



Introduction

From September 2016, students in the sixth form, who are in need of some financial support, can apply to the School's 16 to 19 Bursary Fund. Students must be aged 16 or over and under 19 on 31st August 2016. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

1. The Application Process:

Application forms can be found on the school website, but a hard copy of the application form can also be obtained from the School Office. You will be required to complete the form relating to the relevant application category.

2. Deadline for Applications for the 2016-17 Academic Year

The deadline for receipt of applications is Friday 23rd September 2016. However, should your circumstances change during the academic year, please contact the School Finance Office.

3. Decision Making Process

The applications will be assessed and bursaries will be awarded on the greatest need. Applicants will be informed, in writing, of the decision.

4. Payment and Conditions of Bursary

Payments will be made in October, January and April. Payments will be made to the student's own bank account via bacs or cheque made payable to the student. At the end of each term a review will be made of attendance, punctuality and behaviour and adjustments may be made to your next allocation if attendance is less than 95%. You will be informed of this in writing.

5. Appeals/Complaints Procedure

You have the right to appeal and/or complain to the Headteacher if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Headteacher.

6. Eligibility

The student must satisfy the residency criteria as set out in the document "EFA Funding Guidance for the 2016-17 academic year".

This can be accessed via this link:

https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-for-2016-to-2017?utm_source=EFA%20e-bulletin&utm_medium=email&utm_campaign=e-bulletin&mxmroi=2305-14781-46439-0

Category 1

You can apply for a vulnerable bursary of up to £1,200 if you fall into one of the areas below:

- you are in care
- you are a care leaver
- you are receiving Income Support or Universal Credit in place of Income Support in your own name
- you are receiving Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in your own name

Parents/students will need to provide evidence of entitlement. This will be in the form of appropriate supporting documentation from the relevant Government Departments.

If your personal circumstances change during the year you **MUST** notify the Federation Business Manager immediately.

Category 2

Those students who do not meet the criteria for category 1 above may fit the criteria for category 2. This may entitle them to a small Discretionary Bursary. This amount will be dependent on the number of applications for assistance and the total bursary fund provided by the Government to the School. To apply for this funding, students will have to prove that they meet at least one of the following criteria and provide appropriate supporting documentation.

- That their parent(s) are on income support or other means tested benefits
- That they fulfill UK residency conditions
- That they are eligible for free school meals

If your personal circumstances change during the year you **MUST** notify the Federation Business Manager immediately.

Category 3

From time to time students might be faced with **identifiable** financial difficulties but they do not fit into category 1 or 2; these students may be eligible for some **limited** financial assistance. Examples for the use of this funding are:

- Transport costs
- Books and equipment
- Educational trips
- A free school meal

Applications in writing should be made to Miss M Jeffery, Federation Business Manager and will be treated in the strictest confidence.