



Caistor Grammar School

A Selective Academy
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Headteacher: Mrs Shona Buck, B.Ed

16-19 Bursary Fund Guidance Notes

The 16-19 Bursary Fund is there to help 6th form students. Vulnerable Students are eligible for a bursary of £1,200. There is also a discretionary fund to support other students who may have difficulty in getting to school or taking or completing their course because of financial difficulties.

Bursary for Vulnerable Students:

Vulnerable Students are:

- Students who receive income support or Universal Credits.
- Care leavers:
 - Young people aged 18-21 who have been looked after for 13 weeks or more since the age of 14, or
 - Young people who cease to be looked after or accommodated.
- Students in care
- Disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

Vulnerable students are eligible for a bursary of £1,200

Vulnerable students must provide evidence of eligibility, such as:

- a letter setting out the benefit to which the young person is entitled;
- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

Students ineligible for a bursary of £1,200, but still requiring financial support, may apply for an award from the Discretionary Fund.

Discretionary Fund

The Discretionary Fund can help with:

- Transport Costs
- Books and equipment
- Examination resit fees
- Cost of school meals
- Curriculum based trips
- Any other essential costs of participating in your study programme

Please note that funding is limited and priority will be given to:

1. Vulnerable Students
2. Helping with transport costs of attending school

3. Helping those students from families with low incomes
4. Students eligible for Free School Meals (either currently or in the previous Academic Year)

Eligibility

To be eligible to receive a bursary the student must be aged over 16 and under 19 on the 31st August in an academic year in which they start their programme of study and must satisfy ESFA residency criteria.

All funding will be dependent upon regular attendance, making reasonable progress and students must comply with the School's standards of behaviour, as outlined in the School Rules and the Sixth Form Handbook. Students must have signed the contract to agree to our code of conduct.

Applications for financial support should reach the school by Friday 21st October 2022 although it will still be possible to apply for funding after this date.

The School will allocate the majority of the Bursary Fund as quickly as possible but will retain a small amount to cover late applications, unexpected costs or changes of circumstance.

Those on low incomes will have to produce evidence of their financial situation, such as;

- entitlement to free school meals
- income support letter / Universal Credit / Personal Independence Payments letters.
- tax credit award notice
- jobseeker's allowance award letter
- P60

If you wish to apply for financial support please complete an application form and return it to Mrs Claire Mosey in the School's Finance Office, or email claire.mosey@caistorgrammar.com. All evidence provided will be treated as confidential. Please note that we are obliged to retain copies of evidence for audit purposes.