



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent, DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.mgsg.kent.sch.uk Email: enquiries@mgsg.kent.sch.uk
Headteacher: Mrs E Wilson B.A. (Hons)



September 2026

Dear Year 12 and 13 Students,

16 – 19 Bursary Fund

You may be entitled to a bursary to help fund educational-related costs whilst you are studying for your A Levels. The bursary can be used to purchase clothing for school, books and equipment you need for your studies and for payments towards travel fares for coming to and from school, or for attending interviews or university open days.

The amount of money allocated will depend on what you need the money for and what type of bursary you receive. We will also take into consideration the number of siblings in your household and the distance you need to travel to school.

There are two types of bursary:

1) Vulnerable Bursary

You may be awarded this bursary if **at least one** of the following applies:

- you are in or you recently left local authority care
- you receive Income Support or Universal Credit because you are financially supporting yourself
- you receive Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you receive Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

2) Discretionary Bursary

This is awarded to help students, where there are financial difficulties in the household, to ensure progress is not hindered by funding.

You may be awarded this bursary if:

- you are in receipt of free school meals (FSM)
- the gross annual household income is low

If you feel you qualify for either of these bursaries you will need to make an application, (see below) and return this to Mrs Dowle in the Sixth Form Office. Please note that if you receive free school meals, you will still need to apply for a bursary (this does not happen automatically as Pupil Premium lower down the school).

If you feel you may qualify for free school meals then please use the following link to apply. [Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-free-school-meals)

Yours sincerely,

Mrs J Murfet
Assistant Headteacher, Head of Sixth Form



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Application for 16-19 Bursary

Student Details

Surname	
First Name/s	
Date of Birth	
Address	
Postcode	

I am applying for (choose **only one**):- Vulnerable Bursary ☐ Discretionary Bursary ☐

I wish to apply for support towards:

Specific need (e.g. transport, music lessons, uniform, etc)	Amount applied for	Total

I understand that I **must** have a good attendance and punctuality record, that wherever possible purchases will be made by the school, any purchases made by myself will require receipts to be handed into the school.

I confirm that the details on this application are true and accurate to the best of my knowledge.

Signed (learner): _____

Signed (parent/carer): _____

Date: _____

Date received: _____

Please see reverse for evidence required.

Evidence we will require include

Vulnerable Bursary	Discretionary bursary
• For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority. • For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. • For students in receipt of Universal Credit (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc. • For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.	• Proof of benefits letters • Tax credit award notifications • P60s • Pay slips • Bank statements covering the last 3 months • Universal Credit award notices (the most recent 3)

We may also require evidence of proof of residency where applicable.

Student's bank account details

Name of account holder	
Name of bank	
Account number	
Sort code	

Wherever possible purchases will be made by the school. Where this is not possible money will be paid into the student's bank account. Money cannot be paid into any other account.

If you require further guidance please see [16 to 19 Bursary Fund guidance - GOV.UK](#)