



Pate's Grammar School 16-19 Bursary Fund Policy 2024-25

The 16-19 Bursary Fund is financed by government to provide support for Sixth Form students from disadvantaged backgrounds. This document is based on guidance provided by the Education Funding Agency and sets out the following information relating to the 16-19 Bursary Fund:

- Criteria and Eligibility
- Evidence Required
- Conditions of Funding
- Applications and Assessment
- Appeals
- Fraud
- Bursary Application Form (Appendix I)**

Please be reassured that any information relating to applications will be treated sensitively and confidentially.

CRITERIA AND ELIGIBILITY

Bursaries are intended to support the studies of Year 12 & Year 13 students from disadvantaged backgrounds. A student must be aged over 16 and under 19 on 31 August 2024. However, students aged 19 or over who are continuing on a study programme begun aged 16-18, or those who have an EHCP, may be eligible. Students must meet the UK residency criteria specified in the [ESFA funding regulations](#).

Students who meet the criteria, and who have a financial need, may apply for one of the following Bursaries:

Vulnerable Groups Bursary:

- Young people in care
- care leavers
- those in receipt of income support (IS) or Universal Credit (UC) because they are financially supporting themselves
- young people in receipt of Disability Living Allowance (DLA), or Personal Independence Payments (PIP) in their own right, as well as Employment Support Allowance (ESA) or UC in their own right

Discretionary Bursary:

- Students who are in receipt of Free School Meals (FSM)
- Students from low income families
- Additional support may be provided to students faced with unforeseen financial difficulties which may arise

NB: Year 13 Students who received a bursary in Year 12 will need to confirm that their circumstances are unchanged and they still have financial need (please refer to the Bursary Fund application form).

EVIDENCE REQUIRED

Vulnerable Groups Bursary:

- For students who are in care, or care leavers: written confirmation of current or previous looked-after status from the relevant local authority
- For students in receipt of IS or UC, a copy of their IS or UC award notice, and tenancy agreements, or evidence of DLA or PIP as appropriate

Discretionary Bursary:

- Working Tax Credit / Child Tax Credit, UC statement, evidence of any other benefits showing household income or letter from HMRC

NB: Applicants may wish to include further details in an accompanying letter, for example, in the case of unforeseen financial difficulties.

CONDITIONS OF FUNDING

16-19 Bursary Funds can only be used to help offset costs considered essential to a student's education, which would otherwise prevent a student from attending school or participating. The following are examples (but not limited to) of contributions and payments in kind:

- Contribute to transport to and from school
- Books and equipment
- Contribute to curriculum-related visits, field trips and residentials
- Meals at school
- Travel to university open days and/or interviews and work experience
- Provide IT equipment (on loan during the time the student is eligible for funding; ownership is retained by the school)

The Bursary Fund is not intended to support costs not related to education, such as living costs or extra-curricular activities.

Students must meet the necessary requirements for attendance, behaviour and standard of work, as stated in the Sixth Form Code of Conduct. Funding may be withdrawn if they are failing to do so.

Students are required to inform the school of changes in their financial situation.

APPLICATIONS AND ASSESSMENT

Application forms can be downloaded from the school website and/or from Mrs Claridge, Sixth Form Admissions. The deadline for submitting start of year applications is 1st October, although applications may be made at any time, for example if a student's financial circumstances change and the need arises partway through the year. Applications **should be returned, with required evidence, to Mrs Claridge, Sixth Form Admissions.**

Pate's Grammar School will make every effort to ensure that all those students entitled to bursaries receive such support. All students joining Pate's Sixth Form will receive information about bursaries.

Students requiring further advice regarding their application should discuss this with their Head of Year.

PAYMENTS

Payments will be made based on actual financial need and students will be awarded the amount of support they need to participate in education based on an assessment of the types of costs they have. Where possible, bursary payments will be made in kind - for example: travel passes, trips, books and equipment. There will be no blanket or fixed rate payments.

Any requests for reimbursement for items bought by students must be accompanied by a VAT receipt and submitted to Mrs Franklin, Director of Finance. (Please see Section 3 of the Bursary Fund Application below.)

Students must have a bank account in their name, as any payments would be made directly via BACS payment to the student's bank account. Any student faced with difficulties in opening a bank account should contact Mrs Claridge, Sixth Form Admissions.

APPEALS

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with their Head of Year and, if such a meeting fails to resolve any differences, they should make a written complaint to Mrs Franklin, Director of Finance, for consideration by school Governors.

FRAUD

It is a serious offence to make a false or exaggerated claim for support.



16-19 Bursary Fund Application 2024-25

APPENDIX I

The 16-19 Bursary Fund is intended to provide support for Sixth Form students from disadvantaged backgrounds and is based on guidance from the Education Funding Agency.

Proof of entitlement will be required to allow the processing of this form.

SECTION I – STUDENT / BANK DETAILS

Name:		Form:
Date of Birth		
Current Address		
Post Code		
e-mail address		
Home Phone		
Mobile Phone		

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

SECTION 2 - PERSONAL CIRCUMSTANCES

Please be assured that all applications will be treated in the strictest confidence.

		Evidence attached?
Are you in local authority care, a care leaver, or living with foster parents?	YES / NO	YES / NO
Are you in receipt of Income Support or Universal Credit?	YES / NO	YES / NO
Are you disabled and in receipt of Employment Support Allowance and also Disability Living Allowance?	YES / NO	YES / NO
Have you been in receipt of free school meals?	YES / NO	YES / NO
Do you or your parent(s) / carer(s) receive any of the following benefits?		Evidence attached?
Income Support / JSA / ESA	Amount per wk:	YES / NO
Child Tax Credit	Amount per wk:	YES / NO
Working Tax Credit	Amount per wk:	YES / NO
Other income-based benefit (please specify below):	Amount per wk:	YES / NO
If you live with, or are financially dependent upon your parent(s) or carer(s) and they are on low incomes, please give the following details:		
Name of Parent / Carer:		
Address of Parent / Carer (if different from yours):		
Please state their gross annual income, including benefits. Please submit supporting evidence – ie: notification from Benefits agencies, P60, Tax Credit Award Notice or evidence of self-employed earnings. You may attach a supporting letter to your application.		Amount per week

SECTION 3 – Specific Funding Request

Please give details of any specific items you would like support with, as outlined in the 16-19 Bursary Fund Policy – eg travel costs, books, equipment, curriculum-related trips.

Please provide evidence of these costs where available, such as invoice or copy of receipt.

Details of item/s to be funded:	Amount requested	Receipt / Invoice attached?

I have read and agreed to the terms and conditions as outlined in the 16-19 Bursary Fund Policy 2024-25.

I confirm that, to the best of my knowledge, these details are true and accurate.

Signature		Date:
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