



Rossett School

Success for everyone

June 2021

Dear Student

Congratulations on receiving an offer to study at Rossett Sixth Form, from September 2021. The Sixth Form Team hope that your recent assessments went well, and you had a restful half term holiday.

We are delighted to inform you that we will be hosting an 'Introduction to Sixth Form' week from Monday 28 June to Friday 2 July.

During this week you will have the opportunity to:

- Meet with the Sixth Form Team, including members of the form tutor team;
- Socialise with your peers in the Sixth Form Centre, including the use of the Sixth Form Café;
- Engage in taster sessions for your selected subjects and learn more about the courses you will study at Rossett Sixth Form;
- Develop your study skills with sessions from Northumbria University;
- Explore options available after Sixth Form, including university, apprenticeships and employment;
- Participate in a range of extra-curricular activities, including a team building course hosted by the Army Outreach Team.

A timetable of the sessions and guidance relating to suitable clothing etc can be found overleaf. Within this information pack we have also enclosed important information relating to starting Sixth Form including:

- Sixth Form Handbook – outlining expectation regarding uniform, behaviour, attendance etc.
- Sixth Form Learning Agreement – to be completed and returned in September;
- Sixth Form Bursary Policy – information regarding financial assistance available in Sixth Form;
- Results Day Information.

Additional information, including the Virtual Taster Event can be found on the school website's Sixth Form pages <https://www.rossettschool.co.uk/sixth-form/>

We look forward to welcoming you to Rossett Sixth Form in the forthcoming weeks.

Yours sincerely

Dr C Reed
Head of Sixth Form

Mr R Keyworth
Deputy Head of Sixth Form

www.rossettschool.co.uk

Rossett School, Green Lane, Harrogate HG2 9JP T: 01423 564444 F: 01423 502301 E: office@rossettschool.co.uk

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	Monday 28th June	Tuesday 29th June*	Wednesday 30th June*	Thursday 1st July	Friday 2nd July*
Form Time/ Period 1	Welcome Assembly Timetable Distribution Student Photographs	Form Tutor Meet and Greet – Quiz	PSHE Activities	Q&A Session – Sixth Form Students	Post-18 Progression Information – Outside Speakers
Period 2	Taster Sessions Option A/ Life in Sixth Form	Taster Sessions Option C/ Life in Sixth Form	Life Skills Activities	Taster Sessions Option E/ Life in Sixth Form	
Break					
Period 3	Taster Sessions Option A/ Life in Sixth Form	Taster Sessions Option C/ Life in Sixth Form	Life Skills Activities	Taster Sessions Option E/ Life in Sixth Form	Team Building Activities - Army Outreach Team
Period 4	Taster Sessions Option B/ Life in Sixth Form	Well Being Session	Taster Sessions Option D/ Life in Sixth Form	Study Skills – Northumbria University	
Lunch					
Period 5	Taster Sessions Option B/ Life in Sixth Form	Well Being Session	Taster Sessions Option D/ Life in Sixth Form	Study Skills – Northumbria University	Early Finish

Dress Code for Introduction to Sixth Form event

Students are expected to wear formal office dress on Monday and Thursday but are welcome to wear casual clothing suitable for physical activities on Tuesday, Wednesday and Friday.

Catering

Students can make use of the Sixth Form Café during break and lunchtimes. The café operates on the SCOPAY system, as per the rest of the school. Students will not be permitted to leave the site during the day, therefore packed lunches are advised for those students not wishing to use the school's facilities.

Timings of the Day

Students are expected to attend each of the timetabled sessions, as outlined above. On Friday 2 July there will be an early finish, with students able to leave after lunchtime. Students using school transport are welcome to remain in the Sixth Form Centre until the end of the school day.

Results Day Information – Sixth Form Applications

GCSE results will be published on Thursday 12 August 2021.

Rossett Sixth Form has an entry requirement of five Grades 4s or above, including at least one grade 4 in GCSE Mathematics or English.

