

September 2018

Dear Parent/Guardian

**Re: The 16-19 Bursary**

All students may apply for a discretionary bursary. Bursaries are intended for students who are in most need of financial student support and the eligibility criteria needs to reflect this as stated below. The funds are intended to assist with expenditure that is directly related to school life including transport, study resources, meals while at school, course-related trips and university open days.

The 16-19 bursary scheme is made up in two parts:

- Students that are in care; care leavers; in receipt of Income Support or Universal Credit in place of income support, in their own right; in receipt on Employment & Support Allowance or Universal Credit & Disability Living or Personal Independence Payments in their own right. These students will receive a bursary of £1,200 a year.
- A discretionary fund for the school to distribute in order to ensure that learners facing financial hardship in accessing learning receive appropriate financial support. To be eligible for bursaries from this fund the household income of the learner must be **below £25,000 per annum**.

If you consider that you are eligible to apply for support from the 16-19 Bursary fund please complete the attached application form. The completed forms must be returned to the 6<sup>th</sup> form office before the Wednesday 19<sup>th</sup> September.

The application must be made with attached copies of all official documentary evidence proving eligibility which will be retained by the school for administrative and audit purposes.

All awards will be dependent on students adhering to the terms of our Sixth Form Learning Agreement and attendance is over 90%.

If you require any further assistance please contact me via [hvannorman@roundhayschool.com](mailto:hvannorman@roundhayschool.com)

Yours sincerely,

Helen Van Norman  
Sixth Form Coordinator