



KING EDWARD VI SCHOOL LICHFIELD

Upper St John Street, Lichfield, Staffordshire WS14 9EE

Tel: 01543 255714 | Web: www.keslichfield.org.uk

Email: office@keslichfield.org.uk

Headteacher: Ms J Rutherford BA (Hons)

JJR/DJB/BBG

September 2023

Dear Student/Parent/Guardian

Re: 16-19 Bursary Fund

This fund is available to assist students who may not be able to attend the Sixth Form because of financial barriers.

Students in Year 12 and Year 13 are eligible for assistance from the Bursary Fund providing they meet certain criteria and targets relating to attendance and work ethic. In connection with this, please find attached a summary of the 16-19 Bursary Fund Policy 2023/24 outlining the categories and criteria referred to. If you consider your circumstances qualify you for assistance, please complete the attached 16-19 Bursary Fund Application Form and send this to Mr Butler, Assistant Headteacher/Head of Sixth Form, together with any supporting documentation referred to and a letter outlining the reasons for your claim. Please note submission of the Application Form and supporting materials does not automatically guarantee assistance from the fund. Whilst every effort will be made to provide support, claims will be dealt with on a priority basis. The school will not spend over and above the amount of the Bursary Fund. In the event of any queries or concerns, an appeals procedure is outlined in the 16-19 Bursary Fund Policy 2023/24 document.

Further information regarding the fund can be obtained from Mr Butler (Assistant Headteacher/Head of Sixth Form) or Mrs B Gillson (Post-16 Administration Officer).

Yours faithfully

**Ms J Rutherford
Headteacher**

Encs.