



16-19 Bursary Fund 2022-23 Information

What is the 16-19 Bursary Fund

The Education Maintenance Allowance (EMA) was closed at the end of the 2011-12 academic year. The EMA has been replaced by a limited 16-19 Bursary Fund and the School has been allocated a proportion of this for the purpose of supporting financially disadvantaged young people taking up or continuing in post-16 education or training.

What is it for?

The 16-19 Bursary is a limited fund made available for supporting eligible young people with the costs of transport, food, books, educational visits or other course materials or equipment essential to successfully completing their programme of study.

Who is it for?

The 16-19 Bursary is targeted towards those young people considered most in need of financial support. The Government has identified a priority group of young people and have asked that Schools give priority to this group first and offer them a Vulnerable Bursary.

After this group has been considered, the School expect to have an amount of funding available to other young people in need of financial support. The School has set eligibility criteria to ensure the remaining funds go to those who are seen to need it most. Any young person who meets these eligibility criteria can apply for a Discretionary Bursary to help with costs of studying.

What are the eligibility criteria?

You can apply for a Bursary if you are aged 16, 17 or 18 at 31st August 2022, meet the national residency requirements and at least one of the criteria listed below.

You can apply for a **Vulnerable Bursary** if you are:

- in care, including an unaccompanied asylum-seeking child;
- a young care leaver;
- getting Income Support or the equivalent Universal Credit (UC) in your own right;
- getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in your own right.

You do not have to live independently of your parents; you can claim ESA or UC in your own right, although your parents will not be able to claim Child Benefit for you if your claim is successful.

You can apply for a **Discretionary Bursary** if either:

- your gross annual household income, as assessed by HM Revenue and Customs does not exceed **£25,000** and/or;
- you or a brother/sister qualifies for Free School Meals (FSM).

Can you still apply if we don't meet the eligibility criteria?

Yes, providing you meet the age and residency eligibility criteria. The School is keeping back some of the available 16-19 Bursary Fund for exceptional circumstances for one-off payments or additional support.

How and when to apply?

To apply, you must complete the **16-19 Bursary Fund Application Form** (available on the school website the school office) and submit it to the School Business Manager with the correct supporting evidence by **30 November 2022**.

For students whose circumstances change during the year later applications will be considered.

You can apply for a Bursary at any point in the year but those applying before the date above will be given priority. Bursaries can only be awarded after this date if sufficient funds are available. The Bursary scheme will close when the funds allocated have been used.

How much is the Bursary?

The **Vulnerable Bursary** is up to £1,200. The **Discretionary Bursary** is allocated depending on funding levels and number of children eligible for support.

Will the Bursary affect any benefits I may be receiving?

No, it will not affect any benefits or financial support you are receiving from elsewhere.

Further information

The 16-19 Bursary Fund Policy available on the school website provides further information, including details on eligibility criteria and supporting evidence needed, and you can talk in confidence to the School Business Manager if you have specific questions or need help or assistance in making an application.

Further national information regarding the 16-19 Bursary Fund can be found on the Education Funding Agency website.



16-19 BURSARY FUND APPLICATION FORM 2022/23

This completed application form and the relevant evidence must be handed in by 30th November 2022.

Applications made after this date will be considered provided sufficient funds are available.

Surname:	Forename:	
Address:		
	Post Code:	
Date of Birth: (DD/MM/YY)	Age:	

Have you the right of abode and been resident in the UK for the last 3 years? (Please tick the appropriate box)	Yes		No	
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Bursary criteria

You must be aged 16, 17, or 18 on 31 August 2022 and meet the Education Funding Agency's residency criteria. The bursary is to be paid to enable you to attend school with us and will only be paid if your attendance and behaviour meet the required standards

Vulnerable Bursary additional criteria

To qualify you must fall into one of the categories below and produce the requisite evidence

Are you in care, or an unaccompanied asylum-seeking child?	Yes		No	
Are you a young care leaver?	Yes		No	
Are you receiving Income Support or the equivalent Universal Credit (UC) in your own right?	Yes		No	
Are you receiving both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in your own right?	Yes		No	

Discretionary Bursary additional criteria

Your household income is one criteria which will help us to assess your application. If your household income exceeds £25,000 per annum, you will not be eligible for a bursary payment.

Please provide your **total household income** and tick the box (es) of all the relevant documentation that you are providing to support this. If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments

P60		Income Support / Last 3 months Universal Credit award Notice		Full TCAN (Tax Credit Award Notice)	
Self-employed earnings (official tax return)		Other benefits/pension award letter		Wage slips (3 most recent wage slips)	
Number of dependent children in your household		Are you currently in receipt of free school meals?	Yes		No

The amount of financial assistance you may receive is dependent upon your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Please indicate below the types of expenses for which you need financial assistance for. The information you provide is strictly confidential and will only be used for the assessment purposes.

Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment fully aware that any false statements can lead to withdrawal or refusal of any financial support and may lead to me bring prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted
- I understand that monies I receive under the Bursary Fund will be paid on condition of standards of attendance and behaviour as explained in the school Policy.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify the school immediately
- I will notify the school immediately with any changes to my Bank/Building Society details
- I understand that monies I receive under the Bursary Fund have been awarded to provide me with financial support to allow me to continue in learning. And if I leave learning all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments and all payments are based on information I have provided.
- I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, travel, meals, additional costs i.e trips, miscellaneous course costs
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to the Headteacher, but if I feel I have not been treated fairly I can follow the School Complaints Procedure.

I confirm I have read the '16-19 Bursary Fund 2022-23 Information

Applicant Signature	Date
Name (block capitals)	

Completed on behalf of student	
Signature	Date:
Name (block capitals)	Relation: