



Derby City Council

Team Home to School Travel Service
Email SchoolTravel@derby.gov.uk
Tel 01332 642716
Date 22 May 2023

Dear Head Teacher/Senco,

Re. Application window deadline for Home to School Travel Assistance (Academic Year 2023-2024).

Over the past few months, Derby City Council's Home to School Travel Service have been communicating with parents and carers via newsletters, bulletins and via social media platforms, about the application window for home to school travel assistance for the academic year 2023-2024. The window opened on 01 April 2023 and closes on 31 May 2023. All applications received before the 31 May 2023 deadline will be assessed and, if approved, suitable travel assistance will be in place for the beginning of the autumn term.

Please note, applications received after 31 May 2023 will be assessed but guarantees cannot be given for travel assistance to be in place for September 2023, as priority will be given to those applications received during the specified application window.

We have not received the anticipated volumes of applications so far and, with the deadline looming, we are asking for your support in reminding parents and carers of the importance of submitting their applications in good time. Parents and carers must complete and submit a new application if: -

- Applying for home to school travel assistance for the first time.
- Their child is starting a new school (or starting in yr7) in September 2023
- Changing home address
- Applying to renew a bus pass (bus passes must be applied for every year).
- The child is in, or starting post 16 education (post 16 students must apply annually)

Parents must apply online at [Home to School Travel Assistance - Derby City Council](#)

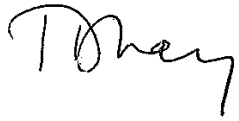
A Derby City Council MyAccount is required to apply [MyServices - myAccount \(derby.gov.uk\)](#)

People Services, The Council House, Corporation Street, Derby, DE1 2FS
derby.gov.uk

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Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tom Hay'. The signature is written in a cursive style with a large, looped 'T' and a long, sweeping tail on the 'y'.

Tom Hay (Commissioning Manager)