

September 2024



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Principal: M. Calen

Dear Bursary Applicant

English Martyrs' Catholic School, in common with other Sixth Form centres, has been allocated a sum of money to be awarded to Sixth Form students facing financial hardship to help them remain in education.

If a student believes that they are unable to remain in education for financial reasons or financial hardship is limiting their education, they are encouraged to discuss this with the Head of Sixth Form.

To be eligible for funding a student must meet certain criteria. If a student is deemed eligible, they will be directed to submit a bursary application to request financial support.

There are currently two bursary schemes that can be applied for:

**1. Vulnerable Student Bursary** – Students aged 16-19 who meet one of 4 criteria (plus other criteria for residency) and who have a financial need can apply for a bursary for vulnerable groups of up to £1,200 per year. This reflects that students in these groups may need a greater level of support to enable them to continue to participate in education.

**2. Discretionary Bursaries** – English Martyrs' School will make discretionary bursary awards to Sixth Form students to help them overcome the individual barriers to participation they may face, for example:

- Daily transport costs
- Meals in school
- Textbooks
- Educational equipment (e.g., calculators)
- Specialist clothing (e.g., PE) or college dress code items.
- Costs linked to Higher Education/Apprenticeships (e.g., travel, application fees)
- Any other item that a student may require to support their education (e.g., a laptop)

Items will usually be purchased directly by the school. Payments may be reimbursed to a student if the item has been applied for, approved for purchase and a valid receipt for the approved item is provided. Payments will normally be made by BACS transfer to students into a bank account in the same name as the student claiming support. **Students should not commit to purchasing any item until a bursary application has been fully approved.**

The full guidance for the Sixth Form Bursary can be found in the Sixth Form Bursary Scheme Policy 2024 -25.

An application form for a Sixth Form Bursary can be found on the English Martyrs' Sixth Form website.

If you have any questions, please email: [office@englishmartyrs.org](mailto:office@englishmartyrs.org).

If you are in any doubt about eligibility for a bursary award, please contact the Head of Sixth Form or the School Operations Manager.

Yours sincerely,

M Calen  
Principal

