



Park Hall Sixth Form Bursary Policy 2021 - 2022

Park Hall Sixth Form Bursary

The Department for Education has allocated an amount of money to Park Hall to allow the school to grant bursaries to students on low incomes to contribute towards the costs of studying in the Sixth Form.

Eligibility

To be eligible to receive a bursary you must be a full time student at Park Hall Sixth Form and be aged under 19 on 31st August in the academic year in which you begin your programme.

The three levels of payment at Park Hall

Level One

Students who are or have recently left local authority care **or** are in receipt of universal credit or Personal Independence Payments.

Level Two

Students who are in receipt of free school meals.

Level Three

Those with a household income of less than £28,000 per year.

How the funds will be paid

Those eligible for the bursary, will submit claim forms (forms will be provided) attaching receipts for all expenses/purchases which will then be verified and paid within 2 weeks of receipt of claim form. These can be submitted to the Sixth Form office at any time throughout the academic year not just at the end of the term. Funds will be paid directly into the bank account that you provide in your application form. We recommend that you discuss any potential purchases with Ms Norrey before committing to buy so we can confirm whether or not they can be funded by the Sixth Form Bursary.

Students that qualify for the Sixth Form bursary can claim up to £80 for the cost of appropriate business wear in accordance with our [Business Dress Code](#). To claim back these costs students are advised to confirm with Ms Norrey that their intended purchases are appropriate. We will not refund the purchase of items that do not meet the requirements of the Business Dress code. Other suitable costs that can be covered by bursary funds include the following

- Curricular School trips
- Laptops to support independent study at home
- School related travel expenses (such as a bus pass)
- School Stationery (Folders, plastic wallets, pens, calculators)
- Text Books
- Revision Guides and Materials
- UCAS Application Costs

The Process you should follow

If you are eligible for a bursary on any one of the levels, you should apply as soon as possible. A panel consisting of Head of Sixth Form, Principal and a Governor will meet each academic year to examine claims. For all applications, appropriate evidence needs to be provided. This may include proof of free school meal entitlement, P60, letters confirming benefits that you are in receipt of and other evidence of household income. **This evidence is a requirement in accordance with Government guidelines for the Bursary Auditors.**

For more details of the scheme please visit the following web site:

<https://www.gov.uk/1619-bursary-fund/overview>

Please find our 2021 Park Hall Sixth Form Bursary Application [here](#). Please submit a completed form, along with the required evidence to our Sixth Form administrator Ms Dann either via email at sdann@parkhall.org or via the post to

Mrs S Dann
Sixth Form Administrator
Park Hall Academy
Water Orton Road
Castle Bromwich
Birmingham
B36 9HF