



September 2020

Dear Student/Parent/Carer,

The government have recently changed their guidance on how the distribution and allocation of the Year 16 to 19 YPLA Bursary Fund should work. As a school we have been working on how we might move this forward as speedily as possible to ensure that students can access funds as soon as possible. I am afraid that it is not a quick and easy process anyway but this year a massive layer of complexity has been added as we look to change the way in which the funds are directed towards the students to meet with these new guidelines and continue to ensure it is allocated fairly and effectively. Please be assured that we will do everything we can to prioritise this but it may take a little while before we can process these funds.

As you may be aware the 16 to 19 YPLA Bursary Funds are means tested and as a first step we would ask you to complete the attached Application Form and get this back to us as soon as possible but no later than 30 September 2020. Once we have received these then we can start the process of financial assessment and teacher consultation required to assess individual student needs per these new guidelines. Unlike previous years the government has advised that the funds should not be paid directly to students but be used internally to cover a host of educational needs assessed on a student by student basis to include equipment, books and educational trips.

As per the Application Form please note that **documentary proof of ALL household income is required and assessed. Each adult must provide proof. Please ensure that photocopies of all state benefits letters and statements, wage slips, self assessment forms, annual accounts and P45/60's are attached to the Application form when it is handed in. Failure to provide this proof will mean that the application cannot be processed and a bursary cannot be awarded.**

We do apologise for any delay these new procedures may cause. Please bear with us. Thank you.

Yours faithfully,

*S Thompson*

Mrs S Thompson  
School Business Manager