



**Headteacher:**  
Dr R P Petrie BSc PhD

# Policy for the distribution of 16-19 Bursary Fund 2017-18

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## What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) for 16-18 year olds - 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?

To qualify a student must be aged 16 and under 19 on the 31<sup>st</sup> August at the start of the academic year in which they start a programme of study and must satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/17 who are in care; are leaving care; are in direct receipt of Income Support or Universal Credit in their own name; or are in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.
- Students who are economically or socially disadvantaged and facing the most significant barriers to participate in education.

## Proof of income

Evidence will be required to support this application and may include taking account of household income as evidenced by receipt of Tax Credits Forms TC602, evidence of income from self-employment, a P60 or 3-6 months' worth of bank statements. Unearned income (shares, investments, savings) may be taken into account when assessing awards.

## How will the school assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the Business Manager by 30<sup>th</sup> September. Applications at all levels will be considered by the Business Manager and the Assistant Head of Sixth Form.

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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 acceptable levels of behaviour**

Students will sign a contract to that effect.

### **Financial support for 6th Form Students in 2017/18**

The following information applies to students aged 16 to 18 on 31st August 2017 taking a full-time further education course in 2017/18.

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

#### **High priority group**

You could receive this level of funding if you are in care; are leaving care; are in direct receipt of Income Support or Universal Credit in your own name; or are in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

If you think you are eligible for this bursary, please complete the main application forms and Appendix 1.

#### **Medium priority group**

You could receive this level of funding if:

- You have a gross annual household income of below £20,000 OR
- You are in receipt of Free School Meals OR
- Your household is in receipt of other income based means tested benefits.

If you think you are in this category, please complete the main application forms and appendix 2 as you may be eligible for a contribution towards certain specific educational purposes.

#### **Low priority group**

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000 OR

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- You have an identifiable financial need and do not fall into high and medium priority groups

If you think you are in this category, please complete the main application forms and appendix 2 as you may be eligible for a contribution towards certain specific educational purposes.

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded.

Payments will be made on an as needed basis after consideration by the Business Manager and Assistant Head of Sixth Form.

**Please complete student and parent/carer forms, an appendix 1, 2 or 3 form and return them to the Business Manager by 30<sup>th</sup> September 2017.**

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## 16-19 Bursary Fund Application - YOU MUST COMPLETE THIS FORM

### Student information

Prior to completing this form please read the guidance Financial Support information at the back of this document. 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	
Mobile Phone	
Home Phone	

**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/carer has to be called into school, funding may be removed.**

Student Signature:

Date

**The application form and appropriate appendix need to be handed to the Business Manager by 30<sup>th</sup> September 2017.**

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## 16-19 Bursary Fund Application - YOU MUST COMPLETE THIS FORM

### Parent/Carer information

Prior to completing this form please read the guidance Financial Support information at the back of this document. 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	
Mobile Phone	
Home Phone	
Annual household income per annum	£

Please attach evidence for claim. Supporting original documents required are:

- Tax Credits Forms TC602
- Evidence of income from self employment
- A P60 or
- 3-6 months worth of bank statements

These will be returned once the claim has been reviewed

This application for assistance from the 16 - 19 Bursary Fund is made under the following Category (please tick relevant box):

<b>High</b> (attach Appendix 1 Form)		<b>Medium</b> (attach Appendix 2 Form)		<b>Low</b> (attach Appendix 3 Form)	
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**I confirm that the details on this application and the evidence provided are true and accurate.**

Parent/carers signature:

Date

**The application form and appropriate appendix need to be handed to the Business Manager by 30<sup>th</sup> September 2017.**

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## Appendix 1 - Application for High priority funding

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

**Full name:**

**Form:**

**Date of birth:**

I wish to apply for High Priority funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of Income Support or Universal Credit
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

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

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

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed:**

**Outcome:**

**This form needs to be handed to the Business Manager by 30<sup>th</sup> September 2017.**

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## Appendix 2 - Application for Medium priority funding

This should be completed in addition to the main application form and should be submitted with appropriate evidence. It may be necessary to meet with Mrs Hall to decide together on the best way to deliver any financial support. Please ensure that you have filled out the tables below with details of support required.

**Full name:**

**Form:**

**Date of birth:**

I wish to apply for Medium priority funding & I wish to apply for support towards:

### Specific weekly need

<b>Transport:</b> How do you get to school? – please specify	
How far do you live from school (miles)	
Weekly Cost £	
Termly cost £	

### Other Requirements:

Books	
Subject	
Cost	£
UCAS Fee	£
University visits travel	£
Other – please provide details	£

I attach to this form evidence to support my application

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

**Signed: (Learner) .....****Date.....**

**Signed: (Parent/Carer).....****Date.....**

**Date application received:**

**Date reviewed:**

**Outcome:**

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### Appendix 3 - Application for Low priority funding

This should be completed in addition to the main application form and should be submitted with appropriate evidence. It may be necessary to meet with Mrs Hall to decide together on the best way to deliver any financial support. Please ensure that you have filled out the tables below with details of support required.

**Full name:**

**Form:**

**Date of birth:**

I wish to apply for Low priority funding & I wish to apply for support towards:

#### Specific weekly need

<b>Transport:</b> How do you get to school? – please specify	
How far do you live from school (miles)	
Weekly Cost £	
Termly cost £	

#### Other Requirements:

Books	
Subject	
Cost	£
UCAS Fee	£
University visits travel	£
Other – please provide details	£

I attach to this form evidence to support my application

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

**Signed: (Learner) .....****Date.....**

**Signed: (Parent/Carer).....****Date.....**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

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