

## **September 2024**

Dear Parent/Carer and student

### **RE: THE 16-19 VULNERABLE BURSARY, DISCRETIONARY BURSARY AND MINOR BURSARY SCHEME**

As you may be aware the Government introduced the 16-19 Bursary Scheme which was implemented in September 2011 and replaced the EMA scheme.

#### **Vulnerable Bursary Scheme**

The following is a summary of the scheme:

##### **Eligibility Criteria**

A bursary of up to **£1,200** for young people who are aged between 16-19 and are:

- in care or are care leavers
- receiving Income Support or Universal Credit (UC) because you are financially supporting yourself
- receiving Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit (UC)
- receiving Personal Independent Payment (PIP) in your name and either, Employment Support Allowance (ESA) or Universal Credit (UC)

The amount you may get depends on the costs you have and what you need for your course. This may include money for books, equipment, or travel costs to school/sixth form.

#### **Discretionary Bursary Scheme**

A **discretionary** bursary is available to young people aged 16-19 facing financial barriers to participation in Further Education. We have agreed the following:

**Bursary – To help with essential costs towards the participation in the student's learning programme such as travel, meals, stationery, and equipment costs whilst attending sixth form or university open days and interviews.**

You can apply for the Bursary if you have an annual household income of **£43,500** or less.

The banding criteria are as follows:

Household annual income below **£24,000** will receive the maximum **band 1** bursary amount.

Household annual income between **£24,001** and **£29,000** will receive **band 2** bursary amount.

Household annual income between **£29,001** and **£34,000** will receive **band 3** bursary amount.

Household annual income between **£34,001** and **£43,500** will receive **band 4** bursary amount.

Household annual income above £43,500 will not be eligible to apply for the Discretionary Bursary, however you may be entitled to a minor bursary claim (**please see 'Minor Bursary Scheme' section below for further information**).

You can apply for the Bursary at any point throughout the year (dependent on funding) but only applications received within the month of September will be backdated to the first day of term. We will aim to assess all applications and approve them as quickly as possible so that we start processing bursary claims from October onwards.

**Bursary amounts will be confirmed once all applications have been assessed but please note that amounts awarded may fluctuate through the year dependant on the number of students applying throughout the year.**

### **Minor Bursary Scheme**

We also have a Minor Bursary Scheme if you do not meet the above criteria (income slightly exceeds the maximum) to help with emergency meal costs whilst attending sixth form.

You can apply for funding for this scheme throughout the year of up to a maximum of **£120** dependent on funding available.

**Please note that 100% attendance (or authorised absences) will be expected in order to claim the minor bursary allowance in full.**

You can find all application forms and guidance on the Sixth Form Area of South Hunsley School & Sixth Form VLE: Induction Area. Alternatively, you can collect a pack from the Sixth Form Office.

If you have any queries or questions regarding the 16-19 Bursary Scheme, then please do not hesitate to contact me.

Yours faithfully

Sophie Steele  
Finance Manager  
finance@southhunsley.org.uk

**APPENDIX A**  
**16-19 BURSARY FUND APPLICATION FORM 24/25**  
**Discretionary Bursary**

**1 Student Details**

Surname / Family name	
First name(s)	
Sex (M / F)	
Date of Birth (dd/mm/yyyy)	
Age on 31 <sup>st</sup> August 2024	
You must be aged 16, 17, or 18 on 31 <sup>st</sup> August 2024 to apply.	

**2 Address Details**

Home Address	
Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	

**3 Bank Account Details**

**Please note: The account details provided below must be the applicant's information only.**

Name:	
Sort Code:	
Account Number:	

**4 School /Sixth Form /Provider Details**

Name of current institution	South Hunsley School & Sixth Form
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**5 Course Details**

Full time	
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**6 Personal Circumstances**

Are you or have you been in the LA care system for 13 weeks or more since you were 14?	Yes / No
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Are you in receipt of Income Support	Yes / No
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Do you consider yourself disabled and in receipt of Employment Support Allowance and Disability Living Allowance	Yes / No
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Are you or have you been in receipt of free school meals within the last year?	Yes / No
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**7 Household Members.**