Certain subjects have specific entry requirements (e.g. A Level Mathematics requires Grade 7+ in GCSE Mathematics), which were discussed during the interview process. Further details of these entry requirements can be found on the school website and in the Sixth Form Prospectus -

<https://www.rossettschool.co.uk/sixth-form/sixth-form-prospectus/>

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Following the publication of student results, formal offer letters will be sent to all Sixth Form applicants.

The letters will stipulate one of the following three outcomes:

1. Application to Sixth Form and Subject Choices Confirmed

- Entry requirements to both Sixth Form and subject specific grades have been met.

2. Application to Sixth Form Confirmed: Subject Choices to be reviewed

- Entry requirements for Sixth Form have been met. One or more subject specific grades have not been met, therefore subject choices must be reviewed with a member of the Sixth Form Team.

3. Application to Sixth Form Unsuccessful

- Entry requirements for Sixth Form have not been met. Advice will be available from the Year 11 Team, Senior Leadership and Careers' Advisors to help with consideration of alternative post-16 options.

The Sixth Form Team acknowledge that students may wish to change some of their subject choices following the publication of their GCSE results. Where possible we will seek to accommodate these requests utilising the option blocks below, from which the 2021-22 Sixth Form Timetable has been generated.

Column A	Column B	Column C	Column D	Column E
BTEC Science	Art	BTEC Health and Social Care	BTEC Sport Double	Biology
BTEC Sport	Biology	Core Maths	Core Maths	BTEC Business
Chemistry	BTEC Science	English Language	EPQ	BTEC Performing Arts
French	Core Maths	EPQ	Food	Business Studies
History	Economics	Further Maths	Philosophy and Ethics	Computer Science
Maths	English Literature	Geography	Physics	Maths
Media Studies	EPQ	Music	Psychology	Psychology
	PE	Product Design	Sociology	
		Spanish		

16 -19 Bursary Fund Policy Statement 2021-22

This statement sets out how Rossett School will prioritise and administer the 16-19 Bursary Fund in 2021/22. It is the aim of the school to use funds to make the maximum impact on recruitment, attendance, retention, achievement and success rates.

What is the Bursary Fund?

The 16-19 Bursary Fund is designed to help support young people who face the greatest financial barriers to participation in education or training. The fund is split into two parts:-

1. Priority Group Bursary

This Bursary is available to all learners who fall into one of the vulnerable groups identified below and are eligible to receive up to £1,200 a year (pro-rata for courses less than 30 weeks). Young people in the defined vulnerable groups are usually living apart from their parents/carers, so can get social security benefits in their own right.

This is paid termly subject to meeting attendance and behaviour criteria:

- Young people in care
- Care leavers
- Young people in receipt of Income Support or Universal Credit in their own name.
- Young people in receipt of both Employment Support Allowance (or Universal Credit as a replacement) and Disability Living Allowance (or new Personal Independent Payments) in their own name.

Care Leavers are defined as young people aged 18-21 who have been looked after for more than 13 weeks or since the age of 14; or young people who cease to be looked after or accommodated.

Income support is paid to young people such as teenage parents, young people with severe disabilities, teenagers living away from their parents, young people whose parents have died and unaccompanied asylum-seeking children where a financial need is established.

2. Discretionary Bursaries

Discretionary bursaries are targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment, field trips and other course related costs, cost of attending university interviews, UCAS applications and open days.

Rossett School will award bursaries to learners if they are in receipt of free school meals, their parents receive the maximum award for Working Tax Credits or whose family's household income falls below £25,000 per year. The award will be paid termly subject to good attendance and behaviour.

Who is eligible to apply?

To be eligible to apply for the fund, learners must:

- Be aged under 19 years of age on 31 August 2021
- Have been resident in the UK or EEA for three years preceding 31 August 2021 (verified before enrolment)
- Be enrolled on an EFA or local authority funded course
- Meet the financial criteria – have a household income of less than £25,000 per annum.

How do I apply?

