



**Policy for  
distribution of 16-19  
Bursary Fund**

# Policy for distribution of 16-19 Bursary Fund



## **Sixth Form 16-19 Bursary Fund Policy**

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds – those who most need help with the costs of staying on.

North Chadderton School will determine the eligibility criteria for discretionary bursaries and the frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

### **Eligibility**

To be eligible to receive a 16-19 Bursary in the academic year, the student must be aged 16 or over and under 19 on 31<sup>st</sup> August immediately prior to the 1<sup>st</sup> September.

Students must also satisfy the residency criteria set out in the EFA Funding Guidance. (*A person on 1<sup>st</sup> September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1<sup>st</sup> September.*) If you are in any doubt, please speak with the KS5 Attainment and Achievement Co-ordinator.

Students should be participating in provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines. (*Attendance at North Chadderton Sixth Form meets the criteria*).

### **Evidence of eligibility**

Evidence will be required to support all applications and may include taking account of household income as evidenced by receipt of Tax Credits Forms TC602, evidence of income from self-employment, a P60 or 3-6 months worth of bank statements. Unearned income (shares, investments, savings) may be taken into account when assessing awards.

For students who are in care or a care leaver, written confirmation of their current or previous looked after status from the relevant Local Authority will be required.

All evidence of household income will be in strict confidence.

### **Assessment of Applications**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as level one, two and three. Students who are eligible for any level of funding should complete an application form and hand it to the Sixth Form Office as soon as possible after admission in September. A Bursary Awards Panel will meet to consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- **There must be no unauthorised absences during the school day**
- **They must maintain acceptable levels of behaviour**
- **They must maintain acceptable attitudes to learning**
- **Attendance must normally be 95%**

Students will sign a contract to that effect.

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A student in receipt of any level bursary must inform the KS5 Attainment and Achievement Co-ordinator of any changes to family circumstances that may affect the support during the academic year.

Students who become eligible during the academic year should contact the KS5 Attainment and Achievement Co-ordinator and make an application.

## **The Bursary Awards Panel**

The Bursary Awards Panel will be made up of the Director of Sixth Form, KS5 Attainment and Achievement Co-ordinator and the Finance Manager. The Bursary Awards Panel will normally meet in October to consider and review applications.

Students and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors via the Clerk to the Governors who will follow the school's complaints procedure.

## **Bursary Fund Levels**

We will be operating three levels of bursary funding: Levels One, Two and Three.

### **Level One**

Students in the following defined vulnerable groups will be eligible for a bursary of £1200 a year: Young people who are in care, young care leavers, young people in receipt of Income Support or Universal Credit in their own right, and young people in receipt of both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement to ESA) in their own right.

This would be paid in six instalments of £200.00 at the start of each half-term by BACS transfer directly into the student account. Payments will be subject to review by the Bursary Awards Panel.

If you think you are eligible for this bursary, please complete the main application forms and Appendix 1.

### **Level Two**

Students who are in receipt of free school meals or have a total household income of £20,000 or less. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. Upon agreement by the school, students may be eligible for a contribution towards certain specific educational purposes.

If you think you are in this category, please complete the main application forms and Appendix 2.

### **Level Three**

Students who have a total household income of between £20,000 and £25,000 and have an identifiable financial need and do not fall into level one or level two categories.

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If you think you are in this category, please complete the main application forms and Appendix 2 as you may be eligible for a contribution towards certain specific educational purposes.

Those in the Level Three group will be considered for funding based on the school's allocation and subject to available funding after those in the Level One and Level Two groups have been awarded.

Payments will be made on an as-needed basis after consideration by the Bursary Award Panel.

This information is subject to the current UK Government 16-19 Bursary Fund guidance available to download from [www.gov.uk](http://www.gov.uk).

**Please complete both student and parent/carer forms, an Appendix 1, 2 or 3 form and return them to the Sixth Form office as soon as possible.**

# Policy for distribution of 16-19 Bursary Fund



## 16-19 Bursary Fund Application - YOU MUST COMPLETE THIS FORM

### Student information

Proof of entitlement must be included when the form is returned to the school.

