



## **16-19 Bursary and Discretionary Funds**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 levels of 16 to 19 bursaries:

- Level 1 bursaries for defined vulnerable groups
- Level 2 discretionary bursaries

### **Eligibility**

A student must be aged 16 or over but under 19 at 31 August 2024 to be eligible for help from the bursary fund in the 2024 to 2025 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

Students must meet the residency criteria in ESFA funding regulations for post-16 provision.

Student eligibility is dependent on the following:

- Maintaining attendance of at least 95% except in exceptional circumstances.
- Adhering to the Code of Conduct and Sixth Form Agreement

Any student who fails to meet either of these two criteria may have their bursary award limited, withheld until these criteria are met or withdrawn completely.

### **Level 1 Bursaries for defined vulnerable groups**

These students will receive up to £1200 per year, based on financial need. 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



## **Level 2 Discretionary bursaries**

We award discretionary bursaries to students to help them overcome individual barriers to participation. This means to help with the cost of travel, to buy essential books, equipment or specialist clothing (such as protective overalls, for example). In regards to this we will assist with paying for items such as;

- Public transport travel costs for getting to and from school\*, work experience, or university visits
- University applications
- Books required for courses or to support revision
- Graphical display calculators
- A laptop/tablet
- Educational school trips
- Stationary supplies related to your courses
- Specially required clothing, (blazer, etc...)

\*Please note that if you intend to apply for a 16+ Travelcard and wish to be covered by bursary, then your bursary application must be submitted at the same time as your Travelcard form.

It is expected that any purchases the school makes for books or equipment for a student, must be returned at the end of their study programme so they can be used again by another student where appropriate

Awards for this Level of bursary range from £20 to £1,200, and all awards are based on financial need. Eligibility will be determined on a case-by-case basis. The following list details some of the key factors which will be considered when determining eligibility for the bursary:

- Whether they or their parent(s) are in receipt of Universal Credit, income support or other means-tested benefits
- The total monthly and yearly take-home income of the family
- Eligibility for Free School Meals in year 11
- The number of dependents in the family
- The distance travelled to and from school

Level 2 bursaries will be allocated according to household income:

Gross annual household income	Bursary value
Up to £9,999	Up to £1,200
£10,000 - £14,999	Up to £1,000
£15,000 - £19,999	Up to £800
£20,000 - £24,999	Up to £600

Students will only receive the amount they actually need to participate and will not receive large or lump sum bursary payments. In other words, they will only receive monies relating to costs they



have incurred up to their allocation limit. Support will be awarded in kind....and although we can pay and order items for you, it is strongly recommended that you purchase items yourself, (having checked the item will be approved first with Mr Anderson) and then provide a copy of the receipt for said items for the bursary to reimburse you for your expenditures.

## **Application process**

The application form for the 16-19 Bursary is available on the school website following the Learn with us tab, scrolling to the bottom of the page and entering the bursary tile. This will take you to our online application process. All applications should be submitted as early as possible to allow for purchases to be made in a timely fashion. All applications should be accompanied by evidence to support the information provided. All information provided will be kept confidential and will only be shared with the Bursary Committee.

Upon submission of the form you will receive a confirmation email. You can check the status of your application at any time on your profile. During the assessment, if we require any further information from you, we will contact you by email.

If you have any questions whilst completing the form, you can contact [admin@applicaa.com](mailto:admin@applicaa.com)

A small amount of the Bursary Fund will be retained in order to support applications due to change in circumstances, and therefore in year applications will be accepted, but will only be awarded if there is sufficient funding available, and awards will reflect the contact time remaining in the school year.

## **Awards and payment of the 16-19 Bursary**

The Bursary Committee consisting of the Head of Sixth Form and Deputy Head of Sixth Form will convene on a fortnightly basis to consider any applications. Awards will be granted based upon financial need, considering all information provided in the application, and considering the relative need of all applicants. Students will be notified of the outcome of their application via the online application process and via email.

As the 16 to 19 Bursary Fund is intended to provide financial support to help students overcome the specific financial barriers to participation they face so they can remain in education, any items purchased using the bursary should have a clear educational purpose. Any items requested that do not have this will be denied.

## **What can the bursary be used for?**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The 16-19 bursary may be used to purchase a range of items, including, but not limited to, the following:

- Reasonably priced items from the dress code, e.g. suits, school ties, school shoes.



- Public Transport Travel costs for getting to and from school\* (see below), work experience, or university visits
  - University applications
  - Books required for courses or to support revision
  - Graphical Display Calculators
  - A laptop / tablet
  - Educational School trips
  - Repayment of funds spent in the canteen
  - Stationary and supplies related to your courses
  - Some contribution towards one off payments for CAS activities (for example, we might help pay the entry cost for a race but not gym membership - Please speak to Mr Anderson for further information)
- \* Please note that if you intend to apply for a 16+ Travelcard and wish the cost to be covered by bursary, then your bursary application must be submitted at the same time as your Travelcard form.

## **Internal Appeals Process**

Students have a right to appeal against a decision if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16–19 Bursary Fund contract.

Appeals should be made to Mr Anderson (Assistant Head Teacher) in the first instance. If a further appeal is to be requested, then this will be heard by a Governor's sub-committee of 2 members including: a school governor and a neutral member of staff.

## **Fraud**

Where the Bursary Committee believes that a claim or application has been made fraudulently, or on the basis of information provided which is deemed to be false, access to the bursary fund may be withheld for a fixed period or withdrawn completely, and any money may be claimed back.