

Dallam School 16-19 Bursary Fund Policy Statement

What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

What areas are considered for financial support?

The bursary fund is intended to help students with the essential costs of participating in their study programme, which include the following:

- School meals purchased in the school canteen (unless you qualify for a free meal)
- Cost of transport to and from school
- Books and educational resources
- Help with educational trips and visits
- Cost of attending university interviews or open days
- Childcare costs for young parents in receipt of Care to Learn (where costs exceed the weekly maximum rates for that scheme)

The bursary fund is not intended to support costs not related to education, such as:

- Living costs, such as clothing
- Extra-curricular activities that are not essential for your study programme
- Learning support – for services such as counselling, mentoring or extra tutoring

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

To be eligible for the 16 to 19 Bursary Fund students must meet the age and residency criteria set out below:

- A student must be aged 16 or over, but under 19, on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health, and Care Plan (EHCP)
- Students must meet the residency criteria in [ESFA funding regulations](#) for post-16 provision

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/22, unless they are 19+ continuers or receive an EHCP
- Students who do not meet the residency criteria in the ESFA funding regulations
- Accompanied asylum seekers

How does the school assess applications and allocate 16-19 Bursary funding?

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups
- Discretionary bursaries which the school awards using policies set in line with the funding rules

1. Vulnerable Bursary

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined vulnerable groups are students who are:

- Currently in care
- Care leavers

- In receipt of Income Support (IS) or Universal Credit (UC) 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
- In receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more if they need that amount of support. Students on study programmes of less than 30 weeks will be paid a pro-rata amount, as appropriate, based on an assessment of their actual needs.

2. Discretionary Bursary

The eligibility criteria for the discretionary bursary for the 2023/24 academic year is set to comply with the eligibility conditions and funding rules set out by the Department for Education. A student's eligibility for the discretionary bursary will be assessed in each year they require support.

The level of discretionary bursary funding allocated to eligible students is based on their individual circumstances and actual financial need, and will vary from student to student, depending on, for example, household income, and the requirements of their study programme.

Students who meet the eligibility criteria and fall into any of the following categories can apply for the discretionary bursary:

- A gross annual household income of below £35,000
- In receipt free school meals during Year 11
- Family circumstances – student carer, number of dependent children in the household
- Exceptional circumstances - where their family can demonstrate that they are currently in a period of hardship and that the support will benefit the students' progression in education

We will require evidence of your household income from any of the following original documents to enable the application to be progressed:

