



# Whitburn Church of England Academy (Sixth Form)

## 16-19 Bursary Fund Guidance Notes and Application Form 2023-24

### 1. What is a 16-19 Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. bursaries for defined vulnerable groups
2. discretionary bursaries which institutions award using policies they set, in line with these funding rules

The bursary fund is intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school or college, for example. The bursary fund is **not** intended to support costs not related to education (living costs), extra-curricular activities or provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.

As we have a limited amount of funding to allocate, please be mindful that there is a possibility of no award or a limited award.

### 2. Who is eligible to apply for a 16-19 Bursary Funding?

Whitburn CofE Academy Sixth Form will target the 16-19 Bursary Fund to ensure that it reaches students who face significant barriers to participating in education and will target funds to help the students in greatest need. Eligible students are those who satisfy the following criteria:

- Students must meet the residency criteria detailed in [sections 32-43 on pages 18-21 of this document](#).
- A student must be aged 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 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 or have an Education, Health and Care Plan (EHCP).
- These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.

### 3. Allocation of the Bursary Fund at Whitburn CofE Academy Sixth Form:

There are two types of bursary available as outlined below:

Bursary	Amount of payment	Criteria for eligibility	Criteria for continued payment of bursary
<b>Bursaries for young people in defined vulnerable groups</b>	Variable, based upon assessed need. <i>There is a possibility of no award or a limited award.</i>	<ul style="list-style-type: none"> <li>in care*</li> <li>care leavers</li> <li>student is receiving Income Support (IS), or Universal Credit (UC) 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</li> <li>receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right</li> </ul>	<ul style="list-style-type: none"> <li>No change in household financial circumstances.</li> <li>Minimum of 95% attendance at Whitburn Sixth Form.</li> <li>Adhere to the Sixth Form Learner Agreement ('contract'), see website.</li> <li>Be punctual to all lessons and registration.</li> <li>Attend all assemblies and enrichment sessions.</li> <li>Follow absence procedures as laid out in the Learner Agreement.</li> </ul>
<b>Discretionary bursaries</b>	Variable, based upon assessed need. <i>There is a possibility of no award or a limited award.</i>	<ul style="list-style-type: none"> <li>Students who were eligible for free school meals throughout Year 11 (whether or not they claimed them) or are eligible for FSM on starting Sixth Form. Eligibility can be checked <a href="#">here</a>.</li> <li>If funds remain, other students identified based on need by completion of this form.</li> </ul>	

\*The 16 to 19 Bursary Fund defines 'in care' as children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.

A 'care leaver' is defined as:

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.

### 4. How do students apply for the Whitburn CofE Academy Sixth Form 16-19 Bursary?

Students are encouraged to apply as soon as possible after formal enrolment in August. There is no deadline for applications although as the funding is finite, earlier applications are more likely to be successful.

Application forms can be collected from the Sixth Form Office or downloaded from the website. Completed application forms are to be submitted to the Sixth Form Office, along with the required evidence. All evidence is treated in the strictest confidence and can be copied and returned upon request.

Each application will be reviewed by the Bursary Fund Application Panel and successful applicants notified within two working weeks. The Bursary Fund Application Panel will consist of: Head of Sixth Form and School Business Manager.

The majority of payments will be 'in-kind' via the loan of texts, laptops, or the provision of vouchers. Any cash payments can only be made directly into the student's own personal bank account via BACS payment.

If financial circumstances change for a family during the academic year and a student becomes eligible for Free School Meals, a late application for bursary payment is encouraged.

Students will need to reapply for each year of study.

## **5. Equality, Confidentiality and Appealing a decision**

The Academy will take all applications made for bursaries into consideration irrespective of age, race, disability, gender, marital status, sexual orientation or faith.

Please note that Whitburn Church of England Academy Sixth Form guarantees that all personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential. Information provided in a 16-19 Bursary application form will only be shared with appropriate members of staff. Personal data will be used for funding purposes; information will not be passed to any other third party without your consent, except when the Academy is required to do so by law.

If a student wishes to appeal against the allocation of the 16-19 bursary fund the reasons for the appeal need to be put in writing, along with any documentary evidence to Mr J Crowe, Principal, Whitburn CofE Academy Whitburn, Sunderland, SR6 7EF.

Each appeal will be reviewed on a case-by-case basis against the published criteria for eligibility.

## **6. Terms and Conditions – Please read carefully**

We will communicate the outcome of the application to the student (the amount of bursary they have been awarded and for what types of costs, for example, travel) in writing within two working weeks of the application. The letter will detail how the costs will be paid, so in kind or by payments to their bank account.

Please note carefully in the bursary guidance and application form the terms that must be adhered to for students to continue to benefit from this scheme.

Please note the evidence required to support your application. Applications submitted without the necessary evidence will be returned to applicants for re-submission.

We understand that genuine illness, caring responsibilities or other exceptional circumstances can impact on attendance and these will be taken into account when judging whether a student has met the terms of the learner agreement to be able to receive continued support.

As per ESFA guidance, we will stop any regular payments (such as school lunches, or travel expenses) where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme. We will also seek to take money back from students if they have not spent it for the reasons it was awarded to them.

Any books or equipment loaned to a student as part of the bursary scheme must be returned on completion of their course in usable condition such that it can be re-issued to another student. Charges may be issued for the replacement of any item not returned, or returned in unacceptable condition.

