



WILLIAM  
HOWARD  
SCHOOL

# SIXTH FORM

2024



Cumbria  
Education Trust



**For more information,  
contact the Sixth Form Office:**

**Call:** 016977 45779 or 45700

**Email:** [tswan@williamhoward.cumbria.sch.uk](mailto:tswan@williamhoward.cumbria.sch.uk)

**Visit:** [www.williamhoward.cumbria.sch.uk](http://www.williamhoward.cumbria.sch.uk)

# The Right Pathway for YOU

Welcome to William Howard School, a school that has a proud history of providing a truly holistic Post-16 education for young people in the Brampton area and beyond. Outstanding academic and vocational qualifications lie at the heart of a rich curriculum at Key Stage 5. The school's examination results are consistently strong and frequently amongst the best in the region. We prepare students outstandingly well for the next stage in their education, training or employment. Our curriculum is constantly under review to meet the needs of young adults in a world of fast paced change.

There is excellent pastoral care in our Sixth Form as well as high quality learning support. Inclusion is at the heart of our ethos and we believe that every student should have access to a rich and diverse curriculum as well as broader opportunities. Our curriculum offers more than 30 different A-Level and BTEC courses. There are also lots of opportunities to achieve additional qualifications such as Trinity Musical Theatre and Drama exams and graded Music awards.

The school has approximately 200 students studying in the Sixth Form and the strength of their outcomes means that invariably they go on to study at many of the country's top universities, as well as into high quality apprenticeships and employment. There is a dedicated Sixth Form Centre at William Howard School comprising of a Study Centre and Café. However, Sixth Form students play a full and active part in whole school activities, adopting effective roles in student leadership.

Opportunities to enhance skills away from study include The Duke of Edinburgh Award Scheme, Amnesty International, Debating Club and a plethora of mentoring opportunities, the House system and student leadership. There are sporting and fitness activities, Music, Drama and foreign trips to places such as France, Spain, Iceland and New York.

**This is a great time to  
be part of our  
dynamic Sixth Form**

**Our outstanding curriculum  
alongside our well-developed  
enrichment programme,  
student support, advice and  
guidance provide young  
people with an excellent  
opportunity to maximise their  
achievement and personal  
development.**



# Key Stage 5 Options Process

At William Howard School we understand the importance of supporting students through the choices that will determine their journey through the next stage of their school experience and beyond.

The option process has been designed to provide the structure, advice and guidance needed to make informed decisions about the qualifications that will be studied. We advise students to maintain a broad and balanced choice of subjects to ensure that future pathways are kept open and choices are well informed to prepare for the next stage of education, employment or training.

## The Process

The application process for a place in William Howard Sixth Form has started with students already receiving a variety of advice and guidance inputs.

We are holding our Sixth Form Information Evening on Wednesday, 10 January. On this evening teaching staff will be available to provide subject information and individual guidance. It is an opportunity to consider all the subjects on offer some of which will not have been studied at Key Stage 4. To support this personal guidance, we offer a meeting with a member of the Sixth Form Team to discuss the overall programme of study linked to potential personal and career goals. The meetings will take place between Monday, 15 January and Friday, 26 January, please book your appointment on *Schoolcloud* (<https://williamhoward.schoolcloud.co.uk>). Following the evening, we recommend that students continue to seek advice and guidance from current students studying the different subjects, career websites, teachers, Universities/Colleges and of course from parents, before submitting their application, the deadline for which is Friday, 2 February. We will analyse subject choices and publish option columns. Students will then be asked to choose their options using the columns and submit this by 15 March.

## Timeline

<b>10 January</b>	Sixth Form Information Evening (5.30pm – 7.30pm)
<b>15 January – 26 January</b>	Meetings with the Sixth Form Team
<b>2 February</b>	Submit Sixth Form Application
<b>15 March</b>	Submit Option Choices

The Year Group Team will continuously work with all students throughout the options process to ensure appropriate choices are made and supported. Individual final option choice letters will be distributed in the Summer term confirming the subjects we can offer, subject to exam results.

**Sixth Form application to be submitted on our online system before  
Friday, 2 February 2024**

<https://williamhoward.fireflycloud.net/options/year-11-options>

## The Compulsory Core Curriculum

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All students will study a core curriculum made up of the following subjects:

- EPQ or Mathematical Studies - Students will choose one of these one year courses
- Personal Development
- Sport
- GCSE re-sit Maths or English (if a 4 or above has not been achieved in the subject at the end of KS4).

