 **SIXTH FORM BURSARY POLICY AND GUIDANCE**

**Overview**

**What is the 16-19 Bursary Fund?**

This fund is made available from the government through its funding body, the Education Funding Agency (EFA), to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers.

**Who is eligible to apply for 16-19 Bursary funding?**

Students following government funded full time or part-time courses, who are 16 years and over and satisfy **one or more** of the following criteria:

* Students aged at least 16 and under 19 years of age on 31st August 2016 who are in care, are leaving or have recently left care, are in direct receipt of Income Support or are disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance;
* Students who are economically disadvantaged and at risk of not taking up or continuing in their education;

**How does Holly Lodge Girls’ College assess applications and allocate Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation according to personal circumstances and household income. There will be **3 categories of funding**. Students who are eligible for any level of funding should complete an application form and submit it, together with supporting information to the 6th Form Progress Manager. Students who are deemed eligible should be aware that to continue to receive a bursary /funding;

* **There must be no unauthorised absence during the school day**
* **They must maintain satisfactory levels of behaviour**

**Category 1**

This funding is available for students aged at least age 16 and under age 19 on 31st August 2016 and who:

* are currently in care (as defined by Social Services);
* are leaving or have recently left care;
* are in receipt of Income Support in their own name;
* are disabled and in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right.

Eligible students under Category 1 will be guaranteed a £1,200 bursary made payable in 3 termly instalments of £400

**Category 2**

Students who fall into one of the following categories;

* Has a gross household annual income of less than £16190 [ **documentary evidence required**]
* Are eligible for and claim free school meals

These students may be eligible, subject to the availability of funds, for the following

* A possible cash bursary of £40 per half term , dependant on agreed attendance, attainment and behaviour criteria, to be used to contribute towards the cost of transport, essential course equipment and resources, trips materials etc…

**Category 3**

Students who fall in one of the following categories;

* Has a gross household annual income of £16191- £25,000 [ **documentary evidence required]**
* Has an identifiable short term emergency need and does not fall into category 1 or 2

These students may be eligible, subject to the availability of funds, for the following

* A contribution towards the cost of transport, essential course equipment and resources, trips materials etc…
* UCAS fees and travel expenses for Higher educational visits

**Application process**

Applications should be made using the application form at appendix 1. The completed form, together with supporting documentation, should be returned to Keira Ashcroft, 6th Form Progress Manager

Individual applications will be considered by a panel consisting of the Director of Post 16 studies, the 6th Form Progress Manager and the School Business Manager. With the exception of those students who fall into category 1, awards will be made **subject to the availability of funding**.

Awards may be reviewed during the course of the year.

Appeals must be made in writing and will be considered by the Headteacher and a member of the governing body.

**APPENDIX 1**

 **BURSARY FUND APPLICATION FORM 2015/16**

This completed application form and relevant evidence must be handed in within 4 weeks of your start date. If the application form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

