



## 16-19 Bursary Fund Information 2018/2019

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

The 16-19 Bursary Funds are paid by the ESFA (Education and Skills Funding Agency) to Schools and Colleges so that they may provide financial help to students who need financial support to stay in education.

The fund can help with education-related costs which may arise during the school year, including books, resources, trips or visits associated with study.

To receive payments from the Bursary Fund, students will need to submit a written request using the attached form and return this with the relevant supporting evidence to Sixth Form Reception by **30 September 2018**. Any applications without the supporting evidence cannot be processed.

Each request will be looked at on an individual basis and you will be advised by letter as to whether your application has been successful. If you would like to see a copy of the Bursary Policy, this can be obtained from the school's website [www.writhlington.org.uk](http://www.writhlington.org.uk).

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

In addition to meeting the specific requirements for the priority group they are applying under, students must:

- be aged 16 or over but under 19 at 31 August 2018 or
- be aged 19 or over at 31 August 2018 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2018 and continuing on a study programme they began aged 16 to 18, these are referred to as '19+ continuers' (they are excluded from funding under the high priority group)

### How does the school allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There are priority groups, categorised as high, medium and low.

Students awarded a medium or low bursary will be informed of the amount and will claim this when needed. Students will be required to produce the relevant receipts/evidence. In certain circumstances the school may buy items for students (eg recommended texts).

The level of support which the school can offer medium or low groups is dependent on the total funding received from the EFA (Education Funding Agency) and the numbers of applications it receives. **We are unable to let students know how much they will receive until the application deadline has passed and applications have been assessed.**

The level of support is prioritised: those in the low priority group will be considered for funding based on the school allocation and subject to available funding after those in the high and medium priority groups have been awarded.

Receipt of a bursary does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit and Universal Credit.

All students may receive bursary dependent on meeting agreed attendance and behaviour criteria.

Payments will be made on as needed basis.

Students may apply for Bursary support anytime during the year if their circumstances change.

## High priority group

Students must be in one of the following categories:

- be aged 16 or over but under 19 at 31 August 2018
- in care including unaccompanied asylum seeking children
- leaving care
- in receipt of Income Support\* or Universal Credit (UC) in their own right
- in receipt of both Employment Support Allowance (ESA) or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right

The young person does not have to live independently of their parents; they can claim ESA or UC in their own right, although their parents will not be able to claim Child Benefit for them if the young person's claim succeeds.

Eligible students will be guaranteed a £1200 bursary.

Payments will be made on a half term basis (i.e. 6 times per year)

*\* Income support is paid to young people such as teenage parents, young people with severe disabilities, teenagers living away from their parents, young people whose parents have died and unaccompanied asylum seeking children, where a financial need is established.*

## Medium priority group

### ***Students who are eligible for Free School Meals.***

Parents of young people do not have to pay for school lunches if they receive any of the following:

- Income Support
- Income-based Job Seekers Allowance
- Employment Support Allowance (income related)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credits
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Universal Credit

Parents in receipt of Working Tax Credit do not qualify for free school meals.

Appropriate evidence confirming eligibility will be required.

Students do not need to be taking free school meals to qualify but need to be registered for free school meals.

## **Low priority group**

***Students who are not eligible for Free School Meals but have a family income of less than £25,521.***

Appropriate evidence confirming eligibility will be required as follows:

Benefits received:

- Income Support or Income-based Employment and Support Allowance – most recent benefit letter from HM Revenue & Customs detailing the amount of benefit received.
- Universal Credit - last 3 award notices.
- Tax credits – Tax Credit Award notification from HM Revenue & Customs for the Tax Year 6 April 2017 – 5 April 2018 detailing the household income and your Tax Credit entitlement.
- DWP benefits – a statement of paid benefits from Jobcentre Plus or your social security office.

Or evidence of employment:

- Salaries and wages – P60, month 12 or week 53 payslip; and P9d or P11d if you have received benefits or payments in kind; and P45 if you had more than one employer in the tax year 2017-2018
- Self-Employment Income – your SA302 form; or Tax Credit award notification; or accountants letter on headed paper

Students in this group may get a contribution towards the cost of essential course equipment and transport costs.

## **Exceptional Circumstances**

Any student regardless of household income may be considered for Bursary or emergency payments if they are experiencing financial difficulty due to a significant and unexpected change in personal circumstances during their time at school.

The school will operate a contingency fund which will be used for one-off payments to help students who are experiencing exceptionally challenging circumstances, attend school trips, interviews etc. Please see Mrs Haysom, Sixth Form Administrator.

## 2018/2019 Student Application for Sixth Form Bursary

### Student Details

Surname	
First Names	
Date of Birth	
Address	
Post Code	
Email Address	
Home Phone	
Mobile Phone	

### 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.

Note: The account must be held by student.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

**Purpose of Request (Please Tick)**

<b>Item</b>	
Books, equipment, materials	
Computer, Laptop, Chromebook (through school)	
Transport to and from school or to visit universities	
iPad (through school)	
Additional course costs (including trips)	
Other (please specify):	
Other (please specify):	
Other (please specify):	
Other (please specify):	

This application for assistance from the 16-19 Bursary Fund is made under the priority group of (please tick)

High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>	Exceptional Circumstances	<input type="checkbox"/>
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**I confirm that the details are true and accurate**

Signature of Student	<input type="text"/>	Date:	<input type="text"/>
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# Parent/Carer Application for Sixth Form Bursary

## Parent/Carer Details

Surname	
First Names	
Date of Birth	
Address	
Post Code	
National Insurance No.	
Home Phone	
Mobile Phone	
Household Income	

## Evidence submitted (please tick and attach)

**Please provide the following information which is required for assessment for the Sixth Form Bursary Fund. All data will be kept securely and will not be shared with any third party.**

Proof of household income P60 from previous financial year (must be both parents or provide evidence of being single parent family)	
Evidence of benefits entitlement	
Universal credit - award notices from the previous 3 months	
Tax credit award notice	
Evidence of self-employed income eg HMRC tax return	
Proof from Local Authority of Care status (High Priority students only)	

I confirm that the details provided are true and accurate.

Signature of Parent/Carer		Date:	
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### For office use only

Forms correctly completed

Yes

No

Evidence reviewed and satisfactory

Yes

No

Priority Level

High

Medium

Low

EC

Agreed

Signed

Date