on the back of the cheque. This number can be found on the top of your entitlement letter and also in Section B of the payment form. If payment is not received by the due date there may be a delay in arranging transport. Please make all cheques and postal orders payable to Lincolnshire County Council.

Concessionary Transport

Concessionary transport is agreed at the discretion of Passenger Transport Unit (PTU). It may be given to a non-entitled student if there are spare seats on a school bus or taxi. It will not be given if there is a commercial (fare paying) service already travelling to the school. There is a charge for this service.

Concessionary transport must be re-applied for each year and can be withdrawn at any time although a notice period of five days is given.

We would strongly advise parents or carers not to rely on concessionary transport. If it is withdrawn it is very important that the parent or carer has other means of getting their child to school.

Children attending a Nursery class are not entitled to concessionary transport.

Remember, if a child has no entitlement to home to school transport then it is the parent or carer's responsibility to get their child to school.

Concessionary Transport application forms are available from the Customer Service Centre.

Questions And Answers

The following questions are those most frequently asked by parents and carers.

My local school does not have a place for my child. The next school is more than two miles away. Can I apply for transport to that school?



If your child cannot get a place at the local school then transport may be given to the next nearest school with a place if your home is over the qualifying distance from that school. When applying for transport under these circumstances please enclose with your application form any letters of refusal that you have. You must also indicate on the application form that you have approached nearer schools.

If there are no places at the local school or you have any queries about admission to schools please contact the Admissions Team (Tel:01522 782030) for advice.

The fact that a school is full is only taken into account when a child is starting at a school. If you choose to put your child in an alternative school and then later find that the designated school is full your child will not then become entitled to transport.

I have taken my child out of school because she is being bullied. Will she get transport to her new school?



No. Only if she is entitled to transport under the normal policy. If a parent chooses to send their child to a school outside of the designated transport area school for whatever reason then they are responsible for transport arrangements and costs.

My child would like to go to Breakfast Club and stay to do after school activities? Would transport be available to attend these?



Transport is only provided at each end of the school day. Extra transport cannot be provided for clubs and activities outside these times.

Q. There were no places in my DTA school so my daughter gets transport to another school allocated by the County Council. Will my younger children also get transport to this school?



No. Each application is considered in line with the transport policy. If the local school is full transport may be provided to the next nearest school with a place in your child's year group. This may be different for each child.

I know there is a nearer school than the DTA school. Will my child get transport to that school?



Yes. As long as it is over the statutory walking distance from your address and is definitely nearer to your home address than the nearest designated school for transport. Please do not assume that this is the case and that transport will be available. If transport provision is important then check with us before making any final decisions.

You must also be aware that children may be expected to walk up to 1 mile (primary), 2 miles (secondary) or 3 miles (post 16) to the bus pick up point and that the bus we allocate may not take them into school premises.

My child has been offered a place in the nursery class at my local school. Can I apply for transport as we live more than two miles away?



No. Transport is not provided for children who attend nursery classes. Transport provision will not be considered until the September before they reach the age of five. Neither will children attending nursery classes be eligible for concessionary transport.

Would my child get transport to a work experience placement?



No additional transport will be provided. The parent or carer is responsible for getting the pupil to the work placement.

The school has arranged for my child to attend a college placement. Will transport be provided?



Transport will not be provided to a college or any other establishment that the school has arranged for the child to attend.

I am about to move house. What should I do about transport?



If you apply for a school place through School Admissions you will be able to apply for transport by ticking the appropriate box on your School Offer Form. If you do not apply through Admissions you will need to apply for transport either online or by sending us an application form. If you move outside of your designated transport area then your child will no longer be eligible for transport.

If your child qualifies for transport on the grounds of income your application will be reassessed from your new address.

My child has been banned from the bus. Will alternative transport be provided?



No. Pupils are expected to behave well at all times on transport. Failure to do so could endanger other passengers on the vehicle.

The County Council reserves the right to withdraw transport provision from any pupil who, despite a clear warning, fails to behave in an acceptable manner. If a child is banned from transport the responsibility to make alternative arrangements to get the child to school will rest with the parents or carers. The County Council may use the closed circuit television equipment on vehicles to ensure reasonable standards of behaviour.

My child has moved from my ex-partner's address to my house and can't get to school. Can I get transport?



