



Kesteven & Grantham Girls' School

Inspire, Challenge, Achieve

An Outstanding Selective Academy

Headteacher: Mr J Fuller

Dear Prospective Sixth Form Student, Parent, or Guardian

July 2025

Sixth Form Bursary for the 2025-2026 Academic Year

We are pleased to introduce the 16 to 19 Bursary Fund, which provides financial support to help Sixth Form students overcome specific financial barriers to participation in education. This funding aims to ensure that students can continue their studies post-16, regardless of their financial situation.

There are two types of 16 to 19 bursaries available:

A. Bursaries for Vulnerable Groups (as defined by the Department for Education)

B. Discretionary Bursaries

Both bursaries are designed to assist with essential costs related to education, such as travel to and from school, necessary books, equipment, or specialist clothing (e.g., protective overalls required for certain courses).

A. Bursaries for Vulnerable Groups

The following groups of students are eligible for this category:

- Students in care
- Care leavers
- Students receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves or someone who depends on them, such as a child or partner
- Students receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP), as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right

Definition of 'Care Leaver':

A "care leaver" is defined as:

1. A young person aged 16 or 17 who was looked after for at least 13 consecutive weeks (or a total of 13 weeks) starting after their 14th birthday and ending after their 16th birthday.
2. A young person aged 18 or over who was looked after for at least 13 consecutive weeks (or a total of 13 weeks) before turning 18, starting after their 14th birthday and ending after their 16th birthday.

If you believe you or your student may be eligible under this definition, please contact us at sixthform@kggs.org or call 01476 563017 to request an application form. All information and evidence provided will be treated with the utmost confidentiality.



B. Discretionary Bursaries

KGGS sets its own eligibility criteria for discretionary bursaries, although we must follow the guidelines set by the Department for Education.

Eligibility for discretionary bursaries is determined based on individual financial need, and awards are made on a case-by-case basis. The total amount awarded may vary depending on the circumstances, and we do not offer blanket or fixed-rate payments.

KGGS also maintains a small emergency fund to assist students who experience significant changes in their financial situation during the academic year.

If a student is awarded a discretionary bursary in Year 12, they may continue to receive funding in Year 13, provided there has been no significant change in their household's financial circumstances. In this case, students can submit a signed declaration (endorsed by a parent or guardian) to confirm that their situation remains the same.

New applications can be submitted at any time should financial circumstances change.

KGGS evaluates each application based on the evidence submitted. The required documentation is outlined on the application form. Please note that providing false or incomplete information may result in the student being removed from the bursary register, and any overpaid funds will be recovered.

Who Can Apply for a Discretionary Bursary?

KGGS considers two main groups for the discretionary bursary register:

- **Group 1:** Students from households with a total gross income of **less than £30,000 per year**. This includes the combined income of all adult members of the household, such as salary, benefits, or unearned income (e.g., savings, investments, rental income).
Evidence required: P60, tax credit award letters, or three recent Universal Credit award statements (for applications made in September, statements for June, July, and August are required).
- **Group 2:** Students facing exceptional circumstances, such as caregiving responsibilities for relatives or having a large number of siblings. In such cases, the £30,000 threshold may be increased.



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How Funds Are Distributed

Bursary funds are used to meet students' specific needs as they arise, such as for transport (bus or train passes), essential books, specialist clothing, or costs associated with activities like educational visits or university open days. In most cases, these items will be purchased directly by the school on the student's behalf. Occasionally, students may need to purchase items themselves and be reimbursed, but prior approval and evidence of purchase are required.

Please note, bursary funds cannot be used for:

- Learning support (e.g., mentoring, extra tutoring, laptop repairs)
- Non-essential extracurricular activities
- Overseas field trips that are not integral to the student's study programme
- General household expenses (e.g., rent, bills, internet costs)

How to Apply

To apply for the bursary, please request an application form by emailing sixthform@kggs.org or calling 01476 563017 (Sixth Form Pastoral Office). All evidence and applications will be treated in strict confidence.

Deadline for new bursary applications: 17th October 2025.

Once applications have been assessed, a register of eligible students will be created, and each student will be notified of their inclusion. The confirmation letter will outline the attendance and attitude to learning requirements that students must meet to remain on the bursary register.

After confirmation, students should contact the finance department (above the school shop) or email finance@kggs.org whenever they need financial support.

Bus and Train Passes

If a student needs a bus or train pass before the start of the term in September 2025, please ensure that the bursary application is submitted to Sixth Form Pastoral by **22nd July 2025**. Once the form is submitted, please email finance@kggs.org with your request for the relevant pass, and the finance team will arrange it. For our new Year 12 students, passes will be issued after GCSE results day once their place has been confirmed.

Should you have any questions, please don't hesitate to contact us at sixthform@kggs.org.

Kind regards,

The Sixth Form Team and KGGS Finance



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