

## 16-19 BURSARY FUND GUIDANCE NOTES

### 2021-2022

The aim of the 16 –19 Bursary Fund is to help support those young people who face the greatest barriers to continuing in education or training Post-16.

*Specifically, the 16–19 Bursary Fund comprises of 2 elements:*

1. There is an entitlement to a £1200 bursary for young people in care, care leavers, young people in receipt of Income Support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.
2. A discretionary fund to make awards to young people in ways that best fit the needs and circumstances of their students.

These awards are intended for young people facing financial barriers to participation in education or training Post-16.

The school has been allocated a certain level of funding to cover both elements of the bursary. This will be given as benefits in kind, such as the costs of transport, trips, meals, books and equipment. Further information concerning this will be given once we receive your application.

#### **Entitlement bursary**

Any student for whom these specific circumstances apply should confirm their situation with the Head of Sixth Form.

#### **Discretionary bursary**

The parents or carers of students who have:

**EITHER** a total household income of less than £25,000

**OR** are in receipt of certain support payments are eligible to apply for the discretionary element of the bursary fund for their child. The relevant support payments are:

- **Income Support/ESA (IR)** – contact Jobcentreplus (01865 443333) who will provide you with a letter to show the school or FF260 form.
- **Universal Credit** – proof of entitlement in the form of a letter
- **Income Based Job Seekers Allowance (IBJSA)** – proof of entitlement is in the form of a Jobcentreplus letter.
- **Support under the Immigration & Asylum Act 1999** – proof of entitlement is in the form of a Home Office letter.
- **Child Tax Credit** – only when annual income (as assessed by the Inland Revenue) does not exceed £16,190 (revised annually) – proof of entitlement is assessed by the TC602 Award Notice. **Must be for the current year.**
- **State Pension Credit** – proof of entitlement is assessed by the Pension Credit M100
- **Entitled to free school meals** in Year 11

If you are eligible to apply please provide the relevant proof of entitlement. We are not permitted to provide the Bursary **without the** necessary evidence. Payment is confirmed from your paperwork (and by the OCC central checking system) we will arrange for the payments to be made to the student.

The bursary is granted for the academic year. It is your responsibility to inform us of any changes in your circumstances. **As the majority of the fund is discretionary the school reserves the right to refuse a request for funding if household circumstances change, a student is consistently late for school, is not attending lessons or other timetabled sessions or is permanently excluded.**

### **Application**

Parents and carers applying on behalf of their son/daughter for the 16 – 19 Bursary should submit the completed application form to Mrs Davison in the Sixth Form Office, together with any supporting evidence.

Should the circumstances of any student change during the course of the year which would cause them to qualify for a bursary they should contact me at the earliest opportunity.

We have a limited budget available to us so cannot guarantee that we will be able to provide you with all the financial support that you request.

Payments for all bursaries are dependent on you maintaining attendance of 90% or above on all of your courses and adhering to the Sixth Form Learning Agreement.

**The closing date for applications is Monday 4 October 2021** and completed forms must be returned, with the appropriate evidence, to Mrs Davison in the Sixth Form Centre.

Please note this information will not be shared outside the school and all applications will be treated with the strictest confidence.

