



# Harlington Upper School

Headteacher  
Shawn Fell

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Dear Student

## 16 to 19 Bursary Fund Statement 2017/18

The Government's Education and Skills Funding Agency provides funding for schools to administer the 16-19 Bursary Fund. This exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds. Awards from the Bursary fund can be used towards essential course related costs such as books, equipment, travel, university open days, interviews, curriculum essential trips and other costs associated with learning. The Bursary can also include a contribution towards food costs.

Harlington Upper School will seek to ensure that the funds available are:

- distributed fairly through a process which is transparent and easily understood. Information about the process for application is available on the school website and from the Sixth Form Office.
- assessed and allocated to each individuals need, taking into account the financial circumstances of the applicant and the intended use of the award.
- used to widen access to, and participation in, sixth form education.

The scheme is made up of three parts:

1. **Full Bursary (Level 1)** – If students meet the criteria below, they will be eligible for a full bursary of £1,200 a year:
  - in care
  - care leavers
  - getting Income Support, or Universal Credit (in place of income support) in their own right
  - getting Employment Support Allowance, Disability Living Allowance or Personal Independence Payments in their own right.
2. **Discretionary Bursary (Level 2)** - Other students who need financial support to help them to stay in education may also be able to claim a bursary to help with costs of transport, food, equipment or other course-related costs.



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For the Level 2 discretionary bursary, you must be one whose parents or carers are in receipt of:

- Income support (or equivalent universal credit)
- Income based Jobseeker's Allowance
- Support from the National Asylum Support Service
- Child Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the level set by the Inland Revenue for the relevant tax year: £16,105 from April 2017
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance.

Or as a student, you must:

- Be in receipt of Free School Meals
- Be providing care to a sick or disabled relative
- Have a long term medical condition that can affect your studies.

3. **Discretionary Bursary (Level 3)** – students who have an identifiable need and do not fall into the Level 1 and 2 groups. You may be eligible for a contribution towards specific educational purposes e.g. transport or essential course materials and activities.

Receipt of a payment is conditional on you meeting agreed standards set by the school. These standards relate to attendance, behaviour and progress in your studies. Payments for the Spring and Summer Terms may be delayed or withheld if you fail to meet the agreed standards.

If you believe that you may be eligible for a bursary payment, application forms with further information are available from the Sixth Form Office or the school website. Applications must be received no later than 29 September 2017.

Yours sincerely

Mrs H Sides  
Assistant Headteacher for Key Stage 5

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