



ST MARY'S CATHOLIC SCHOOL

SIXTH FORM BURSARY FORM

Notes

The 16 to 19 Bursary Fund is to support 16 to 19 year olds who are the most financially disadvantaged and those who most need help with the costs of staying in education. The fund is made available through the Education and Skills Fund Agency in order to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply?

Students must be in full-time education and completing a course aim/s of at least 30 weeks or more across the academic year.

There are two types 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year;
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

What is a vulnerable group?

The defined vulnerable groups are 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 as well as Employment and Support Allowance or Universal Credit in their own right

Evidence of eligibility

Institutions must obtain proof that students are eligible for a bursary for vulnerable groups. For example:

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status. The evidence could be a letter or an email but must be clearly from the local authority;
- For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit (might include a tenancy agreement) award notice;
- For students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student's Universal Credit or ESA award from DWP.

What are Discretionary bursaries?

Most students fall into this category and the following criteria is used to gauge how much to give the student in order to support their individual need and case.

High priority group

- see above, now determined by ESFA as Vulnerable.

Medium priority group

Students who fall into one or both of the following categories:

- Eligible for a Free School Meal;
- Living in a household where the parent / guardian are in receipt of Universal credit.

Low priority group

- Living in a household where the gross annual income is less than £21,000.



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BURSARY FORM

Application

Please return the following to Miss D McHugh, Deputy Headteacher with the relevant evidence in order to apply the Bursary fund.

Student name: _____

would like to apply for (tick as appropriate): ☐ Vulnerable bursary ☐ Discretionary bursary

A discretionary bursary either as (tick as appropriate): ☐ High ☐ Medium ☐ Low

Evidence attached:

- ☐ Certified letter from the LA regarding Free School Meals eligibility
- ☐ Certified letter from the DWP
- ☐ Family P60
- ☐ Self-employment Income Evidence
- ☐ Other means of certification.

All eligible students must ensure that a good attendance is maintained and where possible a good Attitude to Learning.

Signed: _____

Print name: _____

Date: ____/____/____