

**23rd September 2024**

Headteacher - Patrick Earnshaw  
Deputy Headteacher - Mathew Downs  
Assistant Headteacher (Head of Sixth Form) - Lisa Swan

Dear Students and Parent/Carer,

The Government has provided the school with some money to help 16 to 19-year-old students in financial difficulty continue in full time education. Bursary funding is to help eligible students with costs such as travel to and from school or buying essential books, or specialist equipment that are required for their study programme. These are items that students would otherwise need to pay for to participate.

The Bursary Fund is not intended to provide learning support, for example, counselling or mentoring or to support extra-curricular or non-compulsory activities that are not essential to the students' study programme or to provide living costs support.

There are two types of bursary:

**A) Vulnerable Group Bursary**

Bursaries worth up to £1200 per academic year are available for 'vulnerable' students who meet one of the following criteria:

- (i) Young people in care
- (ii) Care leavers
- (iii) Young people in receipt of Income Support (or Universal Credit) in their own name
- (iv) Young people in receipt of Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Written evidence will be required to validate eligibility for the bursary (e.g. benefits documents or letters from the Local Authority Social Services department).

**B) Discretionary Award**

Discretionary bursaries are available for students not meeting the 'vulnerable' criteria but, nevertheless, come from low income households. These bursaries are awarded to contribute to the costs related to participation in full-time education e.g. transport to and from school, books, equipment, fieldtrips and other course-related costs.

Written evidence will be required to validate eligibility for the bursary (e.g. benefits documents in the name of the parent/carer, tax credit statements or a P60).

Successful applicants are invited to request specific support and the school will strive to purchase items on the student's behalf wherever possible. Payments will be dependent upon meeting the attendance, behaviour and progress/work targets set out within the 16-19 Bursary Fund contract.

If you would like to apply, believe you are eligible and can provide supporting evidence, please ask your child to hand in the application form to the Sixth Form Office (Star room) along with photographs or photocopies of supporting evidence of need. Alternatively, the application can be posted direct to the school, addressed to the Sixth Form office.

- Applications should be made on the appropriate application form attached by Monday 30<sup>th</sup> September 2024. You will also find a copy of the Bursary Policy attached to the e-mail.
- Current Year 13 students who were in receipt of the 16-19 Bursary last year **will need to apply again** if support is required this year.
- **It is imperative that the Discretionary Bursaries are received by the end of September. This is because we allocate the fund based on the number of applications we receive. If your application is late, there is a risk that there will not be funds left to support you.**

If your family financial circumstances change during the course of the academic year, then an application can be made at that point and will be considered in due course. If, however, you require any further information please do not hesitate to contact the Sixth Form Office on 01425 282322.

Yours faithfully,



Mrs L Swan  
Assistant Headteacher – Head of Sixth Form

### Summary guide

Examples of what the bursary fund can be used for (*Depending on eligibility and need)	Examples of what the bursary cannot be used for
<ul style="list-style-type: none"> <li>• Essential textbooks and revision guides</li> <li>• Essential course equipment</li> <li>• Costs travelling to/from school</li> <li>• Field trips that are an essential part of achieving a student's study programme goals (For example Geography/Biology field trip)</li> <li>• University Interview / an open day if appropriate for the eligibility needs of the student / UCAS Application</li> <li>• Meal support at school if the student is eligible and has the need</li> </ul>	<ul style="list-style-type: none"> <li>• Living costs</li> <li>• Counselling or mentoring sessions</li> <li>• Extra tutoring</li> <li>• Extracurricular clubs</li> <li>• Trips/Visits outside the curriculum (e.g. World Challenge, Ski trips etc) and where the trip does not contribute an essential part towards achieving a student's programme of study (e.g. Iceland trip)</li> </ul>