Students who do not achieve a 4 in both English and Maths would not normally study in William Howard Sixth Form unless there are exceptional circumstances. Please consult the Sixth Form Team for further guidance.

## The Options Curriculum

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The overarching requirement to secure a place in William Howard Sixth Form is 5 GCSE grade 4s or Level 2 pass grades or equivalent, unless there are extraordinary circumstances. In addition, we have provided subject entry guidance to highlight the expectation for each individual course. This guidance is based on many years of analysis of the likely success in individual subjects in relation to prior attainment. Detailed subject guidance is available on the school website.

William Howard School is committed to providing Independent Advice and Guidance (IAG) to all our students at all stages of the process.

## Your Choices

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We firmly believe that a curriculum is driven by the needs of the student which is why we offer students the opportunity to study a range of subjects that will suit both the practical and academic learner.

Students are expected to study a minimum of three Level 3 courses plus either EPQ or Mathematical Studies. Some students may wish to study more than three and we can discuss this with individual students.

Extended Project Qualification is equivalent to half an A Level and is well respected by universities and employers due to the need for independent working and time management skills.

Mathematical Studies is a Level 3 qualification which is aimed to equip those studying other subjects where Mathematics is useful, such as Business Studies, Geography, Biology and Psychology.

Additional to the three chosen courses students will be expected to participate in an hour of compulsory enrichment activity per week.

Students will also receive an hour of compulsory Personal Development each week throughout Years 12 and 13.

Government regulations state that students who do not achieve a Grade 4 in Maths or English continue to study for these qualifications.

## COURSES

### A LEVEL COURSES:

- Art & Design
- Biology
- Business
- Chemistry
- Computer Science
- Drama and Theatre Studies
- Dance
- English Language
- English Literature
- English Language & Literature
- French
- Geography
- History
- Maths
- Further Maths
- Music
- Philosophy
- Photography
- Physical Education
- Physics
- Product Design (DT)
- Psychology
- Spanish

### BTEC LEVEL 3 COURSES:

- Applied Science
- Broadcast and Studio
- Children's Play, Learning & Development
- Health & Social Care
- Music
- Performing Arts
- Sport

### 1 YEAR COURSES:

- Extended Project (EPQ)
- Mathematical Studies

## Work Experience and Work Ready Skills

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High quality work experience is becoming increasingly important for school leavers, moving onto the next stage in their education, employment or training. Equally, work experience can be done in a variety of settings and at different times. We are committed to encouraging and supporting students to participate in well thought-out work experience at various times of the year. Please see the Sixth Form Team for more details. It is important to balance the benefits of work experience with the costs of missing school time so we insist that work experience must not impact lessons, examinations or any other timetabled activity.

Work ready skills, such as interview preparation and how to write a CV, prepare students for the world of work, and make them 'stand out from the crowd'. We offer support to all students through the Personal Development Programme and in a bespoke fashion to ensure that they can make a successful and seamless transition from school into the world of work or training.

## Ongoing Support

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We are fortunate to have a dedicated Post-16 team who provide support, advice and guidance to students prior, during and after the Sixth Form at William Howard.

- **Miss Nicholls** – Head of Sixth Form
- **Mrs Swan** – Director of Learning Sixth Form
- **Mrs Meakin** – Aspirations Coach

Decisions about Sixth Form education will probably be the most important you and your child will make in their school career. I hope that you will take advantage of the information and support provided so that together we can make the right decisions.

**Please do not hesitate to contact the Sixth Form Team on Tel: 016977 45779 at any time, if you have any questions or if you wish for any help or advice about the options process in the Sixth Form.**



