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Dear Parent/Carer,

You may not be aware that there is a Sixth Form Bursary Fund available to help the most vulnerable 16-19 year olds continue in full-time education. Schools have been given a fixed budget along with guidance about how to distribute the funds.

Bursaries are intended to help students pay for the costs related to participation (e.g. transport, books, equipment, meals and other course-related costs). Additionally, those students who meet the criteria may be eligible for a termly bus pass, depending on the distance they need to travel to college. The bursary fund is not intended to support costs not related to education, extra-curricular activities or provide learning support such as counseling, mentoring or extra tutoring.

There are 2 bursary groups available to students:

Firstly, our **Vulnerable Student Bursary** available to those students who are in any of the following categories:

- In Care or Care Leaver
- Receiving Income Support or Universal Credit in their own right
- Receiving Disability Living Allowance or Personal Independence Payment in their own right
- Receiving Employment Support Allowance or Universal Credit in their own right

Secondly we have our **Discretionary Bursary**. This is based on the financial position of the student's family, and their needs to continue in education. To be eligible, the student's family household income must be below £30,000 per annum, to include income from employment, pensions payments, jobseekers allowance, all tax credits including child tax credit, working tax credit and Universal Credit but child benefit may be excluded.

The DfE guidance means that we are expected to ask questions relating to household income. Final decisions regarding the distribution of bursaries will be made inline with the national guidelines. If the money allocated to the School's Bursary Fund is insufficient to support all students who meet the eligibility criteria, priority will be given to those who fulfill more than one of the criteria listed above.

If an application is successful, students will need to request any items they require for their studies by using their online bursary account, which will then be ordered by Sixth Form staff using their bursary allocation. Students may occasionally be required to purchase items themselves, they will then be able to request a reimbursement for this payment with proof of purchase. This is due to DfE guidance requiring us to keep track of how the bursary is being spent..

In order to receive the bursary, students' attendance must be at or above 90% (unless supported by a medical certificate) and academic progress must be in line with expectation.

If you believe your son / daughter to be eligible for a bursary, please complete the online Application form, which can be found by following this link <https://bayhousebursary.applicaa.com/1> or by contacting me, either by email: estarkie@bayhouse.gfmat.org or telephone: 02392 505277.

If you have any further questions, please do not hesitate to contact me.

Yours faithfully,

Mrs Erin Starkie
Sixth Form Admin Assistant