1. **What is the 16-19 Bursary?**
   1.1. The 16-19 Bursary Fund is money the government has given to educational institutions to give to students who need financial help to stay in education.
   1.2. Each school/college has a fixed budget which is pre-determined by the EFA. With limited funds we have to target those most in need.
   1.3. There are two types of bursaries, **Vulnerable** and **Discretionary** bursaries. BUT students can only apply under one category, and only if they meet the eligibility criteria as detailed below:

   **A. Vulnerable Group Bursary (Level 1)**
   Students in the defined vulnerable groups are eligible for a bursary up to £1200 per year and should be in one of the following categories:-
   - Young person in care, including unaccompanied asylum-seeking children
   - Young care leaver
   - Young person getting Income Support or the equivalent Universal Credit (UC) in your own right
   - Young person getting both Employment Support Allowance (ESA) (or Universal Credit) AND Disability Living Allowance (DLA) (or Personal Independence Payments) in your own name

   _Students who do not meet the nationally identified groups for the Vulnerable Group Bursary (see 1.3A above), can apply for the Discretionary Bursary._

   **B. Discretionary Bursary (Level 2)**
   To qualify for a Discretionary Bursary, the **combined** family income must be less than £25,000 per annum. Documentary evidence is required (please see application form for different types of evidence)

2. **Use of the Bursary**
   2.1. **The bursary is to be used on the following:**
   - Books and/or equipment
   - Transport or meals
   - Course trips
   - University interviews expenses

   2.2. **The 16-19 Bursary cannot be used for:**
   - Replacing support and benefits offered nationally
   - Enrolment or administration fees
   - Childcare costs (these are covered by Care to Learn (https://www.gov.uk/care-to-learn)

3. **Bursary Applications and Funding**
   3.1. As we have a limited budget, we will assess all initial applications at the same time in order to manage our funds as efficiently as possible.
   3.2. Students’ applications will be assessed and the bursary amount awarded will be based on individual financial needs and the number of eligible applications received.
   3.3. A small amount of the budget will be held back for any students who have found their circumstances have significantly changed within the academic year.
   3.4. Funds can be allocated in **exceptional** and **urgent** circumstances to students who do not meet the income threshold criteria (as set out below in 4.1). If you are having problems attending school due
to financial circumstances, then please ensure you discuss your situation with Mr Luck, the Head of Sixth Form, as the 16-19 Bursary fund may be able to help.

4. Eligibility for a 16 –19 Bursary
4.1. Who is eligible for a 16 – 19 Bursary?
   - Students aged 16 or over, but under 19 on 31st August 2019.
   - Students who meet the residency criteria as set out in the EFA Funding regulations for post-16 provision. This can be found at: [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)
   - Those in one of the nationally identified groups to receive a £1,200 Bursary (please see section 3a above) OR: Income that can be evidenced as below £25,000 annually.

4.2. Who is not eligible for a 16-19 Bursary?
   - Students in prison or a young offender institution or who have been released on a temporary licence (ROTL) for example on day release
   - Students on Higher Education (HE) courses (this does not include learners that are in a school studying a part-time HE course as a part of their overall programme)
   - Waged apprentices

5. How often will I be paid and are there conditions attached?
   5.1. You will be paid half-termly in arrears
   5.2. You will not receive these payments if you do not meet the conditions set out on the application form (on page 3, section 6)

6. Will I need a Bank or Building Society Account?
   6.1. Yes, you will need to set up a Bank or Building Society Account to receive payments.
   6.2. More information on basic bank accounts can be found at British Bankers’ Association [https://www.bba.org.uk/customers/personal-banking/accessible-banking/](https://www.bba.org.uk/customers/personal-banking/accessible-banking/)

7. How do I apply for a 16-19 Bursary and what happens next?
   7.1. Although you can apply for a Bursary at any time within the school year the majority of our Bursary funds will be allocated in the Autumn Term. Therefore, any in-year or urgent applications will be subject to the remaining funding that is available at the time of your application.
   7.2. To allow us to make timely decisions about initial Bursary allocations we require all applications to have been received by **18th October 2019**. Any applications received after this date will be treated as in-year applications.
   7.3. Applications will be assessed by a panel of staff; this will consist of a member of the extended senior leadership as nominated by the Headteacher, the Head of Sixth Form, and the Bursary Administrator.
   7.4. Please note that if your application is returned incomplete this may result in it being treated as an in-year application.

   All applications should be given to: Mrs Adamthwaite or Mrs Wichett, Finance Office, in a sealed envelope.

8. If my application is unsuccessful can I appeal?
   8.1. If your application is unsuccessful we will explain the reasons why to you.
   8.2. If you are still unhappy with how your application has been handled and/or assessed you can then ask for your complaint to be referred to the SLT responsible for the Sixth Form.
   8.3. Please note that the designated SLT member will only look at complaints that have been referred by a member of staff.

9. Who do I contact if I have any queries?
   9.1. Please contact: Mr Luck, Head of Sixth Form or Mrs Wichett in the Finance Office