



## Rednock School

### 16–19 Bursary Fund Policy 2020-21

#### What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body – Education and Skills Funding Agency (ESFA) for 16–18 year olds – to provide financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1200 per year
- Discretionary bursaries to meet individual needs, for example, help with the cost of transport, books and equipment.

#### Who is eligible for discretionary 16-19 Bursary Funding?

Students following government (ESFA) funded full time or part-time courses that are subject to inspection by a public body that assures quality (eg Ofsted), who are 16 years and over and satisfy the following criteria:-

- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education.
- Students aged 16 and over but under 19 at 31 August 2020.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16-18 or have an EHCP.
- Students must meet the residency criteria outlined by ESFA

#### Who is eligible for vulnerable group 16-19 Bursary Funding?

- Students in care
- Care leavers
- Students in receipt of Income Support or Universal Credit in their own right 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.
- Students in receipt of Employment & Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

#### Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on the 31<sup>st</sup> August 2020;
- Students who do not meet the residency qualifications.
- Asylum seekers generally (but there are some exceptions)
- Students on apprenticeship programmes, or any waged training, are employed, rather than in education. They are not eligible for help from the 16 to 19 Bursary Fund.
- Students on traineeships programme are non-waged. They are eligible to apply for help from the 16 to 19 Bursary Fund as long as all the other eligibility criteria are met.

## **How does the School assess applications and allocate 16-19 Bursary Funding?**

The 16-19 Bursary Fund is a limited fund and the School will prioritise allocation. Students need to apply by the **25th September 2020** with supporting documentation. The Remissions Panel will consider new applications throughout the year. You must notify the school of any change in circumstances that might affect the continuation of the grant.

The amount of the bursary will be assessed according to individual students' needs.

In the event of an emergency, you should talk to Mr Cheeseman as grants may be awarded in extreme cases outside of the published Panel meetings.

### **Evidence of Eligibility**

- Universal Credit (formerly Income Support). A copy of their Universal Credit monthly award notice or Income Support award notice.
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit

Students who fall into one of the following categories:

- Have a gross annual household income of below £16,190 and are eligible for Free School Meals. Please note that if a student is in receipt of Free School Meals, the amount of the grant may be reduced.
- Parents in receipt of Universal Credit.
- In receipt of personal independence payments.
- Any exceptional circumstances, e.g., where a student is providing care to a sick or disabled relative.

Students will be eligible for funding (amount dependant on the number of eligible applications) to contribute towards the cost of transport, essential course equipment, trips, uniforms, materials, etc.)

Payments will be made in the last week of term. There will be six payments in the academic year. These will be dependent on meeting the agreed attendance, achievement and conduct criteria. The first payment will be made by the first day of October half term – 26th October 2020.

The School reserves the right to also make one off payments to meet particular needs.

**If you think you may be eligible for a bursary then it is wise to ensure that you have opened your own bank account as payments are made directly to students.**

**All 16-18 learners who attend the 6<sup>th</sup> Form who are, or whose parents are, in receipt of eligible benefits, can apply for Free School Meals. Applications should be made to Gloucestershire County Council and can be done online via the Gloucestershire County Council website – Education & Learning – Transport and Free School Meals.**

**For advice please speak to Mr B Cheeseman – Assistant Headteacher, to your tutor or go to [www.directgov.uk/16-19bursary](http://www.directgov.uk/16-19bursary)**

**Apply by the 26<sup>th</sup> September 2020 to ensure that, if you are eligible, you are able to claim the maximum amount that could be available to you.**

Date of Policy: September 2020

Date of Review: September 2021

Person Responsible: Mr B Cheeseman, Assistant Headteacher



## 16-19 Bursary Fund Application Form 2020-21

Prior to completing this form, please read the guidance on the 16-19 Bursary Fund Policy  
Proof of entitlement will be required to allow the processing of this form

### Learner Details

Surname / Family Name:	
First Names:	
Date of Birth:	
Address:	
Post Code:	
E-Mail Address:	
Home Telephone Number:	
Mobile Number:	

### Bank or Building Society Details

To receive payments you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder:	
Name of Bank:	
Branch:	
Sort Code:	
Account Number:	
Roll Number: (Building Society Accounts Only)	

I confirm that the details are true and accurate.

