

16 – 19 Bursary Fund Guidance Notes 2019/2020

We ask you to note that the Government or Local Authority may make changes to the criteria by the time you join in September 2019.

For further information go to: www.gov.uk/1619-bursary-fund

1. What is the Bursary Fund?

The 16 - 19 Bursary Fund is a scheme to help young people facing financial hardship to stay on in full time education after Year 11.

The Scheme comprises two parts:

(i) **Full Bursary (Vulnerable Bursary)**

£1,200.00 an academic year for those most in need of financial support, for example young people in care, those receiving Income Support and those disabled receiving both Employment Support Allowance and Disability Living Allowance.

(ii) **Discretionary Bursary**

Available for those in need of financial assistance to help them meet specific costs to enable them to stay in education and complete their courses, e.g., transport, equipment, fieldwork costs.

2. Eligibility

- Students must meet the residency criteria in the EFA Funding Guidance for 2019/2020 academic year;
- A student must be at least 16 and under 19 on the 31st August in the academic year in which he/she starts a programme of study;
- Students studying Higher Education Courses or on waged apprenticeship programmes or any waged learning or training are not eligible to receive bursaries;
- A student must be on a full time programme of study;
- If student attendance falls below 95% a 20% reduction will be applied to that half termly payment. If attendance falls below 50% no payment will be made.

3. Full Bursary (£1,200.00)

Students can apply for a bursary of £1,200.00 pa if they meet one of the following criteria:

- in care;
- care leavers;
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner;
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

4. Discretionary Bursary

Eligible students can apply for a bursary to fund particular financial needs. Once granted the monies are to support students with the following items:

- We will provide a pro rata payment towards transport costs;
- Books/equipment/materials/specialist clothing;
- Field trips and visits related to courses;
- Exam retakes/UCAS fees;

- Travel expenses for up to 3 Higher Educational visits.

Students can apply for this Discretionary Bursary if:

(a) If they were previously eligible for free school meals in year 11

You are also eligible if your parents are claiming one of these benefits:-

- (i) Income Support;
- (ii) Child tax credit, provided they are not entitled to working tax credit and have an annual taxable income as assessed by the Inland Revenue which from 6th April 2017 does not exceed £16,190;
- (iii) Income based job seekers allowance;
- (iv) Employment Support Allowance (Income related);
- (v) Guaranteed Element of State Pension Credit;
- (vi) Support under Part IV of the Immigration and Asylum Act 1999.

(b) They come from families in the lower 40% of UK household incomes

- (i) Students with an annual gross family income of less than £20,000 in the last tax year (including benefits). This must be established through current Working Tax Credit/Child Tax Credit Documentation/P60;
- (ii) Students who can demonstrate through Working Tax Credit/Family Tax Credit that their award has been changed to reflect a change in circumstances so that their annual gross family income including benefits is now below £20,000.

5. How to Apply

The application is for the academic year 2019/2020. Students should apply each year.

Students should complete the 16 -19 Bursary Fund Application Form. This should be done at the start of each academic year.

Students will need to provide appropriate evidence to support their application as follows:-

For the Full Bursary this might include:

- A letter referring to the benefit to which the young person is entitled;
- Written confirmation from the LA of the young person's current or
- Previous looked after status.

For the Discretionary Bursary:

This should include evidence of benefits/allowances/grants or household income. Alternatively, this may include presenting a case where finance has become a barrier to accessing full educational provision and enrichment opportunities because of difficulties accessing criteria mentioned in section 4. If a student feels this to be the case, they should put a statement in the application form to reflect this.

Once students have had the Discretionary Bursary approved they can complete the short application form at the start of each term to request further grants of money.

Application Forms are available from Reception or the Admin Office.

6. Payment of the Full Bursary

This would be paid in 4 instalments at the end of each term by BACS transfer directly into the student's bank account. If a student does not have a bank account, it will be necessary for them to open one.

Payments will depend on attendance, good behaviour and completion of work (See WMG Academy /Home Agreement).

7. Payment of the Discretionary Bursary

Payment will be made by BACS draft into a student's bank account for the initial lump sum. If a student does not have a bank account, it will be necessary for them to open one.

Further requests for grants of money can be made on production of relevant receipts/invoices/official estimates and paid into the student's bank account at the end of each term.

Payments will depend on attendance, good behaviour and completion of work (See WMG Academy /Home Agreement).

8. Application Closing Date

27th September 2019 for initial applications.

Applications can be made any time during the year if your circumstances change, please speak to Mrs Carey for advice.

9. Organisation and Appeals

The Head of Key Stage 5 and the Assistant Principal will be responsible for deciding who receives the awards based on the criteria outlined above.

The Bursary Fund is given to the Academy every year by the Education Funding Agency once these monies have been allocated during the year the Academy will not be able to make any further grants until the new academic year.

Appeals relating to the grant or bursary should be made in the first instance to the Head of Key Stage 5.

Further and final appeals should be made to the Assistant Principal. There is no further right of appeal.

10. Further Information

Further information is available from:

- The National Care Advisory Service;
- The Coram Children's Legal Centre;
- The Refugee Council.