

16 March 2026

Dear Colleague

Home to School transport for children with special educational needs and disabilities (SEND)

I'm writing to let you know about how parents can apply for SEN transport for the 2026/27 school year, including who needs to apply and what parents can expect.

I would really appreciate if you could help disseminate this information to your parents as soon as possible.

We expect application forms will be available on the website from the end of March. We will write to you again once these are live.

As usual, the sooner transport requirements are known, the better. Parents should apply for transport assistance as soon as their school or college place is confirmed. We aim to arrange transport for the start of the academic year for all applications received by the closing date on 17 May 2026.

We are unable to assess or arrange transport for applications where school or college places are yet to be confirmed, or if applications are incomplete or require further information from parents.

Below is a summary of the transport we provide by age group:

Students aged 16-18 (deadline 17 May 2026)

- All students in this group will need to apply for transport assistance for 26/27
- All Year 12 students who are eligible for transport assistance will be offered a Personal Transport Budget (PTB) as standard. Families can request individual assessment of circumstances as part of their application if they feel a PTB is not suitable.
- Families of returning post 16 students (Year 13 and 14) who have previously been granted Council organised transport (COT) must also apply but will continue to receive COT.
- In both cases there is a charge for transport assistance of £660 per year (or £330 for low income families). This can be paid by debit or credit card in one lump sum or up to eight monthly instalments. For those with a PTB the charge is deducted from their monthly payments.

Environment and Transport Department
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Ann Carruthers, Director

www.leicestershire.gov.uk

- Families of 16-18 year old students **must** apply every year. This year's deadline is 17 May 2026.

Students aged 19+ (deadline 17 May 2026)

- Families in this group will continue to be able to choose between COT and a PTB.
- There is no charge for students in this group.
- Families of 19+ students **must** apply every year. This year's deadline is 17 May 2026.

Nursery children (deadline 17 May 2026)

- The council provides discretionary transport for children under age 5 attending specialist nurseries.
- Families must apply every year for transport assistance and can choose between a PTB and COT.
- In both cases there is a charge for this of £660 per year (or £330 for low income families).
- Parents who have COT can pay by debit or credit card in one lump sum or up to eight monthly instalments. For those with a PTB, the charge is deducted from their payments.
- Families of nursery children **must** apply every year. This year's deadline is 17 May 2026.

School age children: 5-16 year olds (closing date 17 May 2026)

- There is no charge for children in this group and their details will roll forward each year (however individual transport arrangements can still change)
- Families of children in this group only need to apply if:
 - They are applying for transport assistance for the first time
 - They are moving to a different school
- Families who are moving house can provide these details on our contact form
- Families who currently receive a PTB will receive direct communication during April regarding their PTB for the new school year (there is no need to reapply if circumstances have not changed)
- Applications and contact forms received after 17 May 2026 will be processed in date received order but there is no guarantee that transport assistance will be in place for the start of the school year

More information

- We will write to schools again when application forms for the new school year have been launched on our website (end March)

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- We will write to families of Post 16 students and nursery age children directly when application forms for the new school year are launched on our website (end March)
- I would be grateful if you can tell families that transport does need to be applied for every year for Nursery and Post 16 students

The transport policies for mainstream and SEN, along with a set of Frequently Asked Questions (FAQs), are available on our website at:

[School Transport policy documents and contact details | Leicestershire County Council](#)

Many thanks for your continued assistance in getting these important messages out to families.

Yours sincerely

Rachel Draper
Team Manager, Passenger Transport Services

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