

16-19 Bursary Fund Policy and Guidelines 2020-21

The decision to authorise payments will be made by the Bursary Panel. The Bursary Panel will meet on a termly basis to consider requests for financial assistance. Panel meetings will happen every term on the Monday immediately after the deadline. In order to be eligible for a bursary payment, students will need to complete the Bursary Application Form prior to this meeting. The Panel's deliberations and decision will be based upon the guidance provided by the DfE.

What a bursary is for

A bursary is money that you, or your education or training provider, can use to pay for things like:

- clothing, books and other equipment for your course; and / or
- transport and lunch on days you study or train.

Eligibility

You must:

- be at least 16 years of age and under 19 years of age on Monday 31st August 2020;
- study at a publicly funded school or college, or be on an unpaid training course; and
- meet the residency requirements - your school or college can check this.

Bursary for students in vulnerable groups

You could get up to £1,200 if at least one of the following applies:

- you are in, or recently left, Local Authority care;
- you get Income Support or Universal Credit because you are financially supporting yourself;
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit; or
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

You will usually get less than the full amount, or no bursary, if one of the following apply:

- your course is shorter than 30 weeks;
- you study part time; or
- you have few expenses.

You will be told what evidence you need, for example benefit letters.

Discretionary bursary

Your school or college will have their own criteria for discretionary bursaries. They will look at your individual circumstances - this usually includes your family income.

Please ask your Head of Year about their criteria and any evidence you will need.

You can apply to a discretionary bursary if you are over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer'); or
- have an [Education, Health and Care Plan \(EHCP\)](#).

How to Claim

Students must complete the Bursary Application Form, which also lists the documentation that students need to include. If the application is successful, this means the student is accepted onto the bursary scheme, but students will still need to make requests for the specific amounts they need via a claim form. Students can make a claim for each of the six school terms by the following deadline dates:

Term	Deadline for Application	Date payment will be made by
1	30 th September 2020	1 st October 2020
2	18 th November 2020	18 th December 2020
3	13 th January 2020	13 th February 2020
4	3 th March 2020	3 rd April 2020
5	5 th May 2020	6 th June 2020
6	16 th June 2020	16 th July 2020

However, students need to be aware that school bursary funds are limited and once funds are fully allocated, no further funds will be available, there is no guarantee of multiple payments. All claims where possible need to be accompanied by receipts. If an application is successful, the student will receive a letter confirming payments which confirm when the money will be deposited into their account.

Claim forms must be completed for each term and are available from the Secondary / Sixth Form School Office.