

September 2021

Dear Parent / Carer

This letter outlines information regarding the government's 16 to 19 Bursary scheme which provides schools and colleges with funds to assist a small number of identified students with the costs of continuing in post-16 education. Students who are eligible for any level of funding should complete an application form and hand it to Mrs Chaplin via the college office as soon as possible, and before the 24th September.

Please be aware that we are obliged to check eligibility every academic year. Therefore, even if your child received bursary funding last year, they will still need to reapply this year.

There are two types of 16 to 19 bursary:

- a bursary for a defined vulnerable group
- a discretionary bursary

Both types will be in the student's own name and any requests for support must come directly from the student and payments or reimbursements can only be made to the student and not to the parent or carer.

Bursary for a Defined Vulnerable Group

The bursary for vulnerable groups can pay up to £1,200 per year to a student if they need that amount of support. Students may only receive the amount they actually need to participate and we are not permitted to automatically award students £1,200 if we cannot evidence that they need the full amount.

If a student is deemed eligible for this type of bursary, a member of the pastoral team will meet with them to discuss their needs for the year and create a financial plan.

The defined vulnerable groups are students who are:

- in care (as defined by social services)
- 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

Please inform Mrs Chaplin, in confidence, if your child is in any of the categories listed above. The supporting evidence required is listed on the application form.

Discretionary Bursary

We are also permitted to make discretionary bursary awards to help students with the cost of travel, educational trips and to buy essential books, equipment, specialist clothing and materials. These are items the student would otherwise need to pay for to participate.

The bursary fund is not intended to provide learning support - for example, counselling or mentoring, or to support extra-curricular activities where these are not essential to the students' study programme. The bursary fund cannot be used to support general household income.

Students who are members of households with a gross annual household income of below £27,000 or who are facing other financial constraints may be eligible for a discretionary bursary. If a student is eligible for Free School Meals or received Pupil Premium in Year 11 they have already been identified for Bursary support and no documentary evidence is required, although they must still complete an application form. For all applications you must provide proof of entitlement through supporting documentary evidence of household income or the allowances received by the student. There is a list of suitable evidence on the application form.

Schools are encouraged to pay discretionary bursaries in-kind rather than cash as far as possible. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment. We are required to assess the needs of the individual students when awarding bursary and the value of bursary awarded to students will vary depending on their circumstances, taking into account the financial barriers to participation. This is to ensure the funds go to those who genuinely need them.

Students who are deemed eligible for the discretionary bursary should be aware that there must be no unauthorised absences in order for them to continue to receive the bursary. Bursary awards are also conditional on students meeting agreed standards of behaviour.

Finally, if a student is not currently eligible for Bursary support but their circumstances change during the course of the academic year, please let us know as we may be able to offer some assistance.

Kind regards



Ms S Hebditch
Business Manager