

**APPLICATION FOR CONCESSIONARY  
TRAVEL ON A SCHOOL BUS**

**APPLICANTS MUST READ THE FOLLOWING NOTES BEFORE SUBMITTING  
THIS APPLICATION FORM**

1. Concessionary travel can only be awarded where there are spare seats on school buses currently operating for students who qualify for statutory transport.
2. No guarantee can be given that the bus will continue to run throughout a student's school life, or that the place on the bus will not be withdrawn at some future date. We will always give a terms notice if a place has to be withdrawn.
3. Transport cannot be diverted or additional stops arranged for the benefit of concessionary travellers.
4. Transport can only be provided at the beginning and end of each school day.
5. Should it not be possible to provide concessionary travel there is no right of appeal against this decision.
  
6. The concessionary charges for 2016/17 are as follows: -

**Students under 16:**

Travelling 3 miles or less to school	£106.72 per term
Travelling over 3 miles	£198.89 per term

**Post 16 Students:**

Travelling 3 miles or less to school	£106.72 per term
Travelling over 3 miles	£198.89 per term

**The termly charge is determined by measuring the distance from a students home address to the school. NB The Council has reverted to a three term year.**

7. Invoices will be sent three times per year as follows:

The first invoice will cover Term 1 (September to December)

The second invoice will cover Term 2 (January to March)

The third invoice will cover Term 3 (April to July)

8. Payment of the charge is required in advance of travel.

9. Charges will be waived for students/families who are in receipt of the following benefits, once written evidence has been received: (Please send written evidence with this application form).

Free School Meals (proof can be obtained from the school)

Maximum Working Tax Credit (A copy of the complete 'Tax Credits Award Notice' is required to make this assessment.

Please note that following the allocation of a place, transport will not commence until either payment of the concessionary invoice has been made or confirmation of Working Tax Credit or Free School Meals has been received. Students cannot start to travel until they have received a bus pass.

10. Allocation of Concessionary seats will be given priority as follows:

A. Students with an Education Health & Care Plan or Statement of Special Educational Needs naming the school

B. Looked After Children

C. Students in Years 12 and 13

D. Students/Parents who are in receipt of Free School Meals or the Maximum amount of Working Tax Credit

E. Those who travelled on the route the previous term

F. By year group, in ascending order of priority from Reception to Year 11

G. Those living closest to the school using the shortest designated public route on the County Councils Geographic Information system.

Once all seats have been allocated parents may place the students name on a waiting list. Students will be placed on waiting lists measured by the distance from their home address to the school they are attending. Should

a place become available students will be allocated a place in distance order using the categories 10. A to G above.

A new waiting list will commence at the start of each Academic Year. Students who may already be on the waiting list from a previous year will take priority.

If Concessionary seats have to be withdrawn this will be done in the same allocation order as above.

11. Students may not travel without a valid pass – ‘No Pass No Travel’

12. If your pass has been lost or stolen a replacement can be purchased by sending a cheque or postal order for £10.00 made payable to Oxfordshire County Council, along with a covering note detailing the students name, date of birth and the school they attend to Transport Hub, PO Box 867, Oxford OX1 9NR. While your request is being processed, a temporary pass can be obtained from the school which will be valid for 10 days. If a valid pass cannot be produced after 10 days the driver can refuse travel.

If you have any queries please contact the Transport Hub on telephone number (01865) 323500.

**STUDENT DETAILS**

Surname .....

Forename ..... Date of Birth .....

Address .....

.....

.....Post Code .....

Please tick relevant year group box

Yrs 1 to 6

Yr 7  Yr 8  Yr 9  Yr 10  Yr 11  Yr 12  Yr 13

**PARENT/ GUARDIAN DETAILS**

Title Mr  Mrs  Miss  Ms  Other

Surname.....

Forename.....

Telephone Number .....

Email address.....

**EDUCATION DETAILS**

Name of School to be Attended .....

Transport to commence on .....

Transport to cease on **(applicable for Post 16 Students only)**.....

Preferred Boarding Point .....

Route Number preferred (if known) .....

**DECLARATION**

I certify that to the best of my belief the information given above is correct. In consideration of Oxfordshire County Council providing my son/daughter with concessionary transport to attend school I undertake as follows: -

That I will pay the concessionary fare as requested

That I understand the place cannot be guaranteed throughout my son/daughter's School life.

Signature of Parent/Guardian ..... Date .....

**When completed this form should be returned to Transport Hub, PO Box 867, Oxford OX1 9NR as soon as possible. Please do not send payment with this form. or email [mainstream.schooltransport@oxfordshire.gov.uk](mailto:mainstream.schooltransport@oxfordshire.gov.uk)**