- Complete the 16-19 Bursary Fund application form answering all questions to avoid any delays in processing – forms can be downloaded from the school website

www.rossettschool.co.uk/sixthform/application-forms/

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- Attach the required proof (please send in photocopies and not the originals).
- Submit your application form to Mrs T Harrison in the Finance Office by post or in person.
- The submission deadline is 25 September 2021. An application can be made for the whole of the academic year.
- Deadlines for applications made in subsequent terms are:
Spring Term – 18 January 2022
Summer Term – 20 April 2022

Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence as detailed on the application form.

What happens next?

- The Finance Office will test the application against the eligibility criteria and check the evidence and assess the need for funding. The Director of Sixth Form will discuss the application with the student if required.

Awards Process

- Transport: If the student has requested help with transport the School will purchase a bus pass on their behalf.
- Food: Students not in receipt of Free School Meals will have their cashless catering accounts credited in the form of a top-up payment at the start of each half term.
- Discretionary: Students may apply for help with funding towards essential course-related costs such as books, iPad, equipment, travel, course related trips, university open days and other costs towards learning. Claims must be made to Mrs T Harrison in the Finance Office.

Both elements of the 16-19 Bursary fund are only applicable if agreed standards of behaviour are met and lessons have been attended. The guidelines for expected behaviour are set out in the Sixth Form Student Handbook. Whilst the School will make every effort to advise the learner and help resolve any issues, it retains the right to rescind or suspend bursary payment/s.

Can I appeal against the School's Decision?

Yes, you have a right to appeal. If any young person or their parent/carer are not satisfied with the outcome of their application, they can appeal. Final decisions for appeals will be made by the Appeals panel consisting of the Chair of Governors and a Governor member of the Resources Committee. The applicant will be informed of the panel's decision. The Panel's decision is final.

Important notes:

The fund will be distributed in a consistent and fair way and in accordance with guidance issued by the Education Funding Agency (EFA). Student eligibility will normally be determined through an income related assessment together with an assessment of the actual need for support. Where possible and appropriate, awards will be calculated using a standard formula. This process will be managed by the Finance Office.

If special circumstances apply, the application will be assessed by the Bursary Fund Awards Panel. This Panel can make non-standard awards where appropriate.

In cases where emergency help is required, support may be arranged by the Panel to reflect the immediate needs of the student.

The budget for the Bursary fund is limited; students who are eligible for support are not automatically entitled to it. If demand exceeds the available funds, reduced awards may be given. Students enrolled on a two-year course will need to re-apply for financial assistance at the beginning of the second year. Awards made in the second year may differ from first year awards. The school reserves the right to reclaim awards from students who fail to attend classes. Where this happens, the student will be liable to pay any outstanding fees.

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Exceptional Circumstances

Applications from students who are eligible for government funding, but whose household income is in excess of the stated threshold and are experiencing financial difficulty due to a significant and unexpected change in personal circumstances during their time at school, may be considered for the Bursary Fund.

Rossett School may also award a Bursary to any student who faces genuine financial barriers to staying on in education (such as a young carer who is providing care to a sick or disabled relative). The school will operate a contingency fund which will be used for one-off payments to help students who are experiencing exceptionally challenging circumstances, attend school trips, university interviews etc.

Students may apply for the Bursary Fund anytime during the year (subject to the submission deadlines) if their circumstances change.

Formal Agreement

A student awarded a Guaranteed or Discretionary Bursary will sign an agreement with Rossett School, undertaking to meet the school's conditions, accepting the amount and basis on which it is to be paid.

Discretionary Fund Awards Panel

Ms H Woodcock (Headteacher)
Mrs L Sagar (Director of Finance)
Dr C Reed (Director of Sixth Form)

Their responsibilities are:

1. To agree the criteria and formula for making standard awards
2. To agree discretionary awards on an individual basis
3. To formulate the college policy and procedure for distributing the Bursary Award Fund

Discretionary Fund Appeals Panel

Mr J Hesketh (Chair of Governors)

Any current member of the Resources Committee (subject to availability).

This Panel is responsible for hearing any appeals and to rule on the appropriateness of the original award decision, confirming or amending it as appropriate. Following this the school will communicate the outcome of the appeal to the student by letter.

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