



September 2023

Dear Parents/ Carers,

Your sons and daughters have been informed that, as with all Sixth Form institutions, we have the capacity to offer a bursary to support the learning needs of those who would benefit from some additional financial support.

Eligibility

Your son/ daughter may be eligible for the bursary for a number of reasons:

- They/ your family are facing financial barriers preventing them from remaining in education;
- They are/ have been in care;
- They are in receipt of Income Support, or Universal Credit in place of Income Support, in their own right;
- They are in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right;
- Your annual household income is £16,190 or less.

If you are unsure whether your son/ daughter is eligible but feel you are in need of the bursary, please speak in confidence with the Sixth Form Leader.

Possible Needs

The bursary is to be used to support your son/daughter's education and learning. This could encompass a range of needs such as:

- Textbooks/ other such study materials
- Cost of school trips/ university visits.
- Stationery and equipment
- Cost for travel to Sixth Form
- Study resources
- Sixth Form dress
- Meals

How to Apply

To apply for consideration for receipt of a bursary, please print and complete the application form which is attached.

Alternatively, your son/ daughter can collect a printed copy from the Finance Office.

Please include with the completed application form:

- A short covering letter detailing why your son/daughter needs the bursary and how they intend to use it.
- Any additional documents to serve as evidence to support the claim. E.g.



- for students in receipt of qualifying benefits, a letter from DWP that states the benefit the student is entitled to (they must be entitled to the benefits in their own right). The evidence must confirm that they are in further education or training.
- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
- where relevant, evidence of household income using Tax Credits forms (TC602), evidence of income from self-employment, a P60, or 3 to 6 months' worth of bank statements.

Further information about bursaries can be found here: <https://www.gov.uk/1619-bursary-fund>

Deadline

Your son/ daughter has been asked to compile the **application form, covering letter** and any **accompanying evidence** in one **A4 envelope**.

Please hand this to the Finance Office on or before Friday 13th October 2023.

If you are unsure about any of this or are unable to complete the application, or meet the deadline for a given reason, then please do contact me.

Yours faithfully,

David Constable

Mr D Constable
Sixth Form Leader