

Beaumont School - 16-19 Bursary Fund Guidance



The Department for Education (DfE) established the 16-19 Bursary Fund in 2011.

The aim of the Fund is to help 16 to 19 year olds continue in education, where they might struggle for financial reasons. It enables those students to access additional funds to support learning, participation in activities to enrich their learning experience, and pursue applications to Higher Education.

For students to be eligible for the bursary fund they must meet the age and residency criteria as listed below:

- Be aged over 16 and under 19 on 31st August 2023
- Be enrolled on a full time course during 2023 – 2024
- Meet the ESFA's residency criteria as set out in the ESFA Funding Guidance

There are two types of bursary:

- A **vulnerable** bursary of up to £1,200 a year for students who are:
 - in care
 - care leavers
 - receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
 - receiving Disability Living Allowance or Personal Independence Payments in their own right **and** Employment Support Allowance or Universal Credit in their own right

Students may only receive the amount they actually need to participate and we are not permitted to automatically award students the full amount if we cannot evidence their needs.

- A **discretionary** bursary for students who are not in the groups above but:
 - have a gross annual household income below £27,000 **or**
 - who are facing other genuine financial barriers to attending sixth form.

A discretionary bursary is awarded based on specific requirements and can only be used to help students meet the costs related to participation, e.g. travel to school, books and equipment, field trips, and other course-related costs. It can also be used towards the cost of attending university interviews and open days. *Note that travel to school costs can only be reimbursed to a maximum of £3 per day.*

To continue to receive a bursary you must satisfy the following conditions:

- No unauthorised or unexplained absence and attendance in line with school expectations.
- Your record of completion of academic work should be in line with school expectations.

Students should apply for a bursary as soon as possible after admission in September and ideally before the **6th October** using the 16-19 Bursary application form below. In order to assess each student's actual need for financial help you will need to provide appropriate supporting evidence (*If a student is eligible for free school meals no documentary evidence is required, although they must still complete the application form*).

It will be possible to make further applications throughout the academic year should individual circumstances change or further specific costs be identified, but students should be aware that there is a limited amount of funding available.

Successful applicants will be informed by email and any payments can only be made directly into the student's bank account.



Beaumont School - 16-19 Bursary Fund Application Form

<u>Student Details</u>	
Name	
Home Address	
Email	

<u>Vulnerable Bursary (Up to £1200)</u>	
I am a young person in care	
I am a young care leaver	
I am living independently and in receipt of Income Support or Universal Credit	
I am in receipt of Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments	

<u>Evidence to support Vulnerable Bursary</u>		
When we apply for a vulnerable bursary on your behalf, via the Government site, we will use your Unique Pupil Number to identify you.		
<u>Criteria</u>	<u>Evidence Required</u>	<u>Provided</u>
I am a young person in care OR I am a young care leaver	Written confirmation of current or previous looked after status from the relevant local authority.	
I am living independently and in receipt of Income Support or Universal Credit	Copy of Income Support or Universal Credit award notice. AND Tenancy agreement in student's name.	
I am in receipt of Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments	Copy of Income Support or Universal Credit award notice. AND Disability Living Allowance or Personal Independence Payment certificate from DWP.	
<i>All evidence for a given category is required.</i>		

<u>Discretionary Bursary</u>

I am in receipt of Free School Meals	
My gross annual household income is less than £27,000	
I have exceptional financial circumstances and wish to be considered on a discretionary basis.	

Household income evidence to support Discretionary Bursary

Please indicate which of the following benefits/income you are currently in receipt of and the evidence which you have provided.

If you are currently in receipt of Free School Meals you are not required to complete this section.

<u>Type of Income</u>	<u>Evidence Required</u>	<u>Provided</u>
Universal Credit	Copy of last 3 month award notices.	
Working Tax Credit	Copy of most recent Tax Credit award.	
Income Support	Copy of most recent award letter.	
Income based Employment Support Allowance	Copy of most recent award letter.	
Other Benefits/Pensions	Copy of most recent award letter.	
Earned income	Copy of last 3 monthly OR 4 fortnightly OR 6 weekly wage slips.	
Self employed earnings	Copy of audited accounts or tax return	

Student Bank Details (BACS)

Name of Bank	
Account Holder's Name	
Account Number	
Sort Code	
<p><i>All payments may only be made to the student's bank account.</i></p> <p><i>We will hold these details in the school finance system.</i></p>	

Student/Parent Declaration

This declaration must be signed by the student. If the income evidence provided belongs to parent(s)/guardian(s) then it must also be signed by the parent/guardian.

I/we certify that the information given is, to the best of my/our knowledge and belief correct.

I/we understand that if false or incomplete information is submitted the matter may be referred to Department of Education or the police.

I/we understand that payments may be stopped if I do not satisfy the following conditions:

- No unauthorised or unexplained absence and attendance in line with school expectations.
- Your record of completion of academic work should be in line with school expectations.

I/we undertake to inform the school if there is a change in circumstances.

Student Signature	
Parent Signature	
Date	

Please return your completed form to the Finance Office or email to Finance@beaumont.school.

For your application to be assessed you must complete your full details and include documentary evidence of household income.

<u>For Office Use Only</u>	
Date Received	
All Documentation Provided	
Agreed By (Finance)	
Date	
Agreed By (Sixth Form)	
Date	