

## 16 - 19 Bursary Fund 2021/22

### Guidance to Students and Parents



#### **Introduction:**

The 16 to 19 Bursary Fund is money provided by the government for schools to support disadvantaged students to overcome financial barriers to participation in education.

A bursary is money that you, or St Bart's (on your behalf), can use to pay for things like:

- trips, books and other equipment to support your course
- transport and lunch on days you attend Sixth Form
- Sixth Form uniform

#### **Eligibility:**

You must be aged 16 or over but under 19 at 31 August 2022 to be eligible for help from the bursary fund in the 2021 to 2022 academic year. 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 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

To be eligible for the 16 to 19 Bursary you must also adhere to our Sixth Form Core Expectations, which are on our website.

If a student is absent for a period of four continuous weeks or more (excluding holidays, or if there is evidence of an intention of the student to return), then payments will be stopped. For students who have made a decision to withdraw from a study programme the school may take back money from students if they have not spent it for the agreed qualifying reason.

#### **The impact of receiving a bursary on household benefits:**

16 to 19 Bursary Fund payments do not affect entitlement to DWP income-related benefits. However, if the student is getting DLA or Personal Independence Payments and ESA or UC, parents can no longer receive certain household/family benefits for that child, e.g. child benefit.

Bursaries are not a substitute for other sources of financial support such as childcare payments made under the Care to Learn scheme, or payments to meet residential costs under a Residential Support scheme.

## **Bursary Type:**

There are two types of 16 to 19 Bursary:

### **Vulnerable Bursary**

Bursary for students in vulnerable groups. Your course must last at least 30 weeks to acquire the full benefit. You could get up to £1,200 if at least one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

**Evidence:** We are required to see evidence of the status claimed before we are able to authorise a vulnerable bursary. This may be confirmation of looked after status from the Local Authority, a letter from the Department of Work and Pensions (DWP) stating which benefits you are entitled to and that you are able to participate in education or training. More detail can be found on the Vulnerable Bursary Application Form.

### **Discretionary Bursary**

Discretionary Bursaries are awarded based on individual circumstances and each application will be considered on its own merit. There are three bands in this type of bursary.

#### **Band 1- annual household income of £16,190 or less**

- Transport contributions if you live over two miles from the school and to a maximum of £15 per school week.
- Contributions to books or equipment to support your course (to be evidenced by your teacher/tutor)
- Contributions to lunch on days you attend Sixth Form
- Contributions to Sixth Form uniform (must adhere to Sixth Form dress code)
- Contributions towards educational visits during the year
- Contributions towards exam re-sits
- Reimbursement of the cost of visiting university open days or interviews

#### **Band 2 – annual household income between £16,190 - £20,817**

Students will receive the same allowances and contributions as Band 1 – but smaller contributions towards bus travel and educational visits. Transport contributions will be to a maximum of £12.50 per school week.

#### **Band 3 – annual household income between £20,817 and £25,521**

- Transport contributions if you live over two miles from the school and to a maximum of £10 per school week.
- Contributions towards educational visits during the year
- Reimbursement of the cost of visiting university open days or interviews

**Evidence:** We must also have evidence of a student's household income for a Discretionary Bursary. Some examples are: UC Award Notice, a P60, or 3-6 months of bank statements (as evidence of self-employment income). More detail can be found on the Discretionary Bursary Application Form.

## **Paying the Bursary:**

### **Vulnerable Bursary**

The Vulnerable Bursary will be paid each month into the student's personal bank account. Where a travel pass is required, the cost is likely to be deducted from the bursary payment.

### **Discretionary Bursary**

The Discretionary Bursary will be paid in the most appropriate way. If equipment or a travel pass is required, the school would usually make the purchase on behalf of the students. In other circumstances a receipt / invoice clearly identifying the item(s) purchased, would be used as evidence to support reimbursement to the student's bank account.

### **Next Steps:**

The school is responsible for managing both types of bursary and applications must be made on an annual basis.

If you think you may qualify for a Vulnerable Bursary or Discretionary Bursary, please contact either:

- Mr Cleary (Head of Sixth Form in person or [dcleary@stbarts.co.uk](mailto:dcleary@stbarts.co.uk))
- Your Year Leader in person or via email:
  - Mr Smith (Sixth Form Leader Curnock) – [csmith@stbarts.co.uk](mailto:csmith@stbarts.co.uk)
  - Mr Wilder (Sixth Form Leader Davis) – [jwilder@stbarts.co.uk](mailto:jwilder@stbarts.co.uk)
  - Miss Howes (Sixth Form Leader Evers) – [lhowes@stbarts.co.uk](mailto:lhowes@stbarts.co.uk)
  - Mrs Talbot (Sixth Form Leader Patterson) – [rtalbot@stbarts.co.uk](mailto:rtalbot@stbarts.co.uk)
- Mrs Garrety (Student Support and Administration) - [hgarrety@stbarts.co.uk](mailto:hgarrety@stbarts.co.uk)

**You are welcome to discuss the 16 to 19 Bursary with any of us and, should you wish to apply, we will give you an Application Form to complete.** You can also download the Application Form from our School Website or Sixth Form Hub.

### **Complaints or appeals:**

Any student who is unhappy about the way a request for bursary funding was handled should follow the School's complaints procedure. The policy can be found on the school website.