



THE WENSLEYDALE SCHOOL & SIXTH FORM

16-19 BURSARY FUND POLICY

2020-2023

APPLICATION FORM & GUIDANCE

If you are starting Post 16 education at The Wensleydale School & Sixth Form, Leyburn you may be entitled to a bursary to help with the costs of living and learning.

Financial Support:

Vulnerable Learners' Bursaries of up to £1200 per annum
Discretionary Bursaries to assist with the costs associated with participating fully in Post 16 education and provision up to £550 per eligible student

Transport Assistance:

Up to £490 per annum

Free Meals:

Allowance of £2.50 per day per eligible student

All financial support is subject to status and availability of funding

1. What is the 16 to 19 School Bursary Fund?

The 16 to 19 Bursary Fund provides financial help to young people aged 16 to 19 who face financial barriers to participating in education, provided they meet agreed standards of attendance, behaviour and progress. All students regardless of where they live are eligible to claim a Discretionary Bursary of up to £550 per year towards the cost of attending Post 16 education, where their household income is below certain thresholds. Additional learner support funds are also available to students in cases of financial hardship to supplement costs such as books, equipment and trips.

There are two types of bursary:

Vulnerable Learners' bursary - £1200 per year (this is an external application process with which we will be happy to assist you)

Discretionary Bursary – (this is an internal application process) to help pay for essential education-related costs (including transport) based on actual financial need

2. Who is eligible for the bursary scheme?

To be eligible, you must:

be starting Year 12, 13 or 14 in September 2020

be aged between 16 and 18 on 31 August 2020

In addition, there are eligibility criteria for the different types of bursary available. You only need to meet one of the criteria below to be eligible:

Vulnerable Learners' Bursary

To be eligible for this bursary, you must be:

in care

have left care, having been in care for a minimum of 3 months from the age of 14

in receipt of Income Support (or Universal Credit)

in receipt of both Employment and Support Allowance (or Universal Credit) and Disability Living Allowance or Personal Independence Payment

Discretionary Bursary

Typically, for access to a Discretionary Bursary, we would ask for some evidence of need, which can include the examples below:

eligibility for Free School Meals

a family in receipt of Working Tax Credit

a young person aged 16–18 looking after a sick or disabled relative

evidence of a household income of £35,000 per annum or less

In addition, we will consider students experiencing hardship, severe need or an emergency.

Typically, circumstances could include:

recent parental unemployment

severe financial hardship

other circumstances will be considered (please talk to us in confidence)

The Discretionary Bursary fund is a flexible fund to respond to hardship and to address barriers that might prevent you from completing your Post 16 education. The typical criteria to help us to assess your application includes:

your particular circumstances and why you need a discretionary bursary
what you will use the discretionary bursary for i.e. a detailed account of how you will spend the money
your household income
the number of dependent children/young people in your household

Receipt of other support funds, such as allowances or bursaries, will be taken into account in determining any Discretionary Bursary payments. As the Bursary Fund is dependent on Government funding, the availability of the Discretionary Bursary is subject to affordability and priority will be awarded to students from households with lower income.

Applications for the Discretionary Bursary fund should be submitted to Mr C Barnett, Assistant Headteacher (RSL) ideally at the start of the year. However it is recognised that financial circumstances changes and therefore there is no absolute cut- off date for applications. Should a period of unexpected financial hardship occur later in the year, applications will be accepted on an ad-hoc basis, if the hardship is likely to impact on the student's ability to fully participate in the life and learning of Post 16 studies.

Mr C Barnett, Assistant Headteacher (RSL) and Mrs N Geater, School Business Manager will assess applications and agree the level of financial support.

3. How much is the bursary?

The Vulnerable Learners' Bursary is worth £1200 for the full academic year
The Discretionary Bursary varies depending on need

Transport bursaries: Students living more than 2 miles away from the school and with a household income of £35,000 or less per annum can claim for financial assistance towards the cost of travel.

Post 16 Paid travel Permits:

North Yorkshire County Council provides subsidised assistance with transport costs for eligible students aged 16-19 years (18 years of age at the start of the course). Students meeting the eligibility criteria are issued with a bus pass for travel to and from school during term time.

Please follow this link for further information:

<http://www.northyorks.gov.uk/index.aspx?articleid=12433>

For those students who do not hold a Paid Travel Permit, please retain any bus tickets and/or petrol receipts to support your claim for financial assistance with travel costs. Students with household incomes of £35,000 per annum or less will be reimbursed at the rate of 20p per mile if a car is used to travel to/from school or university open days. Petrol receipts and/or a bank statement showing travel cost payments must be submitted with your application.

