



Birchwood High School YPLA 16-19 Bursary Fund Policy 2017-18

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body, the Young People's Learning Agency (YPLA), for 16-19 year olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

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

- Students aged at least 16 and under 19 on 31/08/17 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of BOTH Employment Support Allowance and Disability Living Allowance
- Students facing financial barriers to participation in post-16 education.

How does the School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a **limited fund** and the School only has a **small amount** of money to distribute. Students must fall into one of the following categories and students and their parents must be prepared to show evidence of genuine hardship.

- There will be 3 priority groups categorised as high, medium and low.
- For the 2017-2018 academic year all applications must be received by Friday 8 September.
- Consideration will be given for retrospective payments from the 1 September 2017.

High priority group

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own right.
- Are disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance

Eligible students will be guaranteed a £1200 bursary to support them with costs such as transport, equipment etc.

Medium priority group

Students who fall into one or both of the following categories:

- Eligible for a free school meal
Evidence Required:- Must appear on County's Free School Meal register (Please apply to County if you think you may be eligible for Free School Meals www.hertsdirect.org/freeschoolmeals)

- Living in a household where the parent(s)/carer(s) are in receipt of income support
Evidence Required:- Income Support letter (no more than 28 days old)

Eligible students in this group may apply to the 16–19 Bursary Fund for a contribution towards:

- The cost of transport, essential course equipment, trips, uniforms, exam re-sit fees, etc.

This may be a one off payment for specific items or a bursary for support **up to a maximum of £800**, according to need. Amounts paid will be subject to the number of students in the category and the availability of funds.

Low priority group

Students who fall into the following category:

- Living in a household where the gross annual household income is less than £25,000
Evidence Required:- First 4 pages of your Child Tax Credit Awards letter for 2017/18
- Living in a household experiencing a temporary reduction in income.

Those in the low priority group will be considered for financial support, subject to availability of funds, after those in the high and medium priority groups have been awarded. Students in this group **may** get a **contribution** towards the cost of essential course equipment, transport costs or other expenses related to education.

NB All bursary awards are dependent on students meeting agreed standards of behaviour and attendance as set out in the Sixth Form Contract

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Please return to:- Mrs Judith Crimes, Birchwood High School, Parsonage Lane, Bishop’s Stortford CM23 5BD

Student Name:-

would like to apply for the 16-19 Bursary Fund for the following priority group:

High **Medium** **Low**

under criteria:-

I enclose the following evidence as requested
(please tick relevant box)

Income Support letter (no more than 28 days old)

First 4 pages of your Child Tax Credit Awards letter for 2017/18

Signed:- Date:-

Please note that all applications will be treated in the strictest confidence