



CHOSEN HILL SCHOOL

16 TO 19 BURSARY FUND - 2018 / 2019 PROTOCOL

Introduction

From September 2011 the Government introduced a Bursary Fund to provide support for the Sixth Form Students from disadvantaged backgrounds. This Protocol is based on advice provided by the Education Funding Agency (EFA) and sets out how Chosen Hill School will distribute the funds.

Schools, colleges and training providers will be responsible for awarding bursaries to students.

What is the 16 – 19 Bursary Fund?

The Fund is made available from the Government through its funding body EFA for 16 - 19 year olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

There are two types of 16 – 19 bursary available:

- A vulnerable bursary of up to £1,200 a year for young people defined in the Vulnerable Priority Group.
- A discretionary bursary that can be awarded to meet individuals needs targeted on students who cannot stay in education without financial help for things like transport, meals, books and equipment. Discretionary bursary may be available for young people defined in the High, Medium or Low Priority Groups.

Eligibility

Who is eligible to apply for 16 - 19 Bursary Funding?

Students following Government funded full-time or part-time courses and satisfy one or more of the following criteria:

- Students must be over 16 years of age
- Students must be under 19 years of age on 31st August 2018
- Students who are in care, or leaving care, and in direct receipt of Income Support or the equivalent Universal Credit in their own right
- Students who are disabled and in receipt of both Employment Support Allowance, or the Universal Credit, and Disability Living Allowance or the new Personal Independence Payments in their own right
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Unaccompanied asylum seekers
- Refugees will have access to 16 to 19 Bursary Funding if they are in receipt of supportive evidence from Department for Work and Pensions
- Lone parents

Who is not eligible for 16 - 19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31st August 2018
- Students who do not meet the residency qualifications



Applications and Assessment

How does the school assess applications and allocate 16 to 19 Bursary Funding?

Chosen Hill School will make every effort to ensure that all those entitled to bursaries receive such support. All students entering Sixth Form will receive information regarding the Bursary. Sixth Formers will be entitled to apply if they fall into any of the groups. Parents / Carers will be asked to provide evidence of household income as set out on the Application Form.

The 16 to 19 Bursary Fund is a limited Fund and the school will prioritise allocation. There will be 4 priority groups, categorised as vulnerable, high, medium and low.

Applications cannot be made until a sixth form place has been confirmed and the student has commenced their studies as a Post 16 student.

All applications should be received by the Sixth Form Office by 2 October 2018 and students will be informed of the result of the application by the end of October 2018.

An application will not be assessed unless it contains full details including documentary evidence of household income.

Applications will be accepted throughout the Academic Year to allow for in-year applications where a student's circumstances change. However, given the limited nature of the funding it cannot be guaranteed that in-year applications will all be successful.

Vulnerable priority group

Students aged over 16 and under 19 on 31st August 2018, and who fall into one of the following categories:

- Are currently in care (as defined by Social Services)
- Are leaving or have recently left care
- Are in receipt of Income Support or the equivalent Universal Credit (UC) in their own name
- Are disabled and in receipt of both Employment Support Allowance (ESA) or the Universal Credit (UC) as a replacement for the ESA and Disability Living Allowance or the new Personal Independence Payment (PIP)

Eligible students will be guaranteed a £1,200 Bursary to support with costs such as transport, equipment etc.

Payments will be made based on individual circumstances either as lump sums, payment monthly or payment direct to suppliers.

High priority group

Students aged over 16 and under 19 on 31st August 2018, and:

- Have a gross annual household income of **below £16,190 and are eligible for Free School Meals**

Eligible students in this group, if they apply to the 16 to 19 Bursary Fund by the 2 October 2018, will be eligible for funding to contribute towards the cost of transport, essential course equipment, trips, uniforms, materials, etc. The amount of funding will be dependent on the number of eligible applications.

Payment will be dependent on meeting agreed attendance, achievement and behaviour criteria as laid out in the Learning Agreement.



Payments will be made based on individual circumstances either as lump sums, payment monthly or payment direct to suppliers.

Where it is considered appropriate payment will be made direct to the relevant company eg the transport company to purchase a bus ticket, and not to the student.

Medium priority group

Students aged over 16 and under 19 on 31st August 2018, and:

- Have a gross annual household income of **between £16,191 and £20,817**

Those in the medium priority group will be eligible for funding based on the school allocation and subject to available funding.