**Please complete the form and bring it together with your supporting evidence on your first day.**

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| Title: | | Surname: | | | | | | First Name: | | | | | | | | | | |
| Address: | |  | | | | | |  | | | | | | | | | | |
| Postcode: | |  | | | | | |  | | | | | | | | | | |
| Phone/Mobile: | |  | | | | | |  | | | | | | | | | | |
| Email Address: | |  | | | | | |  | | | | | | | | | | |
| Date Of Birth:  (DD/MM/YY) | |  | | Your age: | | | | | | | | | | | | | | |
| Have you the right of abode and been resident in the UK for the last 3 years: | | | | | |  | Yes | | |  | | | | No |  | | | |
| **Bursary Criteria**  To qualify you must be aged 16 or over and under 19 on 31 August 2016 and meet the EFA’s residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard. | | | | | | | | | | | | | | | | |  |  |
| **Please tick which category you are making your application under;** | | | | | | | | | | | | | | | | |  | |
| **Category 1**  *Complete section A* |  | | **Category 2**  *Complete section B* | |  | | | | **Category 3**  Complete section B | | | |  | | | |  | |
| **Section A**  **Vulnerable Bursary Criteria -** To qualify you must fall into one of the categories below and produce the required evidence as stated. | | | | | | | | | | | | | | | | |  | |
| Are you in receipt of Income Support or Universal Credit? (evidence required   * Income Support or Universal Credit Statement Letter) | | | | | | | | | | | Yes |  | | | No |  |  | |
| Care Leaver or Currently looked after in care? (evidence required – letter from Local Authority) | | | | | | | | | | | Yes |  | | | No |  |  | |
| Disabled student in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (evidence required – financial statement showing **both** ESA and DLA/PIP) | | | | | | | | | | | Yes |  | | | No |  |  | |
| **Information: Universal Credit and the 16 to 19 vulnerable bursary**  Universal Credit will gradually replace Income Support and the Employment and Support Allowance, which are qualifying benefits for the vulnerable bursary. Universal Credit award notifications do not include any information on which benefits they have replaced. If you believe this applies to you, please provide us with the relevant documentation to support your Bursary claim. | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Section B**  **Discretionary Bursary Criteria**  Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £16190 per annum, you will not be eligible for a cash bursary payment. However you may still be eligible for support under category 3 | | | | | | |  |  | | **Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.** | | | | | | |  |  | | **P60** |  | **Income Support/Universal Credit (award letter)** | |  | **Full TCAN notice** | |  |  | | **Self-employed earnings (official tax return)** |  | **Other benefits/pension (award letter)** | |  | **Wage slips (most recent wage slip)** | |  |  | | Number of dependent children living in the household | | | | |  | | | | | The amount of financial assistance you will receive is dependent on your personal circumstances.  It is intended to help you with the costs of overcoming any barriers you may have when attending learning.  Using the table below, please tell us what you will need financial assistance for and how much you believe you will  need for each **day** in learning.  This information is strictly confidential and will only be used for this assessment purpose. | | | | | | | | | |  | | | How much will you need? | | | How many days? | | | | Travel | | |  | | |  | | | | Meals: Breakfast | | |  | | |  | | | | Meals: Lunch | | |  | | |  | | | | Appropriate clothing | | |  | | |  | | | | Equipment | | |  | | |  | | | | Any Other[ please provide any information that will support your application] | | |  | | |  | | | | | | | | | | | | | | | | | | | | | |

**Please provide your bank details below, as printed on your bank card or statement.**

**Bursary Payments will be made directly into learners’ bank accounts only (by BACS). Please be aware that providers can choose to pay Bursary awards ‘in kind’, e.g. by purchasing any equipment required or providing learners with a travel pass.**

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| **Account Name………………………………………………………………………………………………………………..**  **Account Number**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |   **Sort Code**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |

**LEARNER DECLARATION**

* I declare that the information on this form is true and accurate to the best of my knowledge.

I have made this claim for a bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.

* I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
* I understand that monies I receive under the bursary scheme will be paid on condition of standards of attendance and behaviour, as agreed by the Director of Post 16 Studies

**HOLIDAYS WILL BE UNPAID**

* I will attend regularly and complete the course for which my bursary is supporting me. My attendance must be over 90% to qualify for a bursary.
* When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm that I will notify school immediately.
* I will notify my provider immediately with any changes to my bank/building society details.
* I understand that any monies I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
* I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided, **my attendance, behaviour and attainment.**
* I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs, i.e. trips, miscellaneous course costs.
* I understand I have the right to appeal if I disagree with the outcome of my bursary application.

**Applicant signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parental signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFICE USE ONLY**

**Eligibility – please tick appropriate box**

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| --- | --- | --- | --- | --- |
| **Category 1 - Vulnerable Bursary** |  | * are currently in care (as defined by Social Services); * are leaving or have recently left care; * are in receipt of Income Support in their own name; * are disabled and in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right. | | |
| **Category 2- Discretionary Bursary** |  | * Has a gross household annual income of less than £16190 [ **documentary evidence required**] * Are eligible for and claim free school meals | | |
| **Category 3- Discretionary Bursary** |  | * Has a gross household annual income of £16191- £25,000 [ **documentary evidence required]** * Has an identifiable need and does not fall into category 1 or 2 | | |
| **Has agreed criteria been met?** |  | **Attendance** | **Behaviour** | **Attainment** |

|  |  |
| --- | --- |
| **Assistance Requested** | **Assistance Granted** |
| Travel |  |
| Meals |  |
| Appropriate clothing to suit training and placement requirements |  |
| Equipment |  |
| Any other |  |
| **NOTE – Must fall within guide amounts** |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_