



16-19 Bursary Fund 2023-24

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body, the Education Funding Agency (EFA), to provide assistance to students aged 16-19 years olds whose access to, or completion of, education is inhibited by financial constraints or barriers. An application must be submitted each year so students in Year 13 who were in receipt of this in Year 12 are required to reapply.

The Fund has two elements:

- A bursary of up to £1,200 a year for young people in one of four defined vulnerable groups
- Discretionary awards targeted towards those young people who cannot stay in education without financial help for things like transport, meals, books and equipment

Who is eligible to apply for 16-19 Bursary Funding?

Students at the School are eligible if they are at least 16 and under 19 years of age on 31 August 2023 and fall into one of the following categories:

Vulnerable Bursaries

Students eligible for Vulnerable Bursaries must fall into one of four defined vulnerable groups:

- Young people in care, including unaccompanied asylum-seeking children
- Care leavers
- Young people receiving Income Support or the equivalent Universal Credit (UC) in their own right • Young people receiving Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right

Discretionary Bursaries

Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education are eligible for Discretionary Bursaries. Typically, students are eligible if their household income is less than £25,000 pa, or they are entitled to Free School Meals, or they are in receipt of other means tested benefits.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age (except in exceptional circumstances where a student is following an accelerated study programme) or aged 19 years or over on 31 August 2023
- Students who are not resident in England (see EFA guidance for full eligibility criteria)

Proof of Eligibility

Proof of evidence will be required to support an application.

- For students in receipt of qualifying benefits, a letter from the DWP stating which benefits the young person is entitled to. This letter should also state that the student can be in further education
- For students who are in care or a care leaver, a letter or email confirming this status from the relevant local authority

Proof of household income is required for Discretionary Awards. Examples of appropriate evidence include:

- Evidence of benefits
- P60 (additional evidence will also be required)
- Tax credit award notice
- Evidence of self-employment income

How will RGS assess applications and allocate 16-19 Bursary funding?

The funding for Vulnerable Student Bursaries comes directly from the EFA (Learner Support Service). The School will complete and submit a claim form once satisfactory evidence of eligibility has been obtained.

The fund for Discretionary Awards is limited in value and the School will prioritise allocation. The School will not make blanket or flat-rate discretionary awards. However, as guidance, there will be two bands of discretionary award; Band 1 (up to £800) and Band 2 (up to £200).

Students who are eligible for funding should complete an application form and hand it to the School Office as soon as possible, after admission to the Sixth Form, in September. A Bursary Fund Committee will meet to consider applications at all levels.

Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- There must be no unauthorised absences during the school day
- They must maintain acceptable levels of behaviour and effort

Bursary payments will be made by the school in-kind wherever possible. This applies to all students, so both the discretionary and defined vulnerable group bursary. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment.

The Bursary Fund Committee

The Bursary Fund Committee will normally meet three times per year (September/October, January and May to consider and review applications). Emergency meetings will be held if necessary.

The Bursary Committee will include the Deputy Head, Finance & Resources Director, Finance Manager and a Staff Teacher Governor.

The Headmaster or Head of Year are not on the Bursary Committee and will not make decisions about applications, but they may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance.

Learners and their parents/carers should understand that the available fund for discretionary awards is limited. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

Completion of Application Forms for 6th Form Students in 2023 – 2024

The following information applies to students of the School aged 16 to 18 on 31 August 2023.

Vulnerable Student Bursary (£1,200)

You should apply for this bursary if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving Income Support or Universal Credit
- You, the learner, are receiving Employment and Support Allowance [ESA] or Universal Credit and Disability Living or Personal Independence Payments

Payments will be made according to need and subject to agreement by the Bursary Fund Committee. If you think you are eligible for this bursary, please complete the following:

1. 16-19 Bursary application – Learner Details
2. 16-19 Bursary application – Parental/Carer Details
3. Appendix 1- Application for Vulnerable Student Bursary

Band 1 Discretionary Bursary up to £800

You should apply for this level of funding if:

- You have a gross annual household income of below £20,000

OR

- You are in receipt of Free School Meals

OR

- Your household is in receipt of other income-based means tested benefits.

If you think you are eligible for up to £800 per annum support, please complete the following:

1. 16-19 Bursary application – Learner Details
2. 16-19 Bursary application – Parental/Carer Details
3. Appendix 2 - Application for Band 1 funding

Examples of eligible expenditure include:

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources
- Financial support towards childcare costs and exam re-sit fees

Receipts must be provided, where appropriate.

Payments will be made on a termly basis (i.e. 3 times per year); 50% in term 1, 25% in term 2 and 25% in term 3.

Payments will be made subject to review by the Bursary Fund Committee.

