



16-19 Bursary Fund POLICY

The 16-19 Bursary Fund is designed to help support those young people who face the greatest financial barriers to continuing in post-16 education.

Who can apply?

There are two elements to the Bursary Fund.

- Entitlement Grant - Young people in care, a care leaver, in receipt of income support and/or disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance will be eligible to receive a bursary of £1,200 per year.
- Discretionary Grant - Young people facing barriers to participation, such as the costs of transport, meals, books and equipment, may apply for a discretionary bursary award. This is accessible via application form to the Head of Sixth Form.

Students who wish to make an application to the Bursary Fund must do so on the relevant application form available from the Head of Sixth Form. All applications will be considered on an individual basis, however awards will only be made to students with records of regular attendance, good behaviour and progress.

The following criteria will be applied:

Value of award

Up to £50 Proof of income not required

Above £50 Parental interview and proof of income required

The maximum award is £750 per student per annum.

A charge of 5% will be made to the Fund for administration costs.

All applications will be considered and notified to the student in writing within a period of one month.

Household income and number of dependants will be taken into account when considering applications in excess of £50. Parents will be invited in for an interview and proof of household income / benefits will be required. Applications in excess of £50 from students living in households with an income in excess of £40,000 p.a. will not be considered.

Discretionary Grant

The level of support which the school can offer is dependent upon the total funding received from the EFA (Education Funding Agency) and the number of applications it receives.

Priority Groups for the Discretionary Grant

Students eligible for free school meals / previously Pupil Premium students.

Parents do not have to pay for school lunches if they receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Appropriate evidence confirming eligibility will be required.

Students do not need to be taking free school meals to qualify but need to be registered for free school meals.

Students not eligible for free school meals but with a combined family income of less than £25,000 per year.

Appropriate evidence confirming eligibility will be required:

Evidence of employment:

- Salaries and wages – P60, month 12 or week 53 payslip, P45, P11D.
- Self-employment income – HMRC form, tax credit award notification, accountant's letter on headed paper.
- Benefits received – tax credit notification detailing the household income and tax credit entitlement, DSS statement of paid benefits from Job Centre.

Households with combined family income of £25,000 to £40,000 will be considered on an individual basis if they are experiencing financial difficulty due to a significant and unexpected change in personal circumstances.

Households with a combined family income in excess of £40,000 will not be considered.

The school will operate a small contingency fund for one-off payments to help students who experience exceptionally challenging circumstances to attend school trips, interviews, etc.

Awards will be distributed as follows:

Eligible Costs	Award	Paid By
Travel for learners at least 3 miles from the Provider. This will be checked using www.multimap.co.uk	A maximum award of £3 per day	Payment made to student (3 x per year)
Books (compulsory books only) This award is only available to students who are not receiving an award for course equipment and/or materials and/or uniforms	Up to a max of £60 per student	Payment made to student or payment to department or obtained by school
Equipment/Materials Support for specialist compulsory equipment/ uniform required.	50% of cost up to a maximum award of £150	Payment made to student or payment to department
Compulsory Educational Visits costing £50 and over (Not payable for university visits)	50% up to a max award of £150	Payment made to student or account at provider .
Exam Re-sit Fees (16-18 year olds only)	Award of £10 per subject	Payments direct to the Examinations Officer
School meals	A maximum of £2.25 per day	Credit to school catering service
Students Aged 16-19 should apply to Care to Learn for help with childcare costs (Helpline 0800 121 8989)	Nil for childcare costs	Not applicable

Further details of the Bursary Fund can be obtained from the Head of Sixth Form or the Business Manager.