

Sponne School

A Music & Science Academy



Inspiring
Achievement

September 2018

Dear Parents, Carers and Sixth Form Students,

The 16-19 Bursary Fund in 2018/19

We are writing to notify you about the Government 16-19 Bursary Fund which is administered directly by the school to support students from low income families in accessing their Sixth Form education for such things as e.g. transport, meals, books and equipment. The government has issued guidance for this funding, and we have used this to compile the procedure and application process here at school.

If you wish to apply for Sixth Form Bursary Funding, applications for support must be made directly to the school. Please complete the attached form, taking care to attach any supporting documentation required. Post this to school for the attention, Mrs J. Freer, Sixth Form Administrator, no later than **20th October 2018**, marking your envelope "16-19 Bursary Application". The school will then evaluate who is eligible to receive funding using strict criteria.

If you have any queries about this letter please contact the Sixth Form team on SponneSixthForm@sponne.org.uk putting "16-19 Bursary Application Enquiry" in the subject line.

Who is eligible to apply for this 16-19 Bursary Fund?

The fund will be used to support

- a) Students who are themselves either in care, care leavers, or in receipt of income support or Universal Credit, and disabled young people in receipt of Employment Support Allowance and who are also in receipt of Disability Living Allowance or Personal Independence Payments. These students will receive a bursary of £1,200 a year.
- b) Students who are either on the school's Free School Meals register already, or who are eligible for Free School Meals but have not actually registered. The criteria for Free School Meals is that parents or guardians claim one of the following:
 - Income Support
 - Income-based Job Seeker's Allowance (IBJSA)
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration & Asylum Act 1999
 - The guaranteed element of Pension Credit
 - Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

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- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get paid these benefits directly, instead of through a parent or guardian, can also get Free School meals.

The process for registering for free school meals has been simplified by the council. It is now much easier to apply and then stay on the list. Parents can apply on-line at www.northamptonshire.gov.uk/freeschoolmeals you will get an instant answer to let you know if you are eligible. The school will then be notified within 2 working days. You just need your National Insurance number or NASS. Or you can just ring Northamptonshire County Council on 01604 366656 and they will take your application over the phone. Alternatively you can apply by text. You simply text the word FSM, your full name, National Insurance Number (or NASS number), your date of birth, your child's name and school to 60622. By texting FSM and your details to 60622 you are agreeing to enable Northamptonshire County Council to check your eligibility for Free School Meals with the relevant benefit provider. You will be charged the normal text message rate for using this service. It really is worth applying if you think you might be eligible, because your children will now get so much benefit in school, as well as free meals if they want them.

- c) Students who have been registered at any point in the last 6 years for Free School Meals (known as “Ever6FSM”)
- d) Students from families whose income is less than the Free School Meals limit of £16,190 but who cannot register for free school meals because they get Working Tax Credit. Please supply a copy of your HM Revenue and Customs form TC602.

Administration & Payment Process

If a bursary is to pay partly or fully for school bus travel then the money will be paid directly to the transport service provider. Other bursaries will be paid in three equal instalments at the END of each term (December 2018/ February 2019/June 2019) and the students themselves will be required to operate bank accounts so that payments can be made directly into their account by BACS or cheque.

Attendance Expectations

To qualify for a half termly payment the student must have at least a 95% attendance record for the preceding half term (unless explained by authorised absence). If a student disputes his or her attendance then an appeal can be made to the Head of Sixth Form.

Appeals

Students have the right to appeal against a decision that the School makes, if they believe it to be wrong and have the evidence to support it. In the first instance, appeals should be made, in writing, to the Sixth Form Team who will review the evidence with the student. Most appeals are resolved this way. However, if the matter remains unresolved, the appeal will be referred to the School Business Manager or Head teacher who will meet with the student. Students may bring a family member or friend with them to either of these meetings to support them through this process if they wish. The outcome of the appeal will be communicated to the student in writing within 5 working days of the appeal meeting and their decision will be final.

Yours faithfully



Mrs V. Austin

Head of Sixth Form