



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Lee Walker

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

19 September 2023

Dear Parent / Carer

16-19 Student Bursary 2023/24

I am writing to you with the information that you will need if you wish to apply for a 16-19 student bursary award for your son or daughter for the coming academic year.

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 the total annual household income in the previous financial year, April 2022 – March 2023.

Details of the levels of bursaries, along with the assessment criteria, are detailed overleaf. If you believe that your situation fits the criteria outlined, please complete the attached application form and submit along with the required supporting evidence. The deadline for return is **3pm on Friday 29 September 2023**. Please note we cannot accept late applications.

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 and Year 13 in 5 equal cheques (because of their early exam period next summer). They are paid half termly with the first payment made before October half term. Students must attend school fully (including scheduled mentoring appointments, one fortnightly Personal Development lesson, complete independent 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
Senior Assistant Head Teacher – KS5

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West Sussex
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16 - 19 bursary funding allocation criteria

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. The bursary is intended to provide a contribution towards the costs of attending our Sixth Form provision. Any award is expected to be used to fund expenditure such as travel to school, enrolment costs, educational visits during the year, exam re-sits, visiting university open days or enrichment activities that are offered to enhance the core curriculum.

Bursary 1: High Priority award for Vulnerable Students

Eligibility	Supporting Evidence
Young people in care or care leavers	<ul style="list-style-type: none"> • Current letter the from host borough with responsibility for on-going care arrangements or documentation confirming leaving care arrangements
Young people receiving Income Support or Universal Credit	<ul style="list-style-type: none"> • Documentation from the Benefits Agency dated between 01/04/22 – 31/03/23 Plus • Current benefits letter dated within the last three months
Young people receiving needs-based benefits such as Personal Independence Payment, Employment Support Allowance, Disability Living Allowance etc	<ul style="list-style-type: none"> • Documentation from the Benefits Agency dated between 01/04/22 – 31/03/23 Plus • Current benefits letter dated within the last three months
Students who live in a household whose total annual household income below £ 8,692.78 (Based on National Minimum Wage of £ 10.42 p.h x 16hrs x 52.14 wks)	<ul style="list-style-type: none"> • Documentation to support the <u>total</u> household income from earnings and benefits (if applicable) for all adults within the household. • Examples of eligible evidence would be 2022-23 P60, three months' pay slips, documentation from the Benefits Agency dated between 01/04/22 – 31/03/23, current benefits letter dated within the last three months

Bursary 2: Medium priority award

Eligibility	Supporting Evidence
<p>Students who live in a household whose total household income is above £ 8,692.78 and below £ 13,582.47 (Based on National Minimum Wage of £ 10.42 p.h x 25hrs x 52.14 wks)</p>	<ul style="list-style-type: none"> • Documentation to support the <u>total</u> household income from earnings and benefits (if applicable) for all adults within the household. • Examples of eligible evidence would be 2022-23 P60, three months payslips, documentation from the Benefits Agency dated between 01/04/22 – 31/03/23, current benefits letter dated within the last three months, annual tax statement for self-employment

Bursary 3: Low priority award

Eligibility	Supporting Evidence
<p>Students who live in a household whose total household income is above £ 13,582.47 and below £ 18,472.16 (Based on National Minimum Wage of £ 10.42 p.h x 34hrs x 52.14 wks)</p>	<ul style="list-style-type: none"> • Documentation to support the <u>total</u> household income from earnings and benefits (if applicable) for all adults within the household. • Examples of eligible evidence would be 2022-23 P60, three months payslips, documentation from the Benefits Agency dated between 01/04/22 – 31/03/23, current benefits letter dated within the last three months, annual tax statement for self-employment

Bursary 4: Head of 6th Form discretionary bursary payment

Students experiencing financial hardship can apply for a one-off bursary payment towards specific costs that contribute to their educational outcomes or support them to overcome short term issues that would otherwise negatively impact on their learning. These payments are awarded at the discretion of the Head of Sixth Form in consultation with the School Business Manager and are subject to the availability of bursary funds.



16-19 Bursary Application Form 2023-24

Strictly Confidential

Please complete and return in a sealed envelope marked confidential for the attention of Mr Glyn Creeves. The deadline for return is **3pm on Friday 29 September 2023**. Please note we cannot accept late applications.

STUDENT DETAILS

First Name		Surname	
DOB		Year Group	
Home Address	Courses being studied		
		1.	
		2.	
		3.	
		4.	
Travel arrangements to and from school			

PARENT/CARER

First Name		Surname	
Contact Number			
Number of dependent children			

HOUSEHOLD SUPPORTING EVIDENCE PROVIDED

(please ✓ to indicate the evidence that you are providing to support your total household income)

TYPE	Parent/Carer 1	Parent Carer 2
P60 for the tax year April 2022-23		
Current year payslips (3 months)		
Supporting documentation from the Benefits Agency confirming entitlement (dated within the last three months)		
Self-employment tax statement for 2021-22		

BURSARY 1 ONLY

Current letter from the host borough with responsibility for on-going care arrangements or documentation confirming leaving care arrangements	
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In applying for this bursary, I acknowledge and agree that:

Receipt of a full bursary is dependent upon full attendance at all required sessions including mentoring, Personal Development fortnightly, guided learning hours and subject lessons. Authorised absences (such as confirmed illness) will not affect the payment amount.

Bursary payments will be adjusted to reflect your attendance levels

Other than the initial payment following award, payments are made at the start of each half term by BACS transfer direct into an account in the student's name.

A copy of the supporting documentation provided will be retained on a confidential file within school.

SIGNATURES

Student		Parent/Carer	
Date		Date	