



16-19 Bursary Fund Information

What is it?

The 16-19 Bursary Fund is a government scheme intended to support students in post 16 education or training who face financial hardship. Individual schools and colleges are given a sum of money each year to devolve to students who may fall into this category. Schools set their own qualification criteria, within broad guidelines set by the government and students must make an application each year to access these funds. Please note, bursaries cannot be paid retrospectively

Any funds awarded to students must be used to assist with costs directly associated with attending and succeeding at school. Every year the sum given to the school will change according to the level of need in the school. The amount of financial support a student receives may vary from year to year depending on the number of qualifying applications that are received

Am I eligible?

To be eligible you must be at least 16 years old and under 19 years old at the start of the school year (31st August). You must also be taking part in full-time or part-time further education, or training.

To qualify for a bursary, you must fall into one of the categories below:

1. Vulnerable Student Bursary (Category 1): you could receive up to £1200 per year if you:

- Are in local authority care, or have recently left local authority care; or
- Receive Income Support or Universal Credit in your own name; or
- Are disabled and receive both Employment Support Allowance (ESA) and Disability Living Allowance or Personal Independence Payments in your own name.

The application form will ask you to provide evidence to support your application as a “vulnerable student”

2. Discretionary Bursary: schools may use their discretion to make awards to young people who are not “vulnerable” but are experiencing financial hardship or sudden, unexpected financial hardship. The school will award a bursary to students who fall into this category and need help with the **costs of education such as equipment, travel costs, stationery or textbooks**. Your application will ask for details of what you propose to spend the bursary on and we will ask for receipts.

- If you are (or were, in your previous school) eligible to receive free school meals you could receive up to **£800** per year. If you have come from another school, we will ask you to provide details of that school so that we can seek confirmation. **(Category 2)**
- If your gross, annual, taxable, household income is less than £25,000, you could receive up to **£450** per year. Your application form will detail the documents that you can provide as evidence of your household income **(Category 3)**
- If you are affected by any sudden, exceptional change(s) in financial circumstances you may also be awarded a discretionary bursary. Awards will be assessed based on each student's needs **(Category 4)**



How much will I receive?

The amount you will receive will be determined by your individual circumstances and the requirements of the course you are studying. It will also be dependent on the number of students who are awarded a Bursary. All payments made under the scheme will be subject to meeting the attendance and behaviour requirements as follows:

- Overall attendance figure no less than 96%
- A good standard of behaviour, attitude to learning and completion of homework

If your application is successful, a Bursary Award letter stating the category of your award, as defined previously, will be issued and must be signed before any payments are made. Applications for the 16-19 Bursary should be submitted as soon as possible after the beginning of term. A deadline at the end of September will be set and a panel will meet to decide if your application is success. Any later applications can only be considered depending on the availability of funds at the time of your application.

How will the bursary be paid?

The bursary awarded to you will be paid on an as needs basis by BACS into your own bank account. If you do not have an appropriate account, they can be paid into another account of your nomination.

When will I apply?

You will be given information about the application process during the first week of term from your tutor. You will also see information on Instagram, the school website and in the House.

Application forms can be collected from the Sixth Form Office

How do I know if my application has been successful?

If your application is successful, you will be notified in writing (a Bursary Award Letter) showing how much has been awarded to you and for what purpose.

What happens if my application is unsuccessful?

Any student or parent who is unhappy with the handling of an application for bursary funding, or wish to make an appeal, should contact the Director of Sixth Form, Mrs V Rix. It is important to note that that appeals for bursaries on the grounds of income levels alone are unlikely to result in a revised decision.

Confidentiality

The school will ensure that applications are handled confidentially. For audit purposes, however, copies of all documentation for learner support will be kept for a period of six years and will be held securely and in compliance with the Data Protection Act. The information will be made available for audit purposes



Equal Opportunities

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation

Review

This information will be reviewed on an annual basis, taking into account the views of the Trust, young people and their parents and statutory guidance from the Department for Education (DfE) and the Education Funding Agency (ESFA)

If you would like more information or to apply for the bursary, please see Mrs Rix, Mrs Farrington, Mrs Dearneley, or anyone in the Sixth Form office

You can also email: 16-19bursary@hbk.acesmat.uk

Further details can be found on the government website:

www.gov.uk/guidance/16-to-19-education-financialsupport-for-students