

11 September 2018

Dear Parents and Y12/13 Students

Re. 16-19 Bursary Scheme: 2018/2019

As many of you may know the 16-19 Bursary scheme is a means of offering help and support to those students facing financial hardship.

Students aged 16 to 19 who are most in need will be eligible to receive a Bursary of up to £1,200 a year. This Bursary will be administered and paid by Queen Elizabeth's Grammar, Alford, in three instalments of £400 at the end of October, February and May. This money can be spent on transport, school meals, books, school trips, school uniform and equipment.

To be eligible for a bursary of £1,200 a year, students must be in care; or in receipt of Income Support; or in receipt of Employment Support Allowance **and** Disability Living Allowance.

Priority for other payments is given to supporting students who qualify for 'free school meals'. Any remaining funds may be given to students aged 16-18 on 1 September 2018, who have started in the Sixth Form and able to show evidence of genuine financial hardship.

Bursary payments are at the discretion of the school. The support provided for students could be financial or provision of items in kind and it is at the school's discretion to decide on the amount and type of support that is awarded to the student.

Students must have their own bank account into which the Bursary will be made. In order for the student to receive financial support they must comply with the Academy's Code of Conduct, have very good attendance (normally at least 95% with no unauthorised absences) and meet deadlines for work.

Students who think they may be eligible for the bursary or other financial help should complete the attached application form, which should be handed to me by **Friday 21 September 2018**.

If a decision is made not to support your application for financial support and you feel this is unfair, you can appeal in writing to me. If you have any further queries please contact either Mrs Daniels, Head of Sixth Form, or myself.

Yours sincerely



Miss A Francis
Headteacher



QUEEN ELIZABETH'S GRAMMAR, ALFORD
A SELECTIVE ACADEMY LTD

APPLICATION FOR SUPPORT FROM 16-19 BURSARY FUND 2018/2019

Please enclose relevant proof of entitlement.

Name

Form

Bank Details

Bank Name:

Sort Code:

Account Name:

Account Number:

Section A – Application for full bursary of £1,200 from those in care; or in receipt of Income Support; or in receipt of Employment Support Allowance and Disability Living Allowance **and enclose evidence**

Please Tick

Section B – Application for Bursary for those receiving Free School Meals

Please Tick

Section C – Application for financial support

Please explain why you are seeking financial assistance and your specific needs eg transport to and from school, school trip. Please enclose evidence of financial hardship and the specific sum of money you are requesting.

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I certify that the information I have provided is correct and agree to inform the academy if my circumstances change. In such circumstances I understand that I may be required to return all or part of any funds received

Signature of applicant..... Date.....

Signature of parent/guardian..... Date.....

This form must be fully completed and signed; proof of benefit entitlement or proof of income must be attached and forwarded to Miss Francis by **Friday 21 September 2018**.

