

Pupil Access & Community Services  
Student Support  
County Hall  
Martineau Lane  
Norwich  
Norfolk NR1 2DL

Director of Education: Bryan Slater

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Please ask for: D Andrews  
Contact Number: 01603 223493

Your Ref:  
My Ref: PACS/DA

6<sup>th</sup> June 2003

Headteachers of Schools with Sixth Forms  
(copy enclosed for the Head/Director of Sixth Form)

Dear Headteacher

### **Learner Support Funds – Monitoring Information for School Year 2002/03**

The LEA is required to provide the Learning and Skills Council with information about the use of the Learner Support Funds in school Sixth Forms in the current school year. I should therefore be grateful if you would arrange for the attached form to be completed and returned as soon as you have made the final payment from your current allocation of Learner Support Funds and in any case no later than **11<sup>th</sup> July 2003**. You can, if you wish, do this electronically using the e-mailed copy of the form.

It is very important to meet this deadline so that the LEA can fulfil its obligation to submit financial and student data to the LSC in August 2003. Failure to do so will result in funds being withheld by the LSC for the school year starting in September 2003.

The data requirements for this return are consistent with the records that schools were asked to keep for 2002/03 (see paragraph 12 of the guidance notes 'Financial Support for Sixth Form Students (Learner Support Funds - Schools) – Arrangements for 2002/03', sent to you at the beginning of the school year). However if there are any queries please do not hesitate to contact me.

I am enclosing an additional copy of this letter and attachment for you to pass on to your Head/Director of Sixth Form.

Yours sincerely

D Andrews  
Head of Student Support

cc Head/Director of Sixth Form

**LEARNER SUPPORT FUNDS - DEVOLVED SCHEME**  
**MONITORING INFORMATION FOR SCHOOL YEAR 2002/03**

- The information on this form must relate only to the **school year 2002/03**  
( September 2002 to July 2003)
- Please return the completed form to the following address **by 11<sup>th</sup> July 2003** :-

David Andrews  
Head of Student Support  
Education Department  
County Hall  
Norwich  
NR1 2DL

If you wish to complete and return it electronically the e-mail address is :-

david.andrews@norfolk.gov.uk

School/Sixth Form Centre

**1. Applications for support from Learner Support Funds in school year 2002/03**

<b>Totals required</b>	<b>Age at 31.8.02</b>	<b>Number</b>
Total number of students who applied	16 - 18	
	19	
Total number of students who <b>received</b> support	16 - 18	
	19	
Total number of students who received support and subsequently withdrew	16 - 18	
	19	
Total number of students who were <b>refused</b> support	16 - 18	
	19	
Total number of students who were refused support and subsequently withdrew	16 - 18	
	19	

Continued overleaf

## 2. Payments from Learner Support Funds in the school year 2002/03

Support category	Age at 31.8.02	No. of payments	Total value of payments £
Essential course equipment and/or special clothing	16 - 18		
	19		
Field study courses and other educational visits	16 - 18		
	19		
Attendance at University/College open days and interviews	16 - 18		
	19		
Home to school travel costs	16 - 18		
	19		
Other travel costs not included elsewhere (e.g. to and from work experience placements)	16 - 18		
	19		
Other payments to help with specific course related costs	16 - 18		
	19		
Contributions towards general living costs	16 - 18		
	19		
<b>Totals for all support categories</b>			

Name of contact for any queries about this return: