



***Beauchamps High School***

**16-19 Bursary Scheme  
Application Form**

**2024 / 2025**

# Beauchamps High School

## 16-19 Bursary Fund Policy 2024/2025

### What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund helps 16-19 year olds continue in education, where they might otherwise struggle for financial reasons. It is made up of two parts – bursaries of up to £1,200 a year to the most vulnerable young people and a discretionary fund for the school to distribute.

The fund is a fixed and finite sum and allocations may not exceed the total sum available. The school has been allocated £10,088 to operate the Bursary scheme for 2024 / 2025.

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

**Students following government funded full time or part-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 31/08/24 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance in their own name
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Students who are asylum seekers
- Students who are refugees, who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from the Department for Work and Pensions
- Students who are lone parents

### Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/24
- Students who do not meet the residency qualifications

### How does the School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise applications. There will be 3 priority groups, categorised as high, medium and low.

#### **High priority group**

Students in most need aged under 19 on 31/08/24 and who fall into one of the following categories:

- Those who are currently in care (as defined by social services).
- Those who are leaving or have recently left care
- Those who receive Income Support or Universal Credit 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

- Those who receive Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Payments will normally be made on a termly basis.

### **Medium priority group**

Students who fall into one or both of the following categories:

- The student is eligible for a free school meal
- The student lives in a household where the parent(s)/guardian(s) are in receipt of Income Support

Amounts paid will be subject to the number of students in the category and the availability of funds.

Financial support is dependent upon the student meeting the attendance target and behaviour criteria as specified in the Sixth Form Agreement.

### **Low priority group**

Students who fall into the following category:

- Students who live in a household where the gross annual household income is less than £25,000

Those in the low priority group will be considered for financial support, subject to availability of funds, after those in the high and medium priority groups have been awarded funding

Financial support is dependent upon the student meeting the attendance target and behaviour criteria as specified in the Sixth Form Agreement.

### **What can the money be spent on?**

Bursaries are intended to meet course-related costs needed to help a young person stay in education, such as the cost of transport, school meals, educational trips and essential course books and equipment. The bursary may also be used to meet childcare costs where the student is a parent.

### **If I am in one of the eligible groups what evidence will the school need to see?**

If you are in care or a care leaver, the local authority will be able to provide a letter for the school confirming this.

If you are receiving Income Support, Income-based Jobseeker's Allowance or an Income-related Employment and Support Allowance, you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to.

For low priority bursary awards, evidence relating to all household income will be required, such as:

- a full tax credit award notice or the appropriate replacement benefit letters relating to the period from April 2023
- pension credit letters relating to the period from April 2024
- current wage slips from the last three months
- P60
- Certified profit and loss accounts for the self-employed

Please photocopy the evidence before submitting your application.

### **Free School Meals criteria**

Parents or carers receiving the following benefits should contact Essex County Council via the following link to apply for free school meals:

<http://www.essex.gov.uk/Education-Schools/Schools/Pupil-Parent-Support/Pages/Healthy-Living-School-Meals.aspx>

- Income Support or income-based Job Seekers Allowance
- Child Tax Credit (not Working Tax Credit) with an annual taxable income of less than £16,190
- Pension Guarantee Credit
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit, with an income of £7,400 or less (after tax and not including any benefits you get)

### **Requests for Transport Assistance**

Information on Post 16 Transport Assistance can be found on the Essex County Council website via the following link:

<http://www.essex.gov.uk/Education-Schools/Travel-School/Pages/Post-16-Transport.aspx>

### **How do I apply for the Bursary?**

Application forms should be submitted to the Business Manager via the Finance Office no later than Friday 20th September 2024.

Please use the application form attached to this policy, remembering to include evidence to support your application.

### **What happens to my application form?**

All applications will be considered by a panel. The panel will comprise the Business Manager and the Sixth Form Lead. The panel will meet after the application closing date to assess claims and prioritise payments.

As the bursary fund received by the school is a fixed sum and not on a per student basis, Beauchamps High School may vary the amounts of its bursaries to fairly reflect the number of eligible students in the Sixth Form.

Payments to students will commence as soon as possible after the panel has made its decisions.

Payments will be authorised on a termly basis by the Head of Sixth Form who will monitor attendance, behaviour and progress and will only agree the payment when all the criteria are met.

### **Can I make an appeal with regard to my award decision?**

If you wish to appeal against a decision not to make an award from the bursary or you feel that your actual award amount is unfair, you can appeal in writing to the Deputy Headteacher for a review. The Deputy Headteacher's decision is final.

**Beauchamps High**  
**School**

**16-19 Bursary Application Form**

Name		Tutor Group	
Address	_____	Tel. No.	_____
	_____	Mobile No. Student	_____
	_____	Date of Birth	_____
Post Code	_____	Contact No. for Parent	_____

**Bursary Applied for (tick one box only)**

High Priority  For students in care, care leavers, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance

Medium Priority  For students who receive Free School Meals or whose parents are in receipt of income support. Please list the identifiable financial need in the space below: (e.g. transport costs, books and equipment)

.....  
.....

Low Priority  Students who live in a household where the gross annual household income is **less than £25,000**. Please list the identifiable financial need in the space below: (e.g. transport costs, books and equipment)

.....  
.....

**Evidence should be attached to support your application. If no evidence is attached the application cannot be considered.**

If you are successful in your application the school will need your bank details. Please note that payment can only be made to a bank account in the name of the student.

Name of account holder..... Sort Code.....

Account number.....Bank Name and branch.....

Email address for advice of payment:.....

**Declaration by student and parent(s)/carer(s)**

I agree to this application being reviewed by the 16-19 Bursary panel.

I understand that if I fail to adhere to the attendance target and behavior criteria as specified in the Sixth Form agreement then my bursary will be withdrawn without notice.

I confirm that, for medium and low priority bursaries, no other income or financial support is available from another household, to support the student.

If I leave the Sixth Form at any time within 4 weeks of a bursary being paid, I will repay the funds given to me.

The information I have given is, to my knowledge, true and correct and Beauchamps High School may seek to confirm any details I have given.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate/full evidence of income has not been supplied.

**Data Protection Act:**

I understand that:

The data contained on this form will be held on file for seven years and Beauchamps High School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

I consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds, solely for these purposes.

Parent/Carer Name ..... Date.....

Parent/Carer Signature..... Student Signature.....

**Please read and sign the declaration and return this form together with documentary evidence in a sealed envelope to the Business Manager via the Finance Office by Friday 20<sup>th</sup> September 2024**

In accordance with the General Data Protection Regulation, your data will comply with the regulation and the school's Privacy notice for 16-19 Bursaries

[www.beauchamps.essex.sch.uk/gdpr/](http://www.beauchamps.essex.sch.uk/gdpr/)