

16 – 19 BURSARY FUND

Introduction

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. The bursary fund is intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school for example.

There are 2 types of 16 to 19 bursaries:

1. bursaries for defined **vulnerable groups** of up to £1,200 a year
2. **discretionary** bursaries which institutions award to meet individual needs, for example, help with the cost of transport (over 2 miles), books and equipment.

1. **Eligibility criteria: Bursaries for young people in defined vulnerable groups**

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. **This bursary of up to £1,200** is only available to young people (16 to 19).

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving 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
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The bursary for vulnerable groups **can pay up** to £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more. Students should only receive the amount they actually need to participate, and institutions must not automatically award students £1,200 if they do not need the full amount.

Students will be told what evidence they need to provide; examples below give some guidelines:

- 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 receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DW.

2. Eligibility criteria: Discretionary bursary

Students could get a Discretionary Bursary if they need financial help but don't qualify for a Vulnerable Student Bursary. The school will make Discretionary Bursary awards to students to help them overcome the individual barriers to learning they face. This means to help with the cost of travel (over 2 miles), to buy essential books, equipment and stationary or the UCAS application fee as well as attending HE/Apprenticeship interviews. An allowance is also available towards the cost of school clothing. All eligible students will receive daily credit to their lunch cards to purchase food in school and support with travel (over 2 miles) costs where required.

It applies to expenses during the current academic year. The fund can also help with hardship needs arising from a sudden change in circumstances such as redundancy or a sudden drop in household income. The school decides how much students receive and what the financial support is used for.

Note: (Each application is judged on the basis of 'relative financial need', the amount of the Bursary will be determined by that need and the funds available.)

Commitment Condition

Students in receipt of Vulnerable or Discretionary Bursaries will be expected to comply with the school policies in respect of attendance (at least 90%), lateness (below 10 per term) and behaviour.

ELIGIBILITY

To be eligible to receive the Bursary in the current academic year students must be at least 16 and under 19 on 31 August of that academic year.

Residency Conditions:

To qualify for the 16-19 Vulnerable Bursary or assistance from the 16-19 Discretionary Fund students **must meet the following residency conditions:**

On 31 August prior to the academic year starting, he/she must be 'settled'* in the UK, and have been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding 31 August of that year.

*'Settled' means having either indefinite leave to enter or remain (ILE/ILR), being an Irish citizen or having the right of abode in the UK.

Students who are eligible for bursary funding include:

- i. British citizens who hold a United Kingdom of Great Britain and Northern Ireland passport
- ii. Irish citizens
- iii. European Union citizens or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled status

- iv. Students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021
- v. British Dependent Territory Citizens (now known as British Overseas Territory Citizens)
- vi. those whose passports have been endorsed to show they have right of abode in the UK
- vii. those who have a certificate of naturalisation or registration as a British Citizen
- viii. those with Hong Kong British National (Overseas) (BN(O)) visa who have been given Home Office permission to reside in the UK

In addition to the groups outlined above, the school is also permitted to consider the following groups of students (including those who may not have lived in the UK for the last 3 years) to be eligible for funding:

- a. people with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses, civil partners and children
 - b. people with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the 3 years immediately preceding the start of the course)
 - c. people granted pre-settled status following exit from EU
 - d. those who are accompanying or joining parents or spouses or civil partners who have the right of abode or leave to enter or remain in the UK (or accompanying or joining relevant family members, usually parents, who are UK or Irish citizens), or those who are children of diplomats.
 - e. those who are dependants of teachers coming to the UK on a teacher exchange scheme
 - f. those who are residing legally in the UK (including those entering the UK in the last 3 years who are or were not accompanied by their parents) who are British (or Irish) citizens or those whose passports have been endorsed (or as part of move to digital immigration systems, either a biometric residency permit (BRP), or an equivalent digital status and/or an endorsement letter) to either show they have the right of abode in this country or to show that they have no restrictions on working in the UK
 - g. those who are dependants of adults residing legally in the UK who have been given immigration rights as workers to reside in the UK
 - h. those who are dependants of foreign students where the accompanying parent or legal guardian has a student visa (the accompanying parent or legal guardian is excluded from our funding as set out in paragraph 71)
 - i. asylum seekers g. those having been granted leave under section 67 of the Immigration Act 2016 (the 'Dubs' amendment)
 - j. those having been granted Calais leave to remain i.e. those who are (including unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support
- Asylum seekers are not entitled to public funds. Unaccompanied asylum-seeking children (ie those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds. If they are destitute, they

can apply to the Home Office for suitable housing and cash for essentials, but not eligible for other income.

