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Headteacher: Mr Stephen Carey BA Hons

17 July 2017

Dear Sixth Form Student and Parent/Guardian

The 16-19 bursary is a fund held by the school to support the education of pupils by removing barriers to learning that may exist due to financial constraints. The school administers the fund, usually in the form of contributions towards curriculum trips and the purchase of curriculum materials. The fund also provides termly payments to some students as explained in the table below.

There are 3 levels of support available:

Level of Bursary	Who is Eligible?	How is it paid?
Level 1 (£1200)	Students who are in care, are care leavers or young people in receipt of a disability living allowance and employment support allowance.	6 installments at the end of each school term via BACS
Level 2 (up to £800)	Students who are eligible for Free School Meals	6 installments at the end of each school term via BACS
Level 3 – contributions towards curriculum trips and/or curriculum materials and/or 16+ travel card	Students who have an identifiable financial need who do not fall into Level 1 or 2 Application: Students can apply via the form attached for financial assistance for specific educational purposes.	This is paid directly towards the agreed curriculum trip/materials/16+ travel card.

**All applications should be made by completing the attached form and returning to Miss Francis with appropriate evidence in the first instance.**

**Level 1:** Evidence of DLA and ESA.

**Level 2:** No evidence beyond completing the form is necessary for level 2 payments as the school is made aware of those eligible for Free School Meals which is the criteria for the payment. Any information submitted to the School will be treated in confidence. You do not have to take the Free School Meal, simply being eligible will give you access to up to £800 during the school year from Level 2 Bursary funding (see below for Free School Meal criteria) Kent application forms can be downloaded from [www.kent.gov.uk](http://www.kent.gov.uk) or from the Finance Office.

You must receive one of these benefits to qualify for Free School Meals:

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit) - if the household income is below £16,190
- Guaranteed Element of State Pension Credit
- an income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999 if you are an asylum seeker



**Level 3:** Applications should be made to Miss Francis with suitable evidence of household income. This could include recent pay slips or your most recent P60. If you apply for this your details will be held on file should you need support for curriculum trips/resources throughout the year. Please make contact when the support is required.

Should family circumstances change during the school year you can still apply for funding mid-year. Please note that you will need to re-apply for the bursary each academic year as financial circumstances may change and the school are required to check that each student is still eligible.

If you have any questions regarding the above please contact the school direct or email Miss Francis.

Yours sincerely

*E Francis*

Miss E Francis  
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