Payments will be made based on individual circumstances either as lump sums, payment monthly or payment direct to suppliers.

Where it is considered appropriate payment will be made direct to the relevant company e.g. the transport company to purchase a bus ticket, and not to the student

Funding will be provided on the basis of a tiered system, where those on the lowest household income i.e. are eligible for FSM, will receive the highest award.

Low priority group

Students aged over 16 and under 19 on 31st August 2018, and:

- Have a gross annual household income of between **£20,818 and £25,521**

Those in the low priority group will be eligible for funding based on the school allocation and subject to available funding.

Payments will be made based on individual circumstances either as lump sums, payment monthly or payment direct to suppliers.

Where it is considered appropriate payment will be made direct to the relevant company eg the transport company to purchase a bus ticket, and not to the student

Funding will be provided on the basis of a tiered system, where those on the lowest household income ie are eligible for FSM, will receive the highest award.

Conditions

- ***Applications must be supported with current official proof of household income ie working tax credit documentation or evidence of similar benefit, P60, evidence of self-employed status etc.***
- ***Applications must be supported with documentary evidence of costs incurred eg travel or equipment costs.***

Please note that the application will not be assessed unless it is supported by full documentation or evidence of current official proof of household income or evidence of costs incurred.



If documentary evidence is not available, please contact the Sixth Form Office to discuss possible alternative evidence options. Where relevant, it is possible to attach a letter outlining any special circumstances that may apply to an individual's situation.

Furthermore, please note:

- To qualify all applicants attendance must not fall below 95% (for the previous term **) for priority groups – High, Medium and Low
- The School reserves the right to stop payments immediately should a student's attendance or behaviour become unacceptable. Payments will be made at the end of each period following analysis of the previous period's data for attendance and behaviour.
- The School can request a full refund of any payments made should the student leave prior to the end of their studies.
- Funds are limited and will be allocated based only on the criteria above.

**** Parents / carers have the right to appeal should attendance fall below 95% due to special circumstances**

Payments

See the Guidelines and Criteria for payment within the 16 to 19 Bursary Fund Learning Agreement.

Appeals

Students are entitled to appeal against the decision made in relation to their application for a Bursary or the withholding of payments. Students should first request a meeting the Director of the Sixth Form to raise their concerns. If such a meeting fails to resolve any differences, the Student should write a letter of Appeal for consideration by the relevant Appeal Panel of the school. The Appeal Panel will consist of the Headteacher and a Governor.

Fraud

Fraudulent claims for Bursary allocations will be treated very severely. Students found to make fraudulent claims will be required to refund all payments and the police will be informed.

If you think you may be eligible for a bursary then it is wise to ensure that you have opened your own Bank or Building Society Account that can receive direct payments into it.

The school will consider eligibility for Free School Meals when considering applications for funding.



**16 TO 19 BURSARY FUND – 2018 / 2019
APPLICATION FORM**

Applications cannot be made until a sixth form place has been confirmed and the student has commenced their studies as a Post 16 student. Proof of entitlement will be required to allow the processing of this form.

Student Details

Surname / Family Name	
First Names	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Bank or Building Society Details

To receive payments, you must have a Bank or Building Society Account in your own name that will accept direct payments. If you do not have an Account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (if a Building Society Account)	

Circumstances (in order to prepare an individual support plan)

Please indicate the help you require by adding detailed information, including costs incurred, in the appropriate boxes:	
Travel Costs	
Essential Course Costs (books, equipment, uniform etc)	
Meal Costs	
Other (please specify in full)	
Please complete all boxes above that apply to this application. Documentary evidence will be required to support the application. If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returning to the School after use.	

I certify that the information given above is true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete the course.

Signature	Student	Date	
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**16 TO 19 BURSARY FUND – 2018 / 2019
APPLICATION FORM**

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement will be required to allow the processing of this form.

