

16-19 Bursaries

Student information sheet

Who is eligible for a bursary?

1. **Young people in vulnerable groups** - will receive a bursary of £1,200 per year

- young people in care; and care leavers
- disabled young people who receive both Employment Support Allowance and Disability Living Allowance in their own name
- young people claiming income support or universal credit in their own name. Young people in receipt of income support are typically, young people living independently of their parents, and some are teenage parents.
- Young carers who have a significant responsibility for a parent or sibling
- Young offenders

School will complete a Funding Claim form, which can be downloaded from the Department for Education website. The completed form should be submitted to the Learner Support Service, preferably by email to enquiries@efalearnersupport.co.uk

2. **Free School Meals** – will receive a discretionary bursary of £800 a year.

- Students whose families receive income-related benefits and/or whose family income is below £16,190 per year (FSM qualification figure)
- This payment is in addition to your daily free school meal allowance
- Think you might qualify for Free School Meals? Ask Mrs Hill in Finance for website details to make a claim.

3. **For students in families with a low income** – may apply for a one off payment discretionary bursary, or for a regular payment at the level of £400 a year. These can be spent on

- for travel expenses to university Open Days, or Careers Fairs
- for text books to support A level study
- for materials for final exam pieces for Art, Photography etc
- School trips or visits connected to A level courses
- Transport

4. **FSM6 students or others who have been eligible for Pupil Premium** – may claim for a regular payment at the level of £400 a year.

- We approach every FSM6 student from y11 and inform them they are able to claim a Bursary

What can the money be spent on?

The purpose of the bursary is to support and retain students in full time education; and to promote a positive attitude towards learning. So the money is for the books, transport or other course-related costs needed to help a young person stay in education. This could include a contribution towards curriculum trips and visits.

Payments

1. Payments will be paid by BACS to the student
2. All payments will be conditional on
 - a. Regular attendance (90% including Home Study)
 - b. Up to date with school work
 - c. Appropriate behaviour (as outlined in the Sixth Form Compact)
3. Regular payments will be made eg FSM payment of £800 a year
 - a. half termly eg Free School Meals students will be paid at £100 per half term (eg £600)
 - b. AND two Bonus payments (in January and July) eg FSM £100 Bonus payments (eg £200)
4. One off payments will be paid directly to the student

How to apply

Write or email to Mrs Bull – bull.f@welearn365.com

- What would you like the bursary for?
- Why you are applying for a bursary?
- You or your parents/carers will need to tell us the household income; benefits payments etc
- You will need to re-apply in each year of study in sixth form
- You will receive a written reply responding to your application
- If your circumstances change during the school year you may make a second application; conversely if the financial position of your home improves you should inform school of any change
- If you are refused a bursary and wish to appeal you are entitled to appeal to the Headteacher.

Any information you provide will be treated in the strictest confidence.

Record keeping

The school will keep records to evidence 16-19 Bursary payments.

1. For discretionary bursaries, examples of this are copies of income evidence used to assess entitlement, and relevant receipts for purchases made by the institution using the 16-19 Bursary Fund (e.g. the purchase of equipment)
2. For vulnerable student bursaries, this includes a copy of all vulnerable student Funding Claim forms, supporting evidence to confirm the student's eligibility to receive a vulnerable student bursary.
3. Evidence of payment made will be kept electronically.

Mrs Bull

September 2018

16-19 Bursaries Payment guidelines

Our guiding principle is to support students to continue their studies from 16-19. I promote the Bursaries to all students in September each year. Details of how to apply are available through tutors, pastoral team and on the Sixth Form Blog.

Students fall into three broad categories

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- disabled young people who receive both Employment Support Allowance and Disability Living Allowance in their own name
- young people claiming income support or universal credit in their own name. Young people in receipt of income support are typically, young people living independently of their parents, and some are teenage parents.
- Young offenders

School will claim from the County. We do not handle or manage the money for these students.

2. **Free School Meals** – will receive a discretionary bursary of £800 a year.

5. Students whose families receive income-related benefits and/or whose family income is below £16,190 per year (FSM qualification figure)

6. This payment is in addition to the daily free school meal allowance

3. **For students in families with a low income** – may apply for a one off payment discretionary bursary, or for a regular payment at the level of £400 a year.

- Students who have a lower family income may claim
- Often parents claim Working Tax Credits
- Only evidence sought is an indication of the household income, by email or letter from parent/carer

4. **FSM6 students or others who have been eligible for Pupil Premium** – may claim for a regular payment at the level of £400 a year.

- We approach every FSM6 student from y11 and inform them they are able to claim a Bursary

Freddy Bull manages this scheme. Applications are sent to me. I decide whether or not to pay a bursary. Once a decision is made, a request is sent to the Finance Office to make the payment. I seek evidence of attendance and attitudes to work to authorise the Bonus Payments in January and July.