

# Hinchingsbrooke Sixth Form

## 16-19 Bursary Fund- Guidance for Applicants

### What is the 16-19 Bursary?

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.

### Do I qualify for a Bursary?

You are eligible to receive a bursary if you are aged over 16 and under 19 on the 31<sup>st</sup> August in the academic year in which you start your programme of studies. To qualify for a bursary you must fall into one of the two categories below:

#### **1) Bursaries for students who are classed as 'vulnerable'.**

These are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right **as well as** Employment and Support Allowance (ESA) or UC in their own right

If you fall under this category, you may receive funding **of up to £1200**.

The application form will ask you to provide evidence to support your application as a 'vulnerable student'.

#### **2) Bursaries for students who are not 'vulnerable' but experience financial hardship or sudden, unexpected financial hardship. These are known as 'discretionary' bursaries**

The school may award a bursary for a student who is experiencing financial hardship and needs help with the **costs of education** such as equipment, travel costs and essential trips, stationary or textbooks. Your application will ask for details of what you propose to spend your bursary on and we may ask for receipts at any time.

To qualify for a Discretionary Bursary, your gross annual taxable income must be £22000 or less. Awards will be assessed based on each student's needs, the number of eligible students and the amount of Bursary Fund awarded to the school at the start of each year.

For each of these categories, the school will base all decisions on each student's individual circumstances and their actual financial need. These will vary from student to student. We will carry out an assessment for each student to establish their household income, whether there is indeed a financial need and what kind of costs the student has.

### How is the Bursary paid?

The bursary is paid in 5 installments across the school year. It is paid into the student's bank account and will be paid subject to the following conditions-

- Your attendance is above 96% for the qualifying period (ie the half-term before the payment is made)
- Your attitude to learning is excellent during the qualifying period and you have completed your homework.

Every half-term we will check with your tutor and subject teachers to make sure that there have been no concerns which may jeopardise payment of the bursary. Please also be aware that we may require you to provide receipts for anything you have bought with your bursary.

### **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 completed online and returned to [sixthformbursary@hinchbk.cambs.sch.uk](mailto:sixthformbursary@hinchbk.cambs.sch.uk). Alternatively, come up to Student Services and pick up a form. Please do this by the end of September. Applications received after this time will still be considered, but funds at this point may be limited.

### **Appeals**

Any student or parent who is unhappy with the handling of 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 appeals for Levels 1 & 2 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, computerised 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 Ms Dearnaley in H66, or Mrs Rix. Applications can be downloaded from the Sixth Form Website, or collected from Student Services. Please hand in ASAP to Student Services.