Band 2 Discretionary Bursary up to £200

You should apply for this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000

OR

- You have an identifiable financial need and do not fall into the other two priority groups

If you think you are eligible for up to £200 per annum support, please complete the following:

1. 16-19 Bursary application – Learner Details
2. 16-19 Bursary application – Parental/Carer Details
3. Appendix 3 – Application for Band 2 funding

Examples of eligible expenditure include:

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources
- Financial support towards childcare costs and exam re-sit fees

Receipts must be provided, where appropriate

Those in Band 2 will be considered for funding based on the school's Bursary Fund allocation and subject to available funding after Band 1 bursaries have been awarded. Band 2 awards will be made on an as needed basis after consideration by the Bursary Fund Committee.

Payments will not be made until after 31 December 2023.

16-19 Bursary Fund Application

(Both Learner and Parent/Carer forms are required plus the appropriate Appendix Form)

Proof of entitlement must be included when the form is returned to the Finance Office

Learner Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Postcode	

E-mail Address	
Home Phone	
Mobile Phone	

Learner Bank or Building Society Details

In rare circumstances, at the discretion of the school, where payment is made in-cash rather than in-kind, 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	

I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or my effort and/or behaviour falls below acceptable standards, so that my Parent/Carer has to be called into School, funding may be removed.

Learner Signature		Date	
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The Application Form and appropriate Appendix needs to be handed to the Finance Office marked “Confidential - 16-19 Bursary Fund” as soon as possible, after admission to the Sixth Form, in September. Alternatively please email completed forms to dji@rgshw.com

16-19 Bursary Fund Application

(Both Learner and Parent/Carer forms are required plus the appropriate Appendix form)

Proof of entitlement must be included when the form is returned to the Finance Office

Parental/Carer Details

Surname/Family Name	
First Names	

Date of Birth	
Address	
Postcode	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of (please tick one category and fill in the relevant Form):

Vulnerable (Appendix 1 Form)		Band 1 (Appendix 2 Form)		Band 2 (Appendix 3 Form)	
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I confirm that the details on this application and the evidence provided are true and accurate.

Parent/Carer Signature		Date	
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The Application Form and appropriate Appendix needs to be handed to the Finance Office marked **"Confidential - 16-19 Bursary Fund"** as soon as possible, after admission to the Sixth Form, in September. Alternatively please email completed forms to dji@rgshw.com

Appendix 1

Application for Vulnerable Student Bursary Funding (£1200)

This form should be completed in addition to the main Application Form and should be submitted with appropriate evidence.

Full Name:	
Date of Birth:	

I wish to apply for Vulnerable Student Bursary funding under the following criteria (please delete as appropriate):

- I am living in care.
- I have just left living in care.
- I am in receipt of Income Support/Universal Credit
- I am receiving both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Learner Signature		Date	
Parent/Carer Signature		Date	

For Finance Office Use:

Date application received:	
Date reviewed by Committee:	
Outcome:	

The Application Form and appropriate Appendix needs to be handed to the Finance Office marked *"Confidential - 16-19 Bursary Fund"* as soon as possible, after admission to the Sixth Form, in September. Alternatively please email completed forms to dji@rgshw.com

Appendix 2

Application for Band 1 Funding – maximum available £800

This should be completed in addition to the main Application Form and should be submitted with appropriate evidence.

Full Name:	
Date of Birth:	

I wish to apply for Band 1 Funding under the following criteria (please delete as appropriate):

- My gross household income is below £20,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested Benefits

I wish to apply for support towards:

Specific Need (i.e. transport)	Amount Applied For	Total

I attach, to this form, the following evidence to support my application (please specify below): I

confirm that the details on this application and the evidence provided are true and accurate.

Learner Signature		Date	
Parent/Carer Signature		Date	

For Finance Office Use:

Date application received:	
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Date reviewed by Committee:	
Outcome:	

The Application Form and appropriate Appendix needs to be handed to the Finance Office marked “Confidential - 16-19 Bursary Fund” as soon as possible, after admission to the Sixth Form, in September. Alternatively please email completed forms to dji@rgshw.com

Appendix 3

Application for Band 2 Funding – maximum available £200

This should be completed in addition to the main Application Form and should be submitted with appropriate evidence.

Full Name:	
Date of Birth:	

I wish to apply for Band 2 funding under the following criteria (please delete as

appropriate): • My gross household income is between £20,000 and £25,000

• I have another identifiable financial need (please explain below)

I wish to apply for support towards:

Specific Need (i.e. transport)	Amount Applied For	Total

I attach, to this form, the following evidence to support my application (please specify below): I

confirm that the details on this application and the evidence provided are true and accurate.

Learner Signature		Date	
Parent/Carer Signature		Date	

For Finance Office Use:

Date application received:	
Date reviewed by Committee:	
Outcome:	

The Application Form and appropriate Appendix needs to be handed to the Finance Office marked *“Confidential - 16-19 Bursary Fund”* as soon as possible, after admission to the Sixth Form, in September. Alternatively please email completed forms to dji@rgshw.com