February 2022

**Heading: Important information regarding school transport for children starting secondary school or primary school in September 2022**

Dear Headteacher

We would be grateful if you would pass information about applying for school transport to parents of children starting in Reception or Year 7 in September. Please can you relay this information through your parent mail, school newsletter or any other means you have of communicating with parents of children starting in September. Our suggested wording is:

If your child is starting primary school or transferring to secondary school in September 2022 they may be eligible for school transport. If you think your child is eligible please apply for transport as soon as you have your offer of a school place. Applications can be made online at the website below or a telephone application can be made by contacting the Customer Service Centre on 01522 782020.

For more information about the home to school transport policy and online applications please go to [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport). Queries can be emailed to schooltransportapplications@lincolnshire.gov.uk.

Many thanks for your help in this matter.

Kind Regards

Pamela Wilson

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