



St Robert of Newminster Catholic School and Sixth Form College

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Head Teacher: Mr D Juric
Chair of Governors: Miss A Nichols

3rd October 2023

Dear Parent/Carer

I want to share some information about financial support in Sixth Form and how students can access this support. The 16-19 Bursary Fund offers financial support to sixth form students that they can access if they meet certain criteria.

Age Eligibility

To be eligible to make an application for support from the Bursary Fund:

- A student must be aged 16 or over but under 19 on 31 August 2023 at the beginning of the academic year

Students 19 or over must either:

- Be continuing on a study programme they began aged 16 to 18, or
- Have an Education, Health and Care Plan (EHCP)

Eligible Groups

Application for support can be made for students from the following defined groups:

Bursary for Vulnerable Young People

- Students are a looked after person (in care)
- Students are a Care Leaver
- Students are in receipt of Income Support
- Students are disabled and in receipt of Employment Support Allowance and Disability Living Allowance

Discretionary Bursary

- Discretionary payments made to students who are eligible for Free School Meals during the school year 2023-2024.
- Discretionary payments to students who are not eligible for free school meals but may be eligible for financial assistance based on the level of household income or other family circumstances (you can find the finer details of this on the bursary application form).



Financial Support Offered

- Cost of bus pass used to travel to and from school
- Cost of school uniform
- Any costs incurred for work experience/industrial placements/field trips linked to your studies
- Any specialist equipment required for school (related to your studies) such as books or stationary equipment
- Any specific IT needs related to your studies

How to claim

1. Collect a bursary application form from Mrs McAdam in the sixth form office.
2. Complete and return to college.
3. Claim for expenses on the list above using the student finance reimbursement form. If you have already purchased items, you will be reimbursed, or you can submit which items you would like to be purchased by the finance team (*all reimbursements/orders are subject to approval by the Head of Sixth Form). The claim forms must be submitted by the 20th of each month to the Sixth Form office in order to be processed.

If you believe you may be eligible for the 16-19 bursary please submit an application form to the Sixth Form office. If family circumstances change throughout the year please make us aware so we can assist if possible.

Yours faithfully

Mrs Chappell
Head of Sixth Form

