



The Friary School

Eastern Avenue, Lichfield, Staffordshire, WS13 7EW

Tel: 01543 267 400 Fax: 01543 267 499

Absence Line: 01543 267 467

Website: www.friaryschool.co.uk

E-mail: office@friaryschool.co.uk

Headteacher

M J Allman

Primitas
Learning Partnership

Consultation
Collaboration
Support

September 2024

Dear Parent(s) / Carer(s) and Students,

The 16-19 Bursary Fund is an initiative which aims to support Sixth Form students from families with lower incomes with specific costs that arise due to continuation in Post-16 education. The bursary is awarded for specific financial needs; Eg - educational visits, transport, etc.

Parents / carers have to show proof of income for students to be accepted onto the bursary scheme. Once a student is registered as being eligible for bursary funding, they can then apply for funds as and when costs occur during the year. For example, a student might apply for the costs of a field trip in the Autumn Term and then separately apply for the costs of some text books in the Spring Term. Please note that parents / carers only have to show proof of income once, even if the student then makes a number of separate applications.

Please also note the following:

- The bursary is administered by the school and therefore all documentation for proof of income etc. has to come to the school
- Within guidelines, each school can set its own Bursary Fund Policy
- The bursary is a fixed amount of money and no payments can be guaranteed except for those students in Category A (please see the Bursary Fund Policy for information)
- Applications can be made at any point through the school year if family circumstances change
- It is the sole responsibility of Parent(s) and Carer(s) to apply for the Bursary and to provide documentation
- Anything which is purchased under the scheme (e.g. books) remain the property of the school and must be returned when the student leaves

Students who eligible to receive support under category 'A', must first speak to myself, so that I can give appropriate guidance. If you feel that you are eligible to receive a payment under Category 'B' or 'C', you will need to complete the application document and then forward it to Mrs Stubbs, the Sixth Form Administrator.

You will also need to provide evidence that you are in receipt of one or more of the following, as well as 3 months of payslips, if employed:

- Universal Credit
- Proof of Income

All documentary evidence that you bring into school will be checked and returned to you and you will be required to sign a declaration of eligibility.

Our aim in administering the fund to be as fair and transparent as possible which supporting the maximum number of students. If you have any queries about the Bursary Fund then please do contact me.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'H. Barratt', with a long horizontal flourish extending to the right.

Helen Barratt
Assistant Headteacher (Post-16)