

Application for Concessionary Travel 2015/16 academic year



Please read the scheme for concessionary travel below and the information about charges for concessionary travel before completing this form.

Student Surname: _____

Student Forename: _____

Date of Birth: _____

Year group: _____

Address: _____

Postcode: _____

Transport wanted to: _____
(school/college name)

Transport to start on: _____
(date)

Parent/Carer Name _____
(Title) (Forename) (Surname)

Telephone contact: _____

Declaration

I certify that, to the best of my knowledge, the information given above is correct. In consideration of Oxfordshire County Council providing my child 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 the time my child attends the school

(signature) _____
(date)

Return completed form to:
School & Social Care Transport, PO Box 867, Oxford, OX1 9NR

Please do NOT send payment with this form

Concessionary Travel – Charges

From September 2015 onwards the cost of concessionary travel will be:

Under 3 miles from home to school/college	£ 304.92 per annum (payable in three installments)
Over 3 miles from home to school/college	£ 568.26 per annum (payable in three installments)

Concessionary travel charges will increase for the next four academic years as follows:

	Under 3 miles from home to school/college	Over 3 miles from home to school/college
2016/17 academic year	£ 320.17 per annum	£ 596.67 per annum
2017/18 academic year	£ 336.18 per annum	£ 626.51 per annum
2018/19 academic year	£ 352.99 per annum	£ 657.83 per annum
2019/20 academic year	£ 370.64 per annum	£ 690.72 per annum

Invoices will be sent three times per year as follows:

- Invoice 1 – to cover Terms 1 and 2 (September to December)
- Invoice 2 – to cover Terms 3 and 4 (January to March)
- Invoice 3 – to cover Terms 5 and 6 (April to July)

Payment of the charge is required in advance of travel.

Concessionary charges will be waived for the following low income groups:

- young people who are aged 8 to 19 in the relevant academic year in which travel is required who are eligible for Free School Meals on income grounds; or
- young people who are aged 5, 6 or 7 in the relevant academic year in which travel is required who would have been eligible for Free School Meals on income grounds; or
- young people aged 5 to 19 in the relevant academic year in which travel is required whose parents are in receipt of the maximum level of Working Tax Credit.

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

Concessionary Travel Scheme

1. Concessionary seats are spare seats on home to school transport routes. These are routes that are operated for the benefit of those. These are routes that are operated for the benefit of those who are entitled to free transport to and from school/college.
2. Although no guarantee can be given that the transport will continue to be operated throughout the time a student needs or wishes to travel to the school/college, or that the place on the transport will not be withdrawn at some future date, Oxfordshire County Council will always endeavor to provide two-terms' notice if a place has to be withdrawn. For example if transport will cease in December, notice will be given in September; transport ceasing at the end of Term 4 (March/April) will be notified in January and if we intend to terminate transport in July, we will give notice in April.
3. Transport cannot be diverted or additional stops arranged for the benefit of concessionary travelers.
4. Transport can only be provided at the beginning and end of each school day.
5. Invoices will be sent three times per year as follows:
 - Invoice 1 – to cover Terms 1 and 2 (September to December)
 - Invoice 2 – to cover Terms 3 and 4 (January to March)
 - Invoice 3 – to cover Terms 5 and 6 (April to July)
6. Payment of the charge is required in advance of travel.
7. Concessionary charges will be waived for the following low income groups:
 - young people who are aged 8 to 19 in the relevant academic year in which travel is required who are eligible for Free School Meals on income grounds; or
 - young people who are aged 5, 6 or 7 in the relevant academic year in which travel is required who would have been eligible for Free School Meals on income grounds; or
 - young people aged 5 to 19 in the relevant academic year in which travel is required whose parents are in receipt of the maximum level of Working Tax Credit.

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

8. The key points regarding this scheme are set out below:
 - a. The County Council cannot guarantee that a young person will keep the seat for longer than two terms; and
 - b. The parent or, in the case of Years 12 and 13, the young person must complete an application form for concessionary travel; and
 - c. Parents are required to pay for two terms travel in advance; and
 - d. The price charged covers a return journey for every school day of the relevant period; and
 - e. There will be no rebates for those deciding to travel for fewer than the maximum number of possible journeys per term, for example there is no

rebate if a young person decides to use his/her bus pass for morning travel and returns by some other private means in the afternoon; and

- f. If a seat is available, a bus pass will only be issued on receipt of a completed application form, and correct payment.
9. When there are more requests to pay for seats on a particular route than there are seats available they will be allocated in the descending order of priority shown in the table below:

Priority	Category
1	Those with a Statement of Special Educational Need or Education, Health and Care (EHC) Plan naming the school
2	Looked After Children
3	Students in Years 12 and 13 (if there is no available service bus route)
4	Children in receipt of Free School Meals or whose parent(s) are in receipt of the maximum of Working Tax Credit
5	Those who travelled on the route the previous term
6	By year group, in ascending order of priority from Reception to Year 11 (or to Year 13 if there is no available service bus route)
7	Those living closest using the shortest designated public route on the County Council's Geographic Information System

10. Once all seats have been allocated parents may place the student's name on a waiting list for concessionary travel. Should a place become available it will be allocated using the priority shown above.
11. If concessionary seats have to be withdrawn this will be done in the reverse allocation order of the table above.
12. Students may not travel without a valid pass – NO PASS NO TRAVEL.
13. If a pass has been lost or stolen a replacement can be issued by Oxfordshire County Council. A small administrative charge may be levied. You should write to:
School and Social Care Transport, PO Box 867, Oxford OX1 9NR
detailing the student's name, date of birth and the school they attend. 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 regarding this policy or the concessionary travel scheme please contact School and Social Care Transport Team on 01865 323500.