



Regulations for Privilege Travel Notes of Guidance

What is Privilege Travel?

Hampshire County Council provides contracted school buses or taxis for the majority of pupils who are entitled to help with travel.

Pupils who are not entitled may apply to use spare seats on these contracted vehicles if available. Children can only board and alight on existing stops as per the route schedule, as this is a concession. No additional stops can be added to the route.

Students are allocated annually to the route for each academic year, and tickets are only sent out termly, if applicable following the termly payment being made or received. Students must reapply for privilege transport on an annual basis regardless of previous privilege transport allocation.

Please be aware that any spare seat place may have to be withdrawn at short notice if the seat is needed for an entitled pupil, or is no longer available for operational reasons.

Therefore Privilege places are not guaranteed

Please note privilege transport may not be allocated until after the beginning of the school year and your child must not travel until a ticket or authorisation is received. The availability of these places will only be known when all entitled children have been allocated to the route so in the meantime it is your responsibility to arrange transport for your child.

How much does a Privilege place cost?

The **cost per term** for the school year 2017/2018 will be **£190** (£570 for the whole academic year). An invoice for the full years cost of travel (for the terms requested) will be raised – all payments must be made against this invoice number. The quickest way to make your payment for transport is online, via the Hampshire County Council's e-invoice payment facility. Alternative payment options are outlined on the reverse of your invoice. Payment for the first term of travel must be made prior to the start of the travel. Spring term payments are due in December and summer term payments are due in March.

Please note that if travel starts at any time during the first half of any term, or ends at any time during the second half of any term, the full termly cost will be due. If travel starts at any time during the second half of any term or ends at any time during the first half of any term, half the termly cost will be due. All refunds will be made on this basis.

Please note AM or PM only tickets are no longer available.

The cost and criteria are reviewed annually for each new academic year.

Families in receipt of any of the following are not required to pay but MUST provide evidence prior to the start of each school year:

- Income Support
- Income-Based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under Part 6 of the Immigration & Asylum Act 1999
- Guarantee Element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit

Please note that evidence submitted should always:

- State the name and address of the claimant/recipient
- Contain the date to show that it is current
- Clearly state the type of benefit received

Proof can be provided with a photocopy of any relevant benefit received for the current financial year. Please do NOT send in any original documents as we cannot guarantee their return.

For entitlement enquires please call: 01962 845632 /845796 (Mainstream) or 01962 845327 (SEN)

Applying for transport:

Transport will not be considered until a Privilege Travel Application Form has been received by the Passenger Transport Group. Applications open on 15 May 2017. Applications can only be submitted once your child has a confirmed place at the school. A new application must be made for each subsequent school year.

Applications should be made online at:

www.hants.gov.uk/educationandlearning/schooltransport/apply

If you cannot complete an online application for any reason printable versions are available to complete and should be sent by post to the address at the end of this document.

The availability of privilege places will only be known when all entitled children have been allocated to the vehicle. This may not be until after the beginning of the school year, as priority must be given to processing application forms for entitled children. In the meantime it is your responsibility to arrange alternative transport for your child.

Please advise this office if an application for transport is made and your child does not take up the place at the school.

Transport provision:

- Parents are responsible for the behaviour of their children whilst travelling and must accept that unacceptable behaviour will lead to further action being taken or the withdrawal of transport.
- If your child needs a car seat or booster cushion, it is your responsibility to provide one.
- You must contact this office if you change address at any time. If travel is required from your new address you will need to complete a new application.

Medical information:

- Parents have a duty to notify the County Council if their child suffers from any medical condition which may affect their journey to and from school.

What happens if a pupil stops travelling?

- If a privilege place is withdrawn or given up, send your ticket to the address below, and an appropriate refund will be made from the date of arrival of the ticket in the office.

Lost or stolen passes:

- For a replacement pass, a payment of £10.00 is required. Only then may a replacement pass be issued and travel resume. Pupils who are exempt from the privilege charge will still be required to pay for replacement passes. Payments can be made by debit/credit card or if paying by cheque made payable to 'Hampshire County Council' and sent to the address below, along with details of the pupil's name, address and school.

Further enquiries

Home to School Transport, Hampshire County Council, The Castle, 2nd Floor, E11 West
Winchester, Hampshire, SO23 8UJ

Tel: 01962 845632 /845796 (Mainstream) or 01962 845327 (SEN)