Any student or parent who is unhappy with how an institution has managed their application for bursary funding should initiate an appeal by putting the reasons for the appeal in writing, along with any documentary evidence to Mr J Crowe, Principal, Whitburn CofE Academy Whitburn, Sunderland, SR6 7EF.

The impact of receipt of the 16 to 19 Bursary Fund on other benefits: Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC.



# 16-19 Bursary Fund Application Form 2023- 2024

Please ensure you have read and understood the guidance notes regarding bursary applications before completing this form. Please note that if a bursary is awarded the payments will be made subject to the conditions of the Sixth Form Learner Agreement being met.

**This form should be handed into the Sixth Form Office along with any relevant evidence for processing**

**Indicate below which fund you are applying for:**

- 1. Bursaries for students in vulnerable groups
- 2. Discretionary bursaries

**Complete all information in Black Pen and in BLOCK capitals:**

Surname:	Forename(s):
Year:	Form Group:
Date of Birth:	Age at 31/8/2023:
Address:	
Are you confident you meet the residency criteria detailed in <a href="#">sections 32-43 on pages 18-21 of this document?</a> YES / NO	
Parent Telephone Number:	Parent email:

**To be completed by the student applying:**

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in receipt of Universal Credit?	Yes	No
4. Are you a registered Young Carer?	Yes	No
5. Are you a disabled young person in receipt of Employment and Support Allowance who is also in receipt of Disability Living Allowance?	Yes	No
6. Are you <a href="#">eligible for free school meals</a> regardless of whether you claim them?	Yes	No
7. Were you part of your 11-16 school's Pupil Premium group?	Yes	No
8. How do you travel to Sixth Form (indicate most common mode of transport)?	Walk or cycle / Bus (and Metro) / Car	
9. What is the cost of your travel (daily return ticket fayre or monthly pass divided by 30)?	£	p
10. What is your (student's) typical weekly income from part-time work? If you get a job after completing this form you must declare this.	£	p

**To be completed by the parent or carer:**

11. What is your total annual household income? <b>You must declare income from all earners in the household.</b>	£ . p
12. How many dependent children aged under 18 (at 31/8/2023) are permanently resident in the household (including the applicant)?	

**Please bring the following evidence with the completed application form. We can photocopy documents and return the originals to you if necessary.**

evidence of your household income by way of the last three months Universal Credit Award Statements, P60 or Self-Employed Income Notification. UC claimants should be able to print off details of their award from their online account or provide a screenshot, maybe via Teams.

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 receiving ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.

**Declaration**

- I/we understand that the Bursary will be provided on the basis that certain conditions set by the Sixth Form, as detailed in the Sixth Form Learner Agreement, will be adhered to.
- I/we confirm that the information provided in this application, and any supporting evidence is correct and complete to the best of my knowledge and belief.
- I/we understand that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.
- I/we understand that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

**Please hand this form to the Sixth Form Office along with any relevant evidence for processing**

**Student Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please provide the <b>student's</b> banking details, where any applicable funds will be sent via BACS:	
Account Holder's Name:	
Bank Name:	
Sort Code:	
Account Number:	

## What are you applying for support with?

Wherever possible, the Academy will make payment 'in kind' i.e. the Academy will purchase the items on the student's behalf and offer a payment plan for any parental contribution due.

**DO NOT PURCHASE ITEMS BEFORE APPLYING EXPECTING TO BE REIMBURSED.**

I wish to apply for support towards the costs of (please **prioritise in order of need by placing numbers in the relevant boxes**. You only need number the boxes that apply to your situation):

- Course Text Books** - please supply list, with indicative costs. The Academy will provide a copy, usually a pre-used copy. The books would remain the property of the Academy and would be returned at the end of your studies for use by another student.
- Travel Costs** - please indicate usual route including all buses (including Operating Company) and Metros and costs of tickets. You will need to supply a day's worth of tickets as evidence.
- Geography Field Trip**. This trip can be part-funded from the bursary as it covers a crucial fieldwork aspect of the course. Other trips and visits are not eligible as they are 'extra-curricular'.
- A laptop or tablet**. The Academy will loan you a device for the duration of your Sixth Form studies. The device would remain the property of the Academy and would be returned at the end of your studies for use by another student. The laptop loan would be subject to a separate agreement being signed.
- Y13 ONLY: UCAS fee**. This was £29.50 for 2023 Entry.
- Young Person's Railcard**. This will enable students to purchase discounted rail fares for visiting universities. Please speak to Mr Craggs if you need financial support to visit specific university Open Days.
- School Meals**. This would cover a main and a dessert. It would not cover vending machine purchases.
- Support towards purchase of clothing items**. This would be in the form of a voucher to be spent on items specified in the dress code. Receipts would need to be submitted.

Please detail routes and operators if applying for support with travel, or textbook requirements on a separate sheet if applicable.

### ***Office Use Only:***

Date Claim Received:	
Type of Bursary Applied for: 1. Bursaries for students in vulnerable groups <input type="checkbox"/> 2. Discretionary bursaries <input type="checkbox"/>	
Evidence verified:	
Application meets criteria: Head of Sixth Form to sign	
Funds available to meet request: Business Manager to sign	
Funding Code: Pupil Premium/PTA/LAC etc.	

<b>Sixth Form Bursary Guidance and Application Form</b>		
<b>Linked to:</b> Pupil Premium Charging Policy		
<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
30 <sup>th</sup> June 2015	1.0	Approved by the Governing Body
<b>Revision Date</b>		
6 <sup>th</sup> July 2023	2.0	