### Student Details

Surname/Family Name:
First Names:
Date of Birth
Address
Post Code
e-mail address
Home Phone
Mobile Phone

### Student Bank or Building Society Details

To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form.
Name of Account Holder
Name of Bank
Branch
Sort Code
Account Number
Roll Number

**I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or attitude to learning and/or behaviour falls below acceptable standards so that my parent/carer has to be contacted, funding may be removed.**

Student Signature	Date
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**The application form and appropriate appendix need to be handed to the Sixth Form Office as soon as possible.**

# Policy for distribution of 16-19 Bursary Fund



## 16-19 Bursary Fund Application - YOU MUST COMPLETE THIS FORM

### Parent/Carer information

Proof of entitlement must be included when the form is returned to the school.

### Parent/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Annual household Income per annum £	
Please attach evidence for claim. Supporting original documents required are: Tax Credits Forms TC602 Evidence of income from self employment A P60 or 3-6 months worth of bank statements  These will be returned once the claim has been reviewed	

This application for assistance from the 16 - 19 Bursary Fund is made under the following category:

<b>Level One</b> (attach Appendix 1 Form)		<b>Level Two</b> (attach Appendix 2 Form)		<b>Level Three</b> (attach Appendix 3 Form)	
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**I confirm that the details on this application and the evidence provided are true and accurate.**

Parent/carers Signature		Date	
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**The application form and appropriate appendix need to be handed to the Sixth Form Office as soon as possible.**

Appendix 1 Application for Level One funding

This form should be completed in addition to the main application forms and should be submitted with appropriate evidence.

**Full name:**  
**Mentor Group:**  
**Date of birth:**

I wish to apply for Level One funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of Income Support or Universal Credit
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

I attach to this form the following evidence to support my application (please specify below):

**I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Student)** .....

**Signed: (Parent/Carer)** .....

**Date:** .....

**Date application received:** .....

**Date reviewed by Awards Panel:** .....

**Outcome:** .....

**This form needs to be handed to the Sixth Form Office as soon as possible.**

## Appendix 2 Application for Level Two funding

This should be completed in addition to the main application form and should be submitted with appropriate evidence.

**Full name:**

**Mentor Group:**

**Date of birth:**

I wish to apply for Level Two funding and I wish to apply for support towards:

### Specific weekly need

<b>Transport:</b> How do you get to school?			
school bus/public bus/train other (please specify):			
How far do you live from school? (miles)		Weekly Cost	£
		Termly cost	£

### Individual item needs

<b>Educational visits</b>		
Subject		
Visit & Dates		
Cost	£	£

<b>Exam resits (Yr 13 only)</b>		
Subject		
Modules		
Cost	£	£

<b>Other Requirements</b>			
Books		Other equipment (please specify)	
Subject		Subject	
Cost	£	Cost	£
UCAS Fee	£		
University visits travel	£		



I attach to this form evidence to support my application (please specify below):

**I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Student)** .....

**Signed: (Parent/Carer)** .....

**Date:** .....

**Date application received:** .....

**Date reviewed by Awards Panel:** .....

**Outcome:** .....

**This form needs to be handed to the Sixth Form Office as soon as possible.**

### Appendix 3 Application for Level Three funding

This should be completed in addition to the main application forms and should be submitted with appropriate evidence. Please ensure that you have filled out the tables below with details of support required.

**Full name:**

**Mentor Group:**

**Date of birth:**

I wish to apply for Level Three funding and I wish to apply for support towards:

#### Specific weekly need

<b>Transport:</b> How do you get to school?			
school bus/public bus/train other (please specify):			
How far do you live from school? (miles)		Weekly Cost	£
		Termly cost	£

#### Individual item needs

<b>Educational visits</b>		
Subject		
Visit & Dates		
Cost		

<b>Exam resits (Yr 13 only)</b>		
Subject		
Modules		
Cost		

<b>Other Requirements</b>			
Books		Other equipment (please specify)	
Subject		Subject	
Cost	£	Cost	£
UCAS Fee	£		
University visits travel	£		

I attach to this form evidence to support my application (please specify below):

**I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Student)** .....

**Signed: (Parent/Carer)** .....

**Date:** .....

**Date application received:** .....

**Date reviewed by Awards Panel:** .....

**Outcome:** .....

**This form needs to be handed to the Sixth Form Office as soon as possible.**