



16 to 19 Bursary Fund – Guidance Notes for Academic Year (2019/20 Draft)

What is the 16 to 19 Bursary Fund?

The 16 to 19 Bursary Fund is designed to provide support to help young people meet the costs of participating in education post 16.

The 16 to 19 Bursary Fund has 2 elements:

- **Vulnerable Bursary for vulnerable young people:** Please see below for details of eligibility. These students will be eligible to receive a bursary of up to £1,200 per year.
- **Discretionary Bursary:** These awards are targeted towards those young people who face financial barriers to participation in education, such as the costs of transport, meals, educational visits, books and equipment. The awards are aimed to fit the needs and circumstances of individual students and are at the discretion of the Assistant Principal in charge of Bursary after discussion with the Principal.

Am I eligible? -To be eligible to receive a 16 to 19 Bursary in the 2019/20 academic year you must:

- Be aged 16 or over and under 19 on 31st August 2019 or
- Be aged 19 or over at 31st August 2019 and have an Education, Health and Care Plan (EHCP)
- Be aged 19 or over at 31st August 2019 and continuing on a study programme you began aged 16 to 18.
- Students must meet the residency criteria in the ESFA funding regulations for post-16 provision in the 2019-20 academic year. You must have been ‘settled’ in the UK for 3 years preceding the 1st day of the first academic year of your course. If you have any queries regarding the residency criteria, please ask for help.
- You must be eligible in one of the following categories:

Vulnerable Bursary

-young people who are in or have recently left local authority care

- young people in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone else who is dependent on them and living with them, such as a child or partner

-young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary Bursary

-Young people who are eligible to receive a free school meal

-Young people whose household income is below £25,000 per annum

-Young people with significant caring responsibilities at home and who are not in receipt of a Carer’s Allowance

-Young people who have been affected by a sudden, exceptional change in their circumstances

How much is the bursary payment/How will it be paid?

Students in one of the defined vulnerable groups will receive a payment of up to £1200 for the academic year, payable in regular instalments. We aim to pay for items 'in kind' where possible, rather than making payments directly to students.

Students in receipt of a discretionary bursary will generally receive payments 'in kind', based on their needs, for example – provision of a bus pass, payment for exam resits, provision of equipment or books or contribution towards payments for educational visits. Dependent upon individual circumstances, the Bursary Fund will pay the full cost or only a proportion, with the balance being paid by the learner.

Any student who is in receipt of Free School Meals will continue to be entitled to Free School Meals under the bursary scheme. For the academic year 2019/20, we aim to provide a supply of stationery to assist students in their studies, together with the use of a locker. Moreover, we will contribute towards the purchasing of the Sixth Form dress code up to £30.

In some circumstances, payments may be made directly to students. These will be paid by BACS transfer into the learner's bank account.

Are there any conditions?

All payments will be subject to meeting the attendance and behaviour requirements of the College.

- Learners must fulfil their responsibilities and duties in all areas relating to effort, attendance and behaviour as set out by the expectations of Painsley Sixth Form College. Any infringement of this could impede access to the fund.
- Any absence will be considered unauthorised unless there is a valid reason: the burden of proof that absences are authorised lies with the student – the Sixth Form has an expectation of 95% attendance for all students.
- The Sixth Form monitors and tracks attendance through the rewards, attendance and behaviour policies set out for the whole school. Students who fail to follow the policies may jeopardise access to the bursary funding.
- Any infringement of exam rules and regulations will impede access to the fund
- It will be the Assistant Principal in discussion with the Principal who will make the final decision as to whether or not payment is made on all these occasions, based on the evidence presented

Is there a deadline to apply for the bursary?

- **Vulnerable Bursary** – there is no deadline. However, we will be able to offer assistance and arrange regular payments if you apply for the funding early in the year.
- **Discretionary Bursary** – Again, there is no deadline. However, the discretionary bursary is a limited sum of money allocated to the College. We encourage learners to submit their applications at the start of the September term. All applications will be dealt with on a first-come, first-served basis. We will retain a proportion of the funding as a contingency for students who face financial barriers to their learning later in the year.

How do I apply?

If you believe you are eligible, please complete the 16 to 19 Bursary Fund Application Form. This can be obtained from the Finance Office at Painsley. Alternatively, you can download the form from the Sixth Form area on the Painsley website.

If you need help in completing the form, please contact the Finance Officer. Once the form has been completed and signed, it must be sent (along with the supporting documentation, as shown on the application form) in a sealed envelope to Clare Oberman, Painsley Sixth Form College, Station Road, Cheadle, Stoke-on-Trent, Staffs, ST10 1LH. The application form can be submitted by post or in person.

A new application form must be submitted each year for consideration. There is no guarantee that funding will be available for future years, even if you are eligible for the current year.

Do I need to provide evidence or supporting documents?

The supporting documents needed are outlined in the application form. You will also need to bring your original birth certificate or a current passport to the Sixth Form (after the application has been approved).

Do I need to sign a declaration?

At the end of the application form, learners and their parent/carer must sign a declaration. Learners and their families should be aware that if false or incomplete information is submitted, the matter may be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. Painsley Sixth Form will seek to recover any payments the learner is not eligible for. We must be notified in writing of any changes to the information provided, which may affect the eligibility of the bursary. If the learner leaves the Sixth Form or fails to abide by Painsley Sixth Form's attendance and behaviour policies we may ask for the award to be returned or withhold payments.

What will happen after the application form has been submitted?

The application form and supporting documents will be checked. They will be stored securely and will only be used for the purpose of assessing your eligibility for the Bursary Fund. We aim to notify all applicants of the award decision in writing (by email) within 10 working days. You should, however, expect a longer processing period if the application form is submitted outside of term time. If your application has been successful, you will be asked to arrange a meeting with the Assistant Principal to discuss the support available to you.

Do I have the right to appeal?

If you are not satisfied with the outcome of your application, you have the right to appeal against the decision. You should submit an appeal in writing to the Principal within 10 working days of receiving the decision, stating fully your reasons. Please note that additional evidence may be required to support your appeal. The appeal will be presented to the Appeals Panel, consisting of the Principal, the Vice Principal and the Senior Assistant Principal. You will be advised of the outcome of the appeal within 14 working days of the decision. The decision of the Appeals Panel is final and there is no further appeal beyond this point.

What should I do if my circumstances change?

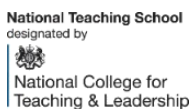
If there are changes in circumstances which may affect the eligibility for the Bursary Fund, applicants or parents/carers must notify the College without delay. If false or incomplete information is given, you will have to repay the award.

How do I get further information?

If you need any help or advice, please contact the finance officer at accounts@painsley.staffs.sch.uk. Please entitle the email 'Bursary'.

The terms of this scheme are reviewed on an annual basis.

Please note the information above may be subject to change following guidance from the Education and Skills Funding Agency. Any changes will be updated on the Painsley website (in the Sixth Form area) and any applicants for 2019/20 prior to ESFA amendments will be notified in writing.



The Painsley Catholic Academy.

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