**Please include all persons who live in the household, including siblings**

	<b>Student</b>	<b>Other household member</b>	<b>Other household member</b>	<b>Other household member</b>
Surname				
First name(s)				
Relationship to Learner				

## 8 Financial Assessment – Income

To be completed by the person(s) responsible for the household bills

Student	Are you employed? (Yes / No)	If yes, please submit 23/24 P60 for details
Other household member	Are you employed? (Yes / No)	If yes, please submit 23/24 P60 for details
Other household member	Are you employed? (Yes / No)	If yes, please submit 23/24 P60 for details
Other household member	Are you employed? (Yes / No)	If yes, please submit 23/24 P60 for details

*If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive.*

Benefit received	Student	Other household members	Other household members	Other household members
Universal Credit				
Disability Living Allowance				
Incapacity Benefit				
Carer's Allowance				
Council Tax Benefit				

## 9 Financial Assessment – Other Income

*Please tick the relevant boxes to indicate all other income received into the household*

Other Income	Universal Credit	Child Benefit	Grants or Bursaries etc	Any other income / benefit – please specify
Student				
Other household members				
Other household members				
Other household members				

**10 Evidence**

**Whatever you have declared in question 5 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.**

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits on the application find the 'Type of Income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

<b>Type of Income</b>	<b>Evidence Required</b>	<b>Evidence Received (Tick)</b>	<b>Amount</b>
<b>Annual Salary</b>	P60 for tax year 2023-24, or week 52 (last week in March 2024) payslip or month 12 (March 2024 payslip)		
<b>Universal Credit</b>	Entitlement / Award Notice letter – dated within the last 3 months		
<b>Incapacity Benefit</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Carer's Allowance</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Child Benefit</b>	Award letter or copy of bank statement showing payment		
<b>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid		
<b>Any other income</b>	Relevant paperwork		

**Declaration**

*Please read the declaration below and read carefully before signing:*

- 1 I declare that the statements made on this form are true and to the best of my knowledge and believe are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim, the application will not be accepted. I also undertake to inform the South Hunsley School & Sixth Form of any alteration to any of the particulars in writing. I agree to repay South Hunsley School & Sixth Form in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**
  
- 2 It has been explained to me that evidence of my status as a young person in care or care leaver and / or that I have had access to free school meals is required. The school / sixth form / training provider have told me that they will need to seek confirmation from the Local Authority in which I am resident and to do this my application form will be sent to that Local Authority. Confirmation of the details included within this financial assessment will be required in writing from that Local Authority, (email communication is acceptable). I consent to this information being shared with the Local Authority for this purpose and I understand that this information will be managed in a confidential manner and used only for the purposes of this assessment.**
  
- 3 I am aware that the funding covers only this academic year and that I must re-apply and/or reconfirm next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.**

Signed (Student) ..... Date .....

Print Name .....

Signed (Person 1 or 2) ..... Date .....

Signed South Hunsley School .....

Date: .....

**APPENDIX A**  
**16-19 BURSARY FUND APPLICATION FORM 24/25**  
**Minor Bursary Fund**  
**(up to £120 can be claimed)**

**1 Student Details**

Surname / Family name	
First name(s)	
Sex (M / F)	
Date of Birth (dd/mm/yyyy)	
Age on 31 <sup>st</sup> August 2024	
You must be aged 16, 17, or 18 on 31 <sup>st</sup> August 2024 to apply.	

**2 Address Details**

Home Address	
Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	

**3 Bank Account Details**

**Please note: The account details provided below must be the applicant's information only.**

Name:	
Sort Code:	
Account Number:	

**4 School /Sixth Form /Provider Details**

Name of current institution	South Hunsley School & Sixth For
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**5 Course Details**

Full time	
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**Declaration**

*Please read the declaration below and read carefully before signing:*

- 3 I declare that the statements made on this form are true and to the best of my knowledge and believe are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the South Hunsley School & Sixth Form of any alteration to any of the particulars in writing. I agree to repay the South Hunsley School & Sixth Form in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**
- 4 It has been explained to me that evidence of my status as a young person in care or care leaver and / or that I have had access to free school meals is required. South Hunsley School & Sixth Form have told me that they will need to seek confirmation from the Local Authority in which I am resident and to do this my application form will be sent to that Local Authority. Confirmation of the details included within this financial assessment will be required in writing from that Local Authority, (email communication is acceptable), I consent to this information being shared with the Local Authority for this purpose and I understand that this information will be managed in a confidential manner and used only for the purposes of this assessment.**

Signed (Student) .....

