



16 – 19 BURSARY FUND

APPLICATION FORM

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BACKGROUND

The fund's aim is to provide support for Sixth Form students who face financial hardship. From September 2023, the way funds are allocated has been amended. This Policy is based on advice provided by the Government and sets out how Stroud High School will distribute the funds.

1. WHAT IS THE 16-19 BURSARY FUND?

The 16-19 Bursary fund is made available from the Government, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

2. ELIGIBILITY

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

Students following Government funded full-time or part-time courses, who are 16 years and over, and under 19 years of age on 31st August in the academic year in which they start their programme of study, who fulfil the residency criteria in the *EFA Funding Guidance for 2014/15*¹. To be eligible for funding, you must show evidence that you satisfy one or more of the following criteria:

- Being a young person in care.
- Being a care leaver.
- Being in direct receipt of Income Support or Universal Credit.
- Being a disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payment).
- Being in receipt of Free School Meals.
- Providing evidence of financial hardship.

2.2 Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31st August 2023.
- Students who do not meet the residency qualifications.

¹ <http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14>

3. WHAT CAN I SPEND MY BURSARY ON?

The bursary can be spent on the essential costs of participating in your study programme. This could include, but is not limited to, the following:

- Text books or other books related to your subjects
- Stationery / revision aids
- Laptop, tablet, printer, ink, etc.
- School trips and visits
- School lunches (money will be added to your cashless catering account for use in the canteen)
- Equipment for your course.
- Transport costs – bus or train fares
- Transport for university/job interviews
- Exam fees

If you are unsure if something could be included or not, please ask either at the Finance Office or contact Miss Tapscott in Sixth Form.

3.1 How do I spend my bursary?

There are three ways to spend your bursary:

- **Buy/pay for the item yourself and reclaim the funds from your bursary.** Complete the “Bursary Reimbursement Form” and hand it into the Finance Office who will process a refund into your bank account within a week. Remember to check before you buy your item that it is included in the list of approved items.
- **Ask the school to order the item for you and pay for it directly from your bursary.** Complete the “Bursary Order Form” and hand in to the Finance Office. The order will be placed and you will be contacted via your school email account when the item is available to collect.
- **Petty cash - For items under £20 claim cash.** Complete the “Petty Cash Form”, attach your receipt(s) and bring to the Finance Office to claim cash back immediately.
- **School lunches.** We will add money to your cashless catering account for you at the beginning of each week (max £2.50 per day or £12.50 per week). Email the Finance Office on finance@stroudhigh.gloucs.sch.uk BEFORE breaktime with your name and the amount you would like added and that will be available by lunchtime.

All of these forms are available to download on the SHSF website or to collect from either the Finance Office or Julia Merrett.

4. APPLICATIONS AND ASSESSMENT

4.1 How does the school assess applications and allocate 16-19 Bursary Funding?

Stroud High School will make every effort to ensure that all those entitled to bursaries receive such support. All students entering Sixth Form will receive information regarding the Bursary. Sixth Form students will be entitled to apply if they consider themselves eligible. Parent(s)/Carer(s) will be asked to provide evidence of household income as set out in the application form.

The 16-19 Bursary Fund is a limited fund. The school will prioritise allocation. There will be five priority groups, categorised as Level 1, 2, 3, 4 and 5.

Applications cannot be made until a sixth form place has been confirmed and the student has commenced their studies as a Post-16 student.

All applications should be received via your tutor to Miss Tapscott (Head of Sixth Form). Applications will be accepted throughout the year to allow for changes in students' family income. However, given the limited nature of the funding it cannot be guaranteed that in-year applications will all be successful. It is in the student's interest to apply promptly at the start of the year.

An application will not be assessed unless it contains full details including documentary evidence of household income.

Funding Levels

4.2 Level 1 funding

Students aged over 16 and under 19 on 31st August 2023, and who fall into one of the following categories:

- Are currently in care (as defined by Social Services)
- Are leaving or have recently left care
- Are in receipt of Income Support or Universal Credit in their own name
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments)

Eligible students will be guaranteed a **£1200 Bursary** to support with costs such as public transport, equipment, trips, school meals, books, etc.

