

16 – 19 Bursary Scheme Information

Guidance Notes

Overview

The 16–19 Bursary Scheme is provided by the UK Government's 16–19 Bursary fund.

There are two types of 16 to 19 Bursary:

- A Bursary if you are in a vulnerable group.
- A discretionary Bursary

Eligibility

You must be aged at least 16 and under 19 on 31 August in the year in which your course starts. If you are over 19 then you will only be eligible for the discretionary bursary and in some circumstances including if you have an education, health and care plan (EHCP).

You must also meet the residency requirements (the sixth form can check this for you)

Bursary support from the Discretionary Bursary

This is available to you, if:

- you are eligible to receive Free Meals (you will automatically meet the required criteria to receive the bursary if this is the case) **or**
- your household income is below an annual threshold published each year by the sixth form

The sixth form will decide how much you will receive based on your individual circumstances. Discretionary bursaries may be paid either by the sixth form providing equipment, travel tickets, books etc. or as funds to reimburse spend, which will be transferred to a bank account in your name.

How we will work out what support you can receive from the Discretionary Bursary

All 16–19 providers are required to base their decisions about allocating bursary funds on the income of the adults that you live with. This is referred to as household income and is based on income received into the household (i.e. net pay). It includes the income of your parent(s) and/or any partner of a parent living in your household.

If you split your time between two or more households, you should use the household where you live for most of the time whilst attending sixth form; and this should match the address you provide on the bursary application form.

Bursary support for students in defined vulnerable groups

This is available to you, if you:

- are in or recently left local authority care
- receive Income Support **or** Universal Credit in your own name
- receive Disability Living Allowance (DLA) in your own name **and** either Employment and Support Allowance (ESA) **or** Universal Credit.
- receive Personal Independence Payment (PIP) in your name **and** either ESA **or** Universal Credit

You could receive support up to the value of £1,200 depending on circumstances, benefits and financial support requirements.

Support from the bursary scheme

You can access help with things like:

- The costs of travelling to sixth form
- Necessary stationery and equipment
- Course textbooks and revision guides
- Food whilst you are at sixth form.

A full list can be found on the application form.

The bursary is not intended to fund:

- Extra-curricular activities
- Non-essential activities
- Living costs
- Learning support including counselling or mentoring

Applying for support from a bursary and the evidence required

Bursary application forms are available in the sixth form office or can be downloaded from the sixth form's website. In all cases, you will need to say what support you think you need.

The sixth form will require proof that you meet the criteria for the vulnerable groups bursary before the application can be completed.

For the discretionary bursary the sixth form will require evidence confirming household income. The evidence that can be provided needs to show the income and can include the following:

- Payslips in the name of the parent(s)/adult that you live with (for the last 3 months)
- Universal Credit Award Notice(s) or statements in the name of the parent(s)/adult that you live with (showing income for the last 3 months)
- Award notice(s) relating to other benefits (for the last 3 months)

All information and requests will be treated as confidential

For more information

If you have any questions about the 16 – 19 Bursary Scheme, you can contact Belinda Lennon blennon@bishoplaney.org