



5<sup>th</sup> May 2023

Dear Sixth Form Students and Parents/Carers

## Sixth Form Bursary Scheme (16-19 Bursary Fund)

I am writing to remind you that as a school we have access to a Sixth Form Bursary Fund which can be used to help support the education of students from households where there is greatest financial need.

I am pleased to inform you that we have been able to increase the eligibility threshold to reflect the increases to the cost of living. Therefore, if your total household income (from whatever source) is less than £37,000 per year then you may now be eligible.

The bursary has been extremely beneficial to students in our Sixth Form and has been used to support/purchase the following:

- Transport to and from Sixth Form
- Revision guides and course textbooks
- Laptops/IT equipment
- Train fares to university/apprenticeship open days
- School based trips
- Course equipment and stationery
- Uniform

If you think you are eligible, the Bursary Application Form is attached for you to complete along with the submission of any documentation as requested. Photocopies of original documents are acceptable.

Completed forms will need to be returned to Mrs V Smith in the Sixth Form office or via email [smithv@qegs.email](mailto:smithv@qegs.email).

## What Happens Next?

In order to decide how best to use an individual student's bursary funding, QEGS Sixth Form employs the following procedures:

- Every student who qualifies for a bursary is offered an opportunity to have an informal meeting with a member of the Sixth Form pastoral team to decide the best way to allocate their support.
- Priority areas are addressed first, including travel to school, equipment costs and support with studies.
- Students are allocated a higher amount of funding at the beginning of their course to address the priority areas.
- A percentage of the funding is kept back as a hardship funding to respond to any emergencies that may arise during the year.

## How is the Bursary Paid?

The amount awarded will be dependent on the amount of income – this is allocated on different levels, as follows:

- L1 discretionary bursary: total income is equal to, or less than, £16,190
- L2 discretionary bursary: total income is more than £16,190, but less than £25,000
- L3 discretionary bursary: total income is more than £25,000, but less than £37,000

Students who apply will be assessed individually. This assessment will be documented and evidence to support the claims will be obtained and retained for auditing purposes.

The bursary will not be paid in routine payments into the student's bank account. However, once the level has been agreed, students will be able to submit claims for equipment, transport, trips etc to help support their studies and they will receive the required amount to cover these costs.

If you have any queries about payments, please do not hesitate to contact either myself or Mrs Smith (Sixth Form Administrator).

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs Allen', written in a cursive style.

Mrs Allen  
**Assistant Headteacher - Head of Sixth Form**

Enc: Sixth Form Bursary Application Form

## 16-19 Bursary Fund Application – 2023/24 Academic Year

This form should be used by students when applying for a 16-19 bursary, to assess which bursary, if any, the student will be eligible for – either vulnerable or discretionary. Students should complete the form; however, a declaration should be signed by both the student and their parent/carer to indicate that the information given in the form is both current and correct.

**ALL INFORMATION PROVIDED WILL BE TREATED IN THE STRICTEST CONFIDENCE**

### SECTION 1 – Personal Information

You may be eligible for a 16-19 bursary if you are undertaking a full time programme of study at Queen Elizabeth's Grammar School in the academic year 2023/24 and were under 19 years old on 31<sup>st</sup> August 2023.

If you are over the age of 19, you may be eligible for a discretionary bursary if you are completing a study programme you began when aged between 16-18, or if you have an EHC plan. If this is the case, please ensure you complete **section five**.

#### All applicants to complete Sections 1-5

First Name:		Surname:		Form:	
Date of Birth:		Age at 31 <sup>st</sup> Aug 2022:	Years	Months	
Address: <i>Inc postcode</i>					
Home phone No:		Student Mobile Number:			
Email address:					

### SECTION 2 – Your Courses *(Please list the courses you are enrolled on at Queen Elizabeth's Grammar School)*

1		2	
3		4	
5		6	

### SECTION 3 – Your Household

	Parent/Carer 1	Parent/Carer 2
Surname:		
First Name:		
Relationship to Student:		
Home Address:		

Home Tel No:		
Mobile No:		
Email Address:		

#### SECTION 4 – Vulnerable Bursaries

This section is for students who may be eligible for a vulnerable bursary and an allowance of up to £1,200. If any of the below criteria apply, students are eligible to apply for a vulnerable bursary.

