

# 16-19 Bursary Fund 2018-19

## PAYMENTS, ORGANISATION & APPEALS

The 16-19 Bursary Fund is a scheme to help students facing financial hardship to continue in full-time education after Year 11.

To qualify, a student must be aged 16 and under 19 on the 31st August at the start of the academic year in which he/she starts a programme of study; they must also be on a full-time programme of study.

Students aged 19 or over on 31st August are also eligible to apply for help from the discretionary fund if they are continuing on a study programme that they began aged 16 to 18 and those who have an Education Health and Care Plan (EHCP).

Please note that funds are strictly limited. Bands are subject to change depending on ESFA funding. However, all applications will be reviewed and awards made according to need as far as possible.

Payment will be made by BACS into a **student's bank account** half-terminly in arrears and on a pro-rata basis. If a student does not have a bank account they will need to open one in order to receive their bursary. Payments are dependent on student attendance, conduct and positive attitude to learning. Students and parents/guardians will be expected to agree to and sign a **Bursary Fund Contract** before payments are made.

The **Sixth Form Bursary Team** will be responsible for deciding who receives the awards based on the criteria outlined in this leaflet. The Bursary Fund is given to the school each year by the ESFA (Education Funding & Skills Agency). Once these monies have been allocated the school will be unable to make further grants until the new academic year.

**Appeals** relating to the bursary or grant should be made in the first instance to Mrs Buck. Final appeals should be made in writing to the Deputy Head Teacher responsible for the Sixth Form.

The Thomas Hardy  
Sixth Form

The Scheme comprises two parts:

### 1 A HIGH PRIORITY BURSARY

**(Band 1)** of up to £1,200.00 per academic year for those most in need of financial support:

- young people in care or having recently left Local Authority care
- those receiving Income Support or Universal Credit and financially supporting themselves and/or a dependent (ie child or partner).
- In receipt of Disability Living Allowance or Personal Independence Payment **and** Employment Support Allowance or Universal Credit in their own right.

### A DISCRETIONARY BURSARY

Available for students in need of financial support with specific costs to enable them to stay in education. Eligibility for a Discretionary Bursary is based on household income (verified by Tax Credit /Universal Credit awards, a P60 or other benefits statements).

**Band 2** Gross annual household income totalling £16,190 or less and in receipt of Child Tax Credits, or net household income under £7,400 and in receipt of Universal Credit. Students will receive a Free School Meal (£2.60 per day) and an initial one-off payment towards resource/travel costs. They will also receive a weekly payment subject to their attendance, conduct and attitude to learning.

**Band 3** Annual household income totalling £16,191 to £20,000 (including Tax Credits or Universal Credit). Students will receive a contribution towards the cost of a school meal and an initial one-off payment towards resource/travel costs. They will also receive a weekly payment subject to their attendance, conduct and attitude to learning.

**Band 4** Annual household income totalling £20,001 to £25,000 (including Tax Credits or Universal Credit). Students will receive an initial one-off contribution towards resource/travel costs and a half-termly payment subject to their attendance, conduct and attitude to learning.

Students receiving Band 2, 3 or 4 Discretionary Bursaries may also be able to claim for additional assistance towards costs for clothing, equipment and essential educational visits if they are undertaking certain courses with high expenditure expected, such as CACHE, Art, Photography and Geography.

### FREE SCHOOL MEAL ELIGIBILITY

Students who live in a household with a gross income totalling £16,190 or below and are in receipt of Child Tax Credits, or with a net income of £7,400 or less and in receipt of Universal Tax Credit, are eligible for a Free School Meal in addition to a Band 2 Bursary.

### An EDUCATIONAL SUPPORT GRANT

may be available for students not eligible for the High Priority or Discretionary Bursaries but in need of financial support with specific costs to enable them to stay in education and complete their courses successfully. Educational Support Grant applications will be assessed individually for eligibility according to household income and circumstances. Once granted, funds may be used towards: transport to and from school; books/equipment/materials/specialist clothing; essential educational visits related to courses and UCAS fees & travel expenses for Higher Educational visits.

### HARDYEANS CHARITABLE ASSOCIATION

In addition, students are welcome to apply to the Hardyans Charitable Association which considers application for bursaries/grants to students who are in need of financial assistance. In particular the

charity will provide additional financial resources to enable students to broaden their education by joining organised school visits outside the UK and award scholarships, bursaries, maintenance allowances or grants to students (or former students under the age of 25 years) completing their higher education at university or other educational institutions approved by trustees.

The **16-19 Bursary Fund Application Form** can be found on the school website and should be submitted to Mrs Buck in the Sixth Form Attendance Office. (Paper copies are available from the Sixth Form Office).

Appropriate evidence will be required to support the application. For the **High Priority Bursary** this might include:

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

For the **Discretionary Bursary** and **Educational Support Grant** this should include evidence of benefits/ allowances/grants and household income (e.g. Child & Working Tax Credits, Universal Credit, P60 etc). Students whose applications are received before **Friday 28th September** will receive payments backdated to the beginning of the Autumn Term. Those whose applications are received after that date will receive payments from the date that their applications are approved.

Weekly payments will be accrued based on full attendance, good conduct and a positive attitude to learning and will be paid half-termly in arrears. The application will cover the 2018/19 Academic Year. Students should reapply in the Summer Term for the following year.