



16-19 Student Bursary Fund Policy (2020/21)

The 16-19 Bursary Fund is to provide financial help to students whose access to education might be inhibited by financial consideration. A bursary is money that may be typically used to pay for things such as transport, text books, equipment and course related trips.

You may qualify for a student bursary of up to £1,200 if you are aged between 16 and 19, depending on your circumstance and the benefits you receive.

There are two types of bursary available:

Vulnerable Student bursary:

You could get up to £1,200 if one of the following applies:

- You are in, or have recently left, local authority care
- You are disabled and you get Income Support in your name (students name).
- You are disabled and you get Employment and Support Allowance (ESA) and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name
- You are disabled and you get Universal Credit in your name in place of Income Support or ESA

Funding for this bursary is held centrally by the EFA (Education Funding Agency). Students who qualify for this bursary might experience a short delay while the school applies to draw down the funding as this is separate to the allocated funding for the academic year.

Discretionary student bursary:

You could receive a discretionary bursary if you do not qualify for the vulnerable student bursary. This would be dependent on individual circumstances.

- Discretionary Bursary (FSM): Students who have successfully claimed Free School Meals in the current academic year (2020/21). Amount to be confirmed.
- Discretionary Bursary (Low Income Households): Students whose total household income is less than £25,000 Please note total household income includes Universal Credit and any other benefits that the household may be in receipt of.

The Discretionary bursary payable is dependent on the number of applications we receive. Students who qualified for a bursary in one year do not automatically qualify in the following year and new applications are required each academic year to be accompanied by relevant documentary evidence. **Please send in photocopies of documentary evidence as these have to be retained on file and cannot be returned.**



- Bursary payments will be made via BACS transfer to a bank account held in the student's name. Please ensure that these details are correct on the form and should there be any changes during the academic year, please inform Mrs Garner without delay.

Appeals

Students have the right to appeal against the decision of the 16-19 bursary panel. An appeal should be made in writing, addressed to the Head of Sixth Form, stating fully the reason for the appeal and providing any additional evidence that may support the case. Evidence may be accepted from a variety of sources, from people in the community who understand your particular circumstances, for e.g. GP, support worker. Final decisions for appeals will be made by the Bursary Panel. Their decision will be final.

Application Forms

To apply for a bursary, please collect a form from Mrs Garner in the Sixth Form Office and when returning, ensure you enclose photocopies of supporting documents. The closing date is end of day on 18th September 2020. Forms can be emailed on request. Applications will not be processed without supporting evidence to prove eligibility.

Applications will be considered and if successful, you will receive a letter of confirmation detailing the amount that has been awarded. The Bishops' High School is free to determine how the Bursary Fund is awarded based on all of the criteria above and on the overall amount of funds received.

For further information, please speak to Mrs Garner, Bursary Administrator. This policy will be reviewed annually.