

September 2017

Dear Students and Parents

## 16-19 DISCRETIONARY BURSARY FUND

As you may be aware Kesgrave, along with all other schools with sixth forms, has been given the responsibility by government of providing discretionary bursary payments to some students. This fund has been designed by the Government to be available to those students most in need of financial support in post-16 education.

There are 3 groups of students who will be able to receive a bursary (financial payment) to help with the cost of transport, books, equipment, school trips, etc. These are as follows:-

1. **Guaranteed Bursary** – this will be a payment of £1200 per year (split into 3 termly payments) to students in the following categories:-
  - Students in **Care**
  - **Care leavers**
  - Students in receipt of **Income Support OR Universal Credit**
  - Disabled students in receipt of **Employment Support Allowance AND is also in receipt of Personal Independence Payments OR Disability Living Allowance**

A Bursary Application Form will need to be completed and returned in a sealed envelope (marked for the attention of Mrs Wheatley). Application forms can be downloaded from the school website.

2. **Discretionary Bursary** – this will be a payment of £1000 per year (split into 3 termly payments) to students who are eligible for **Free School Meals (FSM)**. We would encourage all Sixth Formers who are entitled to FSM (where household income is below £16,190 pa) to apply and then take up this opportunity. FSM forms can be downloaded from our website. This is an automatic payment to all students who have been assessed as being eligible for FSM.

Payment of this Bursary will be made on the proviso that attendance to registration, PSHEE and lessons is at least 95%. Students will also be expected to complete all work set by the deadline.

If attendance falls below 85% this is deemed by the government to denote a persistent absentee and unless there are exceptional and extenuating circumstances, students will be withdrawn from their courses.

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Students in receipt of the bursary will have some of their funding withdrawn on a sliding scale depending on attendance levels; 90% attendance - 10% reduction, 80% - 25% reduction, 70% - 50% reduction.

3. **Additional Discretionary Bursary** – I am pleased to say that parents/students may now request support for academic expenses incurred in support of learning, up to a maximum of £200 per year, for one or more requests in that year. In order to broaden the scope and reach of the bursary fund this support is **not** available to students already in receipt of the guaranteed bursary.

We hope that this funding may provide some degree of financial support for more students and families. We do also acknowledge that some parents/students find themselves unable to access FSM as families are in receipt of tax credits or equivalent. We are therefore inviting requests from parents who have a **statement of Tax Credit (TC602)**, issued by HMRC, to this effect. (A copy of TC602 must be provided upon application).

Examples of possible requests will include support for:-

- Travel fees/bus passes
- The cost of re-sitting exams
- Subject specific equipment (e.g. graphical calculators)
- Educational trips or visits
- Interview travel expenses

In the first instance of any request for discretionary bursary funding, please complete the Bursary Application Form (available to be downloaded from the website) and enclose a covering letter detailing the particular support required. This will be treated in confidence and funds, if agreed, will be transferred internally wherever possible to pay in part or in full for school activities or charges. In doing so, we hope to minimise the need for reimbursements or receipts.

Please also be aware that the Discretionary Bursary Fund is **limited** and payments will only be considered whilst the fund is available to draw upon. Requests for funds can be made at any point throughout the year.

If you have any queries about the Bursary Fund, please do not hesitate to contact me on the above telephone number.

Yours faithfully



Mrs S Wheatley  
Head of Sixth Form