



Highfields School

Headteacher: Mr A Marsh



Highfields Upper School

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Highfields Lower School

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Dear Parent/Carers,

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www.highfields.derbyshire.sch.uk

Sixth Form Bursary Scheme (16-19 Bursary Fund)

As a school we have access to a Sixth Form Bursary Fund which can be used to help support the education of students from households with the greatest financial need.

If your total household income (from whatever source) is less than £30,000 per year then you may be eligible to apply. The bursary money which is available will depend on the number of students whom this applies to across the year group, because the total will be divided between the households, according to level of income.

If your total household income is £16,190 or less, then you need to complete the Bursary Application Form but you don't need to provide any additional evidence to us of your income – you just need to apply for Free School Meals on the Derbyshire County Council website. If your income is between £16,190 and £30,000 then we need evidence which is requested in Section 2 of the application. The Bursary Application Form is enclosed for you to complete along with the submission of any documentation as requested. Photocopies of original documents are acceptable.

The evidence must show total household income (i.e. including pensions, benefits etc.)

Please can you ensure the form is returned to Mrs Sargeant in the Sixth Form Office by Wednesday 30 September (If you have any difficulties making this date, then please contact us to discuss). Any applications received after this date will be only be eligible on a discretionary basis as funds allow.

Payments will not be made until the student has completed the first half term in full time education with the school.

On the reverse of this letter we have set out problems which quite commonly occur, and which can delay an application being approved.

Yours sincerely,

Martin Flett

Director of Sixth Form

mflett@highfields.derbyshire.sch.uk (Tel:01629 832 389)

This is a good school. Ofsted, May 2017

A good school with an outstanding Sixth Form. Ofsted, October 2012



Frequent Problems which can delay the award of a bursary

- Failure to give the information in Section 2 of the application
- Failure to give the evidence required in Section 2 (e.g. the award letter for a benefit or the P60)
- Failure to add together all benefits (e.g. child benefits, tax credits, income support etc.)
- Failure to note and give evidence of all income (including pensions)
- Delay in opening a bank account for the student, in the student's name
- Student filling in and signing the household income instead of parent/guardian (it needs to be the parent/guardian who fills in and signs)

(Please note that the school then needs to notify the council who then set up payments, and this can take some time)

What happens next?

- Apply by 30 September: either for Free School Meals, or by submitting the required evidence.
- Forms and evidence are checked: if any evidence is missing then this will be requested.
- The student's bank details are then requested.
- Derbyshire County Council will be passed the bank details and they will then pay directly into the student's account.

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