

12<sup>th</sup> November 2020

Dear Parent/Carer

### **16 to 19 Bursary Fund – 2020 - 2021**

Please find attached Trinity Catholic School's 16 to 19 Bursary Fund Policy and Application Form.

The 16 to 19 Bursary Fund (Education and Skills Funding Agency) provides financial help to support students who meet the ESFA residency criteria to overcome the specific financial barriers so they can remain in education. To qualify for the 16 to 19 Bursary, students must be aged 16 or over but under 19 at 31<sup>st</sup> August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year.

There are **two types of bursaries**, which are briefly outlined below, however full details are provided in the school's 16 to 19 Bursary Fund Policy, attached.

- Bursaries for defined vulnerable groups of up to £1,200 a year.
- Discretionary bursaries which are awarded using policies set by Trinity Catholic School.

The method of distribution can vary but standard practice will be the provision of travel passes, clothing (suitable for school), equipment, books, learning resources (eg Food Technology ingredients) and meals from the school canteen or other essential items.

If you think your young person might be eligible to apply for the bursary you will be asked to provide information about your financial circumstances. The information you provide will be used to assess the financial support they may be eligible for.

To apply for financial support from the 16 to 19 Bursary Fund, please fully complete (with the young person) the attached Application Form. Please provide required evidence upon application and return to Mrs La Spisa, Sixth Form Administrator by **Friday 20<sup>th</sup> November 2020**, at the latest.

Students will be notified in writing within 10 working days (term time only) from day of receipt. Any applications made during school holidays will be dealt with upon return to school, with the 10 working day period starting on the first day of term.

Unfortunately, the bursary funds are limited and schools cannot guarantee providing support for all eligible students although every effort will be made to ensure financial circumstances do not stop students attending the school.

Yours faithfully

*M La Spisa*

Mrs M La Spisa  
**Sixth Form Administrator**  
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