

16-19 Bursary

Information and application for students/parents/carers



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1. Background information

The aim of the 16-19 Bursary is to “help support those young people who face the greatest barriers to continuing in education due to financial considerations”. In practice, this means that we (the Sixth Form) will aim to support students, with the limited funds we receive, in order for them to purchase items directly related to their study in Sixth Form.

2. Eligibility

There are two main categories of Bursary allowance.

- A. **Vulnerable Bursary** (amounting to £1200 per academic year).

This group covers young people who are:

1. Looked after (in Local Authority Care).
2. Recent care leavers.
3. Those students who are in receipt of income support (i.e. NOT living with/under support of parents/carers).
4. Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.

- B. **Discretionary Bursary:**

In the first instance the following criteria will be used to judge whether a student should receive a Bursary.

Parent(s)/Carer(s):

1. were eligible to apply for Free School Meals for their child in Y11.
2. have a combined household income that does not exceed £21 000.

3. Evidence Required

Before a Discretionary Bursary is agreed, evidence of eligibility will be required. This is concerned with the **combined household income** (before tax) at the student’s registered address. Evidence can be via a letter from either the Local Authority and/or government department concerned – usually Department for Work and Pensions (DWP). If payslips are to be used these **MUST** be from the **last three months**.

4. Payment:

The Finance Department will issue repayments into your bank account after they have received a completed claim form (please see the example below), with proof of purchase for any educational goods bought. This includes transport tickets to and from Sixth Form. Claim forms can be collected from the Sixth Form.

5. Guidance for Students

a. Once it has been decided that an individual student is entitled to a Bursary:

- All Bursary payments will be authorised by the Director of Sixth Form.
- No Bursary payment will be authorised if students fall below an acceptable level of attendance (currently 90%), or acceptable level of behaviour/effort.
- Any items purchased by the Sixth Form (for example textbooks) using Bursary payments will need to be returned at the end of the course.

b. **Absences**

- **Authorised Absences** will include: illness, field trips, in-school activities, university visits, problems with school-based transport, family issues, Practical (not Theory) driving test, and **emergency** medical appointments.
- Absences **WILL NOT** be authorised for: driving lessons, missing the bus because you overslept, etc.

The above list is not exhaustive – If you are in any doubt whether an absence is authorised or unauthorised please check with Heads of Year or Sixth Form Director.

NOTE: For absences (over a certain number of days) due to medical reasons, a doctor's note will be needed.

The responsibility is **YOURS** to sort out any absences and relay that information to the Sixth Form.

6. Sources of further information

Further information on the 16-19 Bursary can be found at:

www.direct.gov.uk (type '16 to 19 bursary fund' into the search facility). Here you will find Fact Sheets and Q&A sheets.

7. Application procedure (2018/19)

The attached sheet should be completed as fully as possible and returned to Sixth Form Reception by **Friday 14 September 2018** at the latest (mark for the attention of Mr R Taylor, Director of Sixth Form).

Please make sure you complete all sections and provide any information requested.

16-19 Bursary: Application for support 2018/19

Please fill in as accurately as possible, sign, detach and return to Sixth Form.

Personal information:

Name:

Personal Mentor:

Courses being undertaken:

Qualification (A/2 A/S Level / Btec)	Subject	Hours per week

Eligibility

A. If you are applying for the **Vulnerable Bursary**:

I am providing information to prove I am: **(only ONE piece of evidence required)**.

- in/recently left Local Authority care.
- in receipt of income support (i.e. NOT living with/under support of parents/carers).
- a disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance.

B. If you are applying for the **Discretionary Bursary**:

Parents/carers are providing the following information to provide evidence that: **(only ONE piece of evidence required)**.

- My son/daughter was eligible to apply for Free School Meals in Y11 (usually a letter from the main school).
- I/We have an annual income (as assessed by HM Revenue & Customs) that does not exceed **£21 000**.

NOTE:

If payslips are to be used these **MUST** be from the **last three months**.

Photocopies of original letters from Local Authorities/Government Departments are acceptable.

Once your application has been processed you will receive a letter detailing whether you will be eligible for the Bursary. If this is the case you will need to fill in another form detailing the items you will need for the year. This can be added to as the year goes on.

If your financial circumstances change during the academic year, you must remember to inform us of this.

Appeals Procedure

In the event that a student/parent/carer wishes to appeal against the decision made for support, they are requested to follow the school's standard complaints procedure.

Signatures:

The information I/we have given is to the best of my/our knowledge complete and accurate. I/we agree to supply any additional information and/or supporting evidence which may be required and to inform the Sixth Form immediately of any change in my/our circumstances which may affect entitlement to support.

Signature of Student: _____ **Date:** _____

Signature of Parent/Carer: _____ **Date:** _____

Office use ONLY:

Name of Applicant:

Personal Mentor:

Evidence supplied for Vulnerable or Discretionary Bursary

Bursary agreed: YES NO

Signed: _____ R Taylor (Director of Sixth Form)

**Details of expenses for which help is required
(to be completed by student/parent/carer)**



Please give details below of any educational expenses incurred this term, and attach a receipt/or online **proof of purchase** after signing.

Type of help needed			Amount
Essential books/equipment and/or special clothing. (Please provide an ISBN number for books.) <ul style="list-style-type: none"> • The Complete Companions: AQA Psychology Year 1 and AS Student Book. 0198338643 • • 			£ 17.20
Essential field courses/visits	Date(s)	Type of expenses (e.g. travel)	
Details of course/places visited <ul style="list-style-type: none"> • • • 			£
Interviews/open days at Higher Education institutions/Apprenticeships	Date(s)	Type of expenses (e.g. travel)	
Details of visits made <ul style="list-style-type: none"> • • • 			£
Other expenses. Give details below: <ul style="list-style-type: none"> • Monthly bus ticket, First • 			£ 16.00
(For Sixth Form use) Total authorised payment:			£

Student Name: Student's signature:

Signed, Parent/Carer:

Signed, Director of Sixth Form:

Dated:

Please continue on a separate sheet if necessary

To WENSUM TRUST FINANCE OFFICE

BURSARY PAYMENTS BY BACs

Student name:

Name as it appears on the bank account:

Bank account number:

Sort code:

Student signature: