



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, that bursaries cannot be paid retrospectively.

Any funds awarded to students must be used to assist with **essential** costs directly associated with attending and succeeding at school. Remember that the bursary is intended for costs **essential to your** studies (this includes travel, essential equipment, stationery, required course trips, and university open days). 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.

Where possible, items will be either **purchased for you** and **distributed** as you require them, or **purchased on your behalf** and **loaned to you** for as long as you are registered with us. In all cases, we will ask for non-expendable items, such as equipment and electronics, to be returned to us in good working order when you leave Sixth Form.

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. You must have been a UK Resident for the previous 3 years.

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

1. Vulnerable Student Bursary (Category 1):

- You are in local authority care or have recently left local authority care.
or
- You receive Income Support or Universal Credit in your name.
or
- You are disabled and receive **both** Employment Support Allowance (ESA) and Disability Living Allowance or Personal Independence Payments in your 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” (Cat 1) but who are living with household financial hardship or a sudden, unexpected change of circumstances resulting in financial hardship.



The school can award a bursary to students who fall into this category and need help with the essential **costs of education such as equipment, travel costs, stationery, or textbooks***. Your application will ask for details of what you anticipate your needs across the scholastic year will be, with estimated costs, and where possible we will purchase these for you. You will be asked to provide receipts for all travel costs or anything else that we have authorised you to purchase yourself.

- **Category 2:** You are, were or ever have been in the previous 7 years, eligible to receive free school meals.
If you have come from another school, we will ask you to provide details of that school so that we can seek confirmation.
- **Category 3:** Your gross, annual, taxable, household income is less than £27,000.
Your application form will detail the documents that you can provide as evidence of your household income.
- **Category 4:** 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.

* The non-consumable items such as textbooks or equipment, that may be of use to future students will be purchased for you in kind and loaned out for the entire period in which you are enrolled at Hinchingbrooke Sixth Form. Unless otherwise agreed upon, the equipment must be returned **on or before** the first day of your final exams in year 13. The cost of the item will be withdrawn from the allotted bursary award. You are the only person permitted to use the equipment while on hire and only permitted to use the equipment according to the laws and regulations and carefully and properly. By signing the Agreement, you acknowledge having inspected the equipment and confirm its good condition and shall return it in the same working condition. The equipment remains the sole property of Hinchingbrooke Sixth Form.

How much will I receive?

The amount you will receive will be determined by your 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 below and will be reviewed on a case by case basis:

- 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 the term. A deadline at the end of September will be set and a panel will meet to decide if your application is a 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?

Where possible, the items you have identified as essential to your education will be purchased for you and distributed when they arrive. Things are considered *consumables* if they cannot be used repeatedly year on year e.g. pens, pencils, paper, highlighters, binders, etc. Items that, if taken care of, could be used again year on year e.g. textbooks, and laptops are considered *non-consumables*

Hinchingbrooke School

Hard Work High Standards Kindness



and if deemed appropriate will be purchased from the bursary funds and loaned to you during your studies with us at Hinchingbrooke School. Other consumable items, such as travel costs, under most circumstances, will be paid on an as-needed basis by BACS into your 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 Autumn term from your tutor. If you are moving into year 13 we will check your financial circumstances have not changed from your year 12 application. You will also see information on Facebook, 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 wishes to appeal, should contact the Head of Sixth Form, Mrs V Rix, who will discuss your appeal with the Principal. It is important to note 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 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, considering 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, Miss Dearnaley, or anyone in the Sixth Form Team. You can also email: sixthform@hbk.acesmat.uk
Further details can be found on the government website: www.gov.uk/guidance/16-to-19-education-financialsupport-for-students