4.3 Level 2 funding

Students aged over 16 and under 19 on 31st August 2023, and:

- Have a gross annual household income of below £16,190 and
- Are eligible for Free School Meals.

Eligible students in this group will be entitled for funding (amount dependant on the number of eligible applications) to contribute towards the cost of transport, essential course equipment, trips, materials, books etc. up to a **value of £900** per year.

4.4 Level 3 funding

Students aged over 16 and under 19 on 31st August 2023, and:

- Have a gross annual household income below £16,190

Each application will be considered according to individual circumstances.

Eligible students in this group, will be eligible for funding (amount dependant on the number of eligible applications) to contribute towards the cost of public transport, essential course equipment, trips, materials, books etc. up to a **value of £900** per year.

Those in the Level 3 funding group will be eligible for funding based on the school allocation and subject to available funding.

4.5 Level 4 funding

Students aged over 16 and under 19 on 31st August 2023, and:

- Have a gross annual household income between £16,191 and £22,500.

Each application will be considered according to individual circumstances.

Eligible students in this group, will be eligible for funding (amount dependant on the number of eligible applications) to contribute towards the cost of public transport, essential course equipment, trips, materials, books etc. up to a **value of £600** per year.

Those in the Level 4 funding group will be eligible for funding based on the school allocation and subject to available funding.

4.6 Level 5 funding

Students aged over 16 and under 19 on 31st August 2023, and:

- Have a gross annual household income below £28,000.

Each application will be considered according to individual circumstances.

Eligible students in this group, will be eligible for funding (amount dependant on the number of eligible applications) to contribute towards the cost of public transport, essential course equipment, trips, materials, books etc. up to a **value of £400** per year.

Those in the Level 5 funding group will be eligible for funding based on the school allocation and subject to available funding.

5. DISCRETIONARY BURSARY

Parents/Carers/Students may approach the school for assistance at any time in case of hardship (including sudden or temporary circumstances); these cases will be dealt with on a case by case basis. Please contact either Miss Sarah Tapscott (Head of Sixth Form) or your tutor in confidence.

6. CONDITIONS

Please note:

- The School reserves the right to stop payments immediately should a student's behaviour become unacceptable.
- The School can request a full refund of any payments made should the student leave prior to the end of their studies.
- Funds are limited and will be allocated based only on the criteria above.
- Applications must be supported with official proof of household income. We will accept the following as proof of total household income:
 - 3 most recent months universal credit award notices
 - Tax Credit Award Notification
 - P60s from each and every job
 - Certified evidence of self-employment income from the Inland Revenue
 - Free School Meal eligibility
 - If none of the above is available, 3-6 months of bank statements may be considered.
- Reimbursements must be supported with documentary evidence of costs incurred e.g. receipts of purchase.
- Students must sign and return a declaration form (provided by the school) to confirm that the bursary will be used to support curriculum activities and resources.

If documentary evidence is not available please contact Miss Tapscott to discuss possible alternative evidence options. Where relevant, it is possible to attach a letter outlining any special circumstances that may apply to an individual's situation.

7. PAYMENTS

See the Guidelines and Criteria for payment of the 16-19 Bursary Fund.

8. APPEALS

Students are entitled to appeal against the decision made in relation to their application for a Bursary or the withholding of payments. Students should write a letter of appeal to Mr Mark McShane. This will be forwarded for consideration by the Appeal Panel of the school. The Appeal Panel consists of Sarah Tapscott: Head of Sixth Form, Sandra Thomson: Business Manager, and a school governor.

9. FRAUD

Applicants' parents are responsible for providing true, accurate and complete information on total household income, and any other information that is relevant to their claim for financial support. Fraudulent claims for Bursary allocations will be treated very seriously. Students found to make fraudulent claims will be required to refund all payments and the police will be informed.

