



# John Colet School

## 16-19 Bursary Fund Policy 2016-17

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

The fund is made available from the government through its funding body - Education Funding Agency (EFA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The Bursary Scheme for 16 – 18 year olds was put in place as a partial replacement for Education Maintenance Allowance (EMA).

### Who is eligible to apply for 16-19 Bursary Funding?

Students following government funded full time or part-time courses, who are 16 and under 19 years of age on 31/08/16 and over and satisfy one or more of the following criteria:-

- Students who are in care, are leaving 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 or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in receipt of Free School Meals at any time during Years 7 - 11
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Students who are asylum seekers
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Students who are lone parents

Or are aged 19 or over at 31/08/16 and have an Education, Health and Care Plan

Or are aged 19 or over at 31/08/16 and continuing on a study programme they began aged 16-18 ('19+ continuers')

### Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/16 (unless they have an Educational, Health and Care Plan or are continuing a study programme they began aged 16-18.
- Students who do not meet the residency qualifications

- Students who do not fulfil any of the criteria described above

### **Residency qualifications**

- Please refer to EFA funding guidance regulations at:

<https://www.gov.uk/government/publications/advice-for-young-people-16-to-19-bursary-fund>

### **Proof of income**

Proof of income will be required to support this application and could include:

- Certified letter from the Local Authority regarding Free School Meals or confirmation from the secondary school attended
- Certified letter from the DWP
- P60 (additional evidence may also be required)
- Self Employment Income evidence
- Other means tested certification

### **How will John Colet School assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the School Office as soon as possible, after admission to the Sixth Form, in September. A Bursary Fund Committee 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 and effort

### **The Bursary Fund Committee**

The Bursary Fund Committee will normally meet three times per year to review applications (September, January and May). Emergency meetings may need to be called.

The Bursary Fund Committee will be made up of the Headteacher (Chair), the Head of Finance and Business and a School Governor.

The Head of Sixth Form does not make decisions about applications but may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance. The Bursary Fund Committee also follows the relevant equalities legislation to ensure no students are discriminated against.

Learners 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 compliments, complaints and resolution procedure.

## **Financial support for 6<sup>th</sup> Form Students in 2016-17**

The following information applies to students aged 16 to 18 on 31<sup>st</sup> August 2016 taking a full-time post-16 education course in 2016-17 or aged over 19 at 31<sup>st</sup> August 2016 and either have an Education, Health and Care Plan (EHCP) of continuing on a study programme you began aged 16-18 ('19+ continuers).

We will be operating three levels of bursary funding: High, Medium and Low priority groups.

### **£1,200 Bursary (High priority group)**

The government has announced that some students will be entitled to a grant or bursary of £1,200 next year. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving Income Support or Universal Credit
- You, the learner, are disabled and receiving both Employment Support Allowance, Universal Credit, Personal Independence Payments and Disability Living Allowance

Payments will be made on a termly basis (i.e. 3 times a year) - £600 in term 1, £300 in term 2 and £300 in term 3. Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this £1,200 bursary, please complete the main application form and appendix 1.

### **Medium priority group**

You could receive this level of funding if:

- You have a gross annual household income of below £20,000
- OR
- You received Free School Meals at any time during Years 7 to 11
- OR
- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for up to £1,000 per annum support, please complete the main application form and appendix 2 as you may be eligible for a contribution towards the following specific educational purposes (receipts or details of expenditure will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/16

Payments will be made on a termly basis (i.e. 3 times per year). Maximum of £500 in term 1, maximum of £250 in term 2 and maximum of £250 in term 3. Payments will subject to review by the Bursary Fund Committee.

## **Low priority group**

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £28,000
- OR
- You have an identifiable financial need and do not fall into high and medium priority groups

If you think you are eligible for up to £400 per annum support, please complete the main application form and appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts or details of expenditure will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded. Payments may not be made until after 31 December 2016.

Payments will be made on an as needed basis after consideration by the Bursary Fund Committee.

# 16-19 Bursary Fund Application 2016-17

(Both learner and parent/carer forms are required  
plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned to the Headteacher.

## Learner Details

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

## Learner Bank or Building Society Details

|   |  |
|---|--|
| To receive payments, you must have a bank account in your own name that will accept BACS payments. 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 effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.**

|                   |  |      |  |
|-------------------|--|------|--|
| Learner Signature |  | Date |  |
|-------------------|--|------|--|

**The application form and appropriate appendix needs to be handed to the School Office by 21 October 2016 marked for Mrs McLintock's attention.**

**Applicants will receive a letter informing them if they have been successful or not by the end of November 2016.**

## **16-19 Bursary Fund Application 2016-17**

(Both learner and parent/carer forms are required  
plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned to the Headteacher.

### **Parental/Carer Details**

|  |  |
|--|--|
| Surname/Family Name:   |  |
| First Names:   |  |
| Date of Birth  |  |
| Address  |  |
|  |  |
|  |  |
| Post Code  |  |
| National Insurance Number  |  |
| Home Phone   |  |
| Mobile Phone   |  |
| Household Income<br>(Please attach required evidence to this application form) |  |

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

|                                     |  |                                       |  |                                    |  |
|-------------------------------------|--|---------------------------------------|--|------------------------------------|--|
| <b>High</b><br>(Appendix 1<br>Form) |  | <b>Medium</b><br>(Appendix<br>2 Form) |  | <b>Low</b><br>(Appendix<br>3 Form) |  |
|-------------------------------------|--|---------------------------------------|--|------------------------------------|--|

(please tick one category and fill in the relevant form)

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

|                        |  |      |  |
|------------------------|--|------|--|
| Parent/carer Signature |  | Date |  |
|------------------------|--|------|--|

**The application form and appropriate appendix needs to be handed to the School Office by 21 October 2016 marked for Mrs McLintock's attention.  
Applicants will receive a letter informing them if they have been successful or not by the end of November 2016.**

## Appendix 1

### Application for High priority funding – £1,200 per annum

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

**Full name:**

**Date of birth:**

I wish to apply for High Priority 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
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance

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: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**The application form and appropriate appendix needs to be handed to the School Office by 21 October 2016 marked for Mrs McLintock's attention.  
Applicants will receive a letter informing them if they have been successful or not by the end of November 2016.**

## **Appendix 2**

### **Application for Medium priority funding – maximum available £1,000 per annum**

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

**Full name:**

**Date of birth:**

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

- My gross household income is below £20,000
- I received Free School Meals at any time during Years 7 - 11
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

| <b>Specific need (i.e. transport)</b> | <b>Amount applied for</b> | <b>Total</b> |
|---------------------------------------|---------------------------|--------------|
|                                       |                           |              |
|                                       |                           |              |
|                                       |                           |              |
|                                       |                           |              |

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

**I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**The application form and appropriate appendix needs to be handed to the School Office by 21 October 2016 marked for Mrs McLintock's attention.  
Applicants will receive a letter informing them if they have been successful or not by the end of November 2016.**

## **Appendix 3**

### **Application for Low priority funding – maximum available £400 per annum**

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

**Full name:**

**Date of birth:**

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

- My gross household income is between £20,000 and £28,000
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

| <b>Specific need (i.e. transport)</b> | <b>Amount applied for</b> | <b>Total</b> |
|---------------------------------------|---------------------------|--------------|
|                                       |                           |              |
|                                       |                           |              |
|                                       |                           |              |
|                                       |                           |              |

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

**I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**The application form and appropriate appendix needs to be handed to the School Office by 21 October 2016 marked for Mrs McLintock's attention. Applicants will receive a letter informing them if they have been successful or not by the end of November 2016.**