



16-19 Bursary Fund Policy 2018/19

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body, Education & Skills Funding Agency (ESFA), for 16-18 year olds to provide financial support to Sixth Form students from vulnerable groups and low-income families.

Who is Eligible to Apply for 16-19 Bursary Funding?

- Students following government funded full time or part-time courses, who are over 16 and under 19 years of age on 31st August 2018
- Students following government funded full time or part-time courses, who are aged 19 or over at 31st August 2018 and have an Education Health and Care Plan (EHCP)
- Students following government funded full time or part-time courses, who are aged 19 or over at 31st August 2018 and are continuing in a study programme they started whilst aged 16-18

Students must satisfy the residency criteria set out in the [ESFA funding guidance regulations](#).

Three groups of students are eligible to apply for a 16-19 Bursary:

Group 1

Students who meet one of the four criteria below and who have a financial need can apply for a bursary for vulnerable groups of up to £1,200 per year:

- Student is in care
- Student is a care leaver
- Student is in receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- Student is in receipt of both Disability Living Allowance (or Personal Independence Payments) in their own right and Employment Support Allowance or Universal Credit in their own right

Please note it must be the student in these categories and not their parents/ carers. This is a guaranteed bursary.

Group 2

Students who meet one of the criteria below can apply for a discretionary bursary of up to £800 per year. The exact amount will depend on how much money the School is allocated by the government and the number of students who meet the criteria.

- Students whose gross annual household income is below £20,000
- Students who have been in receipt of Free School Meals at any time during Years 7-11
- Students whose household is in receipt of other means tested benefits

Group 3

Students who meet one of the criteria below can apply for a discretionary bursary of up to £200 per year. The exact amount will depend on how much money the School is allocated by the government and the number of students who meet the criteria.

- Students whose gross annual household income is between £20,000 and £28,000
- Students who have an identifiable financial need and do not fall into Groups 1 or 2

Who is not Eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/18 (unless they have an Educational, Health and Care Plan).
- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above

Evidence of Eligibility

Proof of eligibility will be required to support applications for 16-19 Bursary.

Group 1:

- 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. The evidence could be a letter or an email but must be clearly from the local authority.
- For students in receipt of Income Support, a copy of their Income Support award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate).
- For students in receipt of Universal Credit, a copy of their Universal Credit Award notice. They must be entitled to the benefit in their own right. They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- For students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

Group 2 and 3:

Evidence could include:

- Certified letter from the Local Authority regarding Free School Meals, or confirmation from the secondary school attended
- Certified letter from the Department of Work and Pensions confirming your family's benefits.

- Evidence of Household Income (eg. P60, Self-Employment Income evidence, Universal Credit Award Notices).

How will Sir William Ramsay School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. The 3 groups will be prioritised: Group 1 = High, Group 2 = Medium and Group 3 = Low.

Students who are eligible for any level of funding should complete an application form and hand it to the Sixth Form Office as soon as possible, after admission to the Sixth Form in September, but by **30th September 2018** at the latest.

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 a 95% attendance record
- They must maintain acceptable levels of behaviour and effort

The Bursary Fund Committee

The Bursary Fund Committee will normally meet three times per year (Autumn, Spring and Summer terms to consider and review applications). Emergency meetings may need to be called if applications are received part way through the year, with mitigating circumstances.

The Bursary Fund Committee will be made up of the Headteacher (Chair), the Business Manager and a Governor.

The Head of Sixth Form will not make decisions about applications, but they may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance. The Bursary Fund Committee also follows the relevant equalities legislation to ensure no students are discriminated against.

Students and their parents/carers should understand that the available fund is limited.

Payments

To receive payments, the student must have a bank account in their own name that will accept BACS payments.

For students who fall into the **Group 1** 'vulnerable' category, and are entitled to £1,200 per year, payments will be made on a termly basis (i.e. 3 times a year) - £600 in term 1, £300 in term 2 and £300 in term 3. Applicants will be notified of the outcome of their application by the end of November.

For students in **Group 2** who qualify under the discretionary eligibility criteria, payments will be made on a termly basis (i.e. 3 times per year) - maximum of £400

in term 1, maximum of £200 in term 2 and maximum of £200 in term 3. Applicants will be notified of the outcome of their application by the end of November.

For students in **Group 3** who qualify under the discretionary eligibility criteria, payments will be made on an as needed basis after consideration by the Bursary Fund Committee. Group 3 applications will be considered for funding based on the school's allocation and subject to available funding after those in Groups 1 and 2 have been awarded. Payments may not be made until after 31st December 2018.

Please note that students will need to apply to the Bursary Fund at the beginning of Year 12 and again at the beginning of Year 13. We cannot guarantee that students will be eligible for the same amount each year.

Payments will also depend on very good attendance (no unauthorised absences) as well positive behaviour. This will be closely monitored. Payments can be withdrawn if students are not fulfilling these requirements.

