



Wilson's School: Guidelines for 16-19 Bursary Funds 2023 - 24



Introduction

Wilson's School has an allocation of funds from the Education Funding Agency (EFA) called the Learner Support Fund (LSF). This provides the source of funding for the 16-19 Bursary Scheme, which is a national fund but administered by the Finance Office of Wilson's School, according to criteria determined by the school but subject to national guidelines.

The 16-19 Bursary is available to help with funds for expenses such as:

- Essential Course Materials, e.g., textbooks, digital equipment, software or similar;
- Costs of clothing to meet the Sixth Form Dress Code;
- Travel required as part of the course or for a University open day;
- Essential trips and visits;
- UCAS fees.

Our aim is to have a workable and fair system of allocation for the 16-19 Bursary Scheme, targeted at those most in need.

Guidelines

1. The first priority of the 16-19 Bursary Fund is a bursary of £1,200 per year for the following students:

- Young people in care;
- Care Leavers;
- Young people in receipt of Income Support or Universal Credit;
- Disabled young people in receipt of Employment Support Allowance, who are also in receipt of Disability Living Allowance.

2. The second priority is a bursary of £800 per year for those in receipt of Free School Meals (subject to household income).

3. All other awards are dependent on funding being available.

4. All awards are subject to good attendance, progress and behaviour. Allocation of funds will be withheld should attendance go below 90% or if the student is a cause for concern at any level. The target level of attendance may be adjusted where a student's attendance has been affected by serious illness or disability.

5. All awards are based on financial need and evidence/assessment of income/benefits will be required to support claims.

6. The threshold for awards is as follows:

Band	Family Income (<i>per annum</i>)	Maximum award
1	Up to £25,000	Up to £800 per year <i>(no more than £300 in any one term)</i>
2	£25,001 – £30,000	Up to £600 per year <i>(no more than £200 in any one term)</i>
3	£30,001 – £40,000	Up to £300 per year <i>(no more than £100 in any one term)</i>

7. These awards are discretionary and depend on the availability of funds and the provision of evidence of expenditure. The amount you may be eligible for may be more or less than the maximum awards indicated above depending on uptake and individual circumstances.

8. Students not eligible for a Bursary Award may also apply to the fund for discretionary support in the event of hardship and may receive up to £200 per academic year, if funds permit. The fund can also help with hardship needs arising from a sudden change in circumstances, such as redundancy or a sudden drop in household income.

9. The school will make awards based upon proven hardship, which must be substantiated by evidence that will be retained in accordance with audit requirements.

10. Payment will be made by cheque or by bank transfer.

11. The grant may be repayable if the student's attendance is at an unacceptable level or effort is considered to be below a satisfactory level.

12. Support will be granted to students in line with the following broad categories. Please note: we **strongly recommend** that you investigate opportunities for student discount, especially when purchasing clothes.

Books and equipment
Educational trips
Costs of clothing to meet the Sixth Form Dress Code
Costs of specialist clothing
Costs of outside agency practice interviews for University
Costs of transport, e.g. for University visits <i>(other transport costs are considered on a case-by-case basis)</i>
Other costs, e.g. instrumental music tuition, UCAS fees etc.

It is important that all students eligible for the 16-19 Bursary are sensible about the cost of items they wish to claim for – overly expensive, designer items of clothing will

not be reimbursed. This is to enable funds to be allocated fairly to allow as many students as possible to claim as much as possible from the Bursary.

As stipulated by EFA guidance on the fund, 5% of the fund will be used by the School as a contribution to the cost of administering the fund.

Although members of the teaching team may be informed that your child is eligible for the 16-19 Bursary, it should be noted that all financial information will be dealt with in the strictest of confidence and will only be seen by the Finance Office and KS5 Pupil Support Manager, Dr Welby.

Guidelines for Completing the Student Support Fund Application Form

If you do not complete your application form or supply the relevant evidence specified, we cannot carry out a full assessment of your needs. The application form can be found on the School website or collected from the Sixth Form Office.

Part 1 and 2 - Student Details and Circumstances

This is about you and your household. Please complete in full.

Part 3 - Parent(s)/Guardian(s)' Details

Please give details of the parent/guardian you are living with.

Part 4 - Parent(s)/Guardian(s)' Income Details

Please indicate which income category applies to you and provide the documentary evidence indicated in the box next to that category.

Part 5 - Declaration

Please read, sign and date and give the completed form with all accompanying evidence to Dr Welby in the Sixth Form Office as soon as possible.

What happens next?

Fully completed forms with all supporting evidence attached must be submitted by Friday 6th October, 9th February and 3rd May to the Finance Office. You may be contacted to discuss your particular needs. A panel will meet at the start of each term to consider all the applications. Once your award has been assessed, you will receive an award notification letter or e-mail which will indicate how your award will be paid. If your application is not successful, you will be notified.

Exceptional circumstances

Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced. In this situation, a covering letter should be included, outlining the circumstances and providing supporting evidence.