

**E-mail:** personaltransportbudget@leicester.gov.uk  
**Our Ref:** SCE/PTB.let  
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Dear Parent / Carer

## **PERSONAL TRANSPORT BUDGET**

I am writing to you because you are the parent or carer of a child with an Education Health and Care plan who uses transport organised by Leicester City Council.

We are committed to making sure the transport support we provide meets the needs of your child. For that reason and because we recognise that for many children travelling to school with a familiar person is the best option, we are introducing a new optional scheme called a **Personal Transport Budget**, which can support you with some of the costs in arranging transport for your child.

A Personal Transport budget provides you with a fixed payment of £500 per year and a mileage fee of 45p per mile, 4 journeys a day for 190 days a year to cover the costs of you taking your child to school. The payments are split equally across the year so you will know exactly how much you are receiving each month.

**For example**, if you live 5 miles away from school, you will receive the following monies, which will be paid into your bank account each month.

- 4 x 5-mile journeys a day = 20 miles a day (this includes the journey to and from school each day)
- 20 miles x 45p a mile x 190 days = £1710 per year
- Add fixed payment of £500 = £2210
- £2210 divided by 12 months = £184.00
  
- **You will receive £184 every month paid in advance**

You do not have to be able to drive to receive the budget, but you do have to use it to ensure that your child attends school and arrives on time and is collected at the end of the day. You can also use this money to pay a friend or family member if they are able to help and this is the best solution for your family.

We are now asking all families to consider whether a Personal Transport Budget is the best option for them and their child. However, if you do not wish to consider this option, the current travel arrangements for your child will remain in place and you don't need to do anything.

If you are interested in transferring to a Personal Transport Budget and would like more information and to apply for this option, please go to our website at [families.leicester.gov.uk/personaltransportbudget](https://families.leicester.gov.uk/personaltransportbudget)

If you decide to take a personal transport budget, then the current travel arrangements for your child/s will cease. However, if needed, consideration can be given to re-instating the transport provided by the Council.

Yours faithfully

*Martin Samuels*

**Strategic Director, Social Care and Education**