

16 – 19 BURSARY FUND 2020-2021

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.

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, meals, 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 £1200 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 will be told what evidence they need to provide. The 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 participation they face. This means to help with the cost of travel, to buy essential books, equipment or attending HE interviews. 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 they get and what it's used for. At The Heathland School, the levels for a Discretionary Bursary are as follows:

Level 1 – Household income below £12,000/annum

Award: Tiered termly payments up to £1,200

Payments available towards the cost of a bus pass if a student lives over two miles from school, payment for educational trips and visits during the year which are essential to the subject syllabus, a contribution towards exam re-sits, and reimbursement of the cost of visiting university open days or interviews. An allowance is also available towards the cost of school clothing.

Level 2 – Household income between £12,000 - £20,000/annum

Award: As in level 1, but smaller contributions towards bus travel and educational visits. Tiered termly payments up to £900

Level 3 – Household income between £20,000 - £25,000/annum

Award: Tiered termly payments up to £600

Payments available towards cost of train pass if student lives over two miles from school.

Ad hoc payments as deemed suitable by school.

Note: (Each application is judged on the basis of 'relative financial need', the amount of grant 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 96%), lateness and behaviour.

Students are also expected to be up to date with their work.

Exceptional cases and Contingency Fund

The School may hold back a small proportion as a contingency fund for exceptional cases at the discretion of the Deputy Head (Sixth Form and Resources) or to respond to a typical need not identified through a formula approach. In these circumstances a clear record of the background and allocation will be held for audit purposes and the management of how this is fairly and consistently accessed will be carefully considered.

PAYMENT OF BURSARY

Vulnerable Bursary

To be made in equal termly payments to students' account.

Discretionary Bursary

The school will decide how a bursary is paid. It might be:

- paid in termly amounts
- paid in cash, by cheque or through a bank account
- by providing a student with a travel pass, free meals, books etc. instead of money

ELIGIBILITY

To be eligible to receive a bursary in the 2020 to 2021 academic year students must be aged 16 or over but under 19 at 31 August 2020.

Residency Conditions:

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

- Be settled* in the UK and have been ordinarily resident in the UK for at least three years prior to starting at The Heathland School
- Be a national of any European Union (EU) country (including Gibraltar) or child of an EU national and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to starting at The Heathland School.
- Be the child of an EEA migrant worker who has ordinarily been resident in the UK when you start/started at The Heathland School Sixth Form and have been ordinarily resident in the European Economic Area (EEA) or Switzerland throughout the three years prior to that.
- 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.

**settled means having either indefinite leave to enter or remain (ILE/R), or having right of abode in the UK. British citizens and certain other people have the right of abode in the UK.*

HOW TO CLAIM

How do I apply?

In the Autumn Term, all students in Year 12 and Year 13 will be informed about the 16-19 Bursary as part of the induction process. The guidance and forms for application will be posted on the relevant Teams page.

Apply using the attached application form, providing evidence as necessary. The claim should be made by the end of the Autumn Term 2020.

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 you the support you require to suit your needs.

Part 2 Personal details – you may be eligible to receive the £1200 Bursary if you meet certain criteria.

Part 3 Parent/carer details

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

- Income Support/Universal Credit – an award letter which is less than 3 months old
- 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 – please read, sign and date and return.

IF A STUDENT’S HOUSEHOLD CIRCUMSTANCES CHANGE HE/SHE MUST INFORM THE SCHOOL IMMEDIATELY. FAILURE TO DO SO COULD RESULT IN MONIES HAVING TO BE PAID BACK TO THE FUND.

BURSARY FUND DECISIONS

- There is a limited amount of funding available; therefore all applications are subject to 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 £1200, 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 your particular needs. Once your application has been assessed, you will receive an award notification letter which will indicate how your award will be credited to you.
- Wherever possible, awards will be made via internal bank transfers to contribute towards the costs of the following:
 - Transport to Sixth Form
 - Books, equipment and essential trips for the subjects studied
 - Examination re-sit costs. Please note that the 16-19 Discretionary Fund can only pay for one re-sit or subject and one remark of each script.
 - Food from the Catering Outlet in the Sixth Form Base (Bursary students only)
- If an application is not successful, students will be notified.
- Recipients of the Discretionary Fund will have their attendance checked at regular intervals.
- Any appeals against decisions can be made to the Headteacher, via the School Business Manager.