QEGS assesses each application on a case-by-case basis and eligibility alone **does not entitle any student** to receive the bursary. If a student is eligible for a vulnerable bursary, but the school does not believe the student requires it, e.g. there are no financial needs, or financial needs are already met via alternative means, the academy may not allocate the student a bursary, or may offer a reduced allowance.

If any of the below criteria apply, please tick as appropriate. **If none apply, please skip this section and go to Section 5**

I am a student in Local Authority care	
I am a student who has recently left Local Authority care	
I am a student that receives <b>either</b> Income Support or Universal Credit	
I am a disabled student that receives <b>both</b> the: <ul style="list-style-type: none"> <li>• Employment and Support Allowance (ESA) <b>and either</b></li> <li>• Disability Living Allowance (DLA) <b>or</b> Personal Independence Payments (PIP)</li> </ul>	
I am a student entitled to Free School Meals	
I am a student from a household in receipt of an annual gross income of less than £16,190	

#### SECTION 5 – Proof of Income

This section must be completed by you the student if you live independently. If, however you are dependent on your parents/carers it is they that must complete this section of your application.

In order that your application for a 16-19 bursary can be fully assessed we require evidence of your circumstances (as set out in section 4). Information about what to submit in support of your application can be found in the table below. Please place a tick in the 'Copy Attached column to indicate what information you have provided.

What is your annual gross household income?		£
Source of Income	Supporting Evidence Required	Copy Attached
Annual Salary	P60 for the 2022/23 or Payslip for the month of March 2023 or Payslip for the last week of March 2023 or Working Tax Credit Award Notice marked 2022/23	
Income Support or Universal Credit	Entitlement / Award letter – dated within the last 3 months	
Employment and Support Allowance	Entitlement / Award letter – dated within the last 3 months	

<b>Disability Living Allowance or Personal Independence Payments</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Support under part VI of the Immigration and Asylum Act 1999</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Guarantee element of state pension credit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Child Tax Credit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Working Tax Credit Run-On</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Grants or bursaries etc.</b>	Relevant paperwork detailing entitlement and amount paid	
<b>Any Other income</b>	Relevant paperwork	

## SECTION 6 – Declaration

*Please read the declaration below carefully before signing:*

1. I/We declare that the statements made on this form are true and to the best of my/our knowledge and belief are correct in every respect. I/We undertake to supply any additional information that may be required to support this application. I/We understand that if I/we refuse to provide information relevant to this claim the application will not be accepted. I/We also undertake to tell the school of any change in circumstances in writing. I/We agree to repay the school in full and immediately any sums advanced if the information I/We have given is shown to be false or deliberately misleading.
2. I/We am/are aware that the funding covers only this school year and that I/We must re-apply next year; there is no guarantee that funding will be received for future years even if the student is eligible for the current year.

Signed: <i>(Student)</i>		Date:	
Signed: <i>(Parent/Carer 1 named above:</i>		Date:	
Signed: <i>(Parent/Carer 2 named above)</i>		Date:	

***Please submit this form to Mrs V Smith, Sixth Form Administrator ([smithv@queenelizabeths.derbyshire.sch.uk](mailto:smithv@queenelizabeths.derbyshire.sch.uk)).***

All payments are dependent upon the agreed terms regarding attendance, punctuality and compliance with all general school rules and the maintenance of a standard of academic work which is in line with the targets set by the school.

***For School use only:***

*Date Received:*

*Bursary Approved: Yes or No*

*Guaranteed Award or Discretionary Award*

*Authorised By:*

*Date:*

*Amount of Award:*

*Date letter/bank details form issued:*

*Additional Notes:*