

# **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) to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

To be eligible for the bursary students must:

- be aged 16 or over but under 19 at 31 August 2020 or
- be aged 19 or over at 31 August 2020 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2020 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- meet the residency criteria in ESFA 2020 to 2021 academic year funding regulations for post-16 provision

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit 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
- in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit 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 31 August 2020
- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above

## **Residency qualifications**

To qualify, you will need to meet all of the residence requirements. Generally, on the first day of the academic year in which your course starts, you must:

- be a UK national or have 'settled status' in the UK. 'Settled' means having either indefinite leave to enter or remain, or having the right of abode in the UK.
- be 'ordinarily resident' in England
- have been 'ordinarily resident' in the UK, the Channel Islands or the Isle of Man for the three years immediately before starting the course - and not wholly or mainly for the purpose of receiving full-time education
- be studying under reciprocal exchange agreements
- be a child of a Turkish worker where the Turkish worker has been lawfully employed and resident in the UK at any time in the past and where the student has been resident in the EEA and Turkey for the full 3 year period prior to the commencement of their programme

Students who are settled in the UK may also be eligible if they have exercised a right of residence in the European Economic Area (EEA) or Iceland, Liechtenstein, Switzerland and Norway.

'Settled status' means that there are no immigration restrictions on how long you can stay in the UK.

You're 'ordinarily resident' in England if it's where you normally live, even if you live abroad on a temporary basis. If you move from England with your family overseas due to an armed forces posting, you're also considered 'ordinarily resident' in England.

## **Proof of income**

Evidence will be required to support this application and documentation could include proof of the following:

- Universal Credit (the three most recent monthly award statements)
- Working Tax Credit
- Income Support
- Job Seekers' Allowance
- Employment and Support Allowance
- P60 or Self-employment income evidence for everyone in the household.

All information provided is confidential and will not be shared outside of the Bursary Committee.

## **How will Aylesbury High School assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it in to Mrs Dalby by 9am on 25<sup>th</sup> September 2020. Applications made after this date will be considered on a case by case basis. A Bursary Fund Committee will meet to consider applications at all levels.

**Please be aware that students deemed eligible for bursary funding may have their requests refused if a financial need cannot be identified.**

Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- There must be no unauthorised absences during the school day
- They must maintain acceptable levels of behaviour, effort and punctuality.

## **The Bursary Fund Committee**

The Bursary Fund Committee will normally meet three times per year (September, January and May to consider and review applications). Emergency meetings may need to be called.

The Bursary Fund Committee will be made up of the Headmaster (Chair), the Support Staff Director, a Governor and the Head of Sixth Form.

Other members of the Sixth Form staff team may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance.

Students and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

## **Financial support for Sixth Form Students in 2020/21**

The following information applies to students aged 16 to 18 on 31<sup>st</sup> August 2020 taking a full-time further education course in 2020/21. We will be operating three levels of bursary funding: High, Medium and Low priority groups.

### **High priority group**

You can receive this level of funding if you are in one of the following categories:

- in care, or recently left care
- in receipt of Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner
- in receipt of Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right

How much bursary a student will receive will depend on each student's individual circumstances and their actual financial need. These will vary from student to student. A financial assessment for each student will be made to establish their household income, whether there is an actual financial need and what kinds of costs the student has. Support may be provided to students in-kind – by buying a bus pass or books, providing a credit or voucher for a meal, for example.

**Please be aware that students deemed eligible for bursary funding may have their requests refused if a financial need cannot be identified.**

Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this bursary, complete the main application form and Appendix 1.

### **Medium priority group**

You could receive this level of funding if:

- You have a gross annual household income of below £20,000; **OR**
- You are in receipt of Free School Meals; **OR**
- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for up to £800 per annum support, please complete the main application form and Appendix 2 as you may be eligible for a contribution towards the following specific educational purposes (receipts are required):

- The cost of transport, essential course equipment, meals in school, course-related trips, UCAS fee, travel to open days, course related sporting activities or other school resources.
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/20.

How much bursary a student will receive will depend on each student's individual circumstances and their actual financial need. These will vary from student to student. A financial assessment for each student will be made to establish their household income, whether there is an actual financial need and what kinds of costs the student has. Support may be provided to students in-kind – by buying a bus pass or books, providing a credit or voucher for a meal, for example.

