



16-19 Bursary Fund Policy 2019-2020

The purpose of the fund

The Bursary Fund is designed to help support 16-19 year olds in full-time education with the costs of continuing education such as travel, books, educational visits and equipment. The scheme is funded by the ESFA (Education & Skills Funding Agency) to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 bursary funding:

There are three categories for funding. Some students are entitled to the funding (Category A), some are eligible (category B) and for some it may be possible (category C).

The money can only be allocated to students on an individual basis against the criteria set out below. All students aged 16 but under 19 on the 31.8.19 are eligible to apply if they feel they meet the criteria.

The criteria for each category is as follows:

Category A

Students aged under 19 at the start of their course and who fall into one of the following categories:

Young people who are looked after (in care); care leavers; young people in receipt of income support (or Universal Credit) in their own name; and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Students will be able to apply for a full bursary of £1200

Documentary evidence is required in the form of written confirmation from the appropriate authority:

- a letter setting out the benefit to which the young person is entitled, ideally confirming that the terms of their benefit entitlement allow them to participate in further education or training (students should be aware that there are circumstances in which a young person on benefit is prohibited from participating and the authorising letter should confirm that this is not the case)
- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services

Category B

Students who have a gross annual household income of below £16,190.

This is the same eligibility criteria for free school meals i.e. parents in receipt of income support, job seekers allowance, child tax credit. Working tax credit does not apply.

Documentary evidence will be required and the bursary will pay a contribution towards the costs of transport, books, equipment and other eligible costs.

Category C

Students who have a gross annual household income of less than £23,000.

Documentary evidence may be required and the bursary will pay a contribution towards the costs, of which are at the discretion of the Head of Sixth Form. Examples may include transport, books, equipment etc.

Proof of income will be required to determine the category as to which you are eligible for.

Examples of what the Bursary can be paid for:

Eligible Costs	Award category B	Award category C	Paid by
Travel for students at least 3 miles from the school and not in receipt of free transport from the LA	A maximum award of £2 per day	Maximum of £5 per week	BACS, half termly Receipts to be produced
DBS check For Health and Social Care, Child Care and CACHE courses only	One-off award of £30 towards cost	One-off award of £30 towards cost	Cheque payable to school department
Equipment/Materials/Uniform/books Support for specialist compulsory equipment/uniform or books as required	50% of cost up to a maximum award of £100	25% of the cost up to a maximum of £50	By BACS payable to student or payment to department If a student is purchasing the books or equipment they will need authorisation from the Head of Sixth form beforehand
Compulsory Educational Visits (not payable for university visits)	50% up to a maximum award of £100	Not available	Cheque payable to school department
Exam Re-sit Fees	Award of £10 per subject	Not available	Payment direct to school department

How to apply

Applications will be accepted any time during the academic year but may be paid pro rata to the start date.

Administration

Payment for the full Bursary (Category A) will be made by BACs into the students bank account in three instalments; November, January and April.

Payment for Category B and C will be discussed and arranged on an individual basis. "Payment in kind" may be considered appropriate, e.g. for books, course materials and travel passes.

Books and equipment will remain the property of the school.

50% of the fund will be available for distribution in the autumn term and 25% in each subsequent term.

5% of the Bursary Fund will be retained to assist with administration costs.

The school will not spend over and above the amount of the allocated bursary fund.

Application should be made to the Head of Sixth Form.

Applicants should note that a bursary can be withheld or withdrawn if attendance and targets are not maintained.

Monitoring and Evaluation

The Head of Sixth Form will be responsible for ensuring students meet the requirements for payment.

The Head of Sixth Form will be responsible for maintaining records in accordance with the requirements of the ESFA.

The Head of Sixth Form will be responsible for reporting to the ESFA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Governing Body in collaboration with other schools.

Appeals procedure

Applicants should be aware that funding available for category B and C is limited. The school will consider all applications received but reserve the right to award funding if it sees appropriate.

In the first instance queries and concerns should be addressed to the Head of Sixth Form.

The Governors Appeals Committee will receive and determine upon any appeals where funding is refused. Appeals should be addressed to the Clerk of the Governors at the school.



16-19 Bursary Fund Application

Prior to completing this form please read the 16-19 bursary fund policy. Proof of entitlement will be required to allow the processing of this form.

Learner Details

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

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. 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.

Signature		Date	
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Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income	

This application for assistance from the 16 - 19 Bursary Fund is made under category:

A		B		C	
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I confirm that the details on this application are true and accurate.

Signature		Date	
Parent/Carer			