

16-19 Bursary Fund 2017 -18

The 16-19 Bursary Fund is a scheme to help students facing financial hardship to continue in full-time education after Year 11.

To qualify, a student must be aged 16 and under 19 on the 31st August at the start of the academic year in which he/she starts a programme of study; they must also be on a full-time programme of study.

PAYMENTS, ORGANISATION & APPEALS

Payment will be made by BACS into a **student's bank account** half-terminly in arrears and on a pro-rata basis. If a student does not have a bank account they will need to open one in order to receive their bursary. Payments are dependent on student attendance, conduct and positive attitude to learning. Students and parents/guardians will be expected to agree to and sign a **Bursary Fund Contract** before payments are made.

The **Sixth Form Bursary Team** will be responsible for deciding who receives the awards based on the criteria outlined in this leaflet. The Bursary Fund is given to the school each year by the EFA (Education Funding Agency). Once these monies have been allocated the school will be unable to make further grants until the new academic year.

Appeals relating to the bursary or grant should be made in the first instance to Mrs Buck. Final appeals should be made in writing to the Deputy Head Teacher responsible for the Sixth Form.

The Thomas Hardy
Sixth Form

The Scheme comprises two parts:

A HIGH PRIORITY BURSARY

(Band 1) of up to £1,200.00 per academic year for those most in need of financial support:

- young people in care or having recently left Local Authority care
- those receiving Income Support or Universal Credit
- disabled young people receiving both Employment Support Allowance and Disability Living Allowance.

A DISCRETIONARY BURSARY

Available for students in need of financial support with specific costs to enable them to stay in education.

Eligibility for a Discretionary Bursary is based on household income (verified by Tax Credit awards or a P60).

Band 2 – Annual household income of £16,000 or less. Students will receive a lunch allowance, a contribution towards the cost of a bus pass (if they live more than 2 miles from The Thomas Hardy School) and financial help for essential educational visits during the academic year. Students will also receive a weekly payment subject to their attendance, conduct and attitude to learning.

Band 3 – Annual household income of £16,000 to £20,000. Students will receive the same allowances and contributions as Band 2 but with smaller contributions towards a bus pass, essential educational visits and a smaller weekly payment.

Band 4 – Annual household income of £20,000 to £25,000. Students will receive a daily lunch allowance and EITHER a half termly payment or a one-off contribution towards travel expenses.

Students receiving Band 2, 3 or 4 Discretionary Bursaries may also be able to claim for additional assistance towards costs for clothing, equipment and essential educational visits if they are undertaking certain courses with high expenditure expected, such as CACHE, Art, Photography and Geography.

An EDUCATIONAL SUPPORT

GRANT may be available for students not eligible for the High Priority or Discretionary Bursaries but in need of financial support with specific costs to enable them to stay in education and complete their courses successfully. Educational Support Grant applications will be assessed individually for eligibility according to household income and circumstances. Once granted, funds may be used towards:

- Transport to and from school
- Books/equipment/materials/ specialist clothing
- Essential educational visits related to courses
- UCAS fees & travel expenses for Higher Educational visits

The **16-19 Bursary Fund Application Form** can be found on the school website and should be submitted to Mrs Buck in the Sixth Form Attendance Office. (Paper copies are available from the Sixth Form Office).

Appropriate evidence will be required to support the application. For the **High Priority Bursary** this might include:

- A letter referring to the benefit to which the young person is entitled;
- Written confirmation from the Local Authority of the young person's current or previous looked-after status.

For the **Discretionary Bursary** and **Educational Support Grant** this should include evidence of benefits/ allowances/ grants and household income (e.g. Child & Working Tax Credits, P60 etc). Students whose applications are received before **30th September** will receive payments backdated to the beginning of the Autumn Term. Those whose applications are received after that date will receive payments from the date that their applications are approved.

Weekly payments will be accrued based on full attendance, good conduct and a positive attitude to learning and paid half-termly in arrears. The application will cover the 2017-18 Academic Year. Students should reapply in the Summer Term for the following year.

Please note that funds are strictly limited. However, all applications will be reviewed and awards made according to need as far as possible.