

Checklist

Do you qualify for a bursary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you got an application form?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you filled in every part of the form correctly and signed it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the head of your household provided all the evidence needed for a financial assessment to be made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have the proof to support your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you provided your own bank details?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you handed your application form in to school?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Other Information

If you need further information the following link may help:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>

This is the Department for Education's Information page.

The Schools Bursary Policy is available on the School website

www.sidestrandhall.org.uk

If you have any further questions, please contact:

School Business Manager, Mrs Forster
or
Transition Coordinator, Mrs Adams.



Sidestrand Hall School

16-19 Bursary Fund 2020/2021

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is money the government provides schools to give to students who need financial help to stay in education.

There are two types of Bursaries: -

Vulnerable Bursaries - of up to £1200 a year for young people in one of the defined vulnerable groups. Not available to those over 19.

Discretionary Bursaries - for 16-19 year olds not in a vulnerable group. Over 19's can apply for this type of Bursary IF continuing a study programme which began when they were aged 16-18 OR if they have an EHCP.

Would I qualify for a Vulnerable Bursary?

Do you have a financial need that isn't met by other funding and are you...?

- 1) A young person in care or a care leaver?

OR

- 2) A young person in receipt of Income Support or Universal Credit in your own right?

OR

- 3) A young person in receipt of Employment Support Allowance (ESA) or Universal Credit AND Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right?

Evidence you will need to send with your application form: -

- 1) For students in care or a care leaver school will already have the evidence on file.
- 2) A recent letter (less than 3 months old) confirming payment of benefits if you are receiving Income Support or Universal Credit of DLA/ESA/PIP.

The government is very clear that the vulnerable bursary will only be paid to those who can evidence financial need and should not be given if the funding is already provided from elsewhere.

Would I Qualify for a Discretionary Bursary?

Household income is used to determine qualification and the amount of financial support that may be granted.

This will be used along with other factors such as the number of dependant children in the household, distance of travel and actual participation needs a pupil has.

Evidence you will need to send with your application form from the head of the household: -

1. Confirmation of benefits.
2. Proof of income so household annual income level can be determined.

Bursaries can pay for:

Transport
School trips
Books
Equipment

Anything other than on the above list may be funded at the discretion of the school and only if a clear reason is given as to why funding is necessary.

Be clear on the application form why you need the Bursary and how much you need. Bursaries will not be given without this information.

How do I receive payment?

Where possible school will make payment in kind rather than directly to the student e.g. to transport.

If payments in kind cannot be made, then the payment will be made directly into the student's bank account which should be supplied on the application form. Only in very exceptional circumstances will payments be made into another person's bank account.

Payments will be made termly and only once the school is satisfied with the student's attendance, progress and behaviour and the form is signed off by Head of Sixth Form.

You may not receive a Bursary for the total amount you ask for. The government gives a limited amount of money and it is for the school to decide who needs it most and how much each individual student should receive.

Payments in kind or to students will only be given once the monies are received by the school from the government.

What happens if I leave the school?

If you leave the school and do not plan to return the Bursary will stop as of the date you leave.

If you move to another school or college you can apply to them for a Bursary. You should tell your new school/college that you have previously received a Bursary and they will take this into account when calculating how much Bursary they will award you.

What do I do next?

If you think that you qualify for a Bursary complete the application form available from the Finance Office or Sarah Adams and return with evidence to the Finance Office.

Make sure that the information you provide is accurate and nothing is missing especially the bank details information. Payments cannot be made into post office accounts.

Confidentiality

Please be assured that ALL of the information that you provide with your application is treated in the strictest confidence. It is used ONLY to confirm your eligibility for a Bursary.

If you have any concerns, please feel free to discuss them with the School.

If you need help with completing the form please speak to Sarah Adams.