

September 2019

Dear Student

Bursary Funding

Guidelines for Bursary funding have been generally agreed by Liverpool Secondary Schools.

Alsop High School would like to point out the following arrangements for 2019/2020.

All students are expected to aim for 100% attendance, however attendance of 97% or above is a condition for receiving both Guaranteed and Discretionary Bursaries, which will be at the School's discretion.

The criteria for payments include attendance, but also a link to effort and behaviour. Students must make acceptable progress.

It is the student's responsibility to check that his/her attendance has been registered at both lessons and registration and that all work is submitted by given deadlines.

Bursary funding payments can only be paid if the student can satisfy the requirements outlined in the attached paperwork. It is highly recommended that you make time to familiarise yourself fully with the documentation. Please complete **BOTH** forms which are attached and return them to Mrs A M Snape in the Main Office.

If you have any questions concerning the Bursary funding, please do not hesitate to contact me.

Yours sincerely

**Mrs V Nolan**

Senior Leader i/c Sixth Form

# MEMORANDUM

To: Sixth Form Students, Parents and Carers

From: Mrs V Nolan, Senior Leader i/c Sixth Form

## Post-16 Bursaries

As you will be aware, the Government withdrew the Educational Maintenance Allowance (EMA) a couple of years ago, and replaced it with Post-16 Bursaries.

This letter is to outline how the system is implemented at Alsop High School.

There are two types of Bursary:

- Discretionary Bursary
- Guaranteed Bursary

## Discretionary Bursaries

Students who are eligible for Free School Meals will receive a Discretionary Bursary.

If you have not applied for Free School Meals, you are strongly recommended to make an application to the local authority and application forms are available from the One Stop Shops and also on the Liverpool City Council website.

- The criteria are your household's receipt of Universal Credit, (which has now replaced Income Support: Housing Benefit; Income-related Employment and Support Allowance (ESA); Income-based Job Seekers' Allowance (JSA); Support under Part 6. of the Immigration and Asylum Act 1999; Child Tax Credit and Working Tax Credit);
- or a household income of less than £16,105.

If you qualify for Free School Meals, Bursary application forms are then available from the Sixth Form Office.

Discretionary Bursaries of £100 per term (**£50 per half term**) will be made retrospectively every half term and will be conditional on attendance and satisfactory progress (see Bursary Agreement).

Students deemed eligible for a Discretionary Bursary will also be required to sign an agreement confirming understanding of the conditions and **provide documentation as evidence.**

## **Guaranteed Bursaries**

Guaranteed Bursaries of £1,200 will be paid to students who fall into one of the following categories:

- Care Leavers
- Looked-After Children
- Students in personal receipt of Income Support
- Students in personal receipt of **both** Employment and Support Allowance (ESA) **and** Disability Living Allowance (DLA).

Payments of **£120** will be made retrospectively **every 4 weeks** and will be conditional on attendance and satisfactory progress (see Bursary Agreement).

**To receive a Guaranteed Bursary the following evidence must be submitted to the School:**

Care Leavers and Looked-after Children:

A letter from your local authority for students in receipt of the benefits listed above – a current letter must be provided which can be obtained by ringing **0845 608 8529**

Students deemed eligible for a Guaranteed Bursary will also be required to sign an agreement confirming understanding of the conditions.

Yours sincerely

**Mrs V Nolan**

Senior Leader i/c Sixth Form



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## Sixth Form Bursary Agreement

**Name of Student** \_\_\_\_\_ **Form:** \_\_\_\_\_

I understand that my Bursary payment is conditional on achieving at least 97% attendance and make acceptable progress including submitting all work by given deadlines.

I understand that if I fail to meet the conditions above, part or all of my Bursary payment may be stopped.

I understand that if my payment is to be reduced or stopped, I will be notified of the reason and that I have the right to appeal if I am able to provide appropriate evidence.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Tutor :** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## **PAYMENT DETAILS FOR BURSARY FUND**

*Please complete in block capitals*

Full Name of Student : ..... Form: .....

Home Address: .....

.....

.....

Postcode : .....

Telephone No. : .....

Date of Birth : .....