



Dear Student and Parent

Education & Skills Funding Agency Bursary Fund

The Education & Skills Funding Agency (ESFA) Bursary Fund aims to support students who face the greatest financial barriers to continuing in education post-16. This letter sets out the procedures that will be followed in the administration of the ESFA 2022/23 Bursary Fund for students attending the Sixth Form at Colchester County High School for Girls.

Mainstream bursaries, and in-kind support, are paid from CCHSG's 2023/24 allocation of £23,445 while students in defined vulnerable groups can apply to the ESFA's central vulnerable students' fund, through the school, for a bursary up to £1,200.

Nominated vulnerable groups are: (i) young people who are looked after (in care); (ii) care leavers; (iii) young people in receipt of Income Support (or Universal Credit) in their own name; (iv) disabled young people who receive both Employment Support Allowance and Disability Living Allowance, (Personal Independence Payments) in their own name.

Mainstream bursaries will be paid to students with a gross household income of up to £30,000. Students eligible for free school meals will be eligible for a mainstream bursary. The value of the bursary will be dependent on the number of approved applications.

Areas of in-kind support include: transport, meals, materials, course-related trips and UCAS fee/travel to open days. The amount of bursary available for this category will depend on the number of applications for mainstream bursaries and will be allocated on an "as needs arise" basis.

The deadline for applications for nominated vulnerable groups and mainstream bursaries will be **Friday 15 September 2023** and applicants will need to provide evidence for eligibility of a bursary (see below). Decisions with regard to the allocation of the Bursary Fund will be made by **Friday 20 October 2023**. Payments will be made after assessment in autumn and at the beginning of the spring and summer terms, by BACS. The School Business Manager, will oversee the administration of the bursary.

Evidence for eligibility must include:

- a letter from the Department of Work and Pensions (TC602) setting out the Income Support benefit the student is entitled to for the year April 2024 to March 2024.
- the Local Authority will be able to provide a letter for the school confirming that the student is in care or is a care leaver.
- evidence of the family income such as benefit entitlement or Tax Credit Award Notice if parents are employed or other certified information if they are self-employed.

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Students will need to notify the school if circumstances change. Money may be claimed back if information is given that is known to be false. Appeals should follow the school's complaints procedure and should be made by the student. Payment of the Bursary will be conditional on applicants meeting the expectations as outlined in the Sixth Form Learning Agreement.

Please return the attached reply slip with any appropriate evidence to the School Office by **Friday 15 September 2023** in an envelope marked Education & Skills Funding Agency Bursary Fund.

Yours sincerely



Mrs S Hughes
Associate Vice Principal: Head of Sixth Form

Student's (applicant) Full Name

Form

Tick all that apply

I wish to apply for an ESFA Bursary in the following category:

- Nominated vulnerable group
or
- Mainstream bursary

- I am eligible for free school meals

- I attach the following original document(s) for the year 2023/24 in support of my claim:
Please list documents below, these will be copied and returned when bursaries are announced.

Brief Description eg 'Tax Credit Award Letter'

1	
2	
3	

Please give bank details of the applicant

Name on Bank Account	
Bank/Building Society	
Account Number	
Sort Code	

Please return your form with any appropriate evidence to the School Office by **Friday 15 September 2023.**