



June 2019

16-19 Bursary Fund 2019-20

Dear Parents/Carers,

As you may be aware from the media, the government introduced a 16-19 Bursary Fund in September 2011, to provide financial help to sixth form students who otherwise might not be able to access or complete their sixth form studies.

It is anticipated that any finance awarded to a student would be used towards the cost of books, equipment and transport.

There are clear set criteria regarding eligibility for payments from the fund and an application has to be made to the school for consideration (see the school website for an application form). Guidance is available at <https://www.gov.uk/1619-bursary-fund>

Students may apply for **either**:

(A) Vulnerable Student Bursary

These students will receive up to £1,200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the "Commitment Conditions" as set out in the 16-19 Bursary Fund Policy. Funding for students in this group is held centrally by the Education Funding Agency and will be drawn down on demand once appropriate evidence has been seen.

Guaranteed Bursary students are:

- Young people in care
- Care leavers
- Young people **personally** in receipt of income support or Universal Credit because they are financially supporting themselves or financially supporting someone who is dependent on them and living with them such as a child or partner
- Young people who are disabled and in receipt of both Employment and Support Allowance (ESA) or Universal Credit and Disability Living or Personal Independence Payments (PIP) in their own name.

or

(B) Discretionary Bursary

- 5% of the total funding will be held back for administration and 10% of the total funding will be held back for applications that are received after the deadline of Friday 20th September (i.e. change of circumstances & new students). Of the funding delegated directly to the school, 85% will be prioritised and allocated as below.
- There are **3** levels of payment within this allocation:
 - **Student Tier A:** students who have successfully claimed free school meals for the current academic year.
 - **Student Tier B:** students whose home household income is less than £20,817.
 - **Student Tier C:** students whose household income is less than £25,520.

What happens if you qualify for payment?

If you think you are eligible to make an application to the 16-19 Bursary Fund, then please complete the application form and return it to Mrs Bushell (business manager and bursary fund manager) by Friday 20th September along with the required evidence. If you have any enquiries, then please do not hesitate to contact me at school.

You will be contacted by school in writing by Monday 30th September informing you of the amount allocated. Students should ensure they have a bank account in their name through which to receive funds. Payment will be divided across the three terms and will be subject to the 'Commitment Conditions' as set out in the 16-19 Bursary Fund Policy.

Yours sincerely,

A handwritten signature in black ink that reads "B. Blackburn". The signature is written in a cursive style with a large initial 'B'.

Ms Blackburn
Head of sixth form

King Charles I School Application for 16-19 Bursary Fund

The 16-19 Bursary Fund is paid by the Education and Skills Funding Agency (ESFA) to schools and colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration. If you wish to apply for the fund please complete the form below and return it with any required evidence to **Jessica Bushell (business manager and bursary fund manager)** by **Friday 20th September 2019**.

Name:	Date of birth:
Address:	

Please complete **either** Part 1 or Part 2 depending on your circumstances.

Part 1 Vulnerable Student Bursary

*Only complete if you are in one of the following groups (please tick). You are entitled to up to £1200 per year for a full time course. Please provide appropriate evidence or discuss with Ms Blackburn.

Young person in care	
Care leaver	
Young person <u>personally</u> in receipt of income support (or Universal Credit)	
Disabled young person in receipt of both Employment and Support Allowance (ESA) or Universal Credit and Disability Living or Personal Independence Payments (PIP) in their own name	

Part 2 Discretionary Bursary

A bursary for books and other equipment required for studies is also available to students in the following three groups (please tick)

Student Tier A – Students who have successfully claimed Free School Meals for the current academic year (<i>Evidence: Local Authority letter/school transition data</i>)	
Student Tier B – Students whose home Household income is less than £20,817 (<i>Evidence: Working Tax Credit annual statement letter from HMRC</i>)	
Student Tier C - Students whose home Household income is less than £25,520 (<i>Evidence: Working Tax Credit annual statement letter from HMRC</i>)	

Student Signature:	Parent/Carer Signature:

We can not process your application unless suitable evidence is provided. Only original sources of evidence are acceptable by the school at the point of application. These will be returned to you.

For full details of how funds will be allocated please refer to the '16-19 Bursary Policy' on the school website