

Telephone: 0300 200 1004
Email: passenger.transport@surreycc.gov.uk



Transport Coordination Centre
County Hall
Kingston upon Thames
Surrey
KT1 2DY

Dear Parent

CONCESSIONARY STUDENT TRAVEL APPLICATION

Thank you for enquiring about the availability of Concessionary (fee paying) seats for your child for the Academic year 2017-2018. Please fill out the enclosed application form and return it to the Transport Coordination Centre as soon as possible.

If you are applying for a coach seat, we hope to be able to indicate whether you have been successful by the middle of August. This is because we have to allocate seats in the first place to students who are entitled to transport assistance. We are only then able to sell any spare capacity on services.

If you are applying for a seat on a taxi or a minibus, we hope to be able to indicate whether you have been successful at the October half term. Please be aware that spare seats on such services are limited.

Please be advised that there is no guarantee of a concessionary seat and any concessionary seats allocated will be reviewed in light of other applicants according to the guidelines published on a termly basis. Transport services are reviewed regularly and services can be withdrawn if there are not enough numbers of entitled children travelling.

Parents are expected to make their own arrangements for ensuring that their child travels to and from school and need to ensure they have other plans in place if they are not able to obtain a concessionary seat.

Parents must make an application for a concessionary seat and are recommended to do so before the end of July each year in order to be considered in the initial allocation of concessionary seats. Applications received after this date may not be considered until the October half term.

Concessionary seats on contract vehicles are limited, so if an entitled child needs that seat in the future, a child may have their seat withdrawn at short notice.

If more families want concessionary seats than there are seats available, priority will be given to Surrey applicants before out of County applicants and within each category, statutory school age children will be considered ahead of post 16 students. Applicants will then be prioritised according to the following criteria, in order:

- Children with a brother or sister who already travel on the vehicle
- Children for whom there is no other public transport available to travel to school
- Children based on straight-line distance from their home address to the school, with priority being given to those who live furthest from the school

When it is not possible to offer a seat on the coach, parents will be notified that their child's name is on a waiting list.

Where there is no waiting list, late applications will be considered on a first come first serve basis.

Concessionary seats will be sold on the presumption that the child will travel 5 days each week. If there are still spare seats remaining on a vehicle once requests for seats for 5 days a week have been processed, concessionary seats may be considered for partial weeks on a discretionary basis. However, where a concessionary seat is made available for only part of the week, the concessionary seat may be withdrawn if a request is received for another child to travel 5 days a week and the parent of the existing child does not wish to increase their concessionary seat to 5 days.

In being considered for a concessionary seat, either on a 5 day a week or part week basis, parents must commit to at least half a term of travel and ad hoc changes to travel arrangements within that period will not be considered.

The cost of a Concessionary seat from September 2017 is as follows:

Under 16 Years -	£172.90 per term
16-19 Years -	£239.10 per term

This price is increased each summer for the start of the new academic year.

Yours sincerely

Transport Delivery Team Leader
Transport Co-ordination Centre