



Teesdale School
& Sixth Form Centre

Teesdale School

16-19 Sixth Form Bursary Scheme

16-19 Bursary Scheme

Introduction

The 16 – 19 Bursary Scheme provides financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

Only students in defined vulnerable groups, or experiencing the greatest financial disadvantages and course-related costs can be supported using the 16- 19 bursary funds.

The 16-19 Bursary Fund has two alternative elements:

1. A bursary of £1,200/year for young people in the following defined vulnerable groups: in care; care leavers; young people in receipt of Income Support or Universal Credit in their own right; and young people in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments in their own right.
2. Discretionary awards which are made by institutions to young people in ways that best fit the needs and circumstances of their students. These discretionary awards are targeted towards those students who face the greatest financial barriers to successful participation in their education. At Teesdale School, students who meet the criteria for free school meal entitlement will be entitled to the discretionary bursary.

Eligibility

To be eligible to receive a 16-19 bursary the young person must be aged 16 or over and under 19 on 31 August. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

Receipt of both vulnerable student bursaries and discretionary bursaries will be conditional on the student meeting agreed standards

Vulnerable Bursary

The defined vulnerable groups are:

- young people who are looked after (in care);
- care leavers;
- young people in receipt of income support (or Universal Credit) in their own name;
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Young people in the defined vulnerable groups are eligible for a bursary of £1,200.

Teesdale School is responsible for identifying young people enrolled at the school who are eligible for a vulnerable student bursary payment. To do this evidence must be provided by the student and copies of evidence must be retained for potential financial inspection of the school by the Educational Funding Agency. Confidentiality will be respected by the school throughout. Institutions must obtain proof that students are eligible (such as proof that they are in one or more of the defined vulnerable groups). Institutions will need to ask for, and retain copies for audit purposes of, evidence from the student.

For example:

- 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 which looks after them or provides their leaving care services and could be a letter or an email, as long as it is clearly from the local authority
- for students in receipt of qualifying benefits, a letter from the Department of Work and Pensions, which states the benefit the young person is entitled to (they must be entitled to the benefits in their own right), which should confirm that they can be in further education or training.

Assessment and payment of bursaries

In determining arrangements for assessment and payment of the 16-19 Bursary Fund, Teesdale School is subject to equalities legislation and will not discriminate against students, either directly or indirectly, on the basis of their protected characteristics. Teesdale School is also subject to the public sector equality duty in section 149(1) of the Equality Act 2010.

Discretionary bursary

To be eligible for a discretionary bursary, students must meet **all four** of the following conditions:

1. Attend Teesdale School.
2. Be starting Year 12 or 13 in September.
3. Be aged between 16 and 18 on 31 August (note exceptional circumstances of EHC plan as laid out in the guidance on www.gov.uk, '16 to 19 Bursary Fund Guide).
4. Be entitled to free school meals.

Students from low income households (annual income of less than £25,000 per year) may also apply for the discretionary bursary. Exceptional circumstances will be considered where the annual income is less than £28,000 and multiple factors combine such as travel distance from the school of more than 10 miles and if there are other children or young people living in the household and also specialist equipment required for the course.

Value of the bursary award

Students eligible for the discretionary bursary will receive up to a maximum of £300 per year. If students are eligible for the Vulnerable Bursary they will be entitled to £1,200.00 paid across the school year. These figures are not exact and may be amended based on circumstances, remaining funds and need.

Items that can be funded by bursary payments

Most expenditure related to school can be funded on production of a receipt for that item.

Items that can be funded through bursary payments for the student in receipt of the bursary only:

- Locker key deposits
- Annual railcards for visits (but not the cost of the train ticket)
- Educational related costs, e.g. exhibition entry, etc.
- Training courses e.g. UKCAT or BMAT training courses; Oxbridge; Apply days, etc.
- Stationary for student in receipt of bursary
- Local travel passes for student only (parents and siblings can't be funded)
- Winter boots (up to the value of £50)
- Winter coats (up to the value of £50)
- School shoes (up to the value of £50)
- School trips (potentially in full)
- UCAS fees (Bring receipt for reimbursement)
- Any aspect of school uniform
- Academic books
- Revision guides and workbooks
- Lunchtime meals in school
- Other items – to be agreed with Head of Sixth Form in advance
- Items of clothing related to school trips, e.g. rain coats, sturdy boots, etc (£50 per item)

Discretionary funding for those not in receipt of a bursary but in need of additional needs can be distributed on a by-need basis but reasons may be needed to help in this funding (e.g. change in home situation; low income; changes in employment status; number of UCAS interviews, etc.)

These could cover:

- ☐ Transport
- ☐ Meals
- ☐ Books
- ☐ Equipment
- ☐ Rail cards

Student expectations

To receive a bursary, it is expected that a student will:

- ☐ Have good attendance of 90%
- ☐ Be punctual (no more than 1 late to tutor per fortnight)
- ☐ Show acceptable standards of behaviour and dedication to studies

Students will be notified if they have not met the requirements of the Learner Agreement. The letter will state the reason why and allow the student an opportunity to discuss this further if they feel the decision is incorrect.

Application pack

1. Complete the application form.
2. If students are applying for the Discretionary Bursary, their parent/carer also needs to complete part of the form.
3. Attach evidence of financial or living situation to support the application. These must be the original documents, not photocopies. College will take copies and return the originals.
4. Return the form to Mrs Tuck, Head Teacher's PA c/o the school address.