The following table illustrates Discretionary Bursary entitlements for households with an income of £35,000 per annum or less. In addition to these entitlements, learner support funds are available to students with household incomes of more than £35,000 during periods of financial hardship to supplement costs such as books, equipment, trips and university open days.

Entitlement Table

	Household income below £16,000 per annum	Household income between £16,001 and £25,000 per annum	Household income between £25,001 and £35,000 per annum
Student living less than 2 miles from school	£550 Discretionary Bursary + Free Meals allowance	£366 Discretionary Bursary	£183 Discretionary Bursary
Student living between 2 and 5 miles from school	£550 Discretionary Bursary + £326 Transport Bursary + Free Meals allowance	£366 Discretionary Bursary + £163 Transport Bursary	£163 Transport Bursary
Student living 5 miles+ from school	£550 Discretionary Bursary + £490 Transport Bursary + Free Meals allowance	£366 Discretionary Bursary + £326 Transport Bursary	£326 Transport Bursary

4. What can I use the bursary for?

The bursary is to help with costs related to your studies, for example transport, books, equipment, travel, field trips and visits (including university open days), and other costs associated with your course.

5. Are there any conditions attached to the scheme?

Yes. You will be expected to maintain an attendance rate of 96% or above, no lateness, hold a good behaviour record and achieve your minimum expected target grade at each assessment point.

Continued receipt of your bursary award will be conditional on you meeting these standards (see also section 9 'How will you pay me?').

Submission of proof of expenditure – receipts to the value of the amount claimed. A form and help sheet will be sent with your award notice letter.

6. How do I apply?

Complete the form at the back of this pack and return Mr C Barnett, Assistant Headteacher (RSL).

7. When do I need to apply by and how will I hear the outcome?

The application deadline for the first round of payments is 16 September 2019. We will accept applications after this date but this will mean a delay in your payments. Any late applications may only be eligible for payments from the date on which the application is received. We will write to tell you the outcome of your application. We will also contact you if we need more information from you to process your application. If you supply all of the information requested your payment will be assessed and, if eligible, there will be no delay in your payments. If we have to request further information it will delay payment.

8. What should I do if I'm not happy with your decision?

If you think we have incorrectly assessed your eligibility, please contact Mr Barnett, Assistant Headteacher (Academic) to discuss your application or in his absence Mrs N Geater, School Business Manager.

9. How will you pay me?

Bursary payments are ordinarily made in 6 instalments covering each half term providing you meet the conditions detailed in point 5 above. If you have a particular request or need for more regular payments, this will be considered.

All payments will be made into your own bank account by a process called BACS transfer. Please note that BACS payments can take up to 3 days to transfer to your account. It is essential that you have a bank account in your name as payments can only be made into your own account via a bank transfer. Cash payments will not be made in any circumstance. Some of your bursary may be paid in kind. Books and equipment purchased on your behalf through the Bursary Fund will remain the property of the school and will need to be returned to the school at the end of your course.

It is important that you make sure that your bank or building society is able to accept BACS transfer before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

10. When will my payments start?

Once your application is approved, we will send you a letter confirming the dates when you will be paid. Instalment payments will only be made after you have met the required standards of attendance, behaviour and progress. Payments will be stopped if you do not maintain these standards and/or don't provide evidence of expenditure.

Payment table:

	Receipts due	BACS payments processed
Payments 1 & 2	14 October 2020	21 October 2020
Payment 3	9 December 2020	16 December 2020
Payment 4	10 February 2021	17 February 2021
Payment 5	31 March 2021	7 April 2021
Payment 6	19 May 2021	26 May 2021

11. How long will I receive payments for?

As long as you are meeting the required standards of attendance, behaviour and progress, payments will continue for the duration of the academic year 2019/20

There is no guarantee that you will receive funding next year even if you are eligible this year. You must re-apply for 2020/21. All awards will depend on the funding received from the Government. A new application must be made each year.

12. What happens if my financial or living circumstances change?

If you have a change of circumstance you must let us know immediately in writing. If you change your bank account details you must also write to us immediately. If you leave school before completing your course, your payments will be stopped. If you transfer to another school or Post16 provider you will need to ask them about their own Bursary Fund. Please be aware that their terms and conditions and payments may be different.

13. Who do I contact if I have any questions?

If you have any questions about the 16 to 19 Bursary Fund you should speak to Mr C Barnett, Assistant Headteacher (RSL) or in his absence Mrs N Geater, School Business Manager.

