



Birchwood High School 16-19 Bursary Fund Policy 2022-23

What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. The fund is made available from the government through the Education and Skills Funding Agency (ESFA) and is administered by the school.

There are two types of 16-19 Bursary:

Vulnerable student bursary and **Discretionary** student bursary

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

- To be eligible to receive a bursary in the 2022 to 2023 academic year a student must be aged 16 or over but under 19 at 31 August 2022
- Students must meet the residency criteria in [ESFA funding regulations](#) for post-16 provision in the 2022 to 2023 academic year.

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 2022-23 academic year all applications must be received by **Friday 9 September 2022**
- Consideration will be given for retrospective payments from the 1 September 2022.
- Assessment of financial need is required for all applicants

How does the School pay Bursary Funding?

Payment may be in kind (for example by meeting the cost of a trip or providing uniform or a bus pass) or made by [TBC] depending on the circumstances and purpose of the bursary.

High priority group - Vulnerable student bursary

- in care
- care leavers
- 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.

Evidence will be required to support the basis of the claim and the financial assistance required

Eligible students may receive a bursary of up to £1200, dependent on need, to support them with costs such as transport, equipment etc.

Please note that students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources. There is a possibility of no award or a limited award.

Medium priority group – Discretionary student bursary

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 or Universal Credit
Evidence Required:- Income Support letter (no more than 28 days old) or Universal Credit Award Notice

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 £1,100**, according to need. Amounts paid will be subject to the number of students in the category and the availability of funds.

Low priority group – Hardship Fund

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 2022/23 or Universal Credit Award Notice
- Living in a household experiencing a temporary reduction in income.
- **Evidence Required:-**

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** according to need 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. This will be assessed termly and if a student's attendance falls below the expected percentage then the Bursary may be withdrawn.

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) or Universal Credit Award Notice**
- First 4 pages of your Child Tax Credit Awards letter for 2022/23 or Universal Credit Award Notice**

Signed:- Date:-

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