



WOLGARSTON HIGH SCHOOL

Staffordshire

Our reference PJT/ACS/svc

Parent Letter Number 10 (Year 12/13)

Dear Parent/Carer/Student

The New 16-19 Bursary Fund

From September 2011, if you require some financial support to help you stay in the Sixth Form you can apply to the new 16-19 Bursary Fund.

Those most in need will be eligible for a Bursary of £1200 a year. This includes people in care, care leavers, young people receiving Income Support and Disabled Young People receiving both Employment Support Allowance and Disability Living Allowance. Students eligible for Income Support will include some teenage parents, students estranged from their families, and those whose parents have died.

Other students facing financial difficulties may also be able to claim a small Bursary to help with costs they may face connected to their studies, e.g. transport costs, meals, books and equipment.

How do I find out more?

An application pack is available from Student Reception. Please refer to the attached 16-19 Bursary Fund Policy for full details.

What if I get EMA at the moment?

If you first applied successfully for EMA in 2009/2010, you will continue to receive the same level of weekly payments while you study in 2011/2012. This means you **cannot** apply to the 16-19 Bursary Fund.

If you first applied successfully for the maximum EMA payment of £30 per week in 2010/2011 you will receive £20 a week while you study in 2011/2012. This means that you **cannot** apply to the 16-19 Bursary Fund.

If you get EMA at the moment, but are not in one of these groups, you can still apply to the Bursary Fund.

If you need any further information or assistance, please contact Mrs Cooper in Student Reception.

Yours sincerely

Mr A C Simmonds MA
Head of Sixth Form

Headteacher: Mr P J Tapp MA

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16-19 Bursary Fund for the Academic Year 2011/2012

Purpose of the Fund

The purpose of the 16-19 Bursary Fund is to provide financial help to learners who are facing financial barriers to participating in their studies. Wolgarston High School is able to make Bursary Fund allocations based on the needs of individual students, taking into account their individual circumstances. The 16-19 Bursary Fund Policy has been written in collaboration with other South Staffordshire schools.

Allocation

The school will receive an annual allocation from the Young People's Learning Agency (YPLA).

Criteria for allocation

The money can only be allocated to students on an individual basis against the criteria set out below. All students aged 16 or over studying in the Sixth Form are eligible to apply if they feel they meet the criteria.

Criteria One

Year 12 students will be entitled to apply for a full Bursary Fund Allocation of £1200, but will need to provide documentary evidence to the Bursary Panel that they are one of the following:

- In receipt of Income Support
- A care leaver
- In care
- A disabled student in receipt of both Employment Support Allowance and Disability Living Allowance

Criteria Two

Students who have financial barriers affecting participation in their studies may apply for assistance towards the cost of transport, meals, books and equipment, if any of the following apply:

- Not eligible for Criteria one
- They have previously received EMA but are no longer eligible
- They would meet the criteria for eligibility for free school meals (i.e. parents in receipt of Income Support, Income-based Job Seekers Allowance, Child Tax Credit with an annual income of less than £16,190 or the 'Guarantee' element of State Pension Credit. Working Tax Credit does not apply)

Students must also meet all the targets and objectives in their Sixth Form Learning Agreement

Any Bursary Fund Allocations awarded by the Bursary Panel will be a contribution towards the cost and will not cover the whole cost. Documentary evidence and receipts will be required as appropriate.

Administration

Applications will be accepted any time during the academic year but will be pro rata from the start date to the end date.

Payment for the full Bursary (Criteria One) will be made by cheque in three instalments; November, January and April.

Payment for Criteria Two will be discussed and arranged on an individual basis. "Payment in kind" may be considered appropriate, e.g. for books, course materials and travel passes.

10% of the Bursary Fund allocation will be retained for students who join the school later than the start of the academic year.

5% of the Bursary Fund will be retained to assist with administration costs.

Monitoring and Evaluation

Sixth Form Administration will be responsible for ensuring students meet targets and objectives as per their Learning Agreement. Failure to do so can result in the funding being withdrawn.

Sixth Form Administration will be responsible for maintaining records in accordance with the requirements of the YPLA.

Sixth Form Administration will be responsible for reporting to the YPLA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Governing Body.

Appeals

Applicants should be aware that funding available for Criteria Two is limited. All applications received will be considered by the Bursary Panel. The Bursary Panel consists of the Head of Sixth Form/Progression Mentor, the Sixth Form Administrator and the School Business Manager. The Bursary Panel reserve the right to award funding as it sees appropriate.

The decision made by the Bursary Panel on the level of funding awarded is final. The Governors Appeals Committee will receive and determine only upon any appeals where funding is refused. Appeals should be addressed to the Clerk of the Governors c/o the school.

Appendices

Letter to students

Application form – Criteria One

Application form – Criteria Two

Examples of Criteria Two bursaries



APPLICATION FOR THE 16-19 BURSARY FUND – CRITERIA ONE

Name	
Address	
Contact Number(s)	

Please tick all boxes that apply:

➤ I am in receipt of Income Support

➤ I am a care leaver

➤ I am in care

➤ I am a disabled student in receipt of both
Support Allowance and Disability
Living Allowance

Employment

Please enter any comments relevant to your application and attach documentary evidence (photocopies are acceptable):

You will also need to meet all your targets and objectives as outlined in the Sixth Form Learning Agreement. Failure to do so can result in the funding being withdrawn. This will be evaluated and monitored by Head of Sixth Form.

Please note all of the information on this application will be confidential but we may need to contact you or a parent/guardian for further information.

Payments for successful applicants will be paid by cheque in three instalments; November, January and April.

Student signature:

Date:



APPLICATION FOR THE 16-19 BURSARY FUND – CRITERIA TWO

Students who have financial barriers affecting participation in their studies may apply for assistance through Criteria Two of the Bursary Fund (e.g. towards the cost of transport, meals, books and equipment).

Name	
Address	
Contact Numbers	

Please indicate what you are applying for assistance for:

In order to apply students should meet one of the following criteria:

Please tick all boxes that apply:

➤ I am not eligible for Criteria One

➤ I previously received EMA but am no longer eligible

➤ I meet the criteria to be eligible for Free School Meals
(see the Bursary Fund Policy for further details)

Please enter any other reason or change in circumstances that support your application for assistance:

You will also need to meet all your targets and objectives as outlined in the Sixth Form Learning Agreement. Failure to do so can result in the funding being withdrawn. This will be evaluated and monitored by Head of Sixth Form.

Please note all of the information on this application will be confidential but we may need to contact you or a parent/guardian for further information.

Any Bursary Fund Allocations awarded by the Bursary Panel will be a contribution towards and not the whole cost and the method of reimbursement will be discussed on an individual basis. Please note that "payment in kind" may be considered appropriate e.g. for travel passes, food and course materials. Documentary evidence and receipts will be required as appropriate.

Student signature:

Date:

Please return to: Mrs Cooper, Student Reception