



Carshalton High School for Girls  
**CHSG**  
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# **UNIFORM BURSARY INFORMATION AND PROCEDURES**

**(July 2022)**

# 11-16 Uniform Bursary Procedures

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## Introduction and Purpose

The Girls' Learning Trust (the 'Trust'), together with the Local Governing Body of Carshalton High School for Girls (CHSG) (the 'School') is committed to ensuring that support is available to parents/carers and students on low incomes and/or in receipt of benefits.

Support is targeted towards those students experiencing the greatest financial hardship and/or curriculum-related costs.

This document provides **information for parents/carers and students about how to apply** for the Uniform Bursary.

Other information regarding Free School Meals can be found on the school website.

## Uniform Bursary

### What is it for?

The School aims to provide **additional support** for those students in receipt of Free School Meals through the 11-16 Uniform Bursary. This is offered at the School's discretion and is funded using Pupil Premium funding.

Whilst the 11-16 Uniform Bursary is primarily aimed at students in receipt of FSM, the School will consider other situations under the arrangements set out in Section 5 'Exceptional Circumstances'.

### Uniform Costs

The 11-16 Uniform Bursary is intended to support parents / carers with the costs of school uniform, up to a maximum of:

- a) The cost of a full school uniform when joining CHSG up to a maximum of £275  
(a uniform list is available on the school website)
- b) £75 in any subsequent year (Years 8 to 11 only).

Parents/carers should complete and submit the 11-16 Uniform Bursary Application Form found on the school website. This will be assessed by the Bursary Panel as soon as possible.

School uniform requirements can be found on the school website. If parents/carers have any queries regarding uniform they should contact the Head of Year before purchasing items.

## Eligibility

To qualify for an 11-16 Uniform Bursary, parents / carers must have a daughter who is:

1. In receipt of Free School Meals (FSM) **and**
2. A current student in Years 7 to 11, or be starting at the School the following term (in the case of new Year 7 students) **and**
3. Able to fulfil the following criteria:
  - The student's level of unauthorised and unexplained absence from lessons in the previous year must be no greater than 5% (not applicable to students in Year 7). The school reserves the right to withdraw funding if attendance falls below 95%;
  - Prolonged absence must be supported by medical evidence (if attendance falls below 95%);
  - The student must keep up-to-date with all work commitments.

If you believe your daughter is eligible for the 11-16 Uniform Bursary, please complete the online Uniform Application Form found on the school website.

## Payment

Following approval of an 11-16 Uniform Bursary, arrangements for payment will be made with the school's uniform supplier (Trutex). Parents/carers will need to order uniform directly from Trutex and the supplier will invoice the school directly.

## Bursary Panel and Appeals

### Bursary Panel

The Bursary Panel is responsible for deciding who receives the awards based on the criteria outlined herein. The Panel meets as set out in this document & as needed. The Bursary Panel is established by the Headteacher of each school and comprises at least 2 of the following:

- Headteacher
- Assistant Headteacher (Pupil Premium)

### Appeals Procedure

Appeals relating to the 11-16 Uniform Bursary should be made to the Bursary Panel and addressed to the Headteacher in the first instance. Further appeals should be made using the Trust Complaints Policy (available from the school website).

## Exceptional Circumstances

The Trust and Local Governing Body recognise that not every eventuality can be covered in this procedure. Therefore, in exceptional circumstances, parents/carers may apply in writing to the Headteacher for a discretionary bursary, outlining the specific circumstances with supporting documentation. A decision will be taken by the Headteacher and Bursary Panel, at the sole discretion of the school and dependent on funds being available.