



GREATFIELDS SCHOOL

16 - 19 Bursary Guidance for Students

Academic Year 2023/24



What is the 16-19 Bursary Fund?

The 16 - 19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post 16 education and training.

Decisions on eligibility will be made by the Sixth Form Assessment Panel following the completion of the application form and submission of its listed documents.

Decisions on amount awarded will be made and shared with the students.

Payments will be made throughout the year based on meeting the payment criteria.

16-19 Bursary Payment Criteria

In addition to an assessment of financial situation, the assessment panel will use the following criteria to assess payment for support under the 16 - 19 Bursary Scheme:

- ✓ 95% Attendance for each term
- ✓ Attendance to all lessons, supervised study and other EEP hours (Employability, Enrichment and Pastoral)
- ✓ Exemplary conduct towards staff and all members of the school community.
- ✓ Excellent Punctuality to school
- ✓ Adherence to the dress code.

Guidance on Making an Application

- ✓ Fill in the application, in full, ensuring you have read all parts on Applicaa
- ✓ Attach all supporting documents (evidence showing eligibility). Documents must be for the current financial year.
- ✓ Provide full information on the reasons for the application. This will enable the assessment panel to make a fully informed decision towards your educational related costs.
- ✓ Submit your Bursary Application on Applicaa
- ✓ The assessment panel will meet to review applications.
- ✓ Decisions on your eligibility for the year and payment decisions will be communicated to you via `letter.
- ✓ A copy of the 16 - 19 Bursary can be found on the school website, under the Sixth Form Section.
- ✓ Decisions surrounding bursary are confidential, staff will only discuss this with an individual on a one to one basis.

Problems to avoid

- ✓ Please ensure the bank account is in the student name. We cannot make payments to accounts in any other name. The account should be a current account, most savings accounts will not accept BACs payments.



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- ✓ Students need to make an application each academic year, providing fresh evidence each time.
- ✓ Disqualifiers: Eligibility for bursary payments does not guarantee you will get it. When your application is approved by us at the start of the year you are eligible to receive payment that academic year, whether you get paid however, will depend on the criteria being met.
- ✓ Decisions are based on your adherence to the Home-School Agreement. This includes your attendance, positive feedback from teaching staff and meeting the general ethos of the school.
- ✓ Students must keep all receipts for any items purchased with bursary funds.

Questions

If you have any questions please ask the Sixth Form Administrator in person in the Sixth Form Office, or via email on sixthform@greatfieldsschool.com