

29 September 2023

Dear Year 12 & 13 students and parents/carers,

16-19 Discretionary Bursary and Vulnerable Student Bursary

The 16-19 Bursary Funds are intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school or college, for example. Sixth form courses require some resources which are not provided by the school and the exact resources needed will depend on the subjects being studied.

To be eligible to receive a bursary the young person must be aged under 19 on the 31 August in the academic year in which they start their programme of study and meet the residency criteria for post-16 provision. If a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

The Bursary Fund is administered by the school and students are invited to apply if they feel they are in need of additional financial support. Eligibility and the levels of support available are outlined in our [Bursary Fund Information](#).

Types of bursary

There are two types of bursary - the Vulnerable Student Bursary and the 16-19 Discretionary Bursary, and more information on these can be found in our guidelines, linked above.

1. Vulnerable Student Bursary

A bursary of up to £1,200 may be available to students who meet both the age and residency criteria detailed in the [Bursary Fund Information](#) and at least one of the other conditions listed below. Please note that Students aged 19 or over are not eligible for bursaries for vulnerable groups.

To qualify for the Vulnerable Student Bursary the student must:

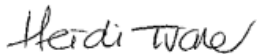
- Be in or have recently left local authority care.
- Be in receipt of Income support or Universal Credit because they are financially supporting themselves; or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.
- Receive Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

2. Discretionary Bursary:

This Bursary is at the schools' discretion and is given to students who face financial barriers to participation in education. It is a limited fund, and it is the responsibility of the school to administer it. The discretionary bursary is allocated on an individual basis and could vary according to individual circumstances and the number of hours of a student's study programme. Final allocations are determined by the number of applicants. Please be aware that the payment of bursaries is subject to the student meeting our expectations with regards to punctuality, attendance, and attitude to learning. The bursary may be withdrawn if expectations in these areas are not met.

To apply for either of the 16-19 bursaries, you will need to complete an [application form](#) which should be returned to the sixth form office by 1.30pm Friday 13 October 2023 (along with necessary documentation providing proof of income or other evidence). Please note that this form needs to be completed by you as the student, with your bank details. You will receive the payment, not your parents. However, we will require details about your family income and circumstances from a parent/carer.

Yours faithfully



Mrs H Tucker
Sixth Form Academic Manager