

# 16-19 Bursary Fund 2021/2022

## Information for Students, Parents and Carers



### 1. What is the 16-19 Bursary Fund?

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

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries awarded by the school using policies they set, in line with DfE funding rules

### 2. What is it for?

The 16-19 Bursary is a limited fund made available for supporting eligible students with the costs of transport, lunch, books, educational visits or other course materials or equipment essential to successfully complete their programme of study.

### 3. Who is it for?

The 16-19 Bursary is targeted towards those students considered most in need of financial support. The Government has identified a priority group of students and have asked that Schools gives priority to this group first and offer them a "Vulnerable Groups Bursary."

After this group has been considered, the School expect to have a small amount of funding available for other young people in need of financial support. The School has set eligibility criteria to ensure the remaining funds go to those who are seen to need it most. Any young person who meets these eligibility criteria can apply for a Discretionary Bursary.

### 4. What are the eligibility criteria?

Students can apply for a Bursary if they are aged 16, 17 or 18 at 31<sup>st</sup> August 2021, meet the national residency requirements and at least one of the criteria listed below.

#### **Vulnerable Group Bursary**

Is available to all students who are identified as being:

- In Care
- Care Leavers

Or in receipt of

- Income Support or Universal Credit and supporting themselves or others.
- Disability Living Allowance or Personal Independence Payment in their own right
- Employment and Support Allowance or Universal Credit in their own right.

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### Discretionary Bursary

Is available to all students

- Whose Parents/Carers have provided evidence that household income, assessed by HM Revenue & Customs, does not exceed **£30,800**
- Who have a sibling in receipt of free school meals
- Whose parents can provide evidence that they are in receipt of one of the following:
  - Universal credit
  - Income Support
  - Income Based Jobseekers Allowance.
  - Guarantee element of State Pension Credit
  - Any other evidenced UK benefit that is means tested

### 5. What evidence of Household Income is acceptable?

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence and these must be for all members of the household with parental responsibility.

Each item of evidence required is for all members of the household e.g. if you are a 2 parent household then we will require either a P60, Tax credit or self-assessment document for each parent.

Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential and destroyed within 1 year of the young person leaving the School.

Acceptable supporting evidence for the **Guaranteed Bursary** will be either a:

- Statement from the Local Authority confirming the young person's current or previous looked after status.
- Recent Entitlement or Award Statement setting out the benefit to which the young person is entitled.

Acceptable supporting evidence for the **Discretionary Bursary** will be either:

- P60 End of Year Certificate for the financial year ending 5th April 2020 for each parent or carer. This certificate is a statement of earnings from an employer.
- Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult and for the financial year ending 5th April 2020. The income will be shown as Total for year.

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- Confirmation from the Local Authority of entitlement to Free School Meals by siblings.
- Universal Credit award notice. This must be for each of the last 3 months.
- Latest **Tax Credit Award Notice** (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and the Total Income for the year 6 April 2019 to 5 April 2020.

NB. It is important that parents and carers provide clear and unambiguous documentary evidence of household income.

### 6. Can they still apply if they don't meet the eligibility criteria?

Yes, providing they meet the age and residency eligibility criteria. The School is keeping back some of the available 16-19 Bursary Fund for exceptional circumstances for one-off payments or additional support.

### 7. How to apply?

To apply, the student and their parents or carers must complete the 16-19 Bursary Fund Application Form and submit this to the Head of Sixth Form with all the required supporting evidence. Failure to provide the correct documents will delay any decision.

### 8. How much is the Bursary?

The awards will be based on needs and there is no fixed amount for either the Vulnerable Groups Bursary or the Discretionary Bursary. In some instances the bursary may be in kind (ie) in the form of books equipment or another form rather than in cash. There is however a limited bursary fund which this year is £5,700.

### 9. Will the Bursary affect any benefits I may be receiving?

No, it will not affect any benefits or financial support you are receiving from elsewhere.

### 10. How and when does it get paid?

If a student applies and is successful:

**Cash Awards** – Student must have an account in their own name for the money to be paid into. It will not be paid into any other individual's account unless there are exceptional circumstances.

Payments will be made in 6 equal monthly instalments beginning in October 2021 and subject to them meeting attendance, punctuality and satisfactory behaviour conditions.

**Bursaries in Kind** – Where an award is in kind the school will arrange for the purchase and distribution of books or equipment. Other awards in kind will be made as required.