



## 16-19 Bursary Fund 2020/21 Guidance Notes

The 16-19 Bursary Fund exists to respond to individual needs and help students continue with, and complete, their course where they would otherwise be prohibited from doing so on financial grounds.

The 16-19 Bursary was split into two parts. The funding for vulnerable learners is now held centrally by the Education and Skills Funding Agency, to be drawn down by school as and when required during the year. **Vulnerable Learners** could get a bursary of £1,200 a year if they belong to one of the following groups:

- young person in care or care leavers
- young person claiming Income Support or Universal Credit
- disabled person getting Disability Living Allowance or Personal Independence Payment, plus Employment and Support Allowance or Universal Credit

Students from households on low incomes of less than £35,000 per year that do not fall into one of these groups can still receive a **Discretionary Bursary** to help pay for essential education-related costs, based on their actual financial need. The bursary fund can be used to help fund essential course related costs such as books, equipment, travel, field trips, visits (including university open days) and other costs associated with living and learning. Payments to top up student ParentPay lunch accounts are also eligible.

In previous years, the level of support being requested by students has far exceeded that available via the 16-19 Bursary Fund. However, Bristol Free School Sixth Form does have protocols in place to ensure that the limited funding available to students is allocated on a fair and consistent basis.

### **Educational Visits**

Regrettably, the size of the 16-19 Bursary Fund is insufficient to meet the costs of Educational Visits and Trips for all applicants. Students can apply to the 16-19 Bursary Fund for specific educational visits by completing a visit claim form and returning this to the Finance Office for consideration and approval. Once the 16-19 Bursary Funds allocated to this purpose have been used, students will be notified that they now need to apply to the school for help with educational visits by completing a Hardship Fund Form from the Sixth Form website.

**Initial applications to the 16-19 Bursary Fund should be returned to the Sixth Form Admin Team no later than Thursday 22 October 2020.** The school will then confirm in writing whether you meet the criteria required to be awarded payments from this fund. However, it is recognised that financial circumstances change, and therefore there is no absolute cut-off date for applications.

In order to claim funding, students are asked to submit a completed application form (below). Unfortunately, if application forms are not submitted fully with correct bank details and evidence this may result in a delay in payment.

**It is important to note that for audit purposes claims submitted without supporting receipts/evidence of payment will not be processed until these have been provided by the claimant. Payments can only be made to a bank account held in the student's name and these need to be the details reflected in the application.**

I hope that this document helps to clarify the process for claiming and receiving bursary payments, but if you have any further queries do not hesitate to get in touch. If you would like some further information, a guide for students and their parents is available on the 16 to 19 Bursary Fund page <https://www.gov.uk/1619-bursary-fund>



16 – 19 BURSARY FUND APPLICATION

\*\*\*\*\* CONFIDENTIAL \*\*\*\*\*

Please complete all the sections of this form using BLOCK CAPITALS

SECTION 1 – About the Parent/Carer							
Please provide your name as known by the Benefits Agency, Inland Revenue or National Asylum Support Service.							
Surname:				Title:	Mr/Mrs/Miss/Ms		
First Name:		Middle Name:		Date of Birth:			
Address:							
				Postcode:			
National Insurance No:		Telephone Nos:					
Do you have a husband/wife or partner living at this address?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please give details:	Surname:		First Name:				
Have you moved home in the last 12 months?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please give your previous address:							

SECTION 2 – Confirmation of Parent/Carer benefit received	
Is the parent(s)/carer(s) in receipt of:	
1) Free School Meals	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Please note we are unable to process your application for bursary funding until you receive notification of authorisation from North Somerset Council that your application for free school meals has been approved.</i>	
2) Child Tax Credit	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>As proof of receipt of Child Tax Credit and income, please provide a copy of the HMRC Final Tax Credits Decision document for the most recent financial year for which you have records (or suitable alternative such as a P60).</i>	

SECTION 3 – Confirmation of young person's status					
Full Name:		Tutor Group:		Date of Birth:	
Is the young person					
• In care	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
• Receiving Income Support or Universal Credit	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>A care leaver</li> </ul>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"> <li>A disabled young person receiving both Employment and Support Allowance, Disability Living Allowance, or Personal Independence payments</li> </ul>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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SECTION 4 – Only complete this section if you are applying for a one-off discretionary payment	
How much assistance are you claiming?	
Books and equipment (maximum £100)	£
Field courses (maximum £100)	£
Additional course costs (maximum £100)	£
Examination fees	£
Public transport to school (maximum £100)	£
Travel to HE interview or open day (maximum £100)	£
Other costs/fees associated with learning (maximum £100)	£
<b>Please note: Receipts <u>must</u> be enclosed for all the expenditure you are claiming.</b>	

SECTION 5 – Bank details of young person (into which the funding will be paid)	
Name of young person (as per bank account):	
Bank Name:	
Sort Code:	
Account Number:	
OR If payment to be made by cheque Name of payee:	

**Declaration**

I confirm that the information on this form is correct at the time of completion, and that I will inform the school as necessary if circumstances change.

Signed: \_\_\_\_\_ (Parent/Carer) \_\_\_\_\_ (Date)

Signed: \_\_\_\_\_ (Student) \_\_\_\_\_ (Date)

**Authorised by:**

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Head of Sixth Form Finance Team