10. NOTES

This information is subject to final Government decision and the details may change.

Updated information, as it becomes available, will be posted on the school's website.

If you think you may be eligible for a bursary, then it is wise to ensure that you have opened your own Bank or Building Society Account that can receive direct payments into it.

Please return the completed application form and a signed learning agreement to: Miss Sarah Tapscott (Head of Sixth Form), Stroud High School, Beards Lane, Stroud, Glos, GL5 4HF

Please retain these guidance notes for your records.

For advice speak to your tutor or the school Finance Office.



Stroud High School

16-19 Bursary Application Form: 2023 / 2024

Student

*Applications cannot be made until a Sixth Form place has been confirmed and the student has commenced their studies as a post-16 student.
Proof of entitlement will be required to allow the processing of this form.*

STUDENT DETAILS

Last Name Family Name			
First Names			
Address			
Post Code		Date of Birth	
E-mail address			
Home Phone			Mobile Phone

BANK OR BUILDING SOCIETY DETAILS (STUDENT)

To receive payments, you must have a Bank or Building Society Account in your own name that will accept direct payments. If you do not have an Account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (if a Building Society Account)	

CIRCUMSTANCES

Please indicate the help you require by adding detailed information in appropriate boxes:

Travel costs	
Essential course costs (books, equipment, materials etc.)	
Meals in school costs	
Other (please specify in full)	

Please tick all boxes above that apply to this application. Documentary evidence will be required to support the application. If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returned to the School after use.

I certify that the information given above is true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete the course. I confirm that all relevant equipment, such as laptops and books, will be returned to the School at the end of my course.

Signature	Student	Date	
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Parent / Carer

Prior to completing this form please read the guidance at the front of this document.
Proof of entitlement will be required to allow the processing of this form.

PARENT / CARER DETAILS

Last Name Family Name		
First Names		
Address		
Post Code		
National Insurance No		
Home Phone		
Mobile Phone		
Email address		
Details of other family members:		
Name	Age (if 19 or under)	Relationship to applicant

INCOME DETAILS (FOR HOUSEHOLD)

1.a Student's Income to evidence Level 1 Funding

If you, the student, currently receive benefits please complete this section, if not please move on to section 1.b. Please send a copy of ONE of these as evidence of your income.

Type of Income	Yes/No	Evidence required
Universal Credit		3 most recent months Universal Credit award notices.
Income based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
Disability Living Allowance (or Personal Independence Payments)		An award letter which is less than 3 months old on the date of application

1.b Household Income to evidence Level 2 Funding

Please indicate which of the following benefits/income that **your parents/carers** are currently in receipt of. Please send a copy of ONE of these as evidence of your income.

Type of Income	Yes/No	Evidence required
Free School Meals (even if you choose not to receive the free meal) New applications for free school meals can be made at any time. Telephone GCC on 01452 425434 or visit www.gloucestershire.gov.uk/freeschoolmeals for further information, or see the Finance Office.		An award letter which confirms that Free School Meals were received in Year 11. To qualify for free school meals you need to be receiving: <ul style="list-style-type: none">• Income Support (IS) or Universal Credit• Income-Based Jobseekers Allowance (JSAIB) (If you receive contribution-based Jobseekers Allowance you will not qualify.)• Support for Asylum Seekers (AS)• Child Tax Credit (CTC) where you do not receive Working Tax Credit and your annual income (as assessed by her Majesty's Revenue and Customs) does not exceed £16,190• Guaranteed Pension Credit (GPC)• Income Related Employment and Support Allowance (ESA)

1.c Household Income to evidence Level 3 Funding

Please indicate which of the following benefits/income that **your parents/carers** are currently in receipt of. Please send a copy of at least ONE of these as evidence of your income.

