



East Dacorum Learning Partnership

Guidelines for 16-19 Bursary

Academic Year 2018-2019



What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund was introduced in the 2011 to 2012 academic year. It is money the government has given to local authorities, schools, colleges and other education and training providers (institutions) to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

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

Students following government funded full time or part-time courses, who are 16 years and over and under 19 years of age who meet one or more of the following criteria:-

- Students who are in care, are just leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education without some financial support eg Free School Meal students.
- Students whose family home income cannot meet the financial demands of important educational expenses

Evidence

Proof of evidence will sometimes be required to support an application to the Bursary and could include:

- Certified letter from the LA regarding Free School Meals
- Certified letter from the DWP
- Family P60
- Self Employment Income evidence
- Other means tested certification



There are 3 levels of support available to students who are aged between 16-18 on 31st August of that academic year.

High-Level Support Tier

Students in this tier fall within one of the government identified priority groups:

- In receipt of Income Support
- In care
- Care Leaver
- Disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Payment will be made on a termly basis. Up to £1,200.

Supporting documentation would need to be presented and a copy would be kept on record. If circumstances changed within a school year, bursaries may be withdrawn.

Medium-Level Support Tier

Students in this tier:

- Are in receipt of FSM

These students would be entitled to financial support of **£200** per year. Payments to be made on a regular basis and conditional on attendance and performance (see attached).

Supporting documentation would need to be presented and a copy would be kept on record. If circumstances changed within a school year, bursaries may be withdrawn.

Students in this tier are still entitled to make an application for further “Incidental Support”.



Occasional and Incidental Support Tier

ANY student can make an application for financial assistance during the course of the year.

These applications can be made by individual students as and when needs arise:

e.g. incidental costs (travel/books/equipment/trips/UCAS fees)

In many instances financial support will be made ‘in kind’ – meaning that the school will purchase the required items on behalf of the individual student where possible.

Should a student make a purchase themselves then the appropriate receipt must accompany any application for financial support.

Applications will be considered by Head of 6th Form and the Deputy Headteacher who will take into account:

- Student performance (as per conditions outlined for Medium Support Tier).
- Documentary evidence in support of application for financial assistance.
- Funds remaining within Bursary allocation

NB: Submitting an application does not guarantee a discretionary bursary as the school has limited funds and it is the duty of the school to ensure fair and reasonable targeting of the resources available.



CONDITIONS FOR RECEIPT OF 16-19 BURSARY FINANCIAL ASSISTANCE

(These conditions apply to **any** student applying for financial assistance within the criteria of **any** tier.)

- **Attendance of over 93% - with excellent punctuality record**
 - **(Exceptional cases may be considered with medical, or other, supporting evidence)**
- **Less than 2% unauthorised absence**
- **Attitude to Learning in all interim reports to be at least 'Good'**
- **Not have been placed in Whole School Detention**
- **Not have been the subject of any exclusion**

Failure to meet any of the above criteria might:

- 1) **Lead to postponement (and possible cancellation) of bursary payments**
 - a. **Either for individual instances; or**
 - b. **For a period identified by the Head of 6th Form and Headteacher**
- 2) **Count against any application for "Incidental Support"**

Right to Appeal:

At Adeyfield School we believe in openness and fairness to all students. As such, any action to turn down application for support, or postpone or withdraw bursary payments would be notified to the student concerned.

Appeals should be submitted in writing to the Headteacher whose decision will be final.

The student will be informed in writing of the outcome of the appeal.