



GUISELEY SCHOOL

1 November 2022

Dear Student

16-19 Bursary Fund

The school receives funding to provide support to those Sixth Formers who are facing financial difficulties in continuing their learning. The bursary fund offers two types of support:

Group One: A bursary of up to £1,200 per annum is available to students if one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit *Please note that to qualify as eligible for a vulnerable student payment the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they will not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.*

Group Two: Learners facing financial hardship with a household income of less than £26,100 per annum are eligible to apply to the 'Hardship Fund'.

Distribution of the Hardship Fund:

The hardship fund will be distributed at the discretion of the school as a full payment, a contribution towards a cost, or a loan that is later repayable to the school. Claims may be made for the following items:

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| Meals: | Are subsidised up to the value of £2.50 per day on Guiseley School's cashless catering system. This may be used at any of the school's catering outlets. |
| Books, Stationery & Equipment: | Up to a maximum of £80 per annum. Receipts required. <i>(Payment for extended warranty cover of equipment is not eligible).</i> |
| Travel to & from School: | Variable, receipts required. Travel costs should be claimed on a weekly or monthly basis. Please note that the full cost of travel may not be able to be reimbursed and there is a cap of £200 per annum. |
| Trips: | A contribution may be made towards the cost of curriculum-based trips in exceptional circumstances |

The hardship fund is also available to assist students facing any emergency needs, such as accommodation costs until the learner's benefits are received.

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Headteacher: Mr Paul Clayton



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How to apply: Please complete the electronic application form, which is available on the school's website. All evidence of income levels, such as P60; benefits letter etc. need to be emailed to gavinr1@guiseleyschool.org.uk with '16-19 Bursary Fund' clearly indicated in the Subject box.

Students need only apply to the Discretionary Fund once each academic year. The electronic application form (for the discretionary bursary and for group one bursaries) must be submitted, and the financial evidence of income emailed, by Friday 11 November 2022. Students experiencing a change of circumstances, during the course of the year, may submit an application at any time.

Please do read the school's 16-19 Bursary Fund Policy, a copy of which is available, together with all the relevant electronic forms, on our website <https://www.guiseleyschool.org.uk/16-to-19-bursary>.

If you have any queries at all about the 16-19 bursary fund, please do not hesitate to contact me and I will be happy to assist you.

We have received several applications, and these will be processed in due course. If you have applied already there is no need to apply again and I will respond to you soon.

Yours sincerely

Mr Roger Gavin
Finance Manager