

**Sedgefield Community College**

**and**

**Durham County Council**

**CONCESSIONARY SEAT APPLICATION PACK**

**Academic Year 2020-2021**



[www.sedgefieldcommunitycollege.co.uk](http://www.sedgefieldcommunitycollege.co.uk)



[www.durham.gov.uk/concessionaryseats](http://www.durham.gov.uk/concessionaryseats)

## **Concessionary Seats**

*Please read these notes in full as they have changed from previous versions.*

Durham County Council provides transport for pupils entitled to free travel from home to school. You can find information on free transport at [www.durham.gov.uk/schooltransport](http://www.durham.gov.uk/schooltransport) or by ringing Durham County Council on 03000 264444 (option 3).

Sedgefield Community College has entered into a partnership with Durham County Council to ensure school buses are available for pupils who do not qualify for free travel. These are called Concessionary Seats.

If you had a Concessionary Seat in the previous school year, you will automatically be considered for one this year, unless you have chosen to opt out of this. You do not need to re-apply unless your circumstances have changed.

Concessionary Seats are not available on local bus services, but pupils may travel on these services by paying a fare.

### **Summary of costs**

#### **Tariff one:**

These costs apply where Durham County Council identify that Sedgefield is not a child's nearest school.

- The Tariff one **Standard Fare** is £528.20 per year, the equivalent of £2.78 per day. This covers travel to **and** from College. This may be paid in monthly instalments.
- The Tariff one **Single Journey Fare** is £351.50 per year, the equivalent of £1.85 per day. This covers pupils only travelling to **or** from College. This can be paid in monthly instalments.

#### **Tariff two:**

These costs apply where Durham County Council identifies that Sedgefield is a child's nearest school. The College offers an enhanced subsidy, shown below.

- The Tariff two **Standard Fare** is £351.50 per year, the equivalent of £1.85 per day. This covers travel to **and** from College. This can be paid in monthly instalments.
- The Tariff two **Single Journey Fare** is £245.10 per year, the equivalent of £1.29 per day. This covers pupils only travelling to **or** from College. This can be paid in monthly instalments.

#### **Notes:**

- Parents with more than one child attending Sedgefield Community College pay only one fare for all their children.
- Any pupil registered for free school meals in 2020-21, who is beyond the scope of the Durham County Council Extended Rights Transport Scheme, will receive free transport from the College.
- Fares for Year 11 pupils will be charged at a reduced rate as typically they attend school for fewer days in Summer Term.

Sedgefield Community College will review tariffs periodically. These tariffs are fixed until 31<sup>st</sup> July 2021 and governors will review the charges that will apply from September 2021.

### Summary of Tariffs 2019-20

Tariff	Fare Status	Daily Cost	Yearly Cost
1	Standard Fare (Years 7-10)	£2.78	£528.20
1	Single Journey Fare (Years 7-10)	£1.85 one way	£351.50
1	Standard Fare (Year 11 only)	£2.78	£472.60
1	Single Journey Fare (Year 11 only)	£1.85 one way	£314.50
1	Siblings	£0	£0

Tariff	Fare Status	Daily Cost	Yearly Cost
2	Standard Fare (Years 7-10)	£1.85	£351.50
2	Single Journey Fare (Years 7-10)	£1.29 one way	£245.10
2	Standard Fare (Year 11 only)	£1.85	£314.50
2	Single Journey Fare (Year 11 only)	£1.29 one way	£219.30
2	Siblings	£0	£0

If you apply after the start of the school year, we will charge you at a rate equal to the daily rate for the days left in the school year.

### How to apply

The best way to apply is online at [www.durham.gov.uk/concessionaryseats](http://www.durham.gov.uk/concessionaryseats).

You can also apply by completing a postal application. Please contact us by telephone on 03000 264444 (option 3) or by email at [passengertransport@durham.gov.uk](mailto:passengertransport@durham.gov.uk) for a copy.

### Routes

You can request a seat on school bus routes listed on the Durham County Council website at [www.durham.gov.uk/concessionaryseats](http://www.durham.gov.uk/concessionaryseats). If you do not choose a route, we will select the most suitable route for you.

Seats are not always available, and we may change bus routes and times in future to meet travel needs efficiently. We may move pupils between routes to manage loadings.

Some pupils may wish to travel from an address which is not where they live (for instance, due to childcare arrangements). Please note this on your application as it will help us to select the most suitable route.

### Timeline

You can apply for a seat for the 2020-21 school year immediately. To be certain of being considered for a seat for the start of the school year, we will need to receive your application by **1<sup>st</sup> August 2020**.