# Subject Entry Requirements

## A Levels

Qual	Subject	Grade 4+		Additional Entry Guidance
		Eng	Maths	
A	Art and Design (Art, Craft & Design)	✓		A grade 4 or above in GCSE Art or Photography or Media is advisable. Or if you have not completed a GCSE in this area, you can provide some evidence in the form of a selection of your own work that demonstrates your skills and passion for the subject.
A	Biology	✓	✓	A recommendation of at least a grade 6 in the chosen Science and two 5s in the other Sciences, or 6/6 in Combined Science. Grade 5 or above for English and Maths is advisable.
A	Business	✓	✓	It is recommended that candidates have attained communication and literacy skills at GCSE 5 in English and Maths. Please see point 2 and 3 overleaf.
A	Chemistry	✓	✓	A recommendation of at least a grade 6 in the chosen Science and two 5s in the other Sciences, or 6/6 in Combined Science. Grade 5 or above for English and Maths is advisable.
A	Computer Science	✓	✓	Computer Science at GCSE is a significant advantage but not essential. At least a 5 or above in Maths and English.
A	Dance			Students who are committed to studying Dance, even if they haven't completed GCSE Dance, are advised to take this course, although some previous experience is an advantage.
A	Design and Technology: Product Design	✓	✓	At least a 6 in Design Technology is advisable and a 5 or above in Maths and English.
A	Drama and Theatre Studies			Students who are committed to studying Drama, even if they haven't completed GCSE Drama are advised to take this course, although some previous experience is an advantage.
A	English Language	✓		Students are advised to have achieved at least grade 6 in GCSE English Language and at least a grade 6 in GCSE English Literature.
A	English Literature	✓		Students are advised to have achieved at least grade 6 in GCSE English Literature and at least a grade 6 in GCSE English Language.
A	English Literature/Language	✓		Students are advised to have achieved at least grade 6 in GCSE English Literature and at least a grade 6 in GCSE English Language.
A	French	✓		It is recommended that students gain at least grade 5 at GCSE.
A	Geography	✓	✓	Grade 5 or above in Maths, English and grade 5 in Geography is advisable for this course.
A	History	✓		Study of GCSE History is useful but not a necessity. If you have studied History, then we would recommend that you have achieved at least a grade 5. Achieving at least a grade 5 in English Language is also strongly recommended. Please refer also to points 3 and 4 overleaf.
A	Mathematics		✓	At least a grade 7 in Mathematics is recommended.
A	Further Mathematics		✓	At least a grade 7 in Mathematics is required. This course can only be taken in addition to A level Mathematics, usually as a 4th A Level.
A	Music			A minimum of a Grade 5 at GCSE and Grade 4 on an instrument.
A	Philosophy	✓		At least a grade 5 in English. See point 2 and 3 overleaf.

## A Levels (Continued)

Qual	Subject	Grade 4+		Additional Entry Guidance
		Eng	Maths	
A	Photography	✓		A grade 4 or above in GCSE Art or Photography or Media is advisable. Or if you have not completed a GCSE in this area, you can provide some evidence in the form of a selection of your own work that demonstrates your skills and passion for the subject.
A	Physical Education	✓	✓	At least a grade 5 in one Science subject and at least grade 5 in English and Maths is recommended. Regular participation in a sport is essential.
A	Physics	✓	✓	A recommendation of at least a grade 6 in the chosen Science and two 5s in the other Sciences, or 6/6 in Combined Science. Grade 5 or above for English and Maths is advisable.
A	Psychology	✓	✓	At least grade 5 in Science and at least a 5 in English and Mathematics at GCSE level. Please see point 2 and 3 overleaf.
A	Spanish	✓		At least a grade 5 in Spanish GCSE

## BTECs

Qual	Subject	Grade 4+		Additional Entry Guidance
		Eng	Maths	
BTEC	Applied Science	✓	✓	A recommendation of at least grade 5/5 in Combined Science and 4 in both English and Maths is also advisable. Certificate at the end of Year 1 and Extended Certificate at the end of Year 2.
BTEC (2yr)	Broadcast and Studio	✓		Grade 4 in English Language. Please see point 2 and 3 overleaf. Commitment to the subject is important for students to be successful.
BTEC (2yr)	Children's Play Learning Development	✓	✓	Please see point 3 overleaf.
BTEC	Health and Social Care			See point 3 overleaf. Certificate at the end of Year 1 and Extended Certificate at the end of Year 2.
BTEC	Music			There are no GCSE requirements, however, a competent level on an instrument/voice and willingness to perform live. Certificate at the end of Year 1 and Extended Certificate at the end of Year 2.
BTEC (2yr)	Sport	✓		It is recommended that students achieve at least a grade 4 in Science. Please see points 1,3 and 4 overleaf. An interest in sport is desirable but not essential.
BTEC	Performing Arts			Students who have a keen interest in any element of Performing Arts are recommended to choose this course. This course is suitable for students who have not studied Performing Arts at level 2. Certificate at the end of Year 1 and Extended Certificate at the end of Year 2.

