



16-19 BURSARY POLICY 2023/24

**WICKERSLEY SCHOOL
AND SPORTS COLLEGE**

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Wickersley Sixth Form 2023/24

16-19 Bursary Fund

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is a government-funded scheme intended to help and support those young people who face financial barriers to continuing their education or training after the age of 16.

The bursary is intended to enable a learner to continue in education and should not be viewed as an incentive to attract young people into learning or to a particular institution. Bursary awards will be used towards essential course-related expenses and other costs associated with living and learning. Individual schools and colleges are free to establish their assessment criteria within broad guidelines set out by the government. Schools and colleges receive a fixed sum of money each year to allocate to students, which can mean that the amount of financial support an individual student receives may vary from year to year depending on the number of qualifying applications that are received.

As mentioned above, the 16-19 Bursary Fund is intended to assist students in meeting the costs associated with attending the sixth form and cannot be used to fund general living expenses. You may request assistance with any of the following:

- Personal protective equipment (PPE), where required and not supplied by the provider.
- Transport costs between home and sixth form.
- Meals in the school cafeteria – to the value of a free school meal (if eligible for free school meals, then no additional funding is necessary).
- The cost of stationery, printing, books, or other materials.
- The cost of visits, field trips etc. which form an essential part of your course (subject to funds available).
- DBS checks necessary for those completing some work placements.
- The costs for a student to travel to university open day visits or interviews for other destinations.

We may be able to aid other costs related to your studies that are not included in the list above.

Who is eligible for the bursary scheme?

The 16 to 19 bursary scheme offers three types of potential funding for eligible students. You can only apply for **one** type, depending on your personal circumstances.

The Vulnerable Bursary

To be eligible for the vulnerable bursary you must meet **all four** of the following conditions:

1. be starting Year 12, 13 or 14 in September 2023
2. be aged between 16 and 18 on 31 August 2023
3. be enrolled on a full programme of study within the Sixth Form

4. belong to one of the following groups:

- be in care; or
- care leaver
 - o a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
 - o a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- be receiving income support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner; or
- be receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right

The Discretionary Bursary

To be eligible for the discretionary bursary you must meet **all four** of the following conditions:

1. be starting Year 12, 13 or 14 in September 2022
2. be aged between 16 and 18 on 31 August 2022
3. be enrolled on a full programme of study within the Sixth Form
4. live in a household with an annual income **below £18,725** before tax and national insurance

The Discretionary Support Fund Grant

In addition to the two bursaries outlined above there may be some funding available through the Discretionary Support Fund to assist eligible students. This support grant may be in the form of a bursary payment or a one-off contribution towards the cost of course equipment, school transport, trips, materials, UCAS fees. **There is no guarantee that any payment will be possible under this discretionary fund.**

To be eligible to apply for support from this fund you must meet all four of the following conditions:

1. be starting Year 12, 13 or 14 in September 2022
2. be aged between 16 and 18 on 31 August 2022
3. be enrolled on a full programme of study within the Sixth Form
4. live in a household with an annual income between **£18,725 and £28,500** before tax and national insurance

Students who are eligible for a free meal may receive additional support from the Bursary Fund, if the institution assesses that they meet the criteria for a defined vulnerable group bursary or that they are facing significant financial barriers to participation and require additional support from the discretionary bursary.

How do I apply for a bursary?

You can apply at any time from May 2023 for the academic year 2023/24 and we encourage early applications, applications can be submitted throughout the academic year. You do not have to have enrolled before you can apply. The earlier you apply the sooner you will know how much support we can provide, and the earlier you will receive your first payment if your application is successful.

You should complete the online application for the 16-19 Bursary Fund by scanning the QR code below. Please speak to a member of the sixth form team for more details. For all categories of bursary, a financial assessment form is required, this forms part of the online application.

Where a learner considers that they are a category A learner (i.e., vulnerable group bursary), appropriate evidence must be supplied. Please contact Sixth Form on 01709 542147 or [sixthform@wickersley.net] for further details.

For learners applying for a bursary under categories B and C (i.e., discretionary bursary), an online application for the 16-19 Bursary Fund must be completed stating the nature of financial assistance needed. The application process for all discretionary elements will assess financial status initially. If the student meets the financial criteria, then their specific support request will be considered.

How much will I receive?

If you are eligible for the **vulnerable bursary**, you will be entitled to a total of £1,200 for the full academic year, paid in equal instalments in arrears at the end of each half term.

If you are eligible for the **discretionary bursary**, the amounts can vary from year to year depending; on the amount of funding Wickersley School & Sports College receives, the number of applicants and their individual needs. We aim to try and allocate the funds fairly, linked to individual needs.

If you are eligible for a potential grant from the **discretionary support fund**, this payment may take the form of a small weekly bursary paid on the same basis as the discretionary bursary outlined above or it may be a one-off contribution towards the specific expenses you have outlined in your application. Payments under this element of the scheme are not guaranteed, they are subject to the availability of sufficient funding since the amount of funding available is limited.

When and how will I receive my bursary payment?

Soon after you have submitted your application, we will email you to confirm whether you qualify for financial support.

Payments will be made by BACS (paid directly into the student's bank account). It is essential that you have a bank account in your name as payments can only be made into your own account via a bank transfer. Payments are not permitted to a parent or carer's account and cash or cheque payments will not be made.

What if my application is turned down?

Should students disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, then they may appeal to the Head of Sixth Form. An appeal must be submitted in writing (or email) to the Head of Sixth Form. The appeal must outline the reasons why the student believes that they are eligible for a bursary award.

Where can I get more information on the 16 to 19 bursary scheme?

General information on the bursary scheme is available on the Gov UK website – <https://www.gov.uk/1619-bursary-fund>

What happens if my financial or living circumstances change?

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately.

Any overpayments will be repayable.

If you change your bank account details, you must also write to us immediately. We can only accept changes to bank details in writing since we will need to check your signature against your original application.

If you leave school before completing your course, your payments will be stopped.

Data storage and disposal

Under the Data Protection Act (1998), personal information collected through the bursary financial assessment and the bursary application forms will be used solely to determine eligibility for the 16-19 Bursary Fund. This data will be destroyed in agreement with Wickersley School & Sports College Data Protection Policy.

Contingency

A small amount of funding will be retained for use as a contingency fund to support eligible learners who may experience unexpected financial hardship in unforeseen circumstances.

Policy Review

This policy will be reviewed annually in the summer term and amended accordingly taking account of any advice and guidance from the Education and Skills Funding Agency (ESFA).

Where can I find the application form?

Scan this QR with a smartphone to complete the application form, if you require a paper copy of the application form, please contact sixth form directly.

