

Wales High School

16 TO 19
BURSARY FUND

2022/23

Information &
Application Form

Wales High School

16 to 19 Bursary Fund Guidelines 2022/2023

What Is The 16 to 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. The fund is made available from the government through its funding body, Education & Skills Funding Agency (ESFA) for 16 to 19 year olds.

Who Is Eligible For 16 to 19 Bursary Funding?

Students following Academy funded full time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/22 who are in care, are leaving care, are in direct receipt of Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent or are receiving Disability Living Allowance of Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, are a care leaver, on probation, are young parents or are otherwise considered at risk
- Asylum seekers
- Refugees (who will have access to 16 to 19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Lone parents
- Students over 19 years of age on 31/08/22 who are continuing on a study programme they began 16 to 18 or have an Education, Health and Care Plan (EHCP)

Who Is Not Eligible For 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age
- Students who do not meet the residency qualifications

How Does The Academy Assess Applications & Allocate 16 to 19 Bursary Funding?

The 16 to 19 Bursary Fund is a limited fund and the Academy will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. For those students eligible for the high priority group, the school will apply to the ESFA to receive their entitlement. Medium and low priority groups are allocated from the 16 to 19 bursary funding received by the school. Assessment is made of students individual financial requirements and awards are made based on need for sixth form clothing, travel, school meals, UCAS applications and mandatory school visits. Any other request for funds is assessed individually. Payments are made "in kind" and/ or paid in monthly instalments across the academic year.

HIGH priority group. £1,200 bursary paid in kind and/or in monetary payments paid monthly throughout the year

Students aged under 19 and who fall into one of the following categories:

- currently in care (as defined by social services)
- leaving or have recently left care

- in receipt of Income Support or Universal Credit IN THEIR OWN RIGHT
- receiving Disability Living Allowance or Personal Independent Payments as well as Employment and Support Allowance or Universal Credit IN THEIR OWN RIGHT

MEDIUM priority group. Discretionary payment in kind and/or in monetary payments paid monthly throughout the year

Students who fall into either of the following categories:

- Are currently on the free school meal register or have members of the same household in receipt of free school meals
- Have a gross annual household income of below £21,000 including all Tax Credits and/or are in receipt of means tested benefits (income support, housing benefit etc.)

LOW priority group. Discretionary payment in kind and/or in monetary payments paid monthly throughout the year

- Have a gross annual household income less than £25,000 including all Tax Credits.

Support for the Low priority group will be dependent upon availability of funds and can only be assessed after the needs of the Medium priority group have been met.

What Support is Available?

Travel – If students use public transport then a travel bursary can be awarded. Applicants will need to provide proof of cost of travel, eg bus/train ticket for a single journey from home to school.

Free Meals – These are available automatically to all students on the free school meal register, however other bursary applicants can apply for free meals from the school dining hall. Meals will be credited to the students catering account rather than given as cash.

UCAS – Bursary student UCAS applications will be paid for by the school along with cost of travel to universities. If already known, applicants should state whether they plan to submit an UCAS application.

School Visits – Some residential school visits for academic courses may be subsidised by the Bursary fund. Separate notification will be given to students where relevant.

Top Up Amounts will be paid to bursary students in addition to the specific items detailed above. These will be dependent on funding levels and set at a guaranteed monthly amount (dependent on students meeting qualification conditions each month) once all applications have been received, checked and awarded. The school will retain an element of funding for emergency use.

Equipment such as laptops may be available for any bursary student to take out on loan. These equipment items will need returning at the end of any agreed loan period.

When and How To Apply

Pick up an application form from the 6th form team who can also provide you with any advice or assistance you may need. The application forms will be available on GCSE results day and from Miss Finney thereafter. The application form will tell you what evidence you will be required to submit.

Complete the form and return as soon as possible along with the required evidence. We will write to you as soon as possible to let you know if your application has been successful.

The closing date for applications is **Friday 30th September 2022.**

However, if circumstances change during the year and a student becomes eligible for the bursary, an application can be made at such point and the student's needs will be accommodated by the fund wherever possible.

Important Conditions

Please note

1. To qualify, all applicant's attendance (including subject attendance) must not fall below 96.5% for the previous month for priority groups Medium or Low.
2. Students must adhere to the Sixth Form charter. If this falls below the requirement, the bursary will not be paid until all requirements of the charter are met.
3. Coursework / homework / classwork must be completed – if work is not completed by given deadlines, the bursary will not be paid until the work is completed to a satisfactory standard.
4. Correct uniform should be worn at all times – if the correct uniform is not worn, the bursary will not be paid until this is rectified by the student.
5. Wales High School can request a full refund of any payments made should a student leave prior to the end of their course.
6. Funds are limited and will be allocated based on the criteria within this document.
7. Applications must provide official proof of household income. Acceptable documents are P60, child tax credit, Universal Credit and/or other notifications from HMRC relating to household income. Where students or siblings living in the same household are already registered as eligible for free school meals, this must be stated on the application form.
8. Parents have the right to appeal should attendance fall below the 96.5% attendance criteria due to special circumstances.
9. Written notification will be given within 2 weeks of the closing date to all applicants and where the bursary has been awarded, monthly payments will be made on the last Friday of the month, directly by BACs into the student's own bank account.
10. The monthly payment will consist of a top up amount and travel payments where requested.
11. Free meals will be allocated to the student catering account.
12. Where contributions to school visits are awarded, these will be paid directly from the bursary fund into the school visit, not to the student.
13. UCAS applications will be paid directly by the school.
14. Travel to university open days will be paid as standard travel costs on receipt of relevant documentation, ie train/bus ticket or where travel is by car, calculated from home to university using AA Routeplanner (or similar) and paid at £0.40 per mile up to a maximum of £30.00 per journey.

This document is also available on the school website, www.waleshigh.com