Transport will only be provided in these circumstances if the child is attending the designated transport area school. If a child lives at two different addresses transport will only be given from one address subject to the policy.

I live outside Lincolnshire but my child goes to a Lincolnshire School. Will she be eligible for transport?



You should contact the local authority to which you pay your council tax regarding any home to school transport matters. Lincolnshire County Council is only responsible for the transport of pupils/students who live within its borders.

My child is entitled to transport but I would prefer to take her to school myself. Could I claim a petrol allowance?



Private mileage would only be paid if there were no alternative transport. Please also note that entitlement cannot be backdated prior to receipt of an application.

I attend Sixth Form and pay a contribution towards transport. If I leave my course or move house part way through, will I be able to claim a refund?



We will refund full, unused terms only. If you no longer require transport part way through a term there will be no refund due for the remainder of that term. However, if you are still entitled from a new address, any payment already made will be taken into account and you will not have to pay again for the same term.

I am on low income/benefits. Do I still have to pay?



Yes, all students are required to pay the contribution. You can choose to pay in three instalments. If you are on low income it may be possible to spread the instalments further. Please ring the Customer Service Centre for advice about this.

Primary And Secondary School Numbers

The numbers below identify all Lincolnshire primary and secondary schools. Please use these when filling in your application form to indicate to which school you want transport.

Primary School Numbers

Alford Primary School	9252142
Allington with Sedgebrook CE Primary School	9253000
Ancaster CE Primary School	9253001
Bardney CE and Methodist Primary School	9253154
Barkston and Syston CE Primary School	9255222
Barrowby CE Primary School	9253004
Bassingham Primary School	9252002
Baston CE Primary School	9253005
Billingborough Primary School	9252003
Billinghay CE Primary School	9253007
Binbrook CE Primary School	9253116
Blyton cum Laughton CE Primary School	9253350
Boston Carlton Road Academy	9252234
Boston Hawthorn Tree School	9252113
Boston Park Primary School	9252237
Boston Pioneers' Free School Academy	9252010
Boston Saint Mary's RC Primary School	9253342
Boston Saint Thomas' CE Primary School	9253085
Boston St Nicholas CE Primary School	9253162
Boston Staniland Academy	9252239
Boston Tower Road Primary Academy	9255221
Boston West Academy	9252116
Bourne Abbey CE Primary Academy	9255221
Bourne Elsea Park Academy	9252016
Bourne Westfield Primary Academy	9252072
Bracebridge Heath St John's Primary Academy	9252009
Branston CE Infant School	9253009

Branston Junior Academy	9252074
Brant Broughton CE and Methodist Primary School	9253163
Brocklesby Park Primary School	9252145
Bucknall Primary School	9252146
Burgh-le-Marsh St Peter & St Paul CE Primary School	9253118
Butterwick Pinchbeck's Endowed CE Primary School	9255216
Bythams Primary School	9252243
Caistor CE and Methodist Primary School	9253156
Caythorpe Primary School	9252012
Chapel St Leonards Primary School	9255210
Cherry Willingham Primary School	9252241
Claypole CE Primary School	9253078
Coleby CE Primary School	9253015
Colsterworth CE Primary School	9253079
Coningsby St Michael's CE Primary School	9253119
Corby Glen Community Primary School	9252013
Corringham CE (Voluntary Controlled) Primary School	9253120
Cowbit St Mary's (Endowed) CE Primary School	9253337
Cranwell Primary School	9255207
Crowland South View Community Primary School	9252084
Deeping St James Community Primary School	9252062
Deeping St James Linchfield Community Primary School	9252232
Deeping St Nicholas Primary School	9252085
Denton CE School	9253017
Digby CE School	9253018
Digby The Tedder Primary School	9252017
Donington Cowley Endowed Primary School	9253098
Donington-on-Bain School	9252149
Dunholme St Chad's CE Primary School	9253121
Dunston St Peter's CE Primary School	9253021
Eagle Community Primary School	9252019