## One Year Courses

Qual	Subject	Grade 4+		Additional Entry Guidance
		Eng	Maths	
AS	Level 3 Mathematical Studies (Core Maths)		✓	At least a grade 5 in Mathematics is recommended. Students with grade 7 and above are better placed on the A level mathematics course.
AS	Extended Project	✓		The type of EPQ that would be best to do will be discussed in detail taking account of the student's skills and knowledge.

# Subject Entry Requirements

Please note the following:

1. If you have studied a subject at Key Stage 4 (Years 10-11), we would expect you to have achieved at least a grade 4 at GCSE, or a merit at BTEC/OCR, to progress onto a Sixth Form course in that subject.
2. Some subjects were not available at Key Stage 4 and entry onto these courses is open to all students, please refer to the entry guidance criteria.
3. Where a subject was available at Key Stage 4, but you didn't choose it, you may still be able to study it in the Sixth Form - please refer to the entry guidance criteria. All queries can be addressed through the Sixth Form Team.
4. If you do not fulfil the entry guidance criteria for your desired course, please see the Curriculum Leader for that subject and Sixth Form Team for a discussion about your options in your preferred choice.





# Frequently Asked Questions

## How many courses will I follow?

All students will study a minimum of three A levels or equivalent plus either EPQ or Mathematical Studies. Students who do not have a grade 4 in GCSE English or Maths will continue to study these subjects. Students will need to have a minimum of one of English or Maths GCSE at grade 4 or above to continue to study in the Sixth Form.

## How do I find out about good combinations of subjects?

Please speak to a member of our Sixth Form Team.

## Are there option columns in the Sixth Form?

There are option columns but these are designed very carefully to take into account both student preferences and popular combinations of subjects.

## Do I need to attend the meeting with my parents in January?

Deciding on subjects is an important decision that requires guidance from people who know you and Sixth Form specialists. Final subject choices must be made by Friday, 2 February and therefore ***we strongly recommend you attend with parents to help you make an informed choice.***

## When and how do I apply to Sixth Form?

Once you have had a meeting with a member of the Sixth Form team you will need to submit your online application. The deadline for this application is **Friday, 2 February 2024.**

## Do I need to attend the start-up days?

Yes, these days are very important and are planned to introduce you to your chosen subject and prepare you for the year ahead. Attendance is essential to ensure a smooth start in your new courses.

This year the start-up days for Sixth Form are 1 - 5 July inclusive.

## What happens if I don't achieve the grades I am expecting to?

If you achieve better or worse than expected and you feel this will affect the subject choices you have made, you should contact the school and we will arrange to meet with you and discuss your choices.

## How will I know if I have a place in Sixth Form?

Final confirmation of a place is made after we have received your actual GCSE grades.

## Do students enjoy the experience of being in the Sixth Form?

Our student perception questionnaires tell us that most students, despite the hard work, are very positive about being in Years 12 and 13. However, the school is always eager to hear the views of parents and students about how to make things even better!

## Is there a dress code in the Sixth Form?

The current dress code can be found on the Parents page of the school website under the Uniform section.

## What do students do after the Sixth Form?

Approximately two thirds of our students went to university last year and 1 in 3 went to a Russell Group institution. 85% of students that applied to university achieved their first choice University place in 2023 with the remainder securing their insurance place or an alternative. The remaining students increasingly enter apprenticeships/employment in a wide range of settings at a high level.

## What do I do on my first day?

Following results day, you will receive a welcome letter detailing what to do on your first day. This letter will tell you which Form Group you are in and which room you will register every morning. You will spend some of the morning with your Form Tutor sorting out your timetable and then the remainder of the day will be in lessons, so please ensure you have the correct equipment.

