



# TRING SCHOOL

16 – 19

## Bursary Fund Information

**PLEASE READ THIS BOOKLET PRIOR TO COMPLETING YOUR APPLICATION**

IF YOU REQUIRE FURTHER INFORMATION PLEASE CONTACT MRS KAY OR MISS EVANS IN THE SIXTH FORM OFFICE.

## **16-19 Bursary Fund Policy 2019-20**

### **What is the 16-19 Bursary Fund and who is eligible to apply**

The fund is made available from the government through its funding body- The Education & Skills Funding Agency (ESFA) - to provide assistance to students who are 16-19 year olds and whose access to, or completion of, education is inhibited by financial constraints or barriers.

To be eligible to receive a 16-19 bursary in the 2020/21 academic year the young person must be aged 16 or over and under 19 on 31 August 2020 and should satisfy the residency criteria as set out in the EFA funding guidance for 2020/21 which can be found at <https://www.gov.uk/1619-bursary-fund>

The scheme is made up of two parts:

- **The Full Bursary**

Those most in need will be eligible for a bursary of £1,200 a year. This includes young people in care, care leavers, young people receiving Income support or Universal credit in their own name, and disabled young people in receipt of Employment and Support Allowance or universal Credit who are also in receipt of Disability Living Allowance or Personal Independence Payment in their own name.

To show eligibility for the full bursary you must provide appropriate evidence

- a letter setting out the benefit to which you are entitled
- written confirmation of current or previous looked after status from the local authority

- **The Discretionary Bursary**

Other students who need financial support to help them to stay in education or training may also be able to claim a bursary to help with participation related costs of transport, food, books, equipment or other course-related costs.

- a) **Priority One (up to £1,000 annually)**

This bursary will be a maximum of £1,000 per student and will be targeted towards students who face the greatest financial barriers to participation in education and will be awarded by the committee depending on the need of the student. You could receive this level of funding if you have a gross annual household income below **£20,000**

To show eligibility for this level of funding you must provide appropriate evidence

- evidence of household income eg P60, benefit statement, tax credit award statement or evidence of self employed income
- other means tested certification
- free school meals entitlement

- b) **Priority Two (up to £300 Annually)**

If there is sufficient funding remaining after allocating Priority One funding the committee may be able to allocate a maximum of £300 towards students who face some financial barriers to participation in education. You could receive

this level of funding if you have a gross annual household income below **£25,000**

To show eligibility for this level of funding you must provide appropriate evidence

- evidence of household income eg P60, benefit statement, tax credit award statement or evidence of income from self-employment
- other means tested certification
- free school meal entitlement in the previous 6 years

### **How will Tring School assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be two categories as described above. Students who believe they are eligible for funding should complete an application form and hand it to Miss Evans in the Sixth Form Centre as soon as possible, and by the deadline.

A Bursary Fund Committee will meet to consider applications. Students who are deemed eligible should be aware that to continue to receive bursary funding:

- There must be no unauthorised absences during the school day
- There must be an acceptable level of behaviour
- There must be an acceptable level of achievement and attitude to learning

### **The Bursary Fund Committee**

The Bursary Fund Committee will meet on occasion to consider and review applications. Emergency meetings will be arranged if necessary.

The Bursary Fund Committee will consist of Mrs S Kay (Head of Sixth Form), Mrs L Slade (Finance Manager) and Miss L Evans (Sixth Form Administrator).

Learners and their parents/carers should understand that the available fund is limited and that the school is free to determine the scale of discretionary bursaries and the frequency of payments. It is vital that the School is able to verify that "best value" is being obtained and will look to make awards "in kind".

The following are examples of areas of support that may be relevant to students and the way in which support may be provided. It should be noted that any allocation would only be made on receipt of completed registration and request for discretionary bursary funds documentation.

<b>Area of support</b>	<b>How support may be provided if a Discretionary Bursary is approved</b>
Books and equipment	The cost of books and/or equipment may be reimbursed on production of receipts.
Travel to and from school	Where possible, support would be provided through the purchase of travel passes/tickets on your behalf or a contribution made towards travel costs. In some circumstances, it may be necessary to allocate money to a student to be used for travel.

Field trips and additional course costs	E.g. The cost of field trips or other visits required to be undertaken by a student could be paid directly by the school
Travel to universities for Higher Education interviews	Travel costs will be covered for university interviews where these form an essential part of the selection process. Travel costs will be reimbursed on production of receipts or at an agreed mileage rate. This will be capped at £150 per year
Examination fees (including entrance examinations where relevant)	Where it is necessary for a student to sit examinations, for example university entrance tests, the examination fee/proportion of the fee could be paid directly by the school. Fees for public examination resits, remarks or scripts would not normally be covered.
UCAS application fee	The fee for making an application through UCAS may be reimbursed
Clothing for school (in extreme circumstances only)	A clothing allowance will only be awarded in extreme circumstances.
Costs of extra-curricular activities (only when these are directly relevant and essential)	A contribution towards the fees for attending extra-curricular activities may be covered, but only when these are shown to be directly relevant to a course of study and it is considered essential for a student to take part in these.
Other costs that directly support attendance at school	There may be other examples of where an allocation may be made. These will be assessed on an individual basis, based on information provided by the applicant.

Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

### **Payment**

Payments will be made by cheque or BACS. All applications for support should be submitted along with evidence of expenditure by the following deadlines.

Payment is conditional on you meeting the agreed standards relating to attendance, behaviour and progress in your studies as detailed above.

### **Deadlines**

For the Autumn Term 2020-21, applications must be received by Miss Evans in the Sixth Form Centre no later than **26 November 2020**.

If you miss this deadline you may still apply for support in the Spring Term. This form must be returned by **4 March 2021**.

If you miss the Spring Term deadline, you may still apply for the Summer Term. The form must be returned by **6 May 2021**.