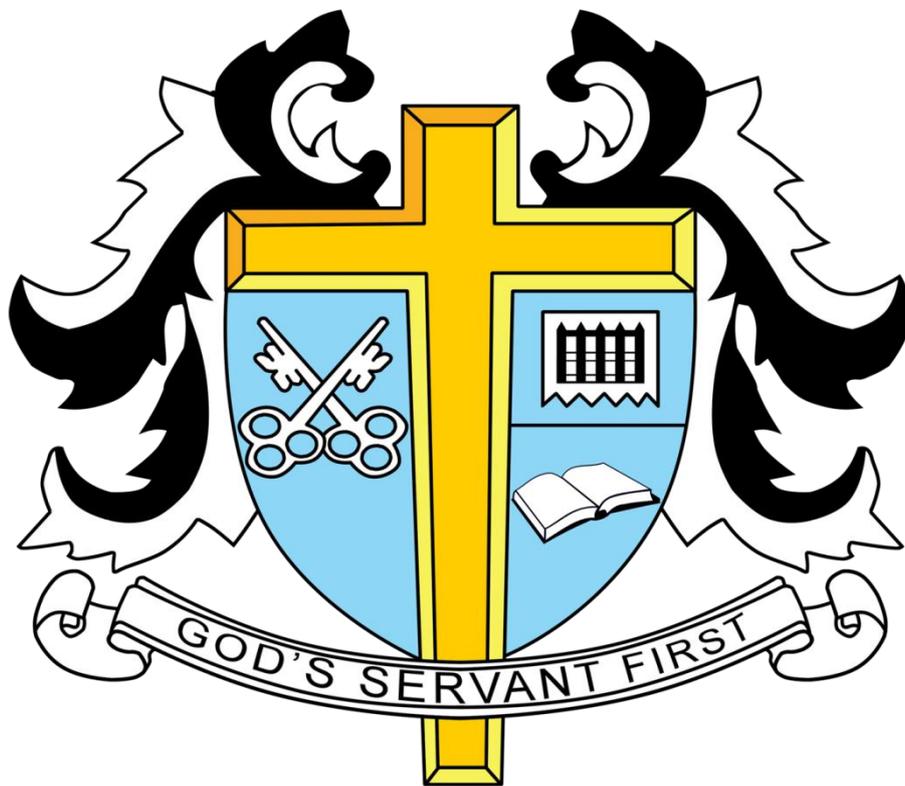


St Thomas More High School

Sixth Form



16-19 Bursary Fund 2018

1. What is the Bursary Fund?

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay on in full time education after Year 11.

The Scheme comprises two parts:

- (i) Young people in care, care leaver, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of £1,200 a year.
- (ii) Providers may then use their discretion to make awards to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards young people facing financial barriers to participation, such as the costs of transport, meals, books, and exam re-sit fees and equipment.

2. Eligibility

- A student must be aged 16 and under 19 on the 31st August in the academic year in which he/she starts a programme of study.
- A student must be on a full time programme of study.

3. The Bursary Fund

Students can apply for a bursary of £1,200.00 pa if they meet one of the following criteria:

- In care;
- Lives independently having left Local Authority care;
- Students receiving Income Support;
- Disabled young people, receiving both Employment Support Allowance and Disability Living Allowance.

Students can apply for a bursary of up to £800.00 pa if they receive free school meals.

To qualify for receiving free school meals you need to satisfy the eligibility criteria, shown below.

- (i) Receiving Income Support.
- (ii) Receiving Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £25,000.
- (iii) Receiving Income based Jobseekers Allowance.
- (iv) Receiving Income-related Employment and Support Allowance.
- (v) Receiving Guaranteed element of State Pension Credit.
- (vi) Receiving support under Part IV of the Immigration and Asylum Act 1999.
- (vii) Receiving Working Tax Credit during the four week period immediately after their employment finishes or after they start to work less than 16 hours per week.

4. Discretionary Bursary Awards

Any outstanding funds can be used for:

- Transport to and from school (up to £400.00 pa);
- Books/equipment/materials;
- Field trips and visits related to courses;
- Exam retakes/UCAS fees;
- Travel expenses for up to 3 Higher Educational visits.

Until the grant allocation has been used.

5. How to Apply

- The application is for the academic year. Students should apply each year.
- Students should complete the 16-19 Bursary Fund Application Form. This should be done at the start of each academic year.
- Students will need to provide appropriate evidence to support their application: For the Bursary this might include:
 - A letter referring to the benefit to which the young person is entitled;
 - Written confirmation from the LA of the young person's current or previous looked after status.

For the Discretionary Bursary Award this should include evidence of benefits/allowances/grants or household income.

- Once students have had the Discretionary Bursary Award approved they can complete the short application form at the start of each term to request further grants of money.
- Application Forms can be downloaded from the VLE.

6. Payment of the Full Bursary

- Payment will be paid to the student half termly.
- Payments will depend on 90% attendance in lessons and no more than 2 late marks a week, good behaviour and completion of work.

7. Payment of the Discretionary Bursary Fund

- Payments will be made on production of relevant receipts/invoices/official estimates.
- Award and payment will also depend on 85% attendance in lessons and no more than 2 late marks a week, good behaviour and completion of work.

8. Organisation and Appeals

- The Head of Sixth Form will be responsible for deciding who receives the awards based on the criteria outlined above.
- The Bursary Fund is given to the school every year by the YPLA (Young Peoples' Learning Agency). Once these monies have been allocated during the year the school will not be able to make any further grants until the new academic year.
- Appeals relating to the grant or bursary should be made in the first instance to the Deputy Head.
- Further and final appeals should be made to the Head teacher. There is no further right of appeal.