

**16-19 Bursary Funding Application Guidance**

If you require financial support whilst in the Sixth Form you can apply for the 16-19 Bursary Funding. There are 2 types of 16 to 19 bursaries:

* A vulnerable student bursary of up to £1,200 a year for young people in one of the defined vulnerable groups.
* **Discretionary bursaries** Codsall Community High School award to meet individual needs, for example, to help with the cost of transport, meals, books and equipment.

Students who wish to apply for support from the bursary fund should contact Student Services to request an application form which will need to be completed and returned to school along with the required documentation evidence (see criteria below), students will also need to complete a banking form to enable the funding to be paid directly into the students bank account.

Those most in need will be eligible for a bursary of up to £1,200 per year if at least 1 of the following applies:

* Looked After (in care).
* A care leaver.
* Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
* Receiving 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.
* Students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account).
* Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.
* If you’re a parent you’ll also need to be living away from your own parents to qualify.

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more. Students on study programmes of less than 30 weeks may be paid a pro-rata amount.

Other students of parents facing financial difficulties may also be able to claim a **discretionary bursary** to help with costs which they may face connected to their studies e.g. transport, meals, books and equipment. If your family has a combined income of less than £24,000 can apply for a discretionary bursary which we will required documented proof of.

We would ask for 3 most recent monthly award statements from parents/carers earnings to assess this figure. This may be verified by the Department for Works and Pensions.

**Additional Information:**

Applications will only be considered with the correct supporting information and documentation where applicable, therefore, please try to include as much supporting information and evidence as possible on your application form.

Documents must be original and not copies. for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.

**Any bursary award will be subject to students meeting all the targets and objectives set out in their 6th Form learning agreement, including satisfactory attendance and standard of behaviour, as well as providing documentary evidence to the Bursary Panel. This will be an ongoing process throughout the year and will be monitored on a regular basis. If standards are not met payments will be withdrawn at the discretion of the Bursary Panel.**

Both successful and unsuccessful applicants will be notified in writing and if you are dissatisfied with the outcome, you can appeal in writing to the Head Teacher and the Governing Body.

If you think that you may qualify or you would like any further information or assistance please contact student services office.



**EXAMPLE - APPLICATION FOR THE 16-19 BURSARY FUND**

Students that have financial barriers affecting participation in their studies may apply for assistance through Criteria Two of the Bursary Fund, for assistance towards the cost of transport, meals, books and equipment.

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| **Full Name and Year Group in September 2014:** | Joe Bloggs  Year 13 |
| **Full Address inc postcode:** | Codsall High School  Elliotts Lane  Wolverhampton  WV8 1PQ |
| **Contact Numbers:**  **Email Address:** | 01902 123456  [jbloggs@kmail.co.uk](mailto:jbloggs@kmail.co.uk) |

In order to apply students should meet one of the following criteria:

Please tick all boxes that apply:

X

* I meet the Criteria for Free School Meals i.e. parents in receipt of UC, Income Support, Income-based Job Seekers Allowance, Child Tax Credit with an annual income of less than £24,000 or the ‘Guarantee’ element of State Pension Credit. Working Tax Credit does not apply.

Please enter any other reason or change in circumstances that support your application and detail what you want the support for, the cost and duration:

**Please enter as much detail as possible in support of your application and attach documentary evidence. Please state clearly what you are claiming for, for what period and the cost. Original documents must be produced and copies will be taken by the school. Forms with no evidence will be handed back.**

- Please continue on a separate sheet if necessary:

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| --- |
| I am a single parent earning less than £24,000 per year – evidence is enclosed.  I would like to apply for assistance with the following:  Transport Costs:  Termly bus pass £24.80 with west midlands travel for 3 terms - £74.40  Football Academy PE Kit - £70 for the year  School Meals £2.30 per day  Books and Stationery £50 |

You will also need to meet all of your targets and objectives as outlined in the Sixth Form Agreement. Failure to do so can result in the funding being withdrawn. This will be evaluated and monitored by Post-16 Support and Administration/Head of Sixth Form:Pastoral.

Please note all of the information on this application will be confidential but we may need to contact you or a parent/guardian for further information.

Any Bursary Fund Allocations awarded by the Bursary Panel will be a contribution towards and not the whole cost and the method of reimbursement will be discussed on an individual basis. Please note that “payment in kind” may be considered appropriate e.g. for travel passes, food and course materials. Documentary evidence and receipts will be required as appropriate.

If you meet the criteria, payments to your bank account will be paid in the first week of term in November, January and April. If your application is successful, you will be asked to provide your bank details.

**Student signature: J Bloggs Date:**

**Parent/Guardian signature: Mrs K Bloggs Date:**