

Concessionary seats on school transport 2019 to 2020

1 What is a concessionary seat?

In parts of West Sussex, the County Council provides coaches, buses, minibuses and taxis for pupils who are entitled to assistance with transport between home and school. Sometimes there are spare seats on these vehicles which can be made available to pupils who do not qualify for assistance. These spare places are called concessionary seats, for which a termly ticket may be purchased. Concessionary seats are not available on public transport.

2 How much does a concessionary seat cost and how do I pay?

The rates are shown in the table below. Those living within statutory walking distance of their school (under 3 miles for children 8 years and over, 2 miles for younger children) pay the lowest rate. Those living further away and students in year 12 or above, who are not entitled to assistance with transport, pay higher rates. We will let you know the rate you will be paying.

	Direct Debit or Cheque		Direct Debit only	
	Two payments		Seven payments	
	Under mileage stated above	Over mileage stated above	Under mileage stated above	Over mileage stated above
Primary	2 x £112	2 x £128	7 x £32	First payment of £40 Then 6 x £36
Secondary	2 x £172	2 x £193.50	First payment of £50 Then 6 x £49	First payment of £57 Then 6 x £55
Year 12+	2 x £315	2 x £315	7 x £90	7 x £90

When to pay (choose from the following)

- **2 payments** to be paid in October 2019 and January 2020
- **7 payments** to be paid monthly from October 2019 to April 2020

Any delay in payment may result in authorisation to travel being withdrawn. If travel is required for one way only, the cost is half the normal termly ticket charge. If a pupil starts travelling after the beginning of the term, the charge will be proportionate to the number of days of travel.

3 How do I apply for a seat?

Simply complete the application form and send it, together with a passport size photograph of your child, to the Transport Bureau at the address shown overleaf. For travel that begins at the start of the Autumn term (September 2019), applications should be returned by 2 August 2019. Please note applications without photographs will not be processed. Please ensure that the box indicating your preferred payment method is ticked. Parents of prospective Sixth Form students should apply by the due date even if a return to school has yet to be finalised. Any complete applications received after the due date may not be processed until after the middle of September. All applications will be acknowledged showing the date received. **Please do not chase applications by telephone as staff will be extremely busy planning transport for September 2019. Please do not send cheques until requested by invoice.**

4

When will I know if a concessionary seat can be offered?

Every effort will be made to inform parents by the beginning of the new school year if a seat is available. If a large number of pupils qualify for transport, it may not be possible to allocate concessionary seats until after the term has started. Parents will therefore need to make alternative arrangements until they are offered a concessionary seat. You will be advised if a concessionary seat is not available. If there are more applications than seats available, the following order of priority will be used:

- i) children attending the nearest appropriate or designated school – those living furthest away having highest priority.
- ii) children attending an alternative school – those living closest to the school attended having the highest priority.

The priorities will be reassessed on an annual basis prior to the beginning of the new school year.

5

Once the pupil has concessionary travel will it always be available?

A concessionary seat can only be offered if it is not required for a pupil who has an entitlement. It is possible that the concession may have to be withdrawn at a later date if the place is needed for a pupil who is entitled to transport; or if the vehicle is no longer needed; or if a smaller vehicle is used. It should be noted that places sometimes have to be withdrawn during the term at very short notice of perhaps only one or two days. In such cases it is the parent's responsibility to make alternative transport arrangements, however we try to give as much notice as possible.

For those students attending the sixth form of the nearest appropriate school or the nearest appropriate sixth form college, the concessionary place, once offered, will not be withdrawn where there is no alternative public transport available.

A new application must be made for each academic year.

6

Will I get a refund if my child stops travelling?

If a seat is withdrawn by the County Council, a full refund of any unused portion per term will automatically be given to the parent, on return of the ticket to the Transport Bureau. The refund will be calculated on a pro rata basis.

Conditions of the Concessionary Seat Scheme:

1. Applications must be made on form T17.
2. Parents undertake not to allow children to travel until authorised by the Transport Bureau.
3. Children will be deemed to be authorised to travel only when a ticket has been issued.
4. Parents will undertake to settle invoices promptly. Any delay in payment may result in authorisation to travel being withdrawn.
5. If a parent decides to relinquish a concessionary seat, a refund will be given from the date the ticket is received by the Transport Bureau and only if the unused portion of the ticket is more than 10 consecutive school days. No refunds will be given for the summer term.
6. Parents and children will be responsible for ensuring that behaviour on the vehicle is acceptable and complies with any code of conduct issued by the school and the County Council. Unacceptable behaviour may result in the withdrawal of the concessionary seat.
7. Misuse of tickets may result in withdrawal of the concessionary seat.
8. In the event of the concessionary seat being withdrawn, for use by an entitled pupil, a refund will be given for the unused portion.

Transport Bureau

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