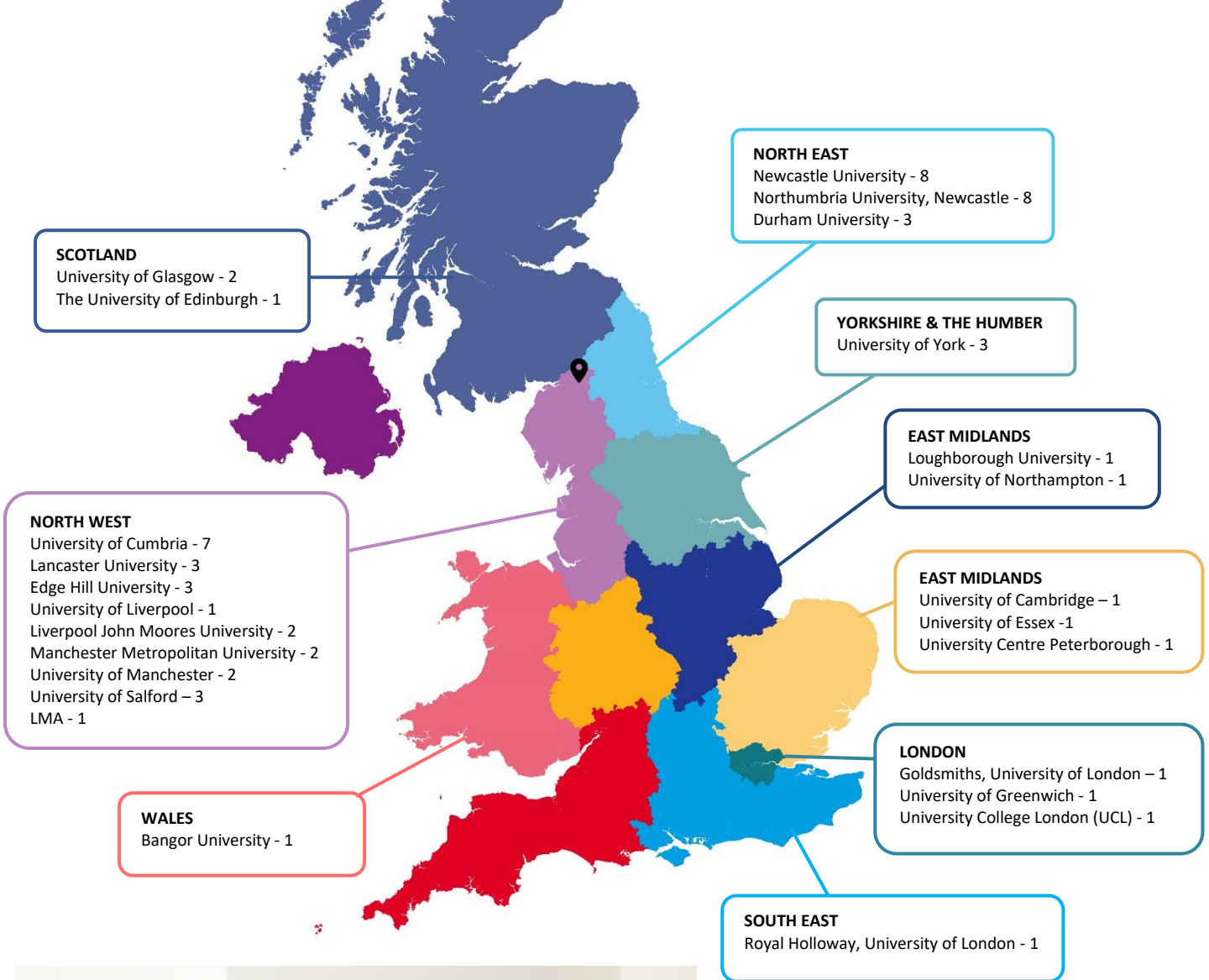
## Who do I contact with any queries?

Please contact Mrs Tracy Swan on Tel: 016977 45779 or email: [tswan@williamhoward.cumbria.sch.uk](mailto:tswan@williamhoward.cumbria.sch.uk)

# How well our students do

## Destinations Map

This map shows the number of students accepted to UK universities and colleges from WHS in the 2023 cycle.



Receiving A level results in August 2023

OFSTED rate our  
Sixth Form as

**GOOD**



# What happens next?

**Please submit the application form online before Friday, 2 February 2024.**

We are confident that with the correct guidance students will feel secure in their subject choices. However, if following results in August this is no longer the case, a member of the Sixth Form Team will be available to discuss any concerns.

**We have some important dates that we would like to make you aware of:**

- **Meetings: Monday 15 January to Friday, 26 January 2024**

All students wishing to join the Sixth Form will attend a meeting with their parents and a member of the Sixth Form Team. Guidance will be given based on assessment data and subject choices will be discussed. Please book an appointment for your meeting on *Schoolcloud* (<https://williamhoward.schoolcloud.co.uk>)

- **Sixth Form Start Up Days: Monday, 1 to Friday, 5 July 2024**

All students will attend these Start Up Days, where teachers will give essential information about preparation for the new academic year.

