



16-19 Bursary Fund

This is a scheme to help young people facing financial hardship to stay in full-time education. The money is intended to help with the day-to-day costs when you stay on at school – such as travel, books and equipment for your learning programme.

Bursaries should help a student meet the costs related to participation e.g. meals whilst attending their course, transport, books and equipment, field trips and other course-related costs and may also be used towards the costs of attending university interviews and open days.

In addition to the 16-19 Bursary Fund, the school has in place the Sixth Form Pastoral Support Budget to help meet the needs of individual students. Applications for additional financial assistance should be made in writing to Mrs J. Town, Head of Sixth Form.

The 16-19 Bursary Fund has two elements:

1. **The Discretionary Bursary Fund**: Discretionary awards made by institutions to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.

Institutions are free to determine the assessment criteria for eligibility for discretionary bursaries, and the frequency of and conditions for payments for all awards; subject to the requirements of the Equality Act 2010.

2. **The Vulnerable Bursary Fund**: A bursary of £1,200 a year for young people **in the following defined vulnerable groups**: in care; care leavers; young people in receipt of Income Support or Universal Credit; and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments. **Please note that that the student applying for the bursary needs to be entitled to these benefits for this award to apply.**

Any student who believes he may qualify for the Vulnerable Bursary Fund should speak to Mrs Town, Head of Sixth Form, in the first instance.

Please note that there is possibility of no award, or a limited award, of a bursary for vulnerable groups being the outcome of an application.

Eligibility:

To be eligible to receive a 16-19 Bursary in the **2023/24** academic year, a student must be aged 16 or over and under 19 on **31 August 2023**. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

Students must meet the residency criteria in the ESFA funding regulations (<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>).

You can apply for the 16-19 Bursary if you meet the eligibility criteria set out above and if:

The combined adults' income in your household between **6th April 2022 and 5th April 2023** (Tax year 2022-23) was **£30,000** or less. Households for which the income falls below **£15,000** are eligible for a higher level of payment.

If you are classified as being in the vulnerable groups defined above:

Applying for the 16-19 Discretionary Bursary

Students should download an application form from the school website and supply evidence of need or income as detailed below.

Evidence

The school will require evidence of your household income for the tax year 2022/23. Evidence of income must be provided for all adults with responsibility for a student as recorded on the school database. Evidence supplied will be checked against the records held on the school management system. Failure to supply full financial information will result in non-payment.

The most common form of evidence is a Tax Credit Award Notice (Form TC602). If you are receiving benefits you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school confirming this. Other forms of evidence include Universal Credit award notices (the three most recent monthly award statements should be supplied), a P60 for all adults with responsibility for a student as recorded on the school management system or evidence of self-employment income.

Appeal

If a student is unsuccessful in his application he can appeal to the Head of Sixth Form.

Bursary payments

Bursary payments will be made at four points in the school year – First week of November 2023, end of January 2024, end of March 2024 and end of May 2024. To receive a bursary award a student must have a UK bank account in their own name into which payments can be made via BACS transfer.

The level of support which the school can offer is dependent on the total funding received from the Education Funding Agency (EFA) and the number of students who qualify for the 16-19 Discretionary Bursary. Payment amounts vary according to how well individual students meet the Sixth Form standards and in particular the following requirements:

- **Morning and afternoon registration and attendance at Form Period**
- **Punctuality**
- **Attend all lessons and study sessions**
- **Attend assemblies and required liturgies**

Application deadline

In order to qualify for the initial Discretionary Bursary payment a completed application form and supporting evidence must be sent via the main school reception to the School Business Manager, Mrs Catherine Murray, by Friday 13th October 2023. Late applications will be accepted but students will not be eligible for the first payment. Please note that application forms received without supporting evidence, unsigned or without the total household income declared will be returned and students risk missing the deadline for the initial payment.

Bursary administration

The Sixth Form Pastoral Support Assistant will monitor attendance and punctuality and certify payments. Each payment must be backed up by school records.

Further information regarding the 16-19 Bursary Fund can be found at <https://www.gov.uk/1619-bursary-fund/overview>.