



Church of England School  
Executive Head and CEO: Dr Hilary Macaulay

15<sup>th</sup> September 2022

Dear Parent/Carer,

**Bishop Ramsey School 16-19 Bursary Scheme**

The Government 16-19 Bursary Scheme exists to offer financial support to students to assist them in continuing in full time education post 16. Bishop Ramsey has set up its own scheme to administer this and students in the Sixth Form are invited to apply to be considered for financial support during their Sixth Form studies. The school is allocated a fixed sum of money (which varies from school to school and is based on demographic information) to distribute each new academic year. Students who have been supported in the past will need to submit a new application for consideration, providing current information.

The scheme is made up of two parts:

- a mandatory payment to a small group of students in particular need
- a discretionary fund for the school to distribute as appropriate.

The group of vulnerable students entitled to a higher level of support. These are children in care, care leavers and those young people personally in receipt of income support, or disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance. Payments will be made on a monthly basis and are subject to satisfactory general attendance and behaviour.

The discretionary fund will be distributed to support any student who faces **genuine** financial barriers to participation such as costs of transport, or equipment. The school will decide the scale of the bursaries, and the payment method, and this will be linked to behaviour, attendance, and attainment. Where there is a situation of specific hardship a one-off payment may also be made. The provision of actual support, or its level, cannot be guaranteed and will depend on the number of applications that are received by the deadline.

**It is important to note that** all financial support given under the Bursary Scheme is to support students in their studies at Bishop Ramsey (eg, to cover travel costs and basic course materials etc).

In order for the school to make assessments of who may be entitled for support under the Bishop Ramsey School 16-19 Bursary Scheme, parents/carers will need to do the following:

1. Complete the online **Application for Free School Meals** (if applicable), and/or
2. Provide evidence that household income falls below £20,000 per annum and indicate any specific circumstances that would lead to the need for financial support for continuing in full time education.

**Address:** Hume Way, Ruislip, Middlesex, HA4 8EE ∞ **Telephone:** 01895 639227  
**Email:** [office@bishopramsey.school](mailto:office@bishopramsey.school) ∞ **Website:** [www.bishopramseyschool.org](http://www.bishopramseyschool.org)

Applications for support under the Bishop Ramsey School 16-19 Bursary Scheme will be open until Thursday 22<sup>nd</sup> September and are strictly confidential. **Applications should be submitted to the Sixth Form office in an envelope marked 'Bishop Ramsey School 16-19 Bursary Scheme' and marked for the attention of Mr M Britton.** This will enable assessment of the demand for support to be made. Decisions will be communicated by Tuesday 27<sup>th</sup> September, when further details about payments and conditions will be given.

If you have any questions about the scheme, please contact me at the school.

Yours sincerely,

**Mr M Britton**  
**Deputy Head i/c Sixth Form**  
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