If a seat is available, we will send you an invoice for the 2020-21 school year.

Due to the late start of the application process for 2020-21 we may need to send your invoice after the start of the school year in which case a temporary pass will be provided.

For later applications, we will write to you within three weeks of receiving your application.

### ***Seat Allocation***

Pupils applying before 1<sup>st</sup> August 2020 will be assured of a seat on an existing school bus.

We will continue to allocate seats each week for later applicants, in the order they are received. If a seat is available, we will send you an invoice (and a temporary bus pass, if term has started).

If no seat is available on a suitable route, we will write to tell you and add your child to a waiting list for a seat. If there is no suitable route available, we will write to tell you.

### ***Invoice***

Applications must be made by an adult who confirms they will be responsible for paying for any seat we offer.

We will send you an invoice for the total cost for the school year. This will include a monthly payment plan.

*You should pay the first instalment immediately on receipt of the invoice.* Once we receive this payment, we will issue the substantive bus pass for one term (note due to the late start of the application process this year it may be necessary to send the invoice after the start of the school year in which case a temporary pass will be provided to cover the first few weeks).

Your monthly payment plan will show the date you need to make your payment by (usually 15<sup>th</sup> of each month). This is the **latest** date to make each payment, and you may wish to pay earlier. Payments can take several days to reach us.

### ***Ways to Pay***

There are several ways to make your payments.

- **Direct Debit** is the easiest way to pay. Both online and paper application forms have space for you to give us your Direct Debit details. If you have paid by Direct Debit in the last year, we can continue to take payments this way, provided your payments are kept up to date.
- You can also pay by other means, including by telephone, cheque, online, at your local Paypoint or by standing order. Details are shown on the back of your invoice.

### ***Payments falling behind***

If your payments are not kept up to date, we will not issue bus passes for future school terms. You will receive payment reminders from us. Eventually the seat will be withdrawn and may be given to another pupil on the waiting list.

Your seat will normally be guaranteed for the school year if your payments are kept up to date.

### ***Leaving the scheme early***

If you no longer need a Concessionary Seat, please tell us as soon as possible. We will ask you to return your bus pass.

If you leave the scheme early (because you no longer want a seat or your seat is withdrawn), we will calculate how much was due for the period of travel using the daily rate above, and cancel the balance of your invoice.

You may still have a further payment to make for the period of travel, or we may owe you a refund if you have paid more than this amount.

**Behaviour**

Travel is subject to Durham County Council's Behavioural policy (available at [www.durham.gov.uk/schooltransport](http://www.durham.gov.uk/schooltransport)). Any seat may be withdrawn if a pupil does not behave appropriately on the vehicle.

**Debt**

If you have a debt that remains outstanding, this may ultimately be passed to Durham County Council's debt collection process to pursue.

Payment for one school year must be completed before any bus passes for another school year are issued. We may transfer payments you make between school years to pay off outstanding debts.

We may offset overpayments for Concessionary Seats against any other debts you may have with Durham County Council.

If you are having difficulty paying or need more information on your payments, please get in touch with us as soon as possible.

**Future Years**

Applications roll forward automatically until the pupil leaves school. This means you will not need to re-apply for transport each year.

- For pupils in Years 7-11, applications will continue until the end of Year 11.
- For pupils in Sixth Form, applications will be for one year only and you will need to apply each year.

If you do wish to apply for one year only, please note this on your application.

We will write to you each year in June to confirm if a seat is available. If the Concessionary Seat scheme changes from year to year, we will inform you of this. You can tell us at any time if you wish to cancel your application. We will send you a new invoice each year if a seat is available.

If you leave the scheme early at any time and later wish to re-join, you must re-apply as if it were a new application.

## ***Frequently Asked Questions***

### ***I have more than one child. How do I apply?***

You should complete an application for each pupil. We will treat each application separately. The same charge will apply for all pupils.

If you are only interested in seats if all your children can be allocated, please make a note of this on your applications.

If a seat is withdrawn for one child, the other children may usually continue to travel.

### ***Can I apply for a Concessionary Seat on a school taxi?***

Yes, but seats may not be available and will depend on the nature of the route and the needs of other passengers. Seats will only be available from existing pick-up points.

If we allocate a seat, you may speak to the taxi operator directly about the route. We will provide contact details.

We do not usually issue passes for taxis, but you must still keep up to date with your payments or the seat will be withdrawn.

### ***Who will you contact?***

Correspondence regarding payments will be sent to the adult named on the application. If this is not the pupil's main Parent / Carer, you will be responsible for sharing any information with them.

