



## 16-19 Bursary Fund

### Background

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. The amount of funding available for each school to distribute has been determined by the government and there is a finite amount of funds to be distributed. Gateacre School is therefore committed to distributing the bursary fund to those students with the greatest need. The notes here give further detail on the bursary fund, how applications can be made and how decisions will be reached.

### Eligibility

There are two types of 16-19 bursary:

- A vulnerable bursary of up to £1,200 per year for young people in one of the defined vulnerable groups
- Discretionary bursaries which institutions award to meet individual needs, for example, to help with the cost of transport, meals, books and equipment.

To be eligible to receive a bursary, a student must meet the eligibility requirements set by the Education & Skills Funding Agency. The key requirements relevant to those at the School are:

- Must be aged 16 or over but under 19 at 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.
- Must meet the residency criteria in ESFA funding regulations for post-16 provision<sup>2</sup>. Those on 1 September who are settled in the UK, and have been ordinarily resident in the UK for the preceding three years will be eligible as will certain other groups.

### Bursary Fund Levels

Vulnerable Bursaries are fixed at £1,200 per year and are designed to support the young people in most need, identified by the government as:

- Young people in care
- Young care leavers
- Young people in receipt of Income Support or Universal Credit in their own right
- Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

Students can access up to £400 at the start of each term to support them with their studies. Students should have 100% attendance to all timetabled lessons, supervised study periods and registration. Holidays will not be authorised. We will allow one period of ill health (no more than three consecutive days) each half term without loss of funds for that term. If students are unacceptably late to lesson or registration, then these will count as absence and payment will be reviewed. Payments will be subject to review by the Head of Sixth Form.



**Discretionary Bursaries** are for students in low income households and are split into three levels

Level	Household income	Entitlement		
1	Less than £18,000	Daily Lunches	A contribution to travel costs where a student lives more than 1 mile away from Gateacre School.	Student will receive £100 uniform allowance and access to additional funding for resources and course set up costs, including a stationary voucher.
2	More than £18,000 but less than £28,000			
3	More than £28,000 but less than £35,000		Students will receive £60 uniform allowance and access to additional funding for resources and course set up costs, including a stationary voucher.	

### Application

Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to Sixth Form Team as soon as possible after admission in September. The appropriate documentation to prove entitlement, e.g. a letter setting out a benefit entitlement, or written confirmation of the student's current or previous looked after status should accompany this application. Applications should reach us by **Friday 13th September 2024**. Applications may be made later in the year in the case of a change in your financial circumstances. Students must apply for the Bursary Fund at the start of each academic year, as financial circumstances need to be reviewed.

### Payments

Bursaries will be paid 'in kind' rather than in cash. For example, the school shop will issue a bus pass or settle payment for school uniform directly with school. In the case of books or equipment (which should be ordered through school), these should be returned at the end of the course to enable them to be re-used by other eligible students.

In the case of bursaries for students in the defined vulnerable groups, the value of these items and how their cost is deducted from the £1,200 will be made clear to students and those that support them.

Where students are entitled to support with purchasing school uniform, they must keep receipts for the items they have purchased. The school will reimburse all costs up to the total cost of £100/£60 (according to the level awarded), providing receipts are provided to **Miss Parsons by Friday 13th September 2024**.



### Evidence

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice / Universal Credit Assessment or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be kept in strict confidence.

### Attendance and Behaviour Requirements

The vast majority of the support the bursary can provide for students will be front loaded and given at the start of their courses, as it is essential for students to have the correct uniform, equipment and resources to access their studies.

Throughout the year students will be able to access additional funding, as and when it is needed. This may be for school trips, additional resources and or unforeseen costs. In order to qualify for these additional payments, students must adhere to the following criteria:

- Students should have 100% attendance at all timetabled lessons, supervised study periods and registration. Holidays will not be authorised. We will allow one period of ill health (no more than three consecutive days) each half term without loss of funds for that week. If students are unacceptably late to lesson or registration, then these will count as absence and payment will not be made for that week.
- All payments will be subject to review by the Head of Sixth Form

### Decisions

All applications will be considered and assessed by the Sixth Form panel comprising of the **Principal and Head of Sixth Form**. The student/parent/carer will be notified of the decision, and an indication of the amount, if applicable, within 21 days of receipt of the application deadline. You have the right of appeal to the Principal if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Principal.