- **Confirmation of a place in Sixth Form**

On receipt of exam results, we will write to you with confirmation of your son/daughter's place in Sixth Form. This will also include important information about what happens on your son/daughter's first day in Sixth Form in September 2024.

**Please do not hesitate to contact  
a member of the Sixth Form Team  
for further clarification on any of the above.**

**Tel: 016977 45779 or 45700**

**Email: [tswan@williamhoward.cumbria.sch.uk](mailto:tswan@williamhoward.cumbria.sch.uk)**

This help sheet is designed to answer some of the frequently asked questions:

## I live IN the school's catchment area what transport is available?

Transport within the school's catchment area is organised by Cumberland Council. For students entering Sixth Form, the Council operates a Post 16 Seat Scheme. This offers any spare seats on catchment routes to Sixth Form students. However, there is **no guarantee** given by Cumberland Council that a seat will be available. Families apply via William Howard School and the school then places a request to Cumberland Council for a spare seat. (This would not normally be determined before the October half term break).

For details on the scheme please visit Cumberland Council's website:

<https://www.cumberland.gov.uk/schools-and-education/school-transport>

## What does it cost?

The cost of a spare seat in 2023-24 is £504.30 for the full year. Payments are made termly. Once a place has been arranged the full payment for that term must be made.

The County Council do not have a legal obligation to provide Post-16 transport. They operate on the basis of filling spare seats where available and make a standard charge for this service regardless of the distance travelled.

## I live in Alston what transport is available?

Applications will be dealt with on the basis of current users being offered places first and new applications on a first come first served basis. There is **no guarantee** a seat will be available.

The cost of the Alston out of catchment seats for the academic year 2023-24 was £504.30, payable in termly instalments. **All school terms must be paid for in full unless a bus pass is returned to school before the start of the next payable term.**

## I live OUT of the school's catchment area what transport is available?

William Howard School organises transport from Carlisle to help families with their transport. A list of routes is attached. Places are available on a first come first served basis as existing users take priority. If you already use one of our services and your child is in Year 11, then renewal letters will be sent out around Easter asking if you wish to continue using the service.

## What does it cost?

The cost for 2023-24 was £980 for the full year. Most families pay via monthly direct debit (£81.67 per month).

The school's fees amount to a cost of £5.16 per day which is less than would be offered by a private operator.

## I am on a low income - what help is there?

If you are a low income family, you can apply to Cumberland Council for assistance with their spare seat scheme. Details can be found on their website: <https://legacy.cumberland.gov.uk/elibrary/Content/Internet/537/6381/6394/45015164732.pdf>

Otherwise you may also wish to consider an application to the 16-19 Bursary Fund – details under the Sixth Form menu on the school's website: <https://www.williamhoward.cumbria.sch.uk/sixth-form/16-19-bursary/>

## How do I book a place?

Please register your interest by completing the online application form available on school website at:

<https://www.williamhoward.cumbria.sch.uk/parent-hub/transport/>

The school will keep a record of interest and confirm places in the Summer term (out of catchment routes). Places for the Post 16 and Spare Seat Scheme are usually confirmed by Cumberland Council by October half term.

## List of Routes and Stops 2023-24

If you have a query not addressed here, please contact Tel: 016977 45700

<b>ORANGE ROUTE</b> Aldi (London Rd) / Scotby / Durranhill / Lakeland Gate / Croft Rd			WHS01
1	Opposite Aldi, London Road	7.45	
2	Edgehill Road bus stop (end of Warnell Drive)	7.47	
3	Holme Fauld	7.55	
4	Scotby Road (Layby)	7.57	
5	Scotby School	7.58	
6	Durranhill (bus stop in circle at Cumrew Close)	8.01	
7	Durranhill Road (mini roundabout before Eastern Way Bridge)	8.04	
8	Victoria Road/Eden Park Crescent	8.06	
9	Lakeland Gate	8.08	
10	End of Croft Road	8.18	
	William Howard School	8.28	