Signature:		Date:	
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### Parent / Carer Details

Surname / Family Name:	
First Names:	
Date of Birth:	
Address:	
Post Code:	
National Insurance Number:	
Home Telephone Number:	
Mobile Number:	
Total Household Income:	£

You must provide clear evidence of your household income level. Examples may include photocopies of P60, Income Support/Universal Credit Information, Inland Revenue Form which begins TC60, letter of student entitlement to FSM, 3 months' worth of copy payslips etc.

How many dependent children (young people aged 18 or below) are in your household, including yourself?	
Distance to be travelled daily between your home address and school	
Method of travel to/from school	Car
	Bus
	Walk
	Other (details)
Are you in receipt of free school meals?	Yes / No
Do you own your own laptop or computer?	Yes / No
Please list courses you are studying	



**16-19 Bursary Fund  
Application Form  
2020-21**

Level Required - Please tick which level of payment you are applying for:

<b>Level One – Identified vulnerable students eligible for £1200.00 bursary</b>	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support or Universal Credit in my own right and am financially supporting myself and anyone who is dependent upon and living with me	
I am in receipt of Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right	
<b>Level Two – Identified students eligible for a discretionary bursary</b>	
My total household income is less than £16190.00	

Please tick the supporting documentation provided:

Receipt of benefits / Universal Credit (tax year 2019-20)	
P60 (tax year 2019-20)	
Tax Credit Award (tax year 2019-20)	
Evidence of self-employment income (tax year 2019-20)	
Universal Credit Monthly Award Notices for June, July and August 2020	

I confirm that the details on this application are true and accurate.

Signature:		Date:	
	Parent / Carer		



## 16-19 Bursary Fund 2020-21

### Conditions

The main aim of the 16-19 Bursary Fund is to financially support students in their further education studies. We, as 6<sup>th</sup> Form staff, have a duty to ensure that students are complying with the following criteria:

1. Students are attending both registration and lessons;
2. Students are applying themselves to their studies particularly in regard to effort;
3. Students are meeting the deadlines set by individual subject staff;
4. Students are conducting themselves in accordance with the expectations of the 6th Form.

#### **You should:**

- Attend registration, am and pm, including briefing and assembly;
- Attend all your timetabled lessons and ensure that you are meeting targets and deadlines set by subject staff;
- If you have 'study' periods, study privately in school;
- Not have a driving lesson during the school day;
- Attend Curriculum Enrichment lessons, unless you have a subject clash;
- Wear your lanyard at all times and when leaving or returning to the school site, swipe your lanyard in Main Reception;
- If you are ill or have an appointment, we must receive a phone call to advise us of your absence. Please call the absence hotline on 01453 540755 before 7.30am;
- On your return to school please bring in a note for our file. Give it directly to your tutor;
- Pre-arranged absence e.g. appointments, driving test, university visits, interviews, should be cleared with Mr Cheeseman beforehand via a 'blue' absence form;
- If you are absent from school due to a planned holiday you should expect your payment to be stopped unless this has been cleared with Mr Cheeseman well in advance.

#### **Your attendance affects your termly payments:**

Failing to do any of the above could result in a non-payment of your Bursary. Signing your Entitlement Agreement and retaining your portion signed by a senior member of the 6<sup>th</sup> Form Team means that you have accepted all of the above.

#### **COVID -19**

Absence due to having covid symptoms and a test result being positive will not affect your bursary

**Please see Mr Cheeseman if you are unsure or need clarification of any of the above.**

The responsibility is yours - please keep this in a safe place to refer to should you so need.