

September 2023

Dear Parent/Carer

RE: 16-19 Discretionary Bursary Fund

As you may be aware Farlingaye High School, along with all other schools with Sixth Forms, have been given the responsibility by the government of providing discretionary bursary payments to some students. This fund has been designed by the Government to be available to those students most in need of financial support in post-16 education.

In the first instance of any request for discretionary bursary funding, please complete the Bursary Application Form attached (paper copies are also available from Mrs Stuart or Mrs Prior in the Sixth Form – forms can also be downloaded from the website).

Examples of possible requests will include support for: -

- Travel fees/bus passes
- The cost of re-sitting exams
- Subject specific equipment (e.g., graphical calculators)
- Educational trips or visits

You will need to provide all the necessary documentation mentioned in the application form in order for your request to be processed. This will be treated in confidence and funds, if agreed, will be transferred internally wherever possible to pay in part or in full for school activities or charges. In doing so, we hope to minimise the need for reimbursements or receipts.

The criteria for the academic year 2023/24 is as follows: -

Household income of:

- £27,000 and less pay 100% of eligible items
- £27,001 - £37,000 pay 50% of eligible items
- Any requests where the household income exceeds £37,000 will be reviewed on a case-by-case basis (at the Head of Sixth Form's discretion) for example but not limited to:
 - Injury or illness causing a short-term drop in family income
 - An exceptional opportunity for progression
 - Damage to or loss of equipment due to flood fire theft etc

The school reserves the right to change the eligibility criteria for the bursary scheme as necessary to ensure that expenditure on the scheme does not exceed the yearly income from the government.

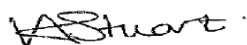
If a student is still eligible for FSM students will need to complete the bursary application, no evidence of household income or documentation will be needed unless additional claims are made. E.g. for claims for travel expenses, trips, resources etc.

Following receipt of your application, you will receive a letter within 2 weeks indicating the outcome of our decision. Should you be successful, please note that payment of this Bursary will be made on the proviso that attendance to registration, and all lessons is at least 85%. Students will also be expected to complete all work set by the deadline.

Please be aware that the Discretionary Bursary Fund is **limited**, and payments will only be considered whilst the fund is available to draw upon. Requests for funds can be made at any point throughout the year.

If you have any queries about the Bursary Fund, please do not hesitate to contact me on the above telephone number.

Yours sincerely



Mrs V Stuart

Director of Sixth Form and Assistant Headteacher