

## **16-19 STUDENT BURSARY FUND**

The Government wants to close the gap in attainment between those from poorer and more affluent backgrounds, and to ensure that every young person participates in and benefits from a place in 16-19 education and training. It has therefore set aside financial support to help young people meet the essential costs of participating in Sixth Form education and training. This is called the 16-19 Bursary Fund.

To be eligible to receive a 16-19 Bursary in the 2016/17 academic year, the young person must be aged 16 or over and under 19 on 31 August 2016. The student must have the legal right to be resident in the United Kingdom at the start of their study programme.

There are two categories of eligibility for the Bursary Fund:

### **Category 1**

Payments to students in Category 1 of the Bursary Fund have been guaranteed by the Government and are based on fixed criteria as follows:

Students who are:

- Young People in care;
- Care leavers;
- In receipt of Income Support or Universal Credit **in their own right**;
- Disabled Learners in receipt of both Employment Support Allowance and either
- Disability Living Allowance or Personal Independence Payments.

will qualify for a fixed £1200 bursary fund payment, which will be paid in nine monthly instalments directly into the student's bank account. Evidence that a student meets these criteria must be supplied to the school and for those who are in or have recently left care, may take the form of a letter from the Local Authority (usually a Social Worker/Transitional Manager) to confirm a student's current or previous Looked After status. For those on Income Support, a copy of an award letter will be sufficient. The Bursary will be paid pro-rata if a student claims the Bursary after 30<sup>th</sup> September 2016.

### **Category 2:**

The eligibility criteria for payment of the Category 2 Discretionary Bursary is set by Tomlinscote Sixth Form as follows. Students from families with an annual household income of below £20,000 or which meet the criteria for free school meals will be eligible to apply for a Discretionary Bursary. We will assess the student's actual need for financial assistance before deciding whether to award a Discretionary Bursary and if so, how much is awarded.

Students whose parents/carers are on:

- Job Seekers Allowance (income based);
- Pension Credit (guaranteed element);
- Employment and Support Allowance (income based);
- Or if the family income is below £20,000;

must provide evidence to support the application in the form of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. No assessment can be made without supporting evidence.

If students are eligible, they will receive a payment in kind towards the essential costs related to their course (such as the provision of uniform or equipment, payment of the cost of school meals, resit fees or field trips which contribute assessment points directly to the course) or payment into their bank account for costs such as bus passes, transport to attend interviews or University open days.

### **Applying for a Bursary Payment**

Please apply for a Bursary payment by completing the enclosed application form and attaching it to appropriate supporting evidence. These should be submitted to the Sixth Form Office. If applying for a Discretionary Bursary, you will then be invited to discuss your application so that an assessment can be made. The amount and frequency of the Discretionary Bursary is not fixed but depends on the individual circumstances of each student.

Applications should be made by 31<sup>st</sup> October 2016 but the college understands that circumstances may change throughout the year and therefore applications submitted after this date will still be considered. Any assistance offered to late applicants will be dependent on the funds available.

### **Conditions**

Any Bursary Fund payments, both Category 1 and Category 2, will be subject to the satisfactory attendance, punctuality, behaviour and progress of the student. These issues will be assessed against set criteria. Students need to complete a weekly attendance check form, which is signed by teachers/tutors and submitted weekly.

- In order to receive an award, the student has to abide by their Learning Agreement;
- the College may withdraw payments if the student fails to attend, attendance falls below 80% or if commitment is poor;
- the College reserves the right to use the student award to pay off debts to the College;
- any continuing award will be paid to a nominated bank account either monthly or in a timescale as agreed.

### **Future funding:**

The Bursary Scheme is a fairly recent government initiative introduced after the EMA scheme finished. Therefore the College is unable to predict accurately the number of students that will require assistance. As a result, it may be necessary during the coming year to make changes to this policy and the administration of funds.

### **Unsuccessful applicants:**

If the application has been unsuccessful the student/parent(s) will be advised in writing. If an application for an award is refused, an appeal may be made, giving the reasons why they feel that they should qualify for the Bursary Fund. Appeals should be made to Mr R Major, Head of School.