Edenham CE School	9253022
Faldingworth Community Primary School	9252151
Fishtoft School	9252007
Fiskerton CE Primary School	9253122
Fleet Wood Lane School	9252087
Friskney All Saints Church of England (Aided) Primary School	9253353
Frithville Primary School	9252152
Fulstow Community Primary School	9252153
Gainsborough Benjamin Adlard Community School	9252247
Gainsborough Castle Wood Primary Academy	9252018
Gainsborough Charles Baines Community Primary School	9252214
Gainsborough Hillcrest Early Years Academy	9252208
Gainsborough Mercers Wood Academy	9252008
Gainsborough Parish Church Primary School	9253354
Gainsborough St George's CE Community Primary School	9253169
Gainsborough White's Wood Academy	9252207
Gedney Church End Primary School	9252088
Gedney Drove End School	9252089
Gedney Hill CE (Controlled) Primary School	9253088
Gipsey Bridge Primary School	9252157
Gosberton Clough and Risegate Community Primary School	9252091
Gosberton Primary School	9252090
Grainthorpe School	9252158
Grantham Belmont Community Primary School	9252070
Grantham Belton Lane Community Primary School	9252054
Grantham Cliffedale Primary School	9252055
Grantham Gonerby Hill Foot CE Primary School	9253029
Grantham Harrowby CE Infant School	9253310
Grantham Huntingtower Community Primary School	9252020
Grantham Little Gonerby CE Infant School	9253311
Grantham St Anne's CE Primary School	9253026

Grantham Saint Mary's Catholic Primary School	9253330
Grantham The Isaac Newton Primary School	9252024
Grantham The National Church of England Junior School	9253308
Grantham The West Grantham Academy Earl Of Dysart	9255230
Grantham The West Grantham Academy Spitalgate	9253027
Grasby All Saints CE Primary School	9253123
Great Gonerby St Sebastian's CE Primary School	9253313
Great Ponton CE School	9253314
Great Steeping Primary School	9252159
Grimoldby Primary School	9255217
Hackthorn CE Primary School	9253124
Halton Holegate CE Primary School	9253125
Harlaxton CE Primary School	9253031
Healing Primary School	8122154
Heckington St Andrew's CE Primary School	9253033
Heighington Millfield Primary Academy	9252075
Helpingham Primary School	9252025
Hemswell Cliff Primary School	9252210
Hogsthorpe Primary Academy	9252161
Holbeach Bank Primary School	9252092
Holbeach Primary School	9252093
Holbeach St Mark's CE Primary School	9253089
Holbeach William Stukeley Church of England VA Primary School	9253167
Holton-le-Clay Infants' School	9252162
Holton-le-Clay Junior School	9252229
Horbling Brown's CE Primary School	9253317
Horncastle Community Primary School	9252244
Huttoft Primary School	9255209
Ingham Primary School	9252166
Ingoldmells Academy	9252004

Ingoldsby Primary School.....	9252026
Keelby Primary School.....	9252168
Kelsey Primary School.....	9252182
Kirkby-la-Thorpe CE Primary School.....	9253036
Kirkby-on-Bain CE Primary School.....	9253359
Kirton Primary School.....	9252094
Langtoft Primary School.....	9252028
Lea Frances Olive Anderson CE Primary School.....	9253361
Leadenham CE Primary School.....	9253319
Leasingham St Andrew's CE Primary School.....	9253037
Legbourne East Wold CE Primary School.....	9253168
Legsby Primary School.....	9252169
Lincoln Birchwood Junior School.....	9252245
Lincoln Bishop King CE Community Primary School.....	9253505
Lincoln Bracebridge Infant and Nursery School.....	9252122
Lincoln Carlton Academy.....	9252006
Lincoln Ermine Primary Academy.....	9253508
Lincoln Hartsholme Academy.....	9255220
Lincoln Leslie Manser Primary School.....	9252246
Lincoln Manor Leas Infant School.....	9252137
Lincoln Manor Leas Junior Academy.....	9252136
Lincoln Monks Abbey Primary School.....	9252124
Lincoln Mount Street Academy.....	9255227
Lincoln Our Lady of Lincoln Catholic Primary School.....	9253347
Lincoln Saint Hugh's Catholic Primary School.....	9253346
Lincoln St Faith's CE Infant School.....	9253108
Lincoln St Faith and St Martin Church of England Junior School.....	9253107
Lincoln St Giles Academy.....	9253509
Lincoln St Peter at Gowts CE Primary School.....	9253111
Lincoln St Peter in Eastgate CE Infant School.....	9253105
Lincoln The Lancaster School.....	9255219

Lincoln The Meadows Primary School	9253507
Lincoln The Priory Witham Academy Primary.....	9252130
Lincoln The Sir Francis Hill Community Primary School	9252120
Lincoln Westgate Academy.....	9255224
Lincoln Woodlands Infant and Nursery School	9252135
Long Bennington CE Primary Academy.....	9253040
Long Sutton Primary School.....	9252095
Louth Eastfield Infants' and Nursery School	9252170
Louth Kidgate Primary Academy.....	9252171
Louth Lacey Gardens Junior School	9255206
Louth St Michael's CE Primary School.....	9253128
Lutton St Nicholas Primary School	9252105
Mablethorpe Primary Academy.....	9252005
Mareham-le-Fen CE Primary School	9253130
Market Deeping Community Primary School	9252065
Market Deeping William Hildyard CE Primary School.....	9255228
Market Rasen CE Primary School	9253131
Marshchapel Primary School	9252174
Marston Thorold's Charity CE School.....	9253321
Martin Mrs Mary King's CE (Controlled) Primary School.....	9253041
Marton Primary School.....	9252175
Metheringham Primary School	9252030
Middle Rasen Primary School.....	9252176
Morton CE (Controlled) Primary School	9253044
Morton Trentside Primary School	9252177
Moulton Chapel Primary School.....	9252096
Moulton The John Harrox Primary School	9252097
Navenby CE Primary School	9253045
Nettleham Church of England Voluntary Aided Junior School.....	9253364
Nettleham Infant School	9255223
Nettleton Community Primary School	9252178

New Leake Primary School	9252179
New York Primary School	9252180
Newton-on-Trent CE Primary School	9253132
Nocton Community School	9252031
Normanby-by-Spital Primary School	9252181
North Cockerington CE Primary School	9253134
North Cotes CE Primary School	9253133
North Hykeham All Saints CE Primary School	9253047
North Hykeham Fosse Way Academy	9252057
North Hykeham Ling Moor Academy	9252064
North Scarle Primary School	9252033
North Somercotes CE Primary School	9255225
North Thoresby Primary School	9252183
Old Leake Primary and Nursery School	9255215
Osournby Primary School	9252034
Osgodby Primary School	9252185
Partney CE Aided Primary School	9253366
Pinchbeck East CE Primary School	9253091
Pinchbeck St Bartholomews CE Primary School	9253092
Pointon St Gilbert of Sempringham CE Primary School	9253322
Potterhanworth CE Primary School	9253050
Quadring Cowley and Brown's Primary School	9253093
Rauceby School (Church of England)	9255202
Reepham CE Primary School	9253136
Ropsley CE Primary School	9253052
Ruskington Chestnut Street CE Primary School	9255226
Ruskington Winchelsea Primary School	9252224
Ryhall CE Primary School	8573116
Saltfleetby CE Primary School	9253137
Saxilby CE Primary School	9253139
Scamblesby CE Primary School	9253140

Scampton CE Primary School.....	9253141
Scampton Pollyplatt Primary School.....	9252187
Scothern Ellison Boulters CE Primary School.....	9253166
Scotter Primary School.....	9252188
Shepeau Stow Primary School.....	9252107
Sibsey Free Primary School.....	9253170
Skegness Beacon Primary Academy.....	9252014
Skegness Infant Academy.....	9252190
Skegness Junior Academy.....	9252000
Skegness Seathorne Primary School.....	9252191
Skegness The Richmond School.....	9252219
Skellingthorpe St Lawrence CE Primary School.....	9253056
Skellingthorpe The Holt Primary School.....	9252067
Sleaford Church Lane Primary and Nursery School.....	9252038
Sleaford Our Lady of Good Counsel Catholic Primary.....	9253331
Sleaford St Botolph's CE School, Quarrington.....	9252248
Sleaford The William Alvey CE School.....	9255203
South Hykeham Community Primary School.....	9252039
South Witham Community Primary School.....	9252041
Spalding Monkshouse Primary School.....	9252114
Spalding Parish CE Day School.....	9253338
Spalding Primary School.....	9255211
Spalding Saint Norbert's Catholic Primary School.....	9253343
Spalding St John The Baptist CE Primary School.....	9253339
Spalding St Paul's Community Primary and Nursery School.....	9252109
Spalding Wygate Park Academy.....	9252021
Spilsby Primary School.....	9252193
Stamford Saint Augustine's Catholic Primary School.....	9253332
Stamford Saint George's CE Primary School.....	9253325
Stamford St Gilbert's CE Primary School.....	9253077
Stamford The Bluecoat School.....	9252066
Stamford Malcolm Sargent Primary School.....	9255205