PAYMENT OF BURSARY

1. **Vulnerable Bursary** - The school will decide how a bursary is paid. Students complete a 'Request Form' it gets checked and verified then the item is ordered or the refund processed by BACS.
2. **Discretionary Bursary** - The school will decide how a bursary is paid. Students complete a 'Request Form' it gets checked and verified then the item is ordered or the refund processed by BACS. Students do not receive cash payments.

HOW TO CLAIM

How do I apply?

At the Year 11 to 12 Interviews, Year 12 students will be informed about the 16-19 Bursary as part of the induction process. Students will also be informed via their Tutor and an assembly at the start of the Autumn Term. The guidance and forms for application will be posted on the school website. Students apply using the application form, providing evidence as necessary. The application should be made by half-term in the Autumn Term.

Year 13 students will be reminded of the 16-19 Bursary at the start of the Autumn Term. They apply in the same way as above. Any Year 13 students who received the 16-19 Bursary in Year 12 will receive a letter from the Head of Year to confirm their current Gross Annual household income. Parents/Guardians and students will sign a declaration to confirm that their circumstances have NOT changed since their last application.

GUIDELINES FOR COMPLETING THE 16-19 BURSARY APPLICATION FORM

If you do not complete your application form or supply the relevant documentary evidence specified, we cannot carry out a full assessment of your needs.

Parts 1 Student details – this is about the **student** and their household. Please complete in full. We need to collect this information to enable us to monitor the effectiveness of the fund and to ensure we provide the student the support they require to suit their needs.

Part 2.1 Personal Circumstances – you may be eligible to receive up to the £1,200 Bursary if you meet certain criteria.

Part 2.2 Student Studies – Courses the student is studying.

Part 2.3 Payment – Student's bank details to allow the school to refund the student as required.

Part 3.1 Parent/carer details - this is about both parents/carers

Part 3.2 Free School Meals – current eligibility in the family.

Part 4 Income details – please indicate which income category applies to each parent/carer and provide relevant evidence. This might include the following:

- Annual salary via payslips, bank statements or P60
- Income Support - an award letter which is less than 3 months old
- Universal Credit - Last 3 months award statements
- Jobseeker's allowance - an award letter which is less than 3 months old
- Working Tax Credit – Pages 1-4 of your most recent Tax Credit Award
- Pension Credit - an award letter which is less than 3 months old
- Other benefits/pension - an award letter which is less than 3 months old

Parts 5 & 6 Declarations – students and both parents/carers should read, sign and date the application form then return to the school with all relevant evidence for verifying.

IF A STUDENT'S HOUSEHOLD CIRCUMSTANCES CHANGE HE/SHE MUST INFORM THE SCHOOL IMMEDIATELY.

BURSARY FUND DECISIONS

- There is a limited amount of funding available; therefore all applications are subject to each individual's circumstances, actual financial need and the availability of funding.
- Fully completed forms with all supporting evidence attached, will be reviewed and processed on a termly basis.
- With regards to the Vulnerable Bursary of up to £1,200, once the school has the information and is satisfied that students are eligible for the funding, an application must be made to DfE to receive this funding. The school will do this on behalf of the student.
- Students may be contacted to discuss their particular needs. Once their application has been assessed, the student will receive an award notification letter which will indicate how your award will be credited to you.
- Request Forms for any items that fall under the Bursary payments must be submitted to the HOY for verification. The DH (Sixth Form and Resources) and/or Business Manager will verify the HOY's decision and they will confirm that the

Finance Department will process the request and order the relevant items or reimburse the student via a BACSs to contribute towards the costs of the following:

- Transport to School (over 2 miles) or University/Apprenticeship Interviews.
 - Books, equipment, stationary, uniform and essential trips for the subjects studied.
 - Food from the Sixth Form canteen or School Dining Hall
 - UCAS application.
 - Any other learning opportunities that would cause a barrier to the student's success.
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- If an application is not successful, students will be notified by the Head of Year.
 - Recipients of the Discretionary Fund will have their attendance and punctuality checked at regular intervals by the relevant Head of Year.
 - Any appeals against decisions can be made to the Headteacher, via the School Business Manager.