



ASPIRE TO THE HOLY FAMILY WAY

*'Aspire not to have more, but to be more.' Oscar Romero*

September 2024

Dear Parent/carer and student

## Re: Discretionary Bursary 2024-25

As you may be aware, school based Sixth Forms and colleges are granted an annual Discretionary Bursary Fund (DB) to distribute to students. The ethos behind this payment is to provide financial support to help students overcome specific financial barriers to participation so they can remain in education. In order to access the DB 2023-24, students must fall into one of the categories below:

- Be entitled to Free School Meals (FSM) via application from the Local Authority **OR**
- Be in a state of provable financial hardship

Please be aware that even though students who have been in receipt of FSM in previous academic years, may have payments stopped by the local authority and are required to **reapply** for their Post-16 education.

In order to assess cases of financial hardship we utilise a number of criteria. FSM is the first of these and as it is centrally tracked it is the easiest and most efficient way of benefiting from the DB payments, so we would encourage parents to apply for this in the first instance. If you are unsuccessful in an application for FSM or do not wish to apply for FSM, then providing a copy of any of the following documents is acceptable as part of the application for DB payments.

We regret that in the interests of fairness, we are unable to start DB payments without one of the following documents to support the application:

- Evidence of receipt of Free School Meals for the current Academic Year 2022-23
- Universal Credit
- Employment Support Allowance (ESA)
- Job Seekers Allowance (JSA)
- Housing or Council Tax Benefit
- Income Support
- Working Tax Credit
- Pension Guarantee Credit
- NHS Tax Credit Exemption Card

The DB payments are by BACS directly into a student's bank account. The payments require students to attend all lessons/registration etc. and submit all work on time. These factors are tracked by a centralised registration system. The ethos behind the DB payments is to ensure that students are able to remain in Post 16 education, by providing them support to purchase books, stationary, uniform, aid with travel etc. Please see the Post-16 Bursary Policy attached for an example of items that can be claimed for via the Bursary. As a result we are required to provide payments directly to students so they will need a 16+ bank account set up if they have not already done so.

Please also note that these payments are **not** an entitlement – they are **discretionary** and can be stopped at any point if it is believed that students have not fulfilled the requirements in order to access the payments e.g. **if they have a fall in attendance.**

Please read the attached Bursary Policy for a detailed description of how the Bursary works. Please note, Bursary payments are no longer 'flat rate payments' as in previous years but now (as required by the ESFA guidelines) must be claimed for on proof of receipt. If you wish to apply for receipt of Bursary payments, please complete the attached application form overleaf and return to Mrs Wilbraham.

If you have any further questions or need further advice on how the Bursary works, please do not hesitate to contact me

Yours faithfully



Mrs Wilbraham  
Assistant Head Teacher - Head of Sixth Form  
f.wilbraham@holyfamily.waltham.sch.uk

**PLEASE RETAIN THIS LETTER FOR YOUR RECORDS**

**Walthamstow House Site**

1 Shernhall Street, London E17 3EA

Mr P Murphy BSc Hons  
Deputy Headteacher & Head of Lower School

Tel: 020 8520 0482 Web: [www.holyfamily.waltham.sch.uk](http://www.holyfamily.waltham.sch.uk)

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# Holy Family Discretionary Bursary Fund Application Form

**Please print in block capitals**

Student First name \_\_\_\_\_

Student Surname \_\_\_\_\_

Student Form group \_\_\_\_\_

Student Bank Account number

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Student Sort Code

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Parent First name \_\_\_\_\_

Parent Surname \_\_\_\_\_

I have provided a copy of the relevant documentation (tick relevant box) to support my application. Please ensure that household income can be clearly established from the supporting documentation. It may therefore be useful to include additional proof such as a copy of P60, bank statements etc.:

- Universal Credit
- Employment Support Allowance (ESA)
- Job Seekers Allowance (JSA)
- Housing or Council Tax Benefit
- Income Support
- Working Tax Credit
- Pension Guarantee Credit
- NHS Tax Credit Exemption Card

Please indicate which level of support from the bursary you expect to be claiming from:

Bursary Level	Annual Income bracket	Tick
Level 1	Not more than £16,500	
Level 2	£16,501 to £20,000	
Level 3	£20,001 to £25,000	

**PLEASE TURN OVER**

“I understand and agree that as a recipient of a 16-19 discretionary bursary, I will be responsible for maintaining high standards of attendance at school and full commitment to my courses. I understand that bursary payments may not be made if I do not adhere to the student contract signed at the start of the school year”.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**Please return this form to Mrs Wilbraham**