



16-19 Bursary Fund / Discretionary Awards 2021/22

Guidance Notes

Introduction

The 16-19 Bursary Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post-16. It also aims to eliminate the gap in attainment that currently exists nationally between students from poorer and more affluent backgrounds. This is the overarching principle on which decisions regarding the bursary fund will be made.

Who is eligible to apply?

In determining who is eligible to receive awards, and how much each award may be there are national guidelines that we must follow.

The 16-19 Bursary Fund must be used to support two groups of learners in the Sixth Form. One group is determined very specifically by the government and these students are entitled to a guaranteed bursary award; the second group are students eligible to apply for discretionary awards to support their learning in the Sixth Form:

1. **Guaranteed Bursaries.** The government has determined that four specific groups of learners are guaranteed to receive a £1,200 bursary per year. The groups are:
 - (i) Young people in care
 - (ii) Care leavers
 - (iii) Young people in receipt of income support
 - (iv) Disabled young people in receipt of Employment and Support Allowance (ESA) who are also in receipt of Disability Living Allowance (DLA).

2. **Discretionary Awards** will be made available to young people facing genuine financial barriers to participation in education. Typically, this will be an award to support the costs of transport, meals, books or equipment. Given our rural area, priority will be given to transport costs. Many schools and colleges across the country have decided that these awards will be available only to students whose household income falls below £16,190; this is the figure at which Free School Meals can be applied for. Budehaven will use this figure as its guiding 'rule of thumb' but we do recognise that exceptional circumstances may exist for individual students where the household income is greater than this figure. The amount that each individual applicant will receive will depend upon their own individual circumstances, but we anticipate that it is unlikely individual awards will exceed £15 per week (this is equivalent to £600 per annum)

If you would like to apply for a bursary, please complete the enclosed application form. We will need evidence to support your application and this may include details of your household's financial circumstances (see Making an Application below). This information will be strictly confidential and used solely for the purpose of awarding bursaries.

In order to receive a bursary, the student will need a bank account in their own name and the account details must be completed on the application form. All bursaries will be paid directly into the student's bank account on a monthly basis in arrears.

In all cases, a bursary will only be given where the student attends regularly, meets deadlines for completion of work, and ensures that work is of a standard consistent with their ability. If a student's attendance at lessons drops below 90%, the school reserves the right to withdraw the payment of any bursary award. No action will be taken without discussion with the student.

Making an application

Application forms for bursary awards can be obtained from Michelle Skipp, Sixth Form Pastoral Support Assistant. Students and their parents/carers will need to complete an application form and provide the necessary evidence in order for the school to assess whether the student is eligible. The evidence required is set out as follows:

- In receipt of Free School Meals **or**
- Meet the income criteria to receive Free School Meals (see below) **or**
- Evidence of household income - evidenced by a P60 **or**
- Receipt of benefit, eg Tax Credit Award Notice **or**
- Evidence of self-employment income

As a school we prefer applicants to use the first three methods bullet pointed above; this eliminates the need for the school to require evidence of household incomes. However, we recognise that in some cases the last two types of evidence may be necessary.

Free School Meals

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

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Young people who receive any of the qualifying benefits listed above in their own right are also eligible to receive free school meals.

Timetable for applications to be received

Completed application forms with all the required information should be submitted to Michelle Skipp by Friday 17th September 2021. Emergency applications during the year due to sudden change of circumstances may also be made to Michelle Skipp and they will be considered as quickly as possible.

Consideration of applications

We are committed to ensuring that we spend the entire award fund to support our students as detailed above. However, unlike free school meals, awards made from the 16-19 Bursary Fund are not based solely on entitlement; the number and financial amount of awards must be limited to meet the budget that we have been given. We do know that we cannot afford to exceed the allocation given to us by the government. But, at present we do not know how many students will choose to apply for a bursary award or indeed how many are eligible. We are also required to 'hold some money back' in case any students join the school that fall into the guaranteed category. Similarly, the circumstances of existing students in our Sixth Form may change and they then may meet the requirements of the guaranteed category to which we must respond.

If you have any questions or queries at any stage of the application process, please discuss these in the first instance with Michelle Skipp. If any questions remain then please do not hesitate to contact me.

Yours sincerely,



Matthew J. White

Assistant Headteacher & Director of Sixth Form