[16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision)  
<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>



## 16-19 Bursary Fund - Application Form

Please read our 16-19 Bursary Fund policy before completing this form. Please hand the completed form along with the necessary evidence to Miss Parsons

**Students must be 16, 17 or 18 on 31<sup>st</sup> August 2023 to apply.**

### Student Details

Surname		
Forename		
Address		
Postcode		
Email Address		
Home Telephone		
Mobile		
Date of Birth		
In receipt of Free School Meals	Yes/No	If yes, free school meals number:

### Level Required

Please tick which level of payment you are applying for. You can only apply for one level and therefore must decide which is applicable to your current circumstances.

<b>Vulnerable Bursary</b>	
Please tick which criteria of vulnerable bursary you are applying for. Your application will be assessed and evidence of need will be requested as part of your application. Please note that there is a possibility of no award, or a limited award being granted.	
I am a young person in care	<input type="checkbox"/>
I am a care leaver	<input type="checkbox"/>
I am in receipt of Income Support or Universal Credit in my own right	<input type="checkbox"/>
I am in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right as well as Employment and Support Allowance (ESA) or UC in my own right	<input type="checkbox"/>

<b>Discretionary Bursary</b>	
Please tick which level of discretionary bursary you are applying for.	
<b>Level 1</b> Students will receive a contribution to school food, a contribution towards travel costs where a student lives more than 1 mile away from Gateacre School, up to £100 uniform allowance and have access to additional funding for resources and course set up costs.	
My total household income is less than £18,000	<input type="checkbox"/>
<b>Level 2</b> Students will receive a contribution to school food, a contribution towards travel costs where a student lives more than 1 mile away from Gateacre School, up to £100 uniform allowance and have access to funding for resources and course set up costs.	
My total household income is more than £18,000 but less than £28,000	<input type="checkbox"/>
<b>Level 3</b> Students will receive a contribution to school food, a contribution towards travel costs where a student lives more than 1 mile away from Gateacre School, up to £60 uniform allowance and have access to funding for resources and course set up costs.	
My total household income is more than £28,000 but less than £35,000	<input type="checkbox"/>



<b>Vulnerable Bursary Evidence</b>	
Please include the required original supporting documentation with this form. Scanned or photographed copies sent via email will be accepted. Please do not send any original documentation in the post. The students should bring this directly to Miss Parsons at Sixth Form who will photocopy and return as soon as possible.	
Please tick the supporting documentation provided:	
For young person in care or a care leaver – written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.	<input type="checkbox"/>
For students in receipt of UC or IS, a copy of their UC or IS award notice. This must clearly state that the claim is in the student’s name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, you must also see a document such as a tenancy agreement in the student’s name, a child benefit receipt, children’s birth certificates, utility bills and so on.	<input type="checkbox"/>
For students receiving UC/ESA and DLA and PIP, a copy of their UC claims from DWP. Evidence of receipt of DLA or PIP must also be provided.	<input type="checkbox"/>

<b>Discretionary Bursary Evidence</b>	
Household Income (Required for Level 1, 2 and 3 applications). Please include the required original supporting documentation with this form. Scanned or photographed copies sent via email will be accepted. Please do not send any original documentation in the post. The students should bring this directly to Miss Parsons at Sixth Form who will photocopy and return as soon as possible.	
Please tick the supporting documentation provided:	
Receipt of benefit	<input type="checkbox"/>
P60 (tax year 2023-24)	<input type="checkbox"/>
Tax Credit Awards/ Universal Credit Agreement – <b>The 3 most recent Universal Credit monthly award notices.</b> The take-home pay figure in addition to the amount of Universal Credit after all deductions will give a total monthly income. The 3 months statements will then be used as a guide to the household income for a quarter of the year which will then be used to estimate assumed income for the full year.	<input type="checkbox"/>
Evidence of self-employment income (tax year 2023-24)	<input type="checkbox"/>

<b>Declaration</b>	
Please read the declaration below carefully before signing	
<ol style="list-style-type: none"> <li>I have read the school’s 16-19 Bursary Fund Policy and Guidance for the academic year 2024-25 and accept all of the conditions that it specifies.</li> <li>I declare that the statements made on this form are true and to the best of my knowledge and believe, are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide any information relevant to my claim, the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.</li> <li>I understand that payment of the bursary is dependent on attendance and that absences may impact the amount received.</li> <li>I am aware that the funding covers only this school year and that I must re-apply next years: there is no guarantee that I will receive funding for future years even if I am eligible for the current year.</li> </ol>	
Signed (learner): _____	Date: _____
Signed (parent/carer) _____	Date: _____



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Sixth Form Office Use Only	
Date Application Received	
Date Application reviewed	
Supporting documentation provided, photocopied and returned	
Level of bursary agreed	