



ARCHBISHOP
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FINANCIAL SUPPORT FOR LEARNERS

16-19 BURSARY FUND Information/Application Pack

What is the Bursary Fund?

The 16 – 19 bursary fund provides financial support to eligible learners to help them overcome the costs of specific issues which affect their ability to attend education or to learn. In the past, regular payments have been made to learners based upon attendance and behaviour. In a change to legislation, eligible learners must be able to demonstrate a financial burden they will incur, which prohibits their attendance or attainment, i.e a **barrier to participation**. Examples of areas where support can be given are below, the list is not exhaustive:

- Transport costs
- Specific clothing needs (eg, overalls/safety boots)
- Stationary
- Meals
- Course specific equipment
- University application and interview fees/transport costs for University visits

Eligibility

Learners must be aged 16 and under 19 on the 31st August in the academic year in which they start a full time programme of study.

There are two types of 16 -19 bursaries:

1. Vulnerable Groups Bursary

Learners can apply for support of up to £1200 per annum if they meet **one** of the following criteria:

- In care
- Lives independently having left Local Authority care
- Learners receiving Income Support
- Disabled, receiving both Employment Support Allowance and Disability Allowance (please note if in receipt of ESA you will not be entitled to child benefit)

This type of bursary is available to a small group of learners most in need of financial support, who meet the criteria above. This amount is paid weekly into the student's bank account

2. The Discretionary Bursary

Please Note: we no longer pay flat rate weekly payments for discretionary bursary. Students have to submit a claim form for the item(s) they need (available from Sixth Form Team). Items will be ordered through the Finance Dept.

Learners can apply for this grant if:

- They are eligible for free school meals (you must re-apply for FSM in Year 12) – you are eligible if your parents are claiming benefits such as Income Support, Universal/child tax credit, job-seekers allowance, employment support allowance or support under Part IV of the immigration and Asylum Act 1999
- If the **total** level of earnings in their household is less than **£25,000** per year.

Learners assessed as meeting these criteria can apply for this bursary fund to cover the costs of any barriers to participation, as defined on page one. We will require proof of household income or any benefits received. If in receipt of Universal Credit, we will require copy of a monthly statement.

How to Apply

Please note: all applications are treated with the strictest of confidentiality and any original evidence is returned to the student as soon as possible.

Application forms for bursary eligibility must be completed annually and assessed by the Sixth Form Team/Head of Sixth Form.

All applications must be made on the official form and will only be assessed if the correct evidence is provided with the form, details of which are listed. Completed applications should be returned to the Sixth Form Team.

Any appeals must be made in writing to the Head of Post-16 and will be reviewed and responded to within 15 working days.

Please be aware that if the student's attendance falls below the Academy expectations of at least 95%, a bursary request may be declined until the attendance improves.