

7 September 2021

Dear Parents and Y12/13 Students

16-19 Bursary Scheme: 2021-22

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 April. 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 2021, 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 17 September 2021**.

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 Mr Lavender, Head of Sixth Form, or myself.

Yours sincerely



Mr G Thompson
Headteacher



QUEEN ELIZABETH'S GRAMMAR, ALFORD
A SELECTIVE ACADEMY LTD

APPLICATION FOR SUPPORT FROM 16-19 BURSARY FUND 2021-22

Name	
Form	

Bank Details	
Bank Name	
Account Name	
Account Number	
Sort Code	

Tick as appropriate and enclose relevant proof of entitlement:

- 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.**
- Section B – Application for Bursary for those receiving Free School Meals.**
- 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 Date.....

This form must be fully completed and signed; proof of benefit entitlement or proof of income must be attached and forwarded to Mr Thompson by **Friday 17 September 2021.**

