

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



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

Dear Parent/Carer

### **CONCESSIONARY STUDENT TRAVEL APPLICATION**

Thank you for enquiring about the availability of Concessionary (fee paying) seats for your child for the Academic year 2019/2020. Concessionary seats are spare seats that may be available on contracted vehicles that you may be able to hire at a concessionary rate. Please fill out the enclosed application form and return it to the Transport Coordination Centre as soon as possible.

Concessionary seats are not guaranteed, and can only be sold if there are any spare seats left after children who qualify for transport assistance have been allocated. Parents need to ensure that they have other plans in place if they are not able to obtain a concessionary seat. Transport services are reviewed regularly and services can be withdrawn if there are not enough numbers of entitled children travelling. Concessionary seats can also be withdrawn at short notice if the seat is required for an entitled child.

You must apply by 31 July if you want to be considered for a seat from September. If you are applying for a coach seat, we aim to indicate whether you have been successful by the middle of August. If we are not able to offer a concessionary seat on a coach, we will add your child's name to a waiting list. If you are applying for a seat on a taxi or a minibus, we aim to indicate whether you have been successful at the October half-term. Be aware that spare seats on these services are limited. Applications for coach seats received after 31 July will be considered on a first come first served basis, but may not be processed before the October half-term.

Applications for concessionary seats are reconsidered each year, alongside any new applications that have been received. If there are more children with a higher priority for seats or fewer spare seats available, your child's seat may be withdrawn.

Applications for full-time travel (pupils travelling every journey) will be considered above those who have applied for part-time travel. If there are spare seats remaining on a vehicle once requests for seats for full-time travel have been processed, concessionary seats may be considered for part-time travel on a discretionary basis.

If there are more applications for full-time (travelling five days a week) concessionary seats than there are seats available, we will prioritise applicants for full-time travel in this order:

1. Surrey statutory school age children with a brother or sister who already travel on the vehicle
2. Surrey post-16 students with a brother or sister who already travel on the vehicle
3. Surrey statutory school age children for whom there is no other public transport available to travel to school
4. Surrey post-16 students for whom there is no other public transport available to travel to school
5. Surrey statutory school age children who live furthest from the school (based on the straight-line distance from their home address to the school)
6. Surrey post-16 students who live furthest from the school (based on the straight-line distance from their home address to the school)
7. Out-of-county statutory school age children with a brother or sister who already travel on the vehicle
8. Out-of-county post-16 students with a brother or sister who already travel on the vehicle
9. Out-of-county statutory school age children for whom there is no other public transport available to travel to school
10. Out-of-county post-16 students for whom there is no other public transport available to travel to school
11. Out-of-county statutory school age children who live furthest from the school (based on the straight-line distance from their home address to the school)
12. Out-of-county post-16 students who live furthest from the school (based on the straight-line distance from their home address to the school)

The cost of a Concessionary seat from September 2018 was as follows:

Under 16 Years -	£177.20 per term
16-19 Years -	£245.10 per term

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

Yours sincerely

Transport Delivery Team Leader  
Transport Co-ordination Centre