



BOURNEMOUTH SCHOOL  
FOR GIRLS

## **THE 16 – 19 BURSARY FUND**

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The 16 – 19 Bursary Fund is the responsibility of the education provider such as the school or college and is intended to support students in financial need through their sixth form studies. All institutions have been given guidelines on how the Bursary Fund can be distributed to students. Further details of these guidelines can be found on the ESFA (The Education and Skills Funding Agency) website at:-

<https://www.gov.uk/guidance/16-to-19-education-funding-guidance>

The 16 – 19 Bursary Fund has two parts:

1. a guaranteed payment of £1200 to students who fall into certain specific categories
2. a discretionary fund for schools and colleges to distribute to other students in financial need.

### **The Guaranteed Bursary or Vulnerable Bursary**

The ESFA has stated that the Fund is aimed at supporting the most vulnerable students. In order to obtain the guaranteed 16 – 19 Bursary Fund a student must be on a full time programme of study and must fulfil one of the 4 categories below:-

- a.) children in care
- b.) care leavers
- c.) young people in receipt of Income Support or Universal Credit
- d.) young people in receipt of both Disability Living Allowance or Personal Independence Payments and Employment and Support Allowance or Universal Credit.

### **The Discretionary 16 – 19 Bursary**

This fund is aimed at students whose families have a gross annual income of below £20,000.

Applications for the 16 – 19 Bursary Fund must be received by Monday 17 September 2018.

Students may be eligible for a contribution towards the cost of transport to and from school, essential course equipment or requirements such as school visits.

The school may purchase textbooks for you to use and return back to BSG when you have completed your course.

Please indicate your particular needs with estimated costs (e.g. bus fares/books). Any bursaries granted will be on an individual needs basis.

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### **Further financial support**

Applications for financial support towards essential course costs such as trips and other course related activities will be considered on a needs basis. These will be considered during the school year and will be subject to sufficient funds being available.

### **How to apply for funding**

All initial applications for the 16 – 19 Bursary Fund must be received by Monday 17 September 2018. We will continue to consider new applications during the school year as family circumstances may change.

Applications must be supported by appropriate evidence. Examples of evidence include:

- a letter provided by Social Services stating the benefits to which the young person is entitled
- written confirmation from the Local Authority of the young person's current or previous looked after status
- evidence of entitlement to free school meals
- evidence of the family's income such as benefit entitlement or P60 or Tax Credit Award Notice

All applications and personal details are treated in the strictest confidence.

### **Notification of Application**

Applicants who have successfully demonstrated their eligibility to receive a bursary, will be notified by letter setting out the conditions of bursary funding, the weekly bursary amount to be paid what the student may apply to the bursary fund for, and whether the school will purchase textbooks that the student may use and then return to the school.

### **Conditions**

All payments will be conditional upon the following:

- full attendance at all timetabled sessions
- any absences must be authorised. See published details in student handbooks
- a satisfactory record of punctuality for registration and lessons
- appropriate standards of behaviour
- satisfactory standards of progress in all subjects
- completion of all course related work

Any bursaries granted may be withdrawn if these conditions are not met.

### **Appeals**

Appeals against eligibility for financial support and for non-payment should be put in writing and addressed to the Clerk to the Governors. A panel of governors will consider each appeal.

### **How the money will be paid**

Money will be paid on a half termly basis by cheque (collected by the student from the Sixth Form office).



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APPLICATION FOR SIXTH FORM FINANCIAL SUPPORT

STUDENT DETAILS

First name(s)	
Surname	
Date of Birth	
Age on 31.08.18	
Home Address (including Post Code)	
Bank details including: name of account holder, sort code and account number	
Please tick the appropriate box if any of the following circumstances apply to you:	
- you are 16 – 18, live independently and claim Income Support	<input type="checkbox"/>
- you are looked after by the Local Authority	<input type="checkbox"/>
- you are a Care Leaver	<input type="checkbox"/>
- you receive Personal Independence Payments or Disability Living Allowance and Employment Support Allowance or Universal Credit	<input type="checkbox"/>

PARENTS' OR GUARDIANS' DETAILS

Surname	
Title and first name	
Address (if different from above)	
Contact telephone number or e-mail address	

Please turn over....

## INCOME DETAILS

Please indicate which of the following benefits/income you are currently in receipt of. Please send evidence of household income. Original documents are required. These will be copied and returned to you.

Type of income	Yes/No	Evidence required
Universal Credit		An award letter which is no less than 3 months old on the date of application
Jobseeker's Allowance		An award letter which is no less than 3 months old on the date of application
Working Tax credit		Pages 1 – 4 of your most recent Tax Credit Award
Other: Benefits/Pensions (specify)		An award letter which is no less than 3 months old on the date of application
Earned income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
Self employed earnings with no additional benefits		Audited accounts or official tax return

Please note: you can attach a letter outlining any special circumstances that may apply in your case.

## DECLARATION

I certify that the information given above is correct and I 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 my course.	
Signature:	Date:
Signature of Parent/Guardian:	Date:

This form, with supporting evidence, must be returned to Mrs Watts (in the sixth form office) by **Monday 17 September 2018**.

Estimate of funding requirements e.g. book purchases travel costs	£
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Please note: Funding cannot be guaranteed in cases of over demand.