



September 2016

Dear Students / Parents and Carers,

### 16-19 Bursary Fund for 2016/17

The 16-19 Bursary Fund is provided by the government to support the most vulnerable young people to participate in and benefit from post-16 education. It should be used to help pay for costs incurred while attending sixth form. The awarding of bursaries to individuals from the Bursary Fund has been delegated to schools. Any assistance granted may not cover the full costs.

As a school, we have been notified of our Bursary Fund allocation for 2016/17 and have to use our discretion to make awards. The criteria we intend to apply are as follows:

1. A bursary of £1,200 is available only to students who are:
  - in care or a care leaver
  - in receipt of income support or universal credit
  - disabled and in receipt of Employment Support Allowance **and** Disability Living Allowance or Universal Credit and Personal Independence Payment

A discretionary bursary is available if:

2. You qualify for Free School Meals.
3. Your total annual family income is £22,000 or less.

The amount allocated per individual in categories 2 and 3 will depend on the number of qualifying applications. Priority will be given to those in category 2. A contingency fund will be set aside to allow for changes in students' circumstances during the course of the year and new applications needing to be made.

For all of the above you must be under the age of 19 (or turn 19 during the academic year) and in full time education.

Awards will be considered to assist with:

- Public transport costs
- Lunches (credit applied directly to school dinner account daily)
- Text books
- Essential course equipment (e.g. essential stationery, art supplies)
- Educational trips within departments
- Costs to attend HE open days / interviews
- UCAS fees
- Other directly relevant educational costs



# Hutton

Church of England Grammar School  
and Sixth Form

Head Teacher: Mr M L Bradshaw BA (Hons)

*Accomplishment... Humility... Service...*

If you believe you fall into any of the three categories listed, please complete the application form (available from the school office or website) and provide the relevant evidence. The applications will be dealt with, in confidence. If you have any questions regarding the Fund or the application process please contact me on 01772 613112 or e-mail [bursar@huttongrammar.org](mailto:bursar@huttongrammar.org).

**Applications must be received by Wednesday 21<sup>st</sup> September 2016 and no late applications can be accepted.** Applications will only be accepted after this date if there is a genuine change in circumstances or are from new students who have joined the Sixth Form. The funding does not affect any other support and benefits.

You will be notified of the outcome of your application by Monday 3<sup>rd</sup> October 2016, along with further details about how and when you will receive payments. All payments will be subject to students having met agreed standards for attendance (minimum 95%), behaviour and work, as well as producing receipts / proof of purchase for all relevant expenditure. Students will need their own bank account, as any reimbursements will be made by cheque payable to the student.

Hutton Church of England School is registered under the Data Protection Act 1998 and will process this information about you solely for the purpose of assessing your Bursary Fund application.

Yours sincerely

Mrs P Gilmore  
School Business Manager



Specialist Schools  
and Academies Trust  
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Teacher Learning  
Academy  
School

