

St Wilfrid's Catholic School

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Diocese of Arundel & Brighton and West Sussex County Council

August 2019

Dear Parents/Carers

16-19 School Bursary Fund

The Government have put in place a system of discretionary bursary awards for post 16 students. These are administered by each school individually. In response to this, St Wilfrid's Catholic School have issued the following bursary information for families.

Students may apply for a basic discretionary Bursary if the family is in receipt of one or more of the following, (evidence of benefits received must be sent with the application form):

- Income Support or Universal Credit
- Job Seeker's Allowance (Income Based)
- Employment & Support Allowance (Income Related)
- Child Tax Credit with annual Inland Revenue assessed income:
- Guaranteed element of State Pension Credit.

Priority 1 - below £16,190

Priority 2 - between £16,190 and 21,000

Priority 3 – between £21,000 and £25,000

There is a special higher bursary available for students in vulnerable groups. This relates to students in the following situations:

- Recently left local authority care.
- Receiving Income Support or Universal Credit in their own name - They are financially supporting themselves and anyone who is dependent on them.
- Receiving Disability Living allowance (DLA) in their own name and either Employment and Support Allowance (ESA) or Universal Credit.

If a student is eligible for a discretionary bursary, they can then request assistance with the costs associated with their course of study i.e. books, equipment and school trips. However, it should be noted that the school has a limited "pot" of money for such requests, so no guarantee can be made as to the precise amount of assistance available. Payments by bank transfer will be made in arrears every half term, based on **95% attendance and compliance with Sixth Form regulations as set out at the start of the academic year in the 6th form student handbook**. Students will need their own bank account as BACS payments are made into the student's account and not parent/carers accounts.

If you believe your son/daughter qualifies for a Discretionary Bursary, you will need to complete an application form and submit it to the Finance Office by the **closing date of Friday 27th September 2019** with appropriate evidence. This form cannot be submitted until your child has officially enrolled in Sixth Form.

If your child was awarded the bursary as a student in Year 12, they will need to re-apply for Year 13 as the bursary is only given on a yearly basis.

Free School Meals

These are available to those from families on Income Support, Universal Credit or Income Based Job Seekers Allowance or Child Tax Credit only with assessed income below £16,190 without Working Tax Credit. Forms are available from the student services office.

If you have any queries regarding the discretionary bursary, please do not hesitate to contact the Finance Office.

General Data Protection Regulation Act 2018

In accordance with our responsibilities under the General Data Protection Regulations Act, you should be aware that the personal information you choose to provide will be held on a computerised system. It will not be passed to any person or organisation outside WSCC except as detailed below in relation to funding providers. St Wilfrid's Catholic School will not sell or rent your personal information to anyone.

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available.

Yours sincerely



Mr Ross Gardner
Director of Sixth Form