Date .....

The logo consists of a solid orange square. Inside the square, the text "SOUTH HUNSLEY" is written in a bold, white, sans-serif font, stacked in two lines. Below this, the words "Sixth Form" are written in a smaller, white, sans-serif font.

**SOUTH  
HUNSLEY**  
Sixth Form

# Post 16 Bursary Policy

## 2024/2025

# **Terms and Conditions for students who receive the 16-19 Bursary.**

As a recipient of the 16-19 Bursary, you are entitled to 'payments' towards the cost of specified items outlined in your Notification of Entitlement letter sent by South Hunsley School Finance Manager. In order to be awarded these payments, you have the responsibility to adhere to the conditions set out in this document.

Your entitlement to payments is for term time only within the dates specified for your particular course. Payments for Y13/14 students will cease after the last summer exam which may be before the end of the academic year.

Payments' decisions are subject to the following criteria.

- Attendance

Attendance of all timetabled lessons, cover lessons, registration, assembly and exams is expected. This will be checked weekly together with absence notification forms and a decision will be made by Mrs Macdougall/Mrs Henderson and then authorisation forwarded to the School Finance office.

You **must** inform the Sixth Form if you are ill or unable to attend by emailing **before your first lesson (or tutor meeting) on each day of absence**. The address to send a message to is: [sixthform@southhunsley.org.uk](mailto:sixthform@southhunsley.org.uk). If you prefer you can call the LRC on 01482 631208 ext. 2133. For pre-planned absences, an online Absence Notification form must be completed in advance with supporting evidence (where possible) attached.

In cases of full week absences due to illness, the funding allocation will be deducted for that week.

**It is the student's responsibility to ensure their attendance is up to date by checking their emails daily and clearing any unexplained absences with Mrs Macdougall/Mrs Henderson. It is important that any absence(s)/missing mark(s) are notified immediately. Failure to do this will delay authorisation or stop payments.**

- Partial weeks

Bursary funding will be allocated for weeks that contain training days, public holidays etc. providing students have fulfilled their attendance requirements for the remainder of the week.

- Illness

The bursary is allocated and monitored on a weekly basis on the condition that students meet **100% attendance** and therefore, you **will not** be eligible for funding in the week that you are absent on any day if it is unauthorised. Students can self-certify their own absences for a total of three days in a term or six days in a year.

- Long term illness

If students decide that they are unable to complete the course through illness, funding will cease from the date of withdrawal.

- Notification of non-payment

You will be notified in writing (email) if your funding allowance has been stopped for any reason. This is monitored regularly, and it is the student's responsibility to check their emails for any such notice and speak to Mrs Macdougall/Mrs Henderson.

- Payments

Payments towards the cost of items will be recorded by the Finance Manager. A student should email the Finance Office in the first instance and once instructed, complete an electronic form obtained from the Finance Office. If authorised, a student will be informed by the Finance Manager.

- Backdated funding for students with unauthorised absence

Learners who receive a non-funding notification must clear any queries **within 7 days** of receipt or a 'No funding allocation' decision will be made.

- Overpayment

If payments have been made to which you are not entitled due to change in your circumstances (for example, household income) and Mrs Macdougall/Mrs Henderson will inform the Finance Manager. You will then be contacted by the Finance Manager.

- Queries and Appeals

Students with queries about funding decisions or wishing to appeal against decisions should contact Mrs Macdougall/Mrs Henderson.

- Fraud

In cases of proven fraud, such as forging a signature, bursary funding will be terminated by the school and the Finance office will be informed.

- Attitude to Learning

Students' A2L will also be taken into account when authorising weekly funding allocations (any student placed on stage 3 or above on the Referral Route will not receive a funding allocation for that week, nor subsequent weeks if no improvement is made) and the Finance office will be notified.

Students taking holidays during term time will **NOT** receive a funding allocation for the duration they are not attending the sixth form.

