

**POLICY TITLE: Sixth Form Bursary**

**STATUS: Non Statutory**

**DATE of REVIEW: August 2018**



### **Introduction**

The 16-19 Bursary Fund was introduced by the government in order to support young people aged 16-19 in full time education who may face financial difficulties in participation, such as the costs of transport, books and equipment. The College has been allocated a fixed amount of money to administer as the 16-19 Bursary Fund for the academic year 2018-19.

There are two types of 16 to 19 bursaries:

- Discretionary bursary awards which can be made to students who face financial barriers to participation in education. Requests for assistance are individually assessed and awarded by the College.
- A vulnerable bursary of up to £1,200 a year for young people in the following defined vulnerable groups
  - Students in care
  - Students who are care leavers
  - Students in receipt of Income Support or Universal Credit in their own right
  - Students in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right

### **Eligibility**

To be eligible to receive a 16-19 bursary in the academic year 2018-19, applicants must;

Be aged 16 or over and under 19 as at 31 August 2018

Satisfy the Government's residency criteria

### **Applications**

Students who wish to apply for the discretionary bursary will need to complete an application form detailing the financial costs where assistance is required. Examples of costs where participation help may be provided are;

- Transport
- Books and Equipment
- Clothing to meet the sixth form dress code
- Field trips and other course related costs
- Cost of attending university interviews and open days
- School meals
- Exam fees if applicable

Documentation may also be required to provide evidence of financial circumstances.

Applications and supporting evidence will be treated confidentially.

Students in the defined vulnerable groups will need to provide appropriate written evidence of their circumstances and complete an application form.

Application forms are available from the Sixth Form office. All applications should be submitted by Friday 19 October 2018

*N.B. Any significant change in financial circumstances will be considered at any time during the school year, following written notification of the change.*

### **Assessment Criteria and Payments**

Each **discretionary bursary** application is assessed by senior members of staff. Payment levels will be assessed for each individual learner using the Income Bands identified in the table below:

<b>Household &amp; Learner Income</b>	<b>Initial Maximum Annual Support</b>
Up to £17,000	£500
£17,001 - £20,000	£250
£20,001 - £22,000	£200
£22,001 - £24,000	£150
£24,001 - £30,000	£100
Exceptional circumstances, also to include young carers	To be reviewed on an individual basis

For the **discretionary bursary**, consideration is given to all circumstances with regard to the amounts requested and payments are based on assisting with the actual costs involved. Please bear in mind the College is allocated a set amount of money for the Fund each academic year and disbursements have to be managed equitably.

Once funding and specific needs have been identified, a purchase arrangement will be agreed between the student and the College. In some cases, funds will be paid by bank transfer to the student's bank account or alternatively the College may purchase certain items on behalf of the student.

### **Conditions to be met by Students**

Receipt of a bursary is conditional on the student meeting the following standards;

- Continuation with studies until the end of the academic year
- Adherence to the Sixth Form Learning Contract regarding attendance, behaviour and deadlines. This document is signed by all students as they are enrolled in Year 12.
- Receipts to be provided where applicable

These conditions will be reviewed termly and failure to meet the agreed standards could result in further funding being declined.

### **Further Information**

Further information can be obtained at <https://www.gov.uk/guidance/advice-for-young-people-16-to-19-bursary-fund-guide>