Friday 7th September 2024

Dear Parent,

As you may be aware the government has made available to schools a Sixth Form Bursary Fund. The purpose of this bursary fund is to provide financial support to help students overcome specific barriers to participation so they can remain in education.

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

* Bursaries for defined vulnerable groups
* Discretionary bursaries which institutions award using policies they set, in line with these funding rules

To be eligible to receive a bursary which is paid in-kind through travel passes, vouchers or credits for meals, required books and required equipment in the 2023 to 2024 academic year the student must be aged 16 or over but under 19 at 31 August 2023.

Students aged 19 or over are only eligible to receive a discretionary bursary if they:

* are continuing on a study programme they began aged 16 to 18 (‘19+ continuers’) or
* have an Education, Health and Care Plan (EHCP)

These students will receive a bursary conditional upon the criteria below being met.

**Statement of practice**

**Attendance**

The bursary will be authorised on the basis of a weekly minimum attendance of 95% (excluding authorised absence) to all timetable lessons.

**Punctuality**

The bursary will be authorised on the basis of a maximum of one late mark per week for registration and lessons, up to a maximum of three late marks in any half term.

**In-kind bursary payments**

The decision to authorise a Bursary payment will be taken having considered the attendance and punctuality criteria. Bursary payments must only be used to support students in their continued education. The payments may be used for the purchase of educational supplies, uniform, equipment and transportation.

Please see link below for further information:

[https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2024-academic-year/16-to-19-bursary-fund-guide-2024-to-2024-academic-year](https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year)

Should you wish to apply for the bursary, please fully complete the attached form and return to the main office with the required evidence by Friday 22nd September.

Yours faithfully,

Mr Aslam

Assistant Principal Head of 6th form

**16 to 19 Bursary Fund**

**Application Form**

Please complete this form and hand it in at the Sixth Form office, with supporting evidence to the Head of Sixth Form Mr Aslam (i.aslam@tkaw.org)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of student |  | | | | | | | | Date of request | | |  | | | |
| Tutor group |  | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Postcode | | | | | Date of birth | | | | | | | | | | |
| Have you the right of abode and been resident in the UK for the last 3 years (please tick) | | | | | Yes | | | | | | | | No | | |
|  | | | | | | | | | | | | | | | |
| Name of parent making request (if applicable) | | | | | |  | | | | | | | | | |
| Your household income is one of the criteria which will help us to assess your application. | | | | | | | | | | | | | | | |
| Total gross household income per annum/month If **your total gross household income exceeds £25,000 you will not be eligible for a bursary** | | | | | | | £ | | | | | | | | |
| Please tick **one** of the following to show what type of evidence you have provided. **If you cannot provide evidence then we cannot process your application for bursary payments.** | | | | | | | | | | | | | | | |
| P60 | | |  | Income Support / Universal Credit (award letter) | | | | | |  | Full Tax Credit Award Notice | | | |  |
| Other benefits/pension (award letter) | | |  | Self-employed earnings (official tax return) | | | | | |  | Wage slips (most recent wage slip) | | | |  |
| Number of dependent children in the household | | | | | | | |  | | | | | | | |
| **Assistance requested** | | **Specific details** | | | | | | | | | | | | **Requested amount (£)** | |
| Travel | |  | | | | | | | | | | | |  | |
| Meals | |  | | | | | | | | | | | |  | |
| Equipment / Books | |  | | | | | | | | | | | |  | |
| School curriculum trip | |  | | | | | | | | | | | |  | |
| Other (give details) | |  | | | | | | | | | | | |  | |
| Clothing | |  | | | | | | | | | | | |  | |
| **Other extenuating circumstances that would help us make an assessment.**  **Please give as much detail as possible (continue on a separate page if necessary).** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |

Declaration

* I / We understand that if I provide any false information on this application, I am liable and if found, will be made to repay the bursary award in full.
* I will notify the Academy if my circumstances change.
* I / We understand that bursary/discretionary award payments will be made subject to compliance with the sixth forms code of conduct, attendance policy and subject with deadlines.

Please hand this form in to Mr Aslam in the Sixth Form office along with any relevant evidence for processing. Evidence will be photocopied for you.

Student Signature: ................... Parent/Carer Signature: ...................................... Date: .........................

**Please note: Deadline for application form with the correct paperwork is Tuesday 8th February, all eligible payments will be subject to compliance with the Sixth Forms agreement, attendance policy and adherence to subject work deadlines.**

|  |  |
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| **OFFICE USE ONLY** | Evidence Provided: |
| Date Application Received: |
| Bursary Decision: |
| Award Letter and Bursary Contract sent to student: |
| Staff Name: | Sign: |