



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion

Achievement

Respect

Endeavour

*The cornerstones of our
learning community*

September 2018

Re: 16-19 Student Bursary 2018/19

Dear Parents / Carers

I am writing to you with the information that you will need if you wish to apply for a student bursary for your son / daughter.

The 16-19 Bursary is a government allocated sum of money given to schools to help support Sixth Formers and their families who may be in financial hardship with the costs of attending full time post-16 education; these could include travel, enrolment contributions, equipment, subject visits etc. Eligibility is based on annual household income and there are several different bursaries that are based on different levels of need.

On the back of this letter, you will see the different bursaries and the different categories of students for which they are intended.

If you believe that your situation fits the criteria outlined on the reverse, **please complete the attached application form and return to me via 6th form reception with the supporting evidence required by 3pm on Monday 1st October**. Please note we cannot accept late applications.

We will back-date all successful applications to 1st September 2018. This bursary is awarded annually so if your son / daughter is in Year 13 and was in receipt of a bursary last year, you will need to apply again this year.

Year 12 students will receive their total bursary in 6 equal cheques (one per half term) and Year 13 in 5 equal cheques (because of their early exam period next summer). Students must attend school fully (including morning mentoring, assembly, guided learning hours and subject lessons). Students who fail to do this will lose a proportion of their bursary in line with their attendance rate i.e. if a student's lesson attendance drops to 90% they will only receive 90% of their bursary for that half term.

If you would like to discuss applying for a bursary for your son / daughter, please contact me at school and I will be happy to help.

Yours faithfully

Mr Glyn Creeves
Head of 6th Form
gcreeves@imberhorne.co.uk
01342 310986

Imberhorne Lane

East Grinstead

West Sussex

RH19 1QY

Tel: 01342 323562

E-Mail: info@imberhorne.co.uk

www.imberhorne.co.uk





16 - 19 bursary funding allocation criteria

Eligibility

The following will be taken into account;

- annual household income
- number of dependent children in full-time education in the household
- whether courses followed need specialist equipment or clothing

Students can apply more than once if their circumstances change. Details of the Bursary Fund are given to all students at the beginning of the year and can be reissued to any students who experience a change in circumstances during the year. Allocation is paid subject to attendance and behaviour conditions being met.

The Bursary is intended to provide a contribution towards the costs of travel to school, enrolment costs, educational visits during the year, exam re-sits, and visiting university open days. Students will receive half termly payments by cheque made payable to the them directly.

Bursaries 1, 2 and 3 are paid during each half term and are dependent upon regular attendance and work being completed.

A. Vulnerable Student Bursary

Bursary 1: High priority award

This contains the following defined vulnerable groups:

Young people in care or care leavers

Young people receiving Income Support or Universal Credit

Young people receiving both Employment Support Allowance and Disability Living Allowance

Annual household income below £7,000

Where students fall into one or more of these groups, they are eligible for a bursary (this can be calculated on a pro-rata basis where appropriate)

Evidence required: P60 or self-employment income evidence or Tax Credit/Universal credit forms confirming annual household income.

B. Discretionary bursary

Bursary 2: Medium priority award

Students who receive free school meals or whose **annual household income** is above £7,000 but below £16,000.

Evidence required: Local Authority letter or email regarding eligibility for Free School Meals, Certified letter from DWP, family P60, self-employment income evidence, Tax Credit/Universal credit forms or 3 months' bank statements/ pay slips confirming annual household income.

Bursary 3: Lower priority award

Students whose household is in receipt of means tested benefits or whose **annual household income** is between £16,000 and £20,999. These students receive a smaller bursary.

Evidence required: Certified letter from DWP, family P60, self-employment income evidence, Tax Credit/Universal credit forms or 3 months' bank statements/ pay slips confirming household income or other means tested certification confirming annual household income.

Bursary 4: Discretionary payment -

Students whose annual household income is between £21,000 and £26,000 (evidence required) can apply for bursaries to contribute to specific one-off needs (such as educational visits, exam re-sits, books and equipment) involved directly with their education. **The bursary award is at the discretion of the Head of Sixth Form following a meeting and receipt of necessary evidence.**



16-19 6TH FORM BURSARY APPLICATION FORM 2018-19

Strictly Confidential

STUDENT NAME	
STUDENT DATE OF BIRTH	
PLEASE LIST PAPER WORK ENCLOSED This is needed from all parent(s)/carer(s) residing at the home address	
ANY EXTRA INFORMATION In support of the application	
PARENT/CARER SIGNATURE	
PARENT/CARER FULL NAME	
Preferred contact number for any discussions about bursary	

Please return this form along with copies of relevant paperwork in an envelope marked as **CONFIDENTIAL to Mr Glyn Crees (via 6th form reception) by 3pm Monday 1st October** (after which applications cannot be accepted unless there is a change in circumstances)

If your application is successful, your son/daughter will receive a cheque each half term. The amount allocated is entirely dependent on lesson attendance and work level that half term which must be deemed as acceptable.

Small amounts of authorised absence (ie illness) will not affect the payment.

Please note that the evidence you submit will be returned to you but we have to keep a copy on confidential file.