14. Privacy Notice

The Data Protection Act 1998 gives you the right to know who holds information about you and what is done with the data. The law says that we have to tell you who is the “Data Controller” – this is the person or organisation that decides how your information is used and stored. In the case of applications to the 16-19 Bursary Scheme, the Data Controller is The Wensleydale School & Sixth Form, Leyburn.

Your information will be kept safe and secure and treated with care and respect. It will only be used to process your bursary application. We may need to check some of the information you have provided against other information held by the Council, in order to decide whether you are eligible for a bursary. For instance, we may check our records to make sure you are entitled to Free School Meals, if you have ticked this section of the form.

We have to pass some statistical information to the Education Funding Agency and the Department for Education for monitoring purposes, but this will not include anything that can identify individuals.

15. Free meals

For students where household income is less than £16,190 per annum, free meals worth £2.50 per day are available. Further details and an application form can be obtained from Mr C Barnett, Assistant Headteacher (RSL).

Date of Policy: September 2020

Date of Review July 2021

Keep this section for your information

16 to 19 Bursary Fund Application Form

Please complete the application form using **BLOCK** capitals in black pen. All evidence must be clear

Your personal details:

First name: _____	Surname: _____
D.O.B.: _____	
Contact phone _____	
Mobile: _____	Home: _____
Email address: _____	

Vulnerable Learners' Bursary – if you meet one of the eligibility conditions in this section please tick which one.		
Payment of £1200 in instalments during term time only. You can also apply for Discretionary Bursary if you are experiencing further hardship		
Eligibility	Tick	Supporting evidence required
A young person in care or care	<input type="checkbox"/>	Local Authority data will be used. If you have been in care outside North Yorkshire, please supply the name of the _____
A young person in receipt of Income Support	<input type="checkbox"/>	Please attach benefits paperwork dated within last 6 weeks
A young person in receipt of both Employment Support Allowance and disability Living Allowance (or Personal Independence Payment)	<input type="checkbox"/>	Please attach both benefits' paperwork dated within the last 6 weeks

Discretionary Bursary – if you meet one of the eligibility conditions in this section please tick which one.		
Eligibility	Tick	Supporting evidence required
A young person in receipt of Free School Meals for 2016/2017	<input type="checkbox"/>	
Family receives Working Tax Credit or has a low gross household income (evidence will be required)	<input type="checkbox"/>	No proof required as local authority data will be used to confirm eligibility
A young person looking after a sick or disabled relative	<input type="checkbox"/>	Please attached Tax Credit award notice (TC602 all pages) and proof of household income
Experiencing hardship, additional needs or have difficulty meeting costs associated with completing	<input type="checkbox"/>	No proof required as local authority will confirm eligibility A letter detailing individual circumstances together with accompanying evidence e.g. Tax Credit award notice (TC602) and proof of household income

How do you intend to spend your bursary?

Please list specifically how you will spend your bursary:

Expense	Details	Costs
Books and equipment		
Transport costs e.g. daily travel costs		
Cost of meals during the school day e.g. if not on Free School Meals		
Course trips		
Interviews and open days or similar e.g. travel costs		
Other costs (please specify)		

Note: You will be asked to provide receipts to support your claim and payments will stop if none are provided.

To be completed by all students

Your bank or building society account details (account must be in student's name)

Account holder name: _____

Name of bank/building society: _____ Branch: _____

Account number (8 digits): _____ Sort code: _____

Building society roll number (if applicable): _____

Please ensure these details are correct.

It is important that you check that your bank account accepts BACS payments as this is how the Bursary payment will be made. Post Office and some credit union accounts do not accept BACS payments.

Your application will not be assessed unless you sign and date this declaration

I declare that 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 will not be accepted

I undertake to inform the school in writing (please address letter to Mrs N Geater, School Business Manager, The Wensleydale School & Sixth Form, Richmond Road, Leyburn, North Yorkshire DL8 5HY) if any of my personal circumstances change

I agree to abide by the terms of the policy in relation to the attendance, behaviour and progress conditions

I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading. I understand that if I falsely claim a bursary my details may be referred to the Department for Education or the Police

I agree to repay any bursary monies paid to me if stop attending my programme of study

I am aware that any bursary covers only the academic year of the application

Information provided that will be treated as confidential and will only be used to:

Help us ensure your learning aims are met
Check your bursary entitlement
Fulfil our reporting obligations

Signed: _____ Date: _____

Full name in block capitals: _____