Stickney CE Primary School	9253171
Sturton by Stow Primary School	9252195
Surfleet Seas End Primary School	9252102
Sutterton Fourfields CE School	9253103
Sutton Bridge Westmere Community Primary School	9252238
Sutton St James Community Primary School	9252104
Sutton-on-Sea Community Primary School	9252196
Swinderby All Saints CE Primary School	9253066
Swineshead St Mary's CE Primary School	9253102
Tattershall Primary School	9252215
Tattershall Holy Trinity CE Primary School	9253146
Tealby School	9252197
Tetford The Edward Richardson Primary School	9252198
Tetney Primary School	9252199
Theddlethorpe Primary School	9252220
Thorpe-on-the-Hill St Michael's CE Primary School	9253068
Thurlby Community Primary School	9252046
Toynnton All Saints Primary School	9252201
Tydd St Mary CE Primary School	9253340
Uffington CE Primary School	9253070
Utterby Primary School	9252202
Waddingham Primary School	9252203
Waddington All Saints Primary School	9252240
Waddington Redwood Primary School	9252061
Wainfleet Magdalen CE/Methodist School	9252015
Walcott Primary School	9252050
Washingborough Foundation Primary School	9255212
Welbourn CE Primary School	9253071
Welton St Mary's CE Primary Academy	9253158
Weston Hills CE Primary School	9253096
Weston St Mary CE Primary School	9252023
Whaplode CE Primary School	9253097

Willoughby St Helena's CE Primary School	9253151
Willoughton Primary School	9252205
Witham St Hughs Primary School	9253506
Withern St Margaret's CE School	9253152
Woodhall Spa St Andrew's CE Primary School	9255208
Wragby Primary School	9252206
Wrangle Primary School	9255218
Wyberton Primary School	9255214

Secondary School Numbers

Alford John Spendluffe Technology College	9254048
Alford Queen Elizabeth's Grammar School	9255401
Boston Grammar School	9255424
Boston High School	9254022
Boston The Haven High Academy - Marian Road Campus	9254072
Boston The Haven High - Tollfield Campus	9254604
Bourne Academy	9254000
Bourne Grammar School	9254501
Branston Community Academy	9255418
Caistor Grammar School	9255406
Caistor Yarborough Academy	9254049
Cherry Willingham Community School	9254062
Corby Glen The Charles Read Academy	9254017
Deepings School	9254010
Donington The Thomas Cowley High School	9254507
Gainsborough Queen Elizabeth's High School	9254065
Gainsborough The Trent Valley Academy	9256908
Grantham Kesteven and Grantham Girls' School	9254004
Grantham The King's School	9255402

Grantham The Priory Ruskin Academy.....	9256910
Grantham The Walton Girls' High School & Sixth Form	9254019
Holbeach University Academy Holbeach	9254001
Horncastle Banovallum School.....	9254050
Horncastle Queen Elizabeth's Grammar School.....	9255411
Kirton Middlecott School.....	9254028
Lincoln Castle Academy.....	9255407
Lincoln Christ's Hospital School.....	9255408
Lincoln St Peter and St Paul Catholic Voluntary Academy.....	9255421
Lincoln The Priory Academy LSST	9256907
Lincoln The Priory Witham Academy Secondary.....	9256905
Lincoln The Priory City of Lincoln Academy.....	9256906
Lincoln University Technical College.....	9254008
Long Sutton The Peele Community College.....	9254030
Louth Cordeaux School	9254003
Louth King Edward VI Grammar School.....	9255405
Louth Monks' Dyke Tennyson College - Louth Site	9255417
Louth Monks' Dyke Tennyson College - Mablethorpe Site.....	9254059
Market Rasen De Aston School	9254514
North Hykeham North Kesteven School.....	9255412
North Hykeham Sir Robert Pattinson Academy.....	9255413
North Somercotes Birkbeck College.....	9254061
Old Leake Giles Academy.....	9255423
Skegness Grammar School	9255400
Skegness Academy	9256911
Sleaford Carre's Grammar School.....	9255403
Sleaford Kesteven & Sleaford Selective Academy.....	9254005
Spalding High School	9254027
Spalding Sir John Glead School	9255416
Spalding Grammar School.....	9254603
St George's Academy – Sleaford Site.....	9256909