Application timescale

The deadline for applying is 30th January. Late applications but will considered, however awards will be dependent upon availability of funds.

Recourse to refusal of award

If students and/or parents/carers think we have incorrectly assessed eligibility, please phone Dr Henderson, Head of Sixth Form to discuss the application.

Change in circumstance

If students have a change of personal circumstances such as a change of address or household income, they are required to let us know immediately in writing.

Contact Information

For any questions about the 16 to 19 bursary scheme please speak to Dr Henderson, Head of Sixth Form, **Tel:** 01833 638166, **Email:** office@teesdaleschool.co.uk **Post:** Teesdale School, Prospect Place, Barnard Castle, Co. Durham DL12 8HH

More Information

General information on bursary schemes is available from The Department for Education website www.gov.uk, 16 to 19 Bursary Fund guide.

16 to 19 Bursary Scheme

Application Form

Before you complete this application form please read the guidance and additional information carefully.

Please complete the application form using BLOCK capitals in black pen.

All supporting evidence must be the original documentation. Photocopies are not acceptable.

Section A - to be completed by all learners

Your personal details

Surname	
First name	
Date of birth	
Age on 31 August	
Home address	
Post code	
Home phone number	
Student mobile number	
National insurance number	

Section B – to be completed by all learners

Which bursary are you applying for? Please complete either part 1 or 2 below.

Part 1: Vulnerable Bursary

Eligible groups for this bursary	Tick	Supporting evidence
Young person who receives a Universal Credit payment in their own name (formally income support)		Please attach most recent benefits paperwork
Young person who is disabled and receives both Employment Support Allowance and a Personal Independence Payment in their own name		Please attach most recent benefits paperwork
Young person in care or a care leaver		Please attach most recent benefits paperwork

Part 2: Discretionary Bursary

Eligible groups for this bursary	Tick	Supporting evidence
Previously entitled to Free School Meals and no change in circumstances		Not required
Living in a household with an annual income below £25,000 before tax and national insurance.		A parent or carer in your household must complete the financial assessment section below

Learner declaration

Your application can only be assessed unless you sign and date this declaration:

I declare all information given on this form is correct to the best of my knowledge. I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application may not be accepted. I will inform the Head of Sixth Form, in writing, of any changes in the information given relating to my circumstances. I agree to maintain excellent attendance and attitude to study. I agree to repay in full any money paid to me if the information I have given is shown to be false or deliberately misleading. I am aware that any funding covers only the school year 2022/23.

Student signature	
Date	
Full name (in block capitals):	

Section C – Only complete this section if you have not received free school meals before and are applying for a Discretionary Bursary.

Financial assessment (to be completed by the learner's parent or carer)

Parents or carers within household

	Parent/Carer 1	Parent/Carer 2
Surname		
First name(s)		
Relationship to learner		
Telephone number		
National Insurance number		

In order to be eligible for the standard bursary you must declare that the learner is living in a household with an annual income less than £25,000 before tax and national insurance. (Joint or single depending on circumstances and including any benefits)

Declaration of parent or carer income

	Parent/Carer 1		Parent/Carer 2		Evidence to be attached to the
	Yes	No	Yes	No	
Are you employed?					
If yes, please state your current annual income before tax and national insurance	£		£		If yes please provide your P60 for tax year 2021-22
Are you self-employed?					
If yes, please state your current annual income before tax and national insurance	£		£		If yes please provide SA302 form or certified accounts

Please state what you believe your current annual household income, including benefits, to be:

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Do you receive any of the following grants or benefits?

	Parent/Carer 1	Parent/Carer 2	Evidence to be attached to the completed	Value of benefit/grant £
Child Benefit			Most recent award letter	
Child Tax Credit			Award Notice marked 2021-22 (full award notice)	
Working Tax Credit			Award Notice marked 2021-22 (full award notice)	
Housing Benefit			Most recent award letter	
Council Tax Benefit			Most recent award letter	
Universal Credit (Income Support)			Most recent award letter	
Employment Support Allowance			Most recent award letter	
Job Seekers Allowance			Most recent award letter	
Carer's Allowance			Most recent award letter	
CSA			Relevant paper work detailing amount paid	
Any other benefit			Most recent award letter	

If you are making an application base on 'exceptional circumstances' then it is important that the grounds for these are clearly recorded and evidenced. Decisions will be made according to need and also depending on the availability of funds and may result in a one-off payment rather than the full discretionary bursary.

If you have difficulty producing the evidence required for your application, please phone the school on 01833 638166 or email office@teesdaleschool.co.uk and we may be able to help.

Parent or carer declaration (to be completed by the parent or carer who has completed the financial assessment)

The learner's application will be delayed unless you sign and date this declaration.

I declare that all the information given on this form is to the best of my knowledge correction in every respect and I undertake to inform the Director of Sixth Form of any changes in the information given concerning my circumstances.

The school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the school for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. If you knowingly provide misleading or false information you may be liable to prosecution.

Parent/carer signature:	
Date:	
Full name (in block capitals):	

For school use only:

Date received in college: _____

Evidence Copies Attached: Yes / No

Student Declaration signed: Yes/No

Parent Declaration signed: Yes/No

Evidence seen by: _____

Signature: _____

Eligible? Yes/No/Pending

Processed by: _____

Date: _____

Income type	Amount	Total
Final Total:		