

14th October 2011

Dear Parents/Carers and Students

Re: Mount Grace Bursary Fund 2011-2012

Please find attached the Policy for distribution of the Bursary Fund for students aged 16 to 19 years old. The Policy shows the criteria you will need to fulfil in order to receive either a full Bursary of £1200.00 or a Discretionary Bursary. Each Bursary will be paid in 10 monthly payments.

If you fulfil the criteria to receive a Bursary please complete and return the slip at the end of this letter.

If you are not entitled to a school Bursary you may still be entitled to free schools meals which could save you up to £300.00 each year. To find out more please log on to: www.hertsdirect.org/freeschoolmeals.

If you require any further information please do not hesitate to contact me.

Yours faithfully

G DAVIES
DIRECTOR OF 6TH FORM

Please detach and return to Mrs Neal via Reception

Student Name: _____

Mentor Group: _____

I would like to apply for a *Full Bursary/*Discretionary Bursary (*please delete as appropriate).

I am currently:

- | | | | |
|--------------------------|-------------------------------|--------------------------|--|
| <input type="checkbox"/> | In receipt of Income Support | <input type="checkbox"/> | A Care Leaver |
| <input type="checkbox"/> | A student in care | <input type="checkbox"/> | In receipt of Employment Support Allowance |
| <input type="checkbox"/> | Entitled to free school meals | | And Disability Living Allowance |

My Parent(s)/Carer(s) are currently in receipt of:

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Income based Jobseeker's Allowance | <input type="checkbox"/> | Support Under VI of the Immigration and Asylum Act 1999 |
| <input type="checkbox"/> | Child Tax Credit but not Working Tax Credit | | |
| <input type="checkbox"/> | Income Support | <input type="checkbox"/> | Guaranteed element of the State Pension Credit. |

Please tick relevant boxes and sign below:

Student: _____ Parent/Carer: _____



Mount Grace School

POLICY

DISTRIBUTION OF THE 16-19 BURSARY FUND

All students who meet the vulnerability criteria will receive £1,200 annual bursary (either full or pro-rata, depending on the number of weeks attendance in the year).

Criteria are:

- students in receipt of Income Support;
- care leaver;
- student in care;
- disabled students in receipt of both Employment Support Allowance and Disability Living Allowance.

Each bursary will be paid at the rate of £120.00 per month in 10 monthly payments (2011-2012).

Discretionary bursaries

In keeping with the current practice on financial support for school activities, Mount Grace School may provide 16-19 bursaries to support students whose parents are entitled to any of the following state benefits:

- free school meals
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income assessed by the inland Revenue does not exceed £14,495 (2007-2008)
- The guaranteed element of the State Pension Credit

Parents will need proof of entitlement to the benefits prior to payment.

Entitlement expectations

Students eligible for the 16-19 Bursary **must** meet all of the following criteria:

- 100% attendance, unless absence is authorised;
- complete all work to a satisfactory level;
- ensure that behaviour is of the standard expected of all 6th Form students.

If any of these criterion are not met payment will be forfeit.

Payment

Each discretionary bursary will be paid in 10 monthly payments.

The process of application and payments will remain confidential.

The above commitment will be cash limited based on the available funds allocated by the YPLA on an annual basis.