



BOURNE  
ACADEMY

# 16-19 Bursary Fund

## INFORMATION PACK

### Introduction

The 16-19 Bursary Fund is there to help Sixth Form students who need financial support to stay in education.

There are two types of bursaries:

- **A Vulnerable Bursary**
- **Discretionary Bursaries**

The Bursary can be used to help with any costs you face to attend Sixth Form during the academic year. The costs could include:

- **Food** (unless you already receive free school meals)
- **Transport**
- **Books/stationery**
- **Clothing**
- **Equipment for courses**
- **Help with educational visits**

### Bursary for Vulnerable Students

Vulnerable Bursary	Level 1
How much?	A maximum of £1,200 per year
Who is eligible?	<ul style="list-style-type: none"><li>• 16-19 Students in local authority care.</li><li>• Care leavers:<ol style="list-style-type: none"><li>1. Young people aged 18-21 who have been looked after for 13 weeks or more since the age of 14, or</li><li>2. Young people who cease to be looked after or accommodated.</li></ol></li><li>• Disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in their own name.</li></ul> <p>Vulnerable students must provide evidence of eligibility, such as:</p> <ul style="list-style-type: none"><li>• A letter setting out the benefit to which the young person is entitled;</li><li>• Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.</li></ul>
How paid?	BACS transfer twice per year

## Discretionary Bursaries

You can apply for a discretionary bursary if you do not fall into any of the vulnerable groups, but you need financial assistance to stay in education. The school will decide who receives a Discretionary Bursary and how much they receive.

Discretionary Bursary	Level 2
How much?	A maximum of £700 per year
Who is eligible?	<ul style="list-style-type: none"><li>• Those in receipt of Free School Meals</li><li>• Those in receipt of means tested benefits</li></ul>
How paid?	BACS transfer, two payments per year – following approval by the Bursary Panel

## Eligibility for bursaries

Students who are deemed eligible should be aware that to continue to receive a bursary they must:

- Maintain a good level of attendance of at least 95% with no unauthorised absences
- Maintain at least satisfactory levels of effort (2's or above), as shown by termly assessment grades
- Maintain good levels of behaviour (i.e. no sanction above a Sixth Form detention) or as determined by the Head of Sixth Form
- Remain on roll at the school until they have taken their summer examinations

**Applications for financial support can be made once per academic year, usually in Term 1** although it may still be possible to apply for funding after this date.

The School will allocate the majority of the Bursary Fund as quickly as possible but will retain a small amount to cover late applications, unexpected costs or changes of circumstance. The school will only receive one payment and once this has been allocated there will be no more funding for the academic year available.

Those on low incomes will have to produce evidence of their financial situation, such as:

- Universal Credit letter
- Jobseeker's allowance letter
- Tax credit award notice
- P60 (additional evidence will be required)
- Self-employed income evidence
- Certified letter from the Department of Work and Pensions

If you wish to apply for financial support please complete an application form and return it to the Sixth Form office.

## How Bourne Academy will assess applications and allocate 16-19 Bursary funding

The Bursary Fund Panel comprising of Mrs S Eshelby (Finance Director), Miss R Double (Head of Sixth Form), and Mrs L Barber (Careers & Aspirations Lead) will consider all applications and students will then be advised whether their application has been successful.

As the school is required to stay within budget there is no guarantee that applications will be met in full or even at all.

Should an application be refused there is a right of appeal. This should initially be made in writing to the Executive Headteacher and beyond this there is a right of appeal to the South Lincolnshire Academies Trust Board of Directors.

The panel will prioritise applications on a sliding scale:

- Level 1 - Vulnerable Students - high priority
- Level 2 - Discretionary Bursary - medium priority

Students that are deemed eligible providing they meet all the stated criteria by the Bursary Fund Panel.

Payments are made on a sliding scale:

Total income including benefits	Payment
Up to £17,500	£700
£17,501 - £22,500	£400
£22,501 - £24,500	£300
£24,501 - £30,000	£200

## How will students receive their funding?

All payments are made direct to the student and therefore a Bank/Building Society in their name must be opened.

Payments will be made twice per year, in the autumn and summer terms.

Students will have the right to appeal in all cases. In the first instance this should be to the Bursary Fund Administrator if the decision is upheld, an appeal may be made to the Head of Sixth Form; this is the final appeal and must be made within 7 days of the previous appeal.