Working Tax Credit/Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award (TC602) showing that your total household income is below £16,190
Universal Credit		3 most recent months Universal Credit award notices.
Other Benefits		Evidence of any other benefits you may receive such as housing, council tax, disability living allowance or pension credits (guaranteed credits only)
Total Income from each job		P60 for each and every job for the current tax year
Total income from self-employment		Certified evidence of self-employment income from the Inland Revenue

1.d Household Income to evidence Level 4 Funding

Please indicate which of the following benefits/income that **your parents/carers** are currently in receipt of. Please send a copy of at least ONE of these as evidence of your income.

Working Tax Credit/Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award (TC602) showing that your total household income is between £16, 191 and £22,500
Universal Credit		3 most recent months Universal Credit award notices.
Other Benefits		Evidence of any other benefits you may receive such as housing, council tax, disability living allowance or pension credits (guaranteed credits only)
Total Income from each job		P60 for each and every job for the current tax year
Total income from self-employment		Certified evidence of self-employment income from the Inland Revenue

1.e Household Income to evidence Level 5 Funding

Please indicate which of the following benefits/income that **your parents/carers** are currently in receipt of. Please send a copy of at least ONE of these as evidence of your income.

Working Tax Credit/Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award (TC602) showing that your total household income is below £28,000
Universal Credit		3 most recent months Universal Credit award notices.
Other Benefits		Evidence of any other benefits you may receive such as housing, council tax, disability living allowance or pension credits (guaranteed credits only)
Total Income from each job		P60 for each and every job for the current tax year
Total income from self-employment		Certified evidence of self-employment income from the Inland Revenue

Declaration of totals for any other income (e.g. shares/investments, savings, rental income per year etc.)	
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Applications where **household income exceeds £28,000 per annum** will not be considered for support under this scheme. However, a **discretionary bursary/hardship fund** is available for those who are not eligible for the 16-19 Bursary. Please request financial support in writing, detailing the hardship experienced and the support required, from the Headteacher. We will consider each application thoroughly.

This application for assistance from the 16-19 Bursary Fund is made under the priority group of:

Level 1		Level 2		Level 3		Level 4		Level 5	
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I certify that the information given above is complete, true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information. I confirm that all relevant equipment, such as laptops and books, will be returned to the School at the end of my child's course.

Signature	Parent / Carer	Date	
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Stroud High School

Learning Agreement for Bursary Students

The main aim of the 16-19 Bursary Fund is to support students financially in their further education studies. We, as a School, have a duty to ensure that students comply with the following criteria:

1. Students attend both registration and lessons and be in school from 8.40am to 3.15pm;
2. Students apply themselves to their studies particularly in regard to effort;
3. Students meet the deadlines set by individual subject staff;
4. Students conduct themselves in accordance with the Student Learning Agreement and expectations of the Sixth Form.

The Bursary payment will only be authorised after giving consideration to the following criteria:

- All your absences from school must be authorised by the school. In the case of appointments, driving tests, university visits, interviews, etc you must notify the school in advance. If you are ill or organise an emergency morning appointment, you should telephone the school to notify us. Any holidays planned in term time will result in your payment being stopped, unless it is cleared by the School.
- You must catch up any work missed through absence. On the first day you return to school, it is your responsibility to talk with the relevant subject staff to ensure that you do not fall behind with your studies.
- You always come to school fully prepared for your classes, ensuring that you have with you the appropriate books and equipment for the class. All timetables lessons must be attended.
- You have consistently maintained good standards of work and met course work requirements including completing homework by the appropriate deadlines.
- You have made a positive contribution to fulfilling any additional commitments, for example, work experience, community task, voluntary service, conference, field trips, sporting activities, etc.
- Your commitment to subjects is judged as good or excellent by all your subject teachers. This must be reflected in your Formative Assessment Tests and any other documentation called for by the Head of Sixth Form / Tutors. An unsatisfactory Effort Grade will be deemed a failing criterion for the termly payments.
- Your academic progress is judged to meet or exceed any target minimum grades that you have been set in the light of teacher assessment and LAT data.

I understand that failure to comply with the above will jeopardize my Bursary payment.

Student Name	
Tutor Group	
Student Signature	
Date	