



**16-19 Bursary Fund Policy 2020/21**

**What is the 16-19 Bursary Fund?**

The 16-19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. It could help with any education-related costs that arise during the year, including:

- transport to school
- books
- clothing (max £150)
- equipment (max £350 contribution to the cost of a laptop)
- educational visits that are directly related to the curriculum

The bursary fund is not intended to provide learning support - services that the school gives to students - for example, counselling or mentoring, or to support extra-curricular activities where these are not essential to the study programme. It cannot be used to support general household income.

**Who is eligible to apply for 16-19 Bursary Funding?**

To apply for a bursary the student must be aged 16 years or over but under 19 at 31<sup>st</sup> August 2020 and must meet the necessary residency qualifications that are applicable for entry to the sixth form.

**A) Bursaries for students in defined vulnerable groups- max. £1,200 p.a.**

The government has announced that students falling within the following categories will be entitled to a grant or bursary of £1,200:

- You are living in care, or have recently left the local authority care
- You, the learner, are receiving income support or Universal Credit in your own name
- You, the learner, are disabled and receiving both Employment and Support Allowance (ESA), or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name

Payments will be made on the submission of receipts or request for a purchase to be made on your behalf.

If you think you are eligible for this £1,200 bursary, please complete the application form, and return to the JHGS finance office with the relevant supporting evidence.

**B) Discretionary bursaries for students from low-income households**

You could receive this level of funding if:

- You have a gross annual household income of below £23,000

OR

- You are in receipt of Free School Meals

OR

- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for this level of support, please complete the application form and return it to the JHGS finance office with the relevant supporting evidence.

Subject to funds being available, payments will be made based on the expenditure profile. Payments will be made directly to the student's own Bank Account but may also be internally transferred to contribute towards the cost of educational visits or resources purchased by the school. Payments will be subject to review by the Bursary Fund Committee.

### **Proof of income**

Proof of income will be required to support this application and could include:

- Entitlement to Free School Meals
- Notification of Tax Credits (where applicable)
- P60 (additional evidence will also be required)
- Self Employment Income evidence
- Other means tested certification eg. Universal Credit Award Notice

### **How will John Hampden Grammar School assess applications and allocate 16-19 Bursary funding?**

The amount provided to the school by the ESFA to finance the discretionary 16-19 Bursary Fund is limited and the school will prioritise allocation. Students who are eligible for funding should complete an application form and hand it to the school Finance Office as soon as possible, after admission to Year 12 or Year 13. The Bursary Fund Committee will meet to consider applications at both levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- **There must be no unauthorised absences during the school day**
- **They must maintain acceptable levels of behaviour and effort**

Note that a separate application must be submitted at the start of Year 13, even if funding has previously been awarded in Year 12.

Students will be contacted via their JHGS email, which they should check regularly.

Receipts or other evidence of expenditure are required for all claims.

The school may be able to purchase books for you directly and you should speak to your subject tutor or to Mrs Allen in the finance office if you need assistance.

### **The Bursary Fund Committee**

The Bursary Fund Committee will meet at the beginning of September to consider and review applications. The Bursary Fund Committee will be made up of the Deputy Head (Chair), the Business Manager, Finance Officer and the Director of the Sixth Form. The Deputy Heads of Sixth Form do not make decisions about applications but they may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance.

Students and their parents/carers should understand that the available fund is limited.

***If you think you may be entitled to a 16-19 Bursary please complete the relevant forms and submit them to the Finance Office together with any necessary accompanying documentation.***

Further guidance is available at [16 to 19 Bursary Fund - GOV.UK](#)

## 16-19 Bursary Fund Application – Student details

<b>EITHER:</b> A) I am applying for the Vulnerable Student Bursary (see above for criteria)	
<b>OR:</b> B) I am applying for the Discretionary Bursary due to low household income	

Prior to completing this form please read the guidance available on the Gov.uk website. Proof of entitlement must be included when the form is returned. <https://www.gov.uk/1619-bursary-fund>

### Student Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address (school)	

### Student Bank or Building Society Details

To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form. <b>If you change your account details during the Academic year please advise the Finance Office.</b>	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	

**I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.**

Student Signature		Date	
-------------------	--	------	--

**The application forms and appropriate appendix need to be handed to the Finance Office by September 11<sup>th</sup> 2020, after admission to Year 12 or Year 13.**

# **16-19 Bursary Fund Application – Parent/Carer Form**

(Both Student and parent/carers forms are required)

Prior to completing this form please read the guidance on the Gov.uk website. Proof of entitlement must be included when the form is returned. <https://www.gov.uk/1619-bursary-fund>

## **Parental/Carer Details**

Surname/Family Name:	
First Names:	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

### **Declaration:**

**I confirm that the details on this application and the evidence provided are true and accurate. I understand that if any false or incomplete information is submitted the matter may be referred to the Department for Education or the police. The student could face prosecution and recovery will be sought for any payments that the student is not eligible for.**

Parent/carers Signature		Date	
----------------------------	--	------	--

**The application forms and appropriate appendix need to be handed to the Finance Office by September 11th 2020, after admission to Year 12 or Year 13.**

## **Application for 16-19 Bursary funding for 2020/21 academic year**

This should be completed in addition to the main application forms and should be submitted with appropriate evidence.

I wish to apply for Bursary funding under the following criteria (please delete as appropriate):

- I am eligible for the Vulnerable Student Bursary (as defined above)
- My gross household income is below £23,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

<b>Specific need (e.g. bus pass, books, etc.)</b>	<b>Funding requested (£)</b>	<b>Receipts (tick)</b>

Please note: Under the discretionary bursary, the maximum payment for clothing is £150.00 and the maximum contribution towards a laptop or other electronic device is £350.00.

**I attach to this form the following evidence to support my application** (please specify below):

**I will be able to provide receipts / evidence of purchase for the above. I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Student)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**The application form and appropriate appendix needs to be handed to the Finance Office by 11th September 2020.**

## **16/19 Bursary Checklist**

- **Forms must be submitted by Friday 11<sup>th</sup> September 2020 in order to receive prompt payment.**
- **Receipts must be provided for all claims.**
- **Evidence of household income must be provided.**
- **Student's Bank details are required.**