All payments will be subject to review by the Bursary Fund Committee.

Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Head of Sixth Form and, if this fails to resolve issues, they should follow the Compliments, Complaints and Resolutions Policy & Procedure which is available on the website.

Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to be making fraudulent claims will be required to refund all payments and may be asked to leave the school.

Financial support for 6th Form Students in 2018/19

The following information applies to students aged 16 to 18 on 31st August 2018 taking a full-time post-16 education course in 2018-19 or aged over 19 at 31st August 2018 who have an Education, Health and Care Plan (EHCP) or are continuing in a study programme they started whilst aged 16/18.

The funding is available 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 or other relevant school resources
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/17

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

Group 1 (£1200pa)

The government has announced that some students will be entitled to a grant or bursary of £1,200 next year. You could get this if you are in one of the following categories:

- You are living in care, or are a care leaver; or
- You, the learner, are in receipt of Income Support or Universal Credit; or
- You, the learner, are in receipt of both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance.

Payments will be made on a termly basis (i.e. 3 times a year) – Maximum of £600 in Autumn, £300 in Spring and £300 in Summer. Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this £1,200 bursary, please complete the main application forms and **appendix 1**.

Group 2 (£800pa)

You could receive this level of funding if:

- You have a gross annual household income of below £20,000
- OR
- You received Free School Meals at any time during Years 7 to 11
- OR
- Your household is in receipt of other income based means tested benefits.

Payments will be made on a termly basis (i.e. 3 times per year). Maximum of £400 in Autumn, £200 in Spring and £200 in Summer. Payments will subject to review by the Bursary Fund Committee.

If you think you are eligible for up to £800 per annum support, please complete the main application forms and **appendix 2**.

Group 3 (£200pa)

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 Group 1 or 2

If you think you are eligible for up to £200 per annum support, please complete the main application forms and **appendix 3**.

Those in Group 3 will be considered for funding based on the school's allocation and subject to available funding after those in Groups 1 and 2 have been awarded. Payments may not be made until after 31st December 2018. Payments will be made on an as needed basis after consideration by the Bursary Fund Committee.

16-19 Bursary Fund Application 2018/19 - Student

(Both Student and Parent/Carer Forms are required plus the appropriate appendix form)

Proof of entitlement must be included when the form is returned to the School

Student Details

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

Student 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. 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/carers has to be called into school, funding may be removed.

Student Signature		Date	
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The application forms and appropriate appendix needs to be returned to the Sixth Form Office no later than Friday 28th September 2018

[Type text]

16-19 Bursary Fund Application – Parent/ Carer

(Both Student and Parent/Carer Forms are required plus the appropriate appendix form)

Proof of entitlement must be included when the form is returned to the School

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:

Group 1 (Appendix 1 Form)		Group 2 (Appendix 2 Form)		Group 3 (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 forms and appropriate appendix needs to be returned no later than Friday 28th September 2018

[Type text]

Appendix 1 - Application for Group 1 Funding – £1200pa

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

Students Full Name	
Date of Birth	

I wish to apply to the 16-19 Bursary because I am a student in a 'vulnerable group'. I am eligible because I am (please tick):

<input type="checkbox"/>	Living in care
<input type="checkbox"/>	A care leaver
<input type="checkbox"/>	Receiving Income Support or Universal Credit
<input type="checkbox"/>	Receiving both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance

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

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

Student Signature		Date	
Parent/ Carer Signature		Date	

For Office Use Only

Date Application Received	
Date Reviewed by Committee	
Outcome	

[Type text]

Appendix 2 - Application for Group 2 Funding – up to £800pa

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

Students Full Name	
Date of Birth	

I wish to apply to the 16-19 Bursary Fund. I am eligible because I (please tick):

<input type="checkbox"/>	Live in a household with a gross annual income of below £20,000
<input type="checkbox"/>	Received Free School Meals at any time during Years 7 to 11
<input type="checkbox"/>	Live in a household that is in receipt of other means tested benefits

I wish to apply for support towards:

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

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

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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.

Student Signature		Date	
Parent/ Carer Signature		Date	

For Office Use Only

Date Application Received	
Date Reviewed by Committee	
Outcome	

[Type text]

Appendix 3 - Application for Group 3 Funding – up to £200pa

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

Students Full Name	
Date of Birth	

I wish to apply to the 16-19 Bursary Fund. I am eligible because I (please tick):

<input type="checkbox"/>	Live in a household with a gross annual income of between £20,000 and £28,000
<input type="checkbox"/>	Have another identifiable financial need (please explain below)

I wish to apply for support towards:

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

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

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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.

Student Signature		Date	
Parent/ Carer Signature		Date	

For Office Use Only

Date Application Received	
Date Reviewed by Committee	
Outcome	

[Type text]