



# The Polesworth School

## ENSURING EXCELLENCE

Date/Ref:

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Dear Sixth Form Student/Parent or Carer,

The 16-19 Bursary Fund was introduced to support young people in Post 16 education. The purpose of the scheme is to assist those aged 16-19 who are in full time education and who face financial barriers to participation because they are from lower income households or are disadvantaged in some way. It is made up of two parts: a bursary of up to £1,200 a year for the most vulnerable young people who meet set government criteria and a discretionary fund for schools and colleges to distribute on the basis of individual need.

### The Vulnerable Student Bursary

For the academic year commencing September 2023 learners from the following groups will be eligible for a bursary of up to £1,200:

- Young people who are Looked After (in care) aged 16 and 17
- Care Leavers aged 16,17,18
- Young people in receipt of state benefits, such as PIP or ESA, in their own name

In order to claim the Vulnerable Student Bursary an online application must be completed by the school and supporting evidence provided. If you think you may be eligible for the Vulnerable Student Bursary, please see or contact me for further details.

### The Discretionary Bursary

For learners not in the above groups, the school has developed a set of criteria to assess an individual's eligibility for financial support from the 16-19 Bursary Fund and an application form can be downloaded from the Sixth Form website accessed via [www.thepolesworthschool.com](http://www.thepolesworthschool.com).

Discretionary awards are paid directly to students and are contributions towards public transport costs, school meals, books, trips, equipment, costs relating to any special or additional educational need. There is no fixed sum set per eligible student and the application form asks parents and students to be as specific as possible when outlining We aim to target students where the annual total family income is less than £28,999 a year, although other exceptional/unexpected circumstances will be considered e.g. a redundancy, a student living away from home under a private fostering arrangement, a student who is a young carer.

*If students receive Free School Meals, they are automatically entitled to a Bursary award and we encourage those students to apply.*

If you wish to apply for the Discretionary Bursary, you will be asked to provide information about your financial and personal circumstances together with supporting evidence which will then be used to assess the level of financial support for which you may be eligible. Such evidence could include:

- Current evidence of benefits
- P60
- Tax credit award notice
- Evidence of self-employment
- Bank statements/Pay slips

Payment of any direct awards granted will be made on a monthly basis, in arrears, from the end of October 2023 and certain conditions, including maintaining outstanding attendance and punctuality, will need to be met. Bursary payments are paid to meet the costs of attending school and students will not be paid for days when they are absent – again unless there are exceptional circumstances which we have been notified about in advance. We reserve the right to make deductions from a student's monthly payments.

Students must have their own bank accounts. However, some or all, of the award may be used to fund a particular cost such as a travel pass, trip or school meals and may be paid in a different way e.g. a lump sum upon receiving evidence of purchase of a travel pass or regular payments to a student's school account to fund meals in the canteen.

If you wish to apply for financial support from the 16-19 Bursary Fund for 2023-24, then please complete an application form and return it to me, **by Friday 6th October 2023** to enable us to process applications quickly. If your financial situation changes at any point in the year, we will happily accept applications after October.

If you require more information about this bursary over the summer period please refer to the Gov.uk website: [www.gov.uk/1619-bursary-fund/overview](http://www.gov.uk/1619-bursary-fund/overview) which provides helpful information.

Yours sincerely

Mrs Knight  
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