



CHRISTOPHER WHITEHEAD LANGUAGE COLLEGE & SIXTH FORM

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Dear parent/ carer,

This letter contains the details required for your son/ daughter to apply for a 16-19 Bursary. Each year, the school is allocated an amount of money to support students who meet strict financial criteria (outlined below).

The intention of the 16-19 Bursary is to enable eligible students to purchase the equipment and resources that they need to succeed in their chosen post-16 courses. In line with best practice guidelines, where possible we use the bursary funds to purchase resources for students directly. However, where a claim is agreed, costs can also be reimbursed directly into the student's bank account.

There are two categories of bursary, the Vulnerable Student Bursary and the Discretionary Bursary (outlined below). Whilst the Vulnerable Student Bursary is a fixed amount per person for eligible students, there is a finite amount of money available for the Discretionary Bursary. As a result we will prioritise those students in most need. Once an application has been successful, students will be notified in writing, after which agreed resources will be provided. Further claims may be made for costs incurred throughout the academic year. Every claim will be considered on an individual basis and a decision made as to whether we can provide the full amount, a contribution, or in some cases are unable to provide any funds.

Who is eligible?

The Vulnerable Student Bursary: £1,200 per student for:

- Young people in care
- Care leavers
- Young people personally in receipt of income support or universal credit
- Disabled young people in receipt of employment support allowance who are also in receipt of disability allowance or personal independence payments.

Please note: Original evidence will be required and returned to you once processed.

Discretionary Bursary:

- Discretionary Bursary Tier 1 – Students whose household income is less than £16,190 and are entitled to Free School Meals. Evidence required: Original local authority free meals letter.

Free school meals will continue to be provided for students in this tier.

- Discretionary Bursary Tier 2 – Students whose household income is between 16,190 and £25,520. Evidence required: Original tax credit award notice annual statement from HMRC.

· Discretionary Bursary Tier 3 – Students who do not meet tier 1 or 2 based on household income but may require support due to exceptional individual circumstances. Evidence required: Agreement from the Head of Sixth Form.

Continued support under the Discretionary Bursary is linked to behaviour and attendance, which will be continually reviewed throughout the academic year.

What costs are typically considered under the bursary?

Although we consider every claim individually, the following are typical examples of costs covered in full or in part by the 16-19 Bursary:

- Academic books
- Stationery
- Laptops (loaned)
- Essential course related equipment – such as calculators, lab coats, hairdressing equipment
- Bus passes for students living more than three miles from the school
- School trips
- Subscriptions to subject related websites/ journals

How do I apply?

You can apply for the 16-19 Bursary any time throughout the year, however to get maximum benefit and to help us to budget effectively, we encourage you to apply before the start of the school year if possible. Please click the following link for the Bursary Application Form:

<https://forms.office.com/r/F6nNC8aQpw>.

If you think that you may be eligible, please complete the form and we will assess your application.

Yours sincerely,

P. Pugh,

Head of Sixth Form