

16-19 Bursary Guidelines for Application

The school receives an allocation of funds which we have a duty to ensure is spent in ways which help break down the financial barriers and deal with the costs of being in education.

There are two different funds which are available to students. They are:

Mandatory Bursary

Students may be eligible for this bursary if they fall into one of the following categories:

A young person in care

A care leaver

A young person in receipt of income support (or Universal Credit) in their own name

A disabled young person in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments

The student must be aged 16, 17 or 18 on 31 August before the academic year they require the Bursary to qualify.

Students who fall into these categories may be eligible to receive a bursary of up to £1,200.00 a year.

Appropriate confirmation of status will be requested and may come in the form of:

- Letter detailing the benefit the young person is entitled to
- Written confirmation of current or previous looked-after status from the Local Authority which looks after them or provides leaving care services
- Financial Needs Assessment will be carried out to confirm actual financial need and amount of support required

Discretionary Bursary

Eligibility for the Discretionary Bursary takes into account various aspects of family income and evidence of this will be required to process applications. For the 2021-2022 academic year the threshold of household income to be eligible is up to £25,000 per annum or less. Students must reapply in Year 13.

Also students aged 19 and over who have an Education, Health and Care Plan (EHCP) maybe eligible to apply for discretionary bursary funding (if all other scheme criteria are met).

Bursaries can only be spent on certain items which are deemed to be the costs of accessing education, these are:

Stationery

Equipment

Books

UCAS/University visits or interviews

Educational visits

Transport to and from Sixth Form, work placement and work experience

School lunch (whilst on school premises)

Lunches for work placement and school authorised work experience

Laptop Computers (loaned from the school)

Please note, students can only apply for one type of Bursary.

All payments are subject to students meeting agreed standards.

In line with our Policy, the awarding of any bursary is conditional on a student providing necessary documentation (including receipts where applicable), attendance at 100% (except when absence is authorised) and demonstrating appropriate standards of behaviour at all times. All eligible students will be required to sign a Bursary Conditions Confirmation covering these points, before any payments will be made.

The School reserves the right to seek the return of any funds provided in advance, for example: for the purchase of a transport pass, to a student who subsequently fails to attend or leaves the Sixth Form.

We must stress that the Bursary Fund is not expected to take the form of regular payments for personal living costs.

Application Process and Payments

To apply for a Bursary please complete the on line application form [here](#).

Applications should be submitted by Friday 24 September 2021. You can apply for a bursary at any time, for example if your household circumstances change during the academic year.

It is our intention to process applications and advise students in writing, of the outcome of their application via their school e-mail address by Friday 8 October 2021. Please keep any receipts for bus passes or items purchased in the meantime as we may be able to meet the cost retrospectively as long as we have proof of receipts, should you be eligible.

Eligible students will be required to sign a conditions confirmation before payments can be made. Eligible Bursary payments will be made via BACS direct into the student bank account.

Only monies that meet the conditions below can be claimed for:

Receipt of Monies via Bursary

Item	Claim Amount	Method of Claim	How to Claim	Evidence
School Lunches	Claim for lunches as per the school entitlement.	Students to obtain lunches from the Sixth Form school catering facilities.	Sixth Form office to confirm charges with the School Catering Manager.	Receipt from school catering company given to Sixth Form office.
Lunches Work experience/ placement	Claim for lunches with a limit of £3.00 per day.	Students claim back. BACS payment will be provided once receipt received.	Student to bring evidence to the Sixth Form Office for processing.	Receipt.
Transport	The cost of the longest term ticket or a standard return, whichever is cheapest. Please note – we are unable to pay for tickets covering the school holidays.	Students claim back. BACS payment will be provided on receipt of a ticket and receipt of tickets.	Student to bring evidence to the Sixth Form Office for processing.	Tickets and receipt of a tickets.
Books	Claim for all books recommended by the Curriculum Leader.	None; books will be purchased by school and collected at end of school year for reissue.	Student to advise Sixth Form Office and Curriculum Leader of requirement.	Curriculum Leader recommendation.
Equipment	Claim for equipment as recommended by the Curriculum Leader.	None; equipment will be purchased by school and collected at end of school year for re-issue.	Student to advise Sixth Form Office and Curriculum Leader of requirement.	Curriculum Leader recommendation.
Stationery	Claim for stationary as recommended by the Curriculum Leader or Head of Sixth Form.	Students claim back. BACS payment will be provided once receipt received.	Student to bring evidence to the Sixth Form Office for processing.	Receipt

University Visits	Students will be given a maximum grant for five visits based on advance standard return rail and bus fare.	Students claim back. BACS payment will be provided on receipt of a ticket and receipt of tickets.	Student to bring evidence to the Sixth Form Office for processing.	Tickets and receipt for tickets.
Educational Visits/School Trips	Support towards the costs of any single trip will be limited to £200.	None, undertaken via internal transfer.	Student to advise Sixth Form Office and Curriculum Leader of requirement.	Curriculum Leader recommendation.
Laptops (loaned by the school)	Claim for equipment as recommended by the Head of Sixth Form.	None; equipment will be purchased by school and collected at end of school year for re-issue.	Student to advise Sixth Form Office of requirement.	Head of Sixth Form recommendation.