



16 – 19 Bursary

Information for Parents and Students

2020 -2021

This document is to inform students and parents of the manner in which the 16-19 Bursary is administered at The Long Eaton School. It will;

- explain the criteria required for eligibility for this funding
- explain the application procedure
- explain the appeals procedure
- explain the criteria for the “additional bursary”
- provide an audit trail for the school’s governing body
- provide the school’s terms and conditions with regards to this funding

Should you require further information, please do contact a member of staff in the sixth form.

The Long Eaton School 16-19 Bursary

1. Introduction

The 16 – 19 bursary funds are paid by the Education Funding Agency 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.

The funds are typically used for the following:

- Transport
- Books and Equipment
- Hardship Costs
- Additional Course Costs
- Costs of travel to HE interviews
- Other discretionary areas

The funding available will be for 39 weeks per year (amount dependent upon number of applicants)

There are 2 types of bursary available.

Bursary for students in vulnerable groups

You could get up to £1,200 if at least one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

You'll usually get less than the full amount, or no bursary, if one of the following apply:

- your course is shorter than 30 weeks
- you study part time
- you have few expenses

Evidence Required

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority

- for students in receipt of Income Support or Universal Credit (UC), a copy of their Income Support or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on
- for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided

Discretionary 16 – 19 Bursary Fund

This bursary is determined in line with school's policies on discretionary funding.

Criteria

A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

How much bursary you receive will depend upon individual circumstances you're your actual financial need. These will vary from student to student, depending on, for example, your household income, the distance you need to travel to the institution and the requirements of your study programme.

Institutions will not make blanket or flat rate payments to all students, to students in particular income bands or to students whose families are in receipt of particular benefits without considering the actual needs of each student.

The school will bear in mind that a student's circumstance and needs may change later in the year. Therefore students can now apply at any time throughout the academic year.

Student Responsibilities

The student will be responsible for the following:

- Ensuring all documentation is completed and accompanied by the relevant supporting documentation
- Students who obtain the funding are required to adhere to the terms and conditions of the agreement, any failure to do so will result in the withdrawal of the funds.
- The student must inform the school immediately of any changes in their personal circumstances

The Application Procedure

You will receive two application forms both will need completing accordingly. It is vital that all the information you provide is correct as otherwise this may delay payment.

All students must sign the terms and conditions and return this along with their application, you will then receive a copy for your records.

All applications must be accompanied with up to date supporting evidence – for example proof of family income/ free school meal confirmation etc

(please contact Mrs L Reeve if you require assistance with this matter)

Appeals Procedure

All appeals must be made formally in writing to the school, the 16 -19 funding panel will review all appeals. All those that appeal will be notified in writing of the outcome.

The Audit Trail

It is vital that any application is supported by the correct documentation and that any subsequent claims are supported with VAT receipts. The reason for this is that the school has a legal obligation to provide such information and the documents will be kept on file for a total of six years.

All sensitive information will be retained under the data protection act.