



September 2023

Dear Students and Parents

16-19 DISCRETIONARY BURSARY FUND

As you may be aware Kesgrave, along with all other schools with sixth forms, has been given the responsibility by government of providing discretionary bursary payments to some students. This fund has been designed by the Government to be available to those students most in need of financial support in post-16 education.

In the first instance of any request for discretionary bursary funding, please complete the Bursary Application Form (available from Mrs Wheatley or Mrs Smith in the Sixth Form – forms can also be downloaded from the website).

Examples of possible requests will include support for:-

- Travel fees/bus passes
- The cost of re-sitting exams
- Subject specific equipment (e.g. graphical calculators)/revision guides
- Educational trips or visits
- Interview travel expenses

You will need to provide all the necessary documentation mentioned in the application form in order for your request to be processed. This will be treated in confidence and funds, if agreed, will be transferred internally wherever possible to pay in part or in full for school activities or charges. In doing so, we hope to minimise the need for reimbursements or receipts.

The criteria for the academic year 2023/24 is as follows:-

Family income of:

- £27,000 and less – pay 100% of eligible items
- £27,001 - £37,000 – pay 50% of eligible items
- Any requests where the household income exceeds £37,000 will be reviewed on a case-by-case basis (at the Director of Sixth Form's discretion)

The school reserves the right to change the eligibility criteria for the bursary scheme as necessary to ensure that expenditure on the scheme does not exceed the yearly income from the government.

Following receipt of your application, you will receive a letter within 2 weeks indicating the outcome of our decision. Should you be successful, please note that payment of this Bursary will be made on the proviso that attendance to registration, PSHEE and lessons is at least 85%. Students will also be expected to complete all work set by the deadline.

Please be aware that the Discretionary Bursary Fund is **limited** and payments will only be considered whilst the fund is available to draw upon. Requests for funds can be made at any point throughout the year.

If you have any queries about the Bursary Fund, please do not hesitate to contact me on the above telephone number.

Yours faithfully

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

Mrs S Wheatley
Director of Sixth Form