Bus passes and letters about seat allocation details, behavioural issues and general transport information will be sent to the pupil's home address.

### ***What happens if I move address?***

You must get in touch with us immediately.

- If you wish to keep your seat on the same bus, you can do so.
- If you wish to apply for a seat on a different bus, we will handle this like a new application. A seat will be allocated if one is available.

In both cases, we will need to cancel your invoice and send a new one to your new address. This will contain a new payment schedule. You will need to use the new invoice reference for your payments.

### ***Can I pay for my child to travel only on particular days?***

Although you may only need travel on certain days of the week, we will still charge the same amount as it means we are unable to offer the seat to another pupil.

***The bus did not operate one day due to bad weather or a breakdown. Will I get a refund?***

We issue termly passes, and we will not normally make adjustments for one-off or unforeseen failures to operate.

***My child will be absent from school for a period. Will I get a discount?***

We issue termly passes, and we will not normally make adjustments for one-off absences. However, in special circumstances we may apply a discount and keep seats available if there is reasonable evidence to support it (for instance, in cases of a hospital admittance). We will assess this on a case-by-case basis.

You should inform us of any special circumstances as soon as possible. We will calculate any adjustment as the daily rate of the scheme multiplied by the number of days of absence.

***What will happen if my child forgets their bus pass?***

Pupils without a pass will usually be taken to school if there are seats available. The driver will give the child a slip which tells the pupil they cannot travel home without a pass. It will direct the pupil to the school office, where a temporary pass may be issued if the pupil is authorised to travel.

Repeated failures to present a valid bus pass will result in removal of the Concessionary Seat.

***What should I do if I lose my bus pass?***

Replacement bus passes cost £5.00. You can apply and pay by credit or debit card by calling 03000 264444 (option 4).

Alternatively, you can send a cheque or postal order for £5.00, made payable to 'Durham County Council', to:

Transport Services  
Durham County Council  
County Hall  
Durham  
DH1 5UQ

Please include the pupil's name and address.

***How do I find out about local bus services?***

If no school buses are available, a local bus services may be available instead. Local bus services are available on our website at [www.durham.gov.uk/busmap](http://www.durham.gov.uk/busmap). You can also get details from the national Traveline service at [www.traveline.info](http://www.traveline.info) or 0871 200 22 33.

Some bus operators offer season tickets which may provide best value. You should speak to bus operators directly about these.

***General Data Protection Regulation***

You can view our GDPR Privacy Notice at [www.durham.gov.uk/dataprivacy](http://www.durham.gov.uk/dataprivacy). (in the section 'Roads and Transport', click the link to the PDF 'Privacy notice - Integrated Passenger Transport.pdf').

This includes information on how and why we collect and use your data, and our data retention and sharing policy. It also explains what your rights are regarding your data.





## Home to School Transport Concessionary Seat Application Form 2020-21



*You can now apply for Concessionary Seats online – it's quicker, easier and more secure.*

Visit [www.durham.gov.uk/concessionaryseats](http://www.durham.gov.uk/concessionaryseats) to apply.

Pupil Details			
First Name:		Surname:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Date of Birth:	Year Group: (2020/21)
Pupils' Home Address:			
Postcode:		School Start Date:	

Type of Pass	
<input type="checkbox"/> Standard Return Fare	<input type="checkbox"/> Single Journey Fare ( <b>am</b> )
<input type="checkbox"/> Single Journey Fare ( <b>pm</b> )	

Please choose your preferred bus route	
First preference:	Second preference:
Details of routes can be found at <a href="http://www.durham.gov.uk/concessionaryseats">www.durham.gov.uk/concessionaryseats</a> . If you are not certain which route to choose, we will select an appropriate one.	
Please provide details on the reverse if your child is not travelling from their home address.	

Name for invoice (this person must be over 18 years old)		
Title:	First Name:	Surname:
Home Address: (leave blank if same as above)		
Post Code:	Telephone:	
Email:	Relationship to pupil:	

2019-20 applications will be rolled forward for future school years, so you do not need to re-apply every year. We will write to you each year with details of the scheme. If you wish to apply for only one year, please tick here: <input type="checkbox"/>
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Declaration
I agree to be invoiced for the cost of the Seat for the pupil above. I have read and accept the terms and conditions of the Concessionary Seat scheme.

Please return this form to:  
**TRANSPORT SERVICES, COUNTY HALL, DURHAM, DH1 5UQ**

OFFICIAL USE ONLY	
Date received into school:	Sibling Scheme Eligibility Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No
Pass Type Confirmed as: Standard <input type="checkbox"/> Single <input type="checkbox"/>	Confirmed by:        on