Parent / Carer Details

Surname / Family Name	
First Names	
Date of Birth	
Address	
Post Code	
National Insurance No	
Home Phone	
Mobile Phone	
Household Income (Total from a – f below)	

Income Details (for household)

Please indicate which of the following benefits / income your household are currently in receipt of. Please send evidence to support this income.		
Type of Income	Yes / No	Evidence Required
a. Income Support		An award letter which is less than 3 months old on the date of application
b. Working Tax Credit / Child Tax Credit		Page 1 – 4 of your most recent Tax Credit Award
c. Income-based Employment Support Allowance (ESA) or Universal Credit (UC)		An award letter which is less than 3 months old on the date of application
d. Other Benefits / Pensions (Please specify)		An award letter which is less than 3 months old on the date of application
e. Earned Income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips on 4 fortnightly wage slips
f. Self-employed earnings with no additional benefits		Audited accounts or official tax return

Applications where total Household Income exceeds £25,521 per annum will not be considered for support under this scheme.

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

Vulnerable		High		Medium		Low	
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I certify that the information given above is true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information.

Signature	Parent / Carer	Date	
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16 TO 19 BURSARY FUND – 2018 / 2019 NOTES

The following information applies to students aged 16 to 19 on 31st August 2018 taking a full-time or part-time further education course in 2018 / 2019.

All applications should be received by the Sixth Form office by 2 October 2018 and students will be informed of the result of the application by the end of October 2018. If circumstances change students can make applications later in the academic year.

£1200 Bursary

The Government has announced that some students will be entitled to a grant or bursary of £1200* over the course of the academic year. You could get this if you are in one of the following categories:

- > You are living in care
- > You are a care leaver
- > You are receiving income support
- > You are disabled and receiving both Employment Support Allowance and Disability Living Allowance

If you think you are eligible for this £1,200 bursary, please contact the Director of the Sixth Form in the first instance.

16 - 19 Bursary Fund

Is your household income less than £25,521 a year? If so, you could get extra financial support worth hundreds of pounds.

Apply now to the 16 - Bursary Fund and you could get assistance towards the costs of transport, books, trips, meals, exam re-sits, etc.

Application forms are available from the Sixth Form Office; alternatively, you can download one from the school web-site.

Applications will be assessed in three payment tiers against household income.

Proof of household income (or income-based benefits) will be required. Please note that the application will not be assessed unless you give your full details and include documentary evidence of household income.

Documentary evidence will be required for payment of equipment/educational visits. FSM will be paid directly to the school catering company.

A full policy is available on the school website or by request from Sixth Form office. Updated information, as it becomes available, will be added.

For advice speak to a member of the Sixth Form Team.



16 TO 19 BURSARY FUND – 2018 / 2019
LEARNING AGREEMENT FOR BURSARY STUDENTS

The main aim of the 16 to 19 Bursary Fund is to support students financially in their further education studies. We, as a School, have a duty to ensure that students comply with the following criteria:

1. Students attend both registration and lessons;
2. Students are required to have an attendance rate of more than 95%;
3. Students apply themselves to their studies particularly in regard to effort;
4. Students meet the deadlines set by individual subject staff;
5. Students conduct themselves in accordance with the expectations of the Sixth Form.

The Bursary payment will only be authorised after giving consideration to the following criteria:

- All your absences from school must be authorised by the school. In the case of appointments, driving tests, university visits, interviews, etc you must notify the school in advance. If you are ill or organise an emergency morning appointment, you should telephone the school to notify us. Any holidays planned in term time will result in your payment being stopped, unless it is cleared by the School.
- You must catch up any work missed through absence. On the first day you return to school, it is your responsibility to talk with the relevant subject staff to ensure that you do not fall behind with your studies.
- You always come to school fully prepared for your classes, ensuring that you have with you the appropriate books and equipment for the class. All timetables lessons must be attended.
- You have consistently maintained good standards of work and met course work requirements including completing homework by the appropriate deadlines.
- You have made a positive contribution by fulfilling any additional commitments, for example, work experience, community task, voluntary service, conference, field trips, sporting activities, etc.
- Your commitment to subjects is judged as good or excellent by all your subject teachers. This must be reflected in your Formative Assessment Tests and any other documentation called for by the Acting Head of Sixth Form / Tutors. An unsatisfactory Effort Grade will be deemed a failing criterion for the termly payments.
- Your academic progress is judged to meet or exceed any target minimum grades that you have been set in the light of teacher assessment and LAT data.

I understand that failure to comply with the above will jeopardize my Bursary payment.

Student's Name : _____ Tutorial : _____

Student's Signature : _____ Date : _____