



16-19 Bursary Fund Guidelines – Outwood Post 16 Centre Worksop

2017-18 Academic Year

What Is The 16-19 Bursary Fund?

The fund is made available from the government through its funding body – Education Funding Agency (EFA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who Is Eligible For 16-19 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 31st August who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of Disability Living Allowance
- 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, on probation, are young parents or are otherwise considered at risk
- Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Lone parents

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 16-19 Bursary Funding?

The 16-19 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 EFA to receive their entitlement. Medium and low priority groups are allocated from the 16-19 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 trips. Any other request for funds is assessed individually. Payments are made “in kind” across the academic year.

Updated : May 2017

Vulnerable Bursary

HIGH priority group. £1,200 guaranteed 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
- disabled and receive Employment Support Allowance (ESA) and Disability Allowance (DLA) or Personal Independence Payment (PIP) in their own right

Discretionary Bursary

Distribution of this element of the funding is at the discretion of Outwood Post 16 Centre and will be targeted towards young people facing the greatest financial barriers to participation.

MEDIUM priority group. Discretionary payment in kind paid 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 £17,000 including all Tax Credits and/or are in receipt of means tested benefits (income support, housing benefit etc.)

What Support is Available?

For eligible learners, bursaries can be used to help pay for the costs related to participation, and will be paid in kind. For example:-

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.

Free Meals – These are available automatically to all students on the free school meal register, however other bursary applicants can apply for free meals.

UCAS – Bursary students 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 a 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.

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.

Business Dress – which complies with the Outwood Post 16 Centre dress code. Up to £200 set up cost to be refunded by October half term.

Materials – eg revision guides, stationery.

LOW priority group. Discretionary payment in kind paid throughout the year

- Have a gross annual household income between £17,000 and £25,000 including all Tax Credits.

NB 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?

Business Dress – which complies with the Outwood Post 16 Centre dress code. Up to £100 set up cost to be refunded by October half term.

Travel – Applicants will need to provide proof of cost of travel, eg bus/train ticket and 25% of the cost of the ticket will be refunded.

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.

Free Meals – Applicants may be able to claim an amount towards free school meals.

As Bursary Fund payments are in place to encourage participation in post 16 education, Outwood Post 16 Centre reserves the right to suspend payment to any student whose level of attendance or attitude to learning does not reach a satisfactory level.

When and How To Apply

Pick up an application form from the learning managers who can also provide you with any advice or assistance you may need. The application forms will be available from 1st September. The application form will tell you what evidence you will be required to submit.

Complete the form and return it as soon as possible along with the required evidence. Application forms will NOT be backdated. We will write to you as soon as possible to let you know if your application has been successful.

Appeals

If your application is unsuccessful you have the right to appeal against the decision; you may also appeal about the type of award by writing to Mrs Shea, Head of the Centre. Your letter should clearly state why you feel the award should be reconsidered.