

Sutton Coldfield Grammar School for Girls 16-19

Bursary Fund

If you meet the criteria, the bursary is to help for one academic year with costs such as travel to and from school, to buy essential books, equipment, or specialist clothing that are required for your study programme. The bursary fund is not intended to provide extra support for extra-curricular activities that are not essential to the students' study programme or to provide living costs support.

Please note that **proof** of household income (or income-based benefits) will be required.

If, after reading the details, you think you are eligible, and would like to apply for the Bursary Fund, you need to collect an application form from the sixth form office or via the school website. If you have any questions please see Miss Whittingham in the Sixth Form Office or Mrs. Briguglio in the Business Office.

The deadline for applications for the 2025-26 academic year is noon on Friday 12th September 2025.

Level	Criteria	Payment	Payment Method
One – Vulnerable Bursary	Young people in care Care leavers Young people in receipt of income support and disabled young people in receipt of Employment Support Allowance, Disability Living Allowance and Personal Independence Payment.	£1200 £100 in October half term then up to £1100 which is accessible over the academic year	Paid directly into a student's bank account, October half term. Students can apply for additional funds which will be assessed and authorised by a member of the Sixth Form team.
Two – Discretionary Bursary	Household receiving means-tested benefits Household income less than £18,000	£50 October half term <u>plus</u> up to £1050 which can be applied for over the academic year	Paid directly into a student's bank account, October half term. Students can apply for additional funds which will be assessed and authorised by a member of the Sixth Form team.
Three – Discretionary Bursary	Household income between £18,001 - £27,500 Students with an identifiable financial need who do not fall into Levels 1 or 2 above	£50 October half term <u>plus</u> up to £550 which can be applied for over the academic year	Paid directly into a student's bank account, October half term. Students can apply for additional funds which will be assessed and authorised by a member of the Sixth Form team.
Four – Discretionary Bursary	Household income between £27,500 - £32,500	Discretionary	Students can apply for specific funds which will be assessed and authorised by a member of the Sixth Form team.

Please note allocations are dependent on number of students applying, the above is a guide only

Students can apply for funds for specific educational purposes as and when required

This is defined as costs for transport, meals in school, books, academic or journal subscriptions, computer programmes or courses, equipment and/or educational trips.

Students are expected to consider value for money in their claims and will be advised to undertake price comparisons. Students will need to provide an overview of how they plan to spend their allocation. All purchases are subject to approval by the Sixth Form office, which must be sought before ordering/paying for the item and purchased from reputable suppliers

Items on the dress code can be purchased up to the value of £150.00 and up to the value of £50.00 towards the cost of a pair of school shoes, as per the dress code. Reimbursements for travel are limited to the cost of a termly travelcard (or equivalent).

For Year 13 students, all purchases need to be claimed for by 1st May 2025.

Additional Information

General Eligibility

To be eligible to receive a bursary, the student must be aged under 19 on 31 August in the academic year in which they start their programme of study and must satisfy the EFA residency criteria.

To continue to receive a bursary, you must satisfy the following conditions:

- Have an attendance rate of a minimum of 95%
- Be punctual to lessons and registrations
- Meet expectations in terms of your Sixth Form Student – School Agreement
- Show good commitment to your learning goals

In addition to this you will meet with Miss Whittingham to ensure that you are able to access the support you need in order to be successful in your studies. This will also include a review to ensure you are satisfying the eligibility criteria.

All students will be assessed annually.

Process

Students are to be encouraged to apply for a Bursary as soon as possible after admission in September. This will be assessed by the Business Office which will sit in the second week of the Autumn term. This will allow the applications to be processed by mid-September. You will be informed of the outcome of your application by email.

As the **Year 12 London Residential** is an important part of our induction process, students are able to use the bursary for payment towards this trip.

Appeals procedure

If a student wishes to appeal against the allocation of the 16-19 Bursary, reasons need to be put in writing to Mr J. Swanston, Assistant Headteacher: Head of Sixth Form, along with any documentary evidence. A response will be provided within seven working days.