**Please be aware that students deemed eligible for bursary funding may have their requests refused if a financial need cannot be identified.**

Payments will be subject to review by the Bursary Fund Committee.

### **Low priority group**

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000; **OR**
- You have an identifiable financial need and do not fall into high and medium priority groups

If you think you are eligible for up to £200 per annum support, please complete the main application form and Appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities or other school resources.

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded. Payments may not be made until after 31 December 2020.

Payments will be made on an 'as needed' basis after consideration by the Bursary Fund Committee.

**Please note: this information is subject to final government decision and the details may change**

## **16-19 Bursary Fund Application**

(Both learner and parent/carer forms are required plus the appropriate Appendix form)

Prior to completing this form please read through the Bursary Fund Policy carefully. Proof of entitlement must be included when the form is returned.

### **Learner Details**

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
E-mail address	
Home Phone	
Mobile Phone	

### **Learner 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	

**I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.**

Learner Signature		Date	
-------------------	--	------	--

**To be considered in the first committee meeting, the application form and appropriate appendix needs to be handed to Mrs Dalby by 9am on Friday 25th September 2020. Applications made after this date will be considered on a case by case basis.**

## **16-19 Bursary Fund Application**

(Both learner and parent/carer forms are required  
plus the appropriate Appendix form)

Prior to completing this form please read through the Bursary Fund Policy carefully. Proof of entitlement must be included when the form is returned.

### Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

<b>High</b> (Appendix 1 Form)		<b>Medium</b> (Appendix 2 Form)		<b>Low</b> (Appendix 3 Form)	
----------------------------------	--	------------------------------------	--	---------------------------------	--

(please tick one category and fill in the relevant form)

**I confirm that the details on this application and the evidence provided are true and accurate. I understand that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered - this might also result in a referral to the police with the possibility of prosecution.**

Parent/carer Signature		Date	
---------------------------	--	------	--

**The application form and appropriate appendix needs to be handed to Mrs Dalby by 9am on Friday 25th September 2020. Applications made after this date will be considered on a case by case basis.**

## **Appendix 1 - Application for High priority funding**

This form should be completed in addition to the main application form and should be submitted with appropriate evidence.

**Full name:**

**Date of birth:**

I wish to apply for High Priority funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of Income Support, or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me such as a child or partner
- 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

I wish to apply for support towards:

<b>Specific need (i.e. transport)</b>	<b>Amount applied for</b>	<b>Total</b>

### **Supporting Evidence**

I attach to this form the following evidence to support my application (please specify below):

**I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate. I understand that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered - this might also result in a referral to the police with the possibility of prosecution.**

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**To be considered in the first committee meeting, the application form and appropriate appendix needs to be handed to Mrs Dalby by 9am on Friday 25th September 2020. Applications made after this date will be considered on a case by case basis.**

**Appendix 2 - Application for Medium priority funding – maximum available £800 per annum**

This should be completed in addition to the main application form and should be submitted with appropriate evidence.

**Full name:**

**Date of birth:**

I wish to apply for Medium priority funding under the following criteria (please delete as appropriate):

- I am in receipt of Free School Meals
- My gross household income is below £20,000
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

<b>Specific need (i.e. transport)</b>	<b>Amount applied for</b>	<b>Total</b>

**Supporting Evidence**

I attach to this form the following evidence to support my application (please specify below):

**I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate. I understand that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered - this might also result in a referral to the police with the possibility of prosecution.**

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**To be considered in the first committee meeting, the application form and appropriate appendix needs to be handed to Mrs Dalby by 9am on Friday 25th September 2020. Applications made after this date will be considered on a case by case basis.**



### **Appendix 3 - Application for Low priority funding – maximum available £200 per annum**

This should be completed in addition to the main application form and should be submitted with appropriate evidence

**Full name:**

**Date of birth:**

I wish to apply for Low priority funding under the following criteria (please delete as appropriate):

- My gross household income is between £20,000 and £25,000
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

<b>Specific need (i.e. transport)</b>	<b>Amount applied for</b>	<b>Total</b>

#### **Supporting Evidence**

I attach to this form the following evidence to support my application (please specify below):

**I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate. I understand that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered - this might also result in a referral to the police with the possibility of prosecution.**

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**To be considered in the first committee meeting, the application form and appropriate appendix needs to be handed to Mrs Dalby by 9am on Friday 25th September 2020. Applications made after this date will be considered on a case by case basis.**