



1. Introduction (from EFA Guidelines)

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to schools and colleges so that they can provide support to students who without some financial help would struggle to stay in education. If you are aged between 16 and 19 and you think you may struggle with costs for full time education you **may** be eligible for a bursary payment.

The allocation is a fixed sum and is based on demographic information. It will therefore, vary from school to school. Each application will be assessed on a case by case basis according to the individual needs of the student.

Christopher Whitehead Language College will administer the scheme in line with the guidelines issued by the EFA and the bursary policy will be updated annually in the summer term.

In accordance with the EFA guidelines, an element of the funding will be retained for contingency and administration purposes. The amount kept back for administration will not exceed 5% of the total bursary grant.

2. Criteria and Eligibility

To be eligible to receive a bursary you must be:

- Aged over 16 and under 19 on the 31st August in the academic year in which you start your course.
- Resident in the EU for 3 years or more.
- Enrolled on an approved course of study at sixth form level.

There are two elements of the 16-19 Bursary:

A. Vulnerable Student Bursary Group

Students who qualify under this group will receive a guaranteed bursary of £1,200 per annum based on enrolling for a full time course. Funding is held centrally by the Education Funding Agency and is drawn down on demand.

To be eligible for a vulnerable student bursary, students must fall into one of the following groups:

- Young people in care.
- Care leavers.
- Young people **personally** in receipt of income support or universal credit.
- Disabled young people in receipt of employment support allowance or universal credit who are also in receipt of disability living allowance or personal independence payments.

Supporting evidence must be provided before any payment can be made.

B. Discretionary Bursary Award

Discretionary awards will be based on an assessment of the individual needs of the student as detailed in their application.

We will use household income as a level of assessment for discretionary bursary awards and will give priority in the first instance to students whose parents are in receipt of a means tested benefit, giving highest priority to households who are eligible to receive free school meals. The amount awarded changes each year and depends on the number of students who make an application and meet the criteria.

There are four levels of funding priority within this allocation:

- **Student Level A:** students who have successfully claimed free school meals for the current academic year. Evidence for school would be a local authority letter/school transition data.
- **Student Level B:** students whose home household income is less than £20,817. Evidence for school would be a working tax credit annual statement letter from HMRC.
- **Student Level C:** students whose household income is less than £25,520. Evidence for school would be a working tax credit annual statement from HMRC.
- **Student Level D:** students who do not fall into any of the categories in Level A, B or C but who, due to individual circumstances may require further support.

3. Conditions of Funding

Bursary awards will only be granted and continued to be paid to those students who meet the conditions and standards set by the school in the areas of attendance, timekeeping and general conduct. Specifically, eligibility will depend upon a student:

- Maintaining an overall attendance figure of at least 90%.
- Arriving to all lessons punctually and fully prepared for learning.
- Maintaining the academic effort expected of a sixth form student (this will relate to positive effort grades in PMR reports).

Students will be continually monitored throughout the year and their suitability reviewed on a termly basis. Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant should be used to help off-set costs directly linked to their education. These can include:

- Food allowance of £2.30 per day to spend in the sixth form café (subject to funding).
- Transport to and from the school site for students living more than two miles away from the school.
- Compulsory and additional school trips.
- Duke of Edinburgh Award (subject to funding).
- Books and equipment.
- Additional course costs (e.g. trips).
- UCAS application fees.
- Cost of travel for the student to and from HE interviews/open days, limited to six per student with mileage reimbursed at £0.20 per mile (or train ticket, whichever is cheaper). Food allowance of up to £5.00 per university visit.
- Stationery and other resources.

Where it is appropriate funds will be awarded for specific benefits in kind rather than in cash payments. For example purchase of bus passes, meal tickets and books and equipment.

4. Application and Assessment Procedure

Application should be made using the Christopher Whitehead bursary fund application form which will be available for download on the website or from the Sixth Form Administrator.

You must submit the required evidence with your application. This will be detailed on the form.

Each application will be assessed by the **Bursary Fund Panel** who will make a decision regarding a bursary award in accordance with the fund guidelines. The decision will detail whether the award will be in the form of a cash payment or received 'in kind'.

Students eligible for bursary funding from the start of the academic year will need to apply by the deadline of 29th September 2018 in order to get the full benefit of funding.

Applications may be made after the deadline in cases where a student's financial circumstances have changed to meet the requirements.

5. Payments

Once a student's application has been approved, Christopher Whitehead Sixth Form will purchase all resources required for the student's subjects. This will include items such as text books, revision guides, lab coats. Please note that we ask that these resources are donated to Christopher Whitehead Sixth Form following completion of the courses.

Cash payments will be made by BACS direct to the student's bank account. Therefore, before completing an application it is vital that students:

- Have a bank account in their own name.
- Check that their bank account can receive BACS payments.

Unfortunately, we are not allowed to make payments to parents or any other third party.

6. Data Protection

All data supplied will be held in the strictest of confidence in compliance with the Data Protection Act 1998

We will only use the information given for the sole purpose of assessing the bursary award.

7. Appeals

If your application is unsuccessful or you are unhappy with the amount awarded, an appeal can be made to the Headteacher in writing.

You may be asked to provide additional information to support this.