St George's Academy – Ruskington Site	9254006
Spilsby King Edward VI Academy.....	9254002
Stamford The Welland Academy.....	9254067
Stickney William Lovell Church of England School	9254516
Tattershall Barnes Wallis Academy.....	9254011
Welbourn Sir William Robertson Academy.....	9255420
Welton William Farr (CE) Comprehensive School.....	9255415

Schools or Academies in other Local Authorities

North Lincolnshire

Huntcliff School – A Specialist College for Engineering and Technology, Kirton in Lindsey	8134074
St Bede's Catholic School A Specialist Mathematics & Computing College, Scunthorpe	8134700

North East Lincolnshire

Healing School, A Specialist Science & Foundation College Healing, Grimsby.....	8124084
St Mary's Catholic School – A Specialist Languages and Humanities College, Grimsby.....	8124627
The Humberston School, Humberston, Grimsby.....	8124092
Tollbar Academy, New Waltham, Grimsby.....	8124078

Peterborough

Arthur Mellows Village College, Glington.....	8745417
St John Fisher Catholic High School	8745413
The King's (The Cathedral) School.....	8745404
The Thomas Deacon Academy.....	8746905

Rutland

Casterton Business and Enterprise College.....	8575405
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Norfolk

St Clement's High School, Terrington St Clements.....	9265408
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Glossary

DTA School The school to which we would grant transport, subject to it being 3 miles or more distant from the home address

Statutory Walking Distance The distance a pupil or student is expected to walk to school or college – 3 miles for secondary and post 16 pupils and 2 miles for primary school pupils. *See also Section 3 –Transport Agreed on the Ground of Income for Pupils Aged 11 to 16*

Customer Service Centre A trained, frontline staff that will deal with all general enquiries and will liaise between you, School Services and Transportation. The Customer Service Centre is your first point of contact for all queries you have relating to home to college transport. If they cannot help you they will pass your query to School Services or Transportation. When phoning the CSC please ensure you have the necessary details at hand to give them.

School Services Part of Children's Services. School Services deal with travel applications, eligibility for transport (including medical entitlement) and queries about unsuitable walking routes to school or college.

Passenger Transport Unit (PTU). Part of Development. Transportation issue bus passes (including lost bus passes), are responsible for travel arrangements and queries about unsuitable routes to the pick up point.

Entitled Student A student who is eligible for home to school or college transport.

LLDD Advisers An advice service for young people.

Oversubscription A school or academy is described as being oversubscribed when it has received more applications for places than there are places.

Contacts

All telephone enquiries must be made to:

Customer Service Centre 01522 782020

Email address:

`schooltransportapplications@lincolnshire.gov.uk`

Please put 'Home to School/College Transport' in the subject heading

Travel application forms, appeal letters and queries about routes to school or college should be sent to:

School Services
Children's Service
County Offices, Newland
Lincoln LN1 1YQ

Fax: (01522) 516054

Letters regarding transport arrangements, concessionary transport and routes to pick up points should be sent to:

Passenger Transport Unit (PTU)
City Hall
Lincoln LN1 1DN

Fax: (01522) 568735

We will try to respond to or acknowledge letters within five working days of receipt. However during busy periods this is not always possible.

If you wish to speak to someone regarding public bus/rail services in your area, please contact:

Traveline 0871 200 22 33
www.traveline.info

Checklist

Please make sure you have:

- Put a cross in the relevant sections of your acceptance form
- If you are sending an application form, filled in all the sections and signed it
- In the case of an application for transport submitted on the grounds of income and faith, had the application form signed by your Priest
- Included a photo with your form if you know your child will be sent a train pass
- Included any relevant supporting letters with your application

Keep this booklet so that if you have any queries, you can contact us.

Please contact the Customer Service Centre if:

- You have applied for transport for September and not received a letter from us either approving or refusing transport provision by June or
- You have applied for transport mid year and not had a response from us within two weeks of sending us your application form.

