



16-19 BURSARY FUND DISTRIBUTION

Produced by:	Mrs C. Gianneri
Approved by Leadership Team on:	14.10.2019
Approved by Finance & Operations Committee on:	16.10.2019
Approved by Full Governing Body: Chair: Mrs. B Zeun Date: 06.11.2019	Signature: <u>B. Zeun</u>
Next Review Date:	October 2020

1.0 What is the 16-19 Bursary Fund?

1.0 The fund is made available from the government through its funding body, Education Funding Agency (EFA), to provide assistance to students whose access to, or completion of education is inhibited by financial constraints or barriers.

2.0 Who is eligible to apply for 16-19 Bursary Funding?

2.1 To be eligible to receive a 16-19 Bursary in this academic year, a student must be aged 19 or under at the start of the academic year in which they start their programme of study, i.e. 31st August, and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31st August who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Students who are asylum seekers.
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Students who are lone parents.
- Students whose wider family circumstances impact upon their ability to complete their education.

3.0 Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31st August.
- Students who do not meet the residency qualifications.
- Students who do not fulfil any of the criteria described above.

4.0 Proof of income

4.1 Proof of evidence will be required to support this application and could include:-

- Certified letter from the LA regarding Free School Meals.
- Certified letter from the DWP.
- P60.
- Self-Employment Income evidence.
- Other means tested certification.

5.0 How will the school assess applications and allocate 16-19 Bursary funding?

5.1 The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be three priority groups, categorised as high (£1200), medium (£800) and low (£200), however higher amounts may be awarded if, following assessment of student needs, this is deemed necessary. Students who are eligible for any level of funding should complete an application form and hand it to the Headteacher as soon as possible, after admission to the 6th Form, in September. A Bursary Fund Committee will meet to consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:-

- There must be no unauthorised absences during the school day
- They must maintain acceptable levels of behaviour and effort

6.0 The Bursary Fund Committee

6.1 The Bursary Fund Committee sits as and when required to review applications. The Committee will be made up of the Headteacher (Chair), the Deputy Headteacher for Pastoral Development, the 6th form Governor and Leader for 6th Form. The Leader for 6th Form does not make decisions about applications but may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance.

6.2 Learners and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Finance, via the Clerk to the Governors who will follow the school's complaints procedure.

7.0 Financial support for 6th Form Students

7.1 The following information applies to students aged 16 to 18 on 31st August taking a full-time further education course this year.

7.2 We will be operating three levels of bursary funding: High, Medium and Low priority groups.

7.3 £1,200 Bursary (High priority group)

7.3.1 You could get this if you are in one of the following categories:-

- You are living in care, or have recently left living in care.
- You, the learner, are receiving income support.
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance.

7.3.2 Payments will be made on an "as needed basis" upon receiving receipts relating to the expenditure incurred and may be made in kind (e.g., termly/annual bus passes, books, free meals).

7.3.3 If you think you are eligible for this £1,200 bursary, please complete the application form and Appendix 1.

7.4 £800 (Medium priority group)

7.4.1 You could receive this level of funding if:-

- You have a gross annual household income of below £20,000; OR
- You are in receipt of Free School Meals; OR
- Your household is in receipt of other income based means tested benefits.

7.4.2 If you think you are eligible for up to £800 per annum support, please complete the application form in appendix 2 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, exam re-sit fees uniform or other school resources
- Financial support towards childcare costs if aged 19 or under on 31st August.

7.4.3 Payments will be made on an "as needed" basis upon receiving receipts relating to the expenditure incurred and may be made in kind (e.g. termly/annual bus passes, books, free meals).

7.5 £200 (Low priority group)

7.5.1 You could receive this level of funding if:-

- You have a gross annual household income of between £20,000 and £25,000; OR
- You have an identifiable financial need and do not fall into high and medium priority groups.

7.5.2 If you think you are eligible for up to £200 per annum support, please complete the application form in Appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):-

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform, exam re-sit fees or other school resources.

7.5.3 Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded.

7.5.4 Payments will be made on an "as needed" basis upon receiving receipts relating to the expenditure incurred and may be made in kind (e.g. termly/annual bus passes, books, free meals).

16-19 Bursary Fund Application – Learner

(Both learner and parent/carer forms are required plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned to the Headteacher.

Learner Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Learner Bank or Building Society Details

To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.

Learner Signature		Date	
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The application form and appropriate appendix needs to be handed to the School Office as soon as possible, after admission to the 6th Form, in September

16-19 Bursary Fund Application - Parent / Carer

(Both learner and parent/carer forms are required plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned to the Headteacher.

Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

High (Appendix 1 Form)		Medium (Appendix 2 Form)		Low (Appendix 3 Form)	
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(Please tick one category and fill in the relevant form)

I confirm that the details on this application and the evidence provided are true and accurate.

Parent/carer Signature		Date	
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The application form and appropriate appendix needs to be handed to the School Office as soon as possible, after admission to the 6th Form, in September

Appendix 1

Application for High priority funding – £1200 per annum

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for High Priority funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of income support
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

The application form and appropriate appendix needs to be handed to the School Office as soon as possible, after admission to the 6th Form, in September

Appendix 2

Application for Medium priority funding – maximum available £800 per annum

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for Medium priority funding under the following criteria (please delete as appropriate):

- My gross household income is below £20,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

Specific need (i.e. transport)	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below):

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

The application form and appropriate appendix needs to be handed to the School Office as soon as possible, after admission to the 6th Form, in September

Appendix 3

Application for Low priority funding – maximum available £200 per annum

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for Low priority funding under the following criteria (please delete as appropriate):

- My gross household income is between £20,000 and £25,000
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

Specific need (i.e. transport)	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below):

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

The application form and appropriate appendix needs to be handed to the Headteacher as soon as possible, after admission to the 6th Form, in September.