



November 2011

Dear Sixth Form Parent/Carer and Student

Re: 16 – 19 Bursary Fund

This new fund has been set up by the government to support young people on post-16 learning programmes. We have not yet received the funding which has been allocated to us, but will administer this directly to learners who are eligible, once the funding is received.

Please find attached to this letter the information sheet supplied by Kingston Children and Young People's Trust which outlines the criteria that must be satisfied for students to claim financial support. As the Bursary is limited we will ensure that the funding reaches the learners who need it most.

We can help students to meet day to day expenses such as lunches and/or travel or for specific items of equipment that are necessary for the course. We can also contribute to the cost of essential school trips.

You will need to share information with us about your family's income but this will be kept entirely confidential.

Mr James Ellis, a Foundation Governor of Richard Challoner School, will have oversight of the distribution of funds.

An application form will be available from Mrs McAleenan.

Please direct any enquiries regarding the 16–19 Bursary Fund to Mrs Foley in the first instance.

Yours faithfully

Mrs Foley

Director of Student Support and Guidance

RICHARD CHALLONER SCHOOL

16-19 BURSARY FUND: 2011/12

The 16-19 Bursary Fund has been set up by government to support young people who face financial barriers to continuing in post-16 education or training. It is available through our school and if you think you might need some financial support to complete your course for 2011/12, please apply as soon as possible.

You could be eligible for a **FULL BURSARY** of £1,200 per year if you are aged 16-19 and are:

- Currently in care
- A care leaver
- In receipt of income support
- In receipt of Employment Support Allowance and Disability Living Allowance

Or you could be eligible for **PART BURSARY** or **OCCASIONAL ONE OFF PAYMENTS** or 'in kind' support to help with your studies if your parents/carers are in receipt of:

- Income Support
- Income-based Jobseekers' Allowance or Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of the State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190

You could also be eligible if you:

- Claimed free school meals in Year 11
- Received the top rate of EMA in 2010/11 and are now on a reduced (£20) rate

All learners who claim Bursary funding must also:

- Satisfy the government's residency requirements for publicly funded courses in school sixth forms
- Be aged under 19 on 31st August 2011 (ie. born after 31st August 1992)

If you apply for bursary funding, we will ask you for evidence to back up your claim.

If you are in care or a care leaver, this is likely to be a letter from your key worker. Or we will ask you for a letter or statement from the DWP confirming you are in receipt of benefits, or a P60 or Tax Credit Award Notice (if your parents are employed). If you claimed free school meals in Year 11 in this school, the school should already hold records of household income or will be able to check this with the local authority. If you would like to apply for funding but think you may have difficulty obtaining evidence please speak to us as soon as possible.

Your application for funding will be considered by a panel of staff members and Mr James Ellis (Foundation Governor) – we are committed to ensuring that this process is fair. If you are successful, you will be asked to sign a Learner Agreement to say you will comply with certain conditions regarding punctuality, attendance and behaviour. If you do not comply with any of these conditions, we may stop your bursary payments.

Payment of the bursary will be made:

- Into your bank account (we can help you set one up if you do not already have one)
- On a monthly/three monthly or termly basis (unless the funding is a 'one off' payment)
- To you while you attend our school. If you transfer to another school or College, every attempt will be made to ensure that the funding will be available to you at your new institution

Your application and arrangements for the payment of bursary funding will all be kept confidential and you will have access to one or two members of staff who will take you through the process. If your application is unsuccessful or you are not happy with the outcome, you can appeal – speak to Mrs Foley in the first instance.

You probably know that young people can no longer claim the Education Maintenance Allowance. The 16-19 Bursary Fund has replaced EMA but at a much reduced level. We will try to dispense our allocation of the Fund as fairly as we can but we cannot guarantee that all claims will be successful or to the desired level.

Pick up an application form from the Sixth Form office. It is confidential and you could be eligible, so don't miss out!