## **Authorised absence**

Wherever possible, students should attempt to arrange non-school activities outside of their course timetable. Where this is not possible, the following is a list of reasons for absence which may be authorised.

- A hospital or orthodontic appointment
- A family bereavement and/or attendance at a funeral.
- A religious observance.

- A visit to a University, either to attend an open day or for an interview (open days preferably to be attended during weekends or holidays).
- A careers interview.
- An appointment with an agency advisor.
- A work experience placement.
- Moving house (1 day only).
- A job interview (course related).
- Driving test (**not a lesson**).
- Study leave and examination periods.
- Severe disruption to the learner's mode of transport. (The learner must follow the same procedure for informing the School as outlined for illness).

**For each of the above, evidence will be required, e.g., dental/hospital appointment card/letter along with an online Absence Notification Form otherwise payments will be withheld.**

### **Unauthorised Absence**

The list below is not exhaustive, examples of unauthorised absence would be:-

- Employment or preparation for employment (unless negotiated with the Sixth Form Team).
- Driving lessons.
- Hair/ beauty appointments.
- Holidays\*.
- **15 minutes** or more late for one lesson/registration within the same week.
- **3 late marks** or more within the same week.

**\*Term time holidays will not be authorised unless there are exceptional circumstances. If term time holidays are unavoidable, students must inform Mrs Macdougall/Mrs Henderson, collect and complete both the ERYC Holiday Form and a 6<sup>th</sup> Form Holiday Form, in advance and return to Mrs Macdougall/Mrs Henderson. It is crucial that students speak to their subject teachers before they go, to ensure that no deadlines are approaching and that they complete the work they have missed.**

**Any absence is considered unauthorised until the correct notification is received. If student absences are not cleared, authorisation for funding will be withheld.**

**For students receiving 16-19 bursary funding, failure to comply with the above procedures will result in non-authorisation of their 16-19 Bursary funding for that week.**

**The guidelines for the authorisation of 16-19 bursary funding are very exact, if you are unsure of the expectations and requirements please talk to Mrs Macdougall/Mrs Henderson at the beginning of term or as soon as possible.**



Once you have read through all the conditions listed above, you are asked to sign this page and return it to Mrs Macdougall/Mrs Henderson as soon as possible to avoid delay in payments.

A copy will be returned to you for your records and a copy will be filed with your 16-19 Bursary records.

I fully agree to be bound by the terms and conditions listed in this document.

Name ..... Form.....

Courses to be studied	
1	2
3	4
5	

Student signature..... Date.....

Head of Year signature..... Date.....

**16-19 BURSARY FUND APPLICATION FORM  
(DISCRETIONARY BURSARY CLAIM FORM)**

**Personal Details**

Your name	
Date of Birth	
Your address	
Tel no.	
Course / Form	
Bank Details	If you require reimbursement, please enter bank details below: Sort Code: _____ Account No: _____

Please state what costs you need help with and send your completed form to [finance@southhunsley.org.uk](mailto:finance@southhunsley.org.uk)

Expense	Details	Amount Requested
Books and Equipment		£
Course Fees/ Exam Resists		£
Transport Costs to and from School		£
School Meals		£
Course Trips		£
Interviews and Open Days at Universities		£
Specialist clothing (course related)		£
Other Costs (Please specify)		£
<b>TOTAL AMOUNT REQUESTED</b>		<b>£</b>

**16-19 BURSARY FUND APPLICATION FORM  
MINOR BURSARY CLAIM FORM FOR EMERGENCY MEALS (MAXIMUM £120)**

**Personal Details**

Your name	
Date of Birth	
Your address	
Tel no.	
Course / Form	
Bank Details	<b>If you require reimbursement, please enter bank details below:</b> Sort Code: _____ Account No: _____

Please state what costs you need help with and send your completed form to [finance@southhunsley.org.uk](mailto:finance@southhunsley.org.uk)

Please note that evidence of all household income will need to be provided along with this claim form.

<b>Expense</b>	<b>Details</b>	<b>Amount Requested</b>
<b>Emergency meals whilst at sixth form</b>		<b>£</b>
<b>Emergency meals reimbursed whilst out on a trip or visit</b>		<b>£</b>
<b>TOTAL AMOUNT REQUESTED</b>		<b>£</b>