<b>PURPLE ROUTE</b> Greystone Rd / Stanwix / Lowry Hill / Kingmoor / Harker / Houghton / Brunstock / Linstock			WHS02
1	Greystone Road/Beehive	7.45	
2	Crown Pub at Stanwix	7.48	
3	Scotland Rd near jct Knowefield Ave	7.50	
4	Lowry Hill	7.55	
5	Kingstown Bus Stop	7.56	
6	Kingmoor Park/Crindledyke Close	7.58	
7	Harker	8.00	
8	Houghton Village Hall	8.05	
9	Tribune Drive	8.07	
10	Near Boot/BP Garage	8.09	
11	Centurions Walk	8.11	
12	Brunstock Road End	8.13	
13	Linstock Village Green	8.16	
	William Howard School	8.26	

<b>RED ROUTE</b> Top of London Rd / Cumwhinton Rd / Parklands / Scotby			WHS03
1	Chertsey Mount	7.45	
2	Opposite Aldi, London Road	7.48	
3	Cumwhinton Road (near junction of Edgehill Road)	7.50	
4	Parklands Village	7.55	
5	Cumwhinton Road (next to Coppice Estate)	7.57	
6	Cumwhinton Road (Lowther Arms)	8.00	
7	Village Shop, Scotby	8.07	
	William Howard School	8.25	

<b>YELLOW ROUTE</b> Carleton / Cumwhinton / Cotehill / Wetheral			WHS04
1	Mally Close	7.52	
2	Opposite Carleton Day Centre	7.54	
3	Cumwhinton Village Shop	7.58	
4	Croft Close/Past Cumwhinton School	7.59	
5	Park Head	8.02	
6	Cotehill Village	8.06	
7	Wetheral Shields	8.10	
8	Storey Homes Estate/ Wetheral Community Centre	8.16	
9	Fantails/Wetheral Village Shop	8.18	
10	Wetheral Bowling Green	8.20	
	William Howard School	8.38	

# 16-19 Bursary Fund

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The 16 to 19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment.

To be eligible for a bursary in the 2024 to 2025 academic year, students must be at least 16 years old but under 19 years old on 31 August 2024. Students aged 19 or over are eligible only for a discretionary bursary if they are continuing on a study programme or course which they began when they were aged 16 to 18 years old, or have an education, health and care (EHCP) plan.

For full details of the 16 to 19 Bursary Fund, please go to: <https://www.williamhoward.cumbria.sch.uk/sixth-form/16-19-bursary/>

There are two types of bursaries which are outlined below:

## Direct Bursaries for Young People in Defined Vulnerable Groups

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Students with a financial need, who meet one of the following four criteria below (in addition to the age, residency and asylum seeker criteria) can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after)
- Care leavers
- Receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a direct bursary is provided, the funds may be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, the school will look at cases individually and base the outcome on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

## Discretionary Bursaries

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The Discretionary Bursary is for students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.

The Discretionary Bursary, referenced as Levels 2 and 3 in the student information, is categorised by WHS into High, Medium and Low priority.

Eligible students may apply for the discretionary bursary, initially by 4<sup>th</sup> October.

In addition to outlined criteria (Age, Residency, Asylum seekers), students can apply for a discretionary bursary if they satisfy one or more of the following criteria:

- **High Priority (Level 2)** The student lives in a household where the parent(s)/guardian(s) are in receipt of Income Support or Universal Credit.
- **Medium Priority (Level 3)** Students who live in a household where the gross annual household income is less than £28,000
- **Low Priority (Level 3)** Students who live in a household where the gross annual household income is less than £38,000 but more than £28,001

The Award may be paid in-kind, as a one-off payment for specific items or as a bursary for support, according to need. The amount awarded will take into consideration the needs of the individual student and will be paid directly into the student's bank account by BACS transfer.

## Application and Payment of Bursaries

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Applications should ideally be submitted by 4<sup>th</sup> October to allow enough time for the school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, the school acknowledges that students' circumstances may change and therefore the application process will remain open for the whole school year.

The Bursary Scheme Allocation Panel, comprising of the Head of Sixth Form, Headteacher and Finance Officer, will sit in October to assess each individual claim and authorise applications and then throughout the year as required.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded.

Payments are made using the following process:

- Termly payments by BACS transfer to the student's bank account
- Make in-kind payments, such as credits on the school catering system, travel passes, books, equipment.

### Payment Conditions

**Payments of the bursary are conditional on adherence of the Sixth Form Code of Conduct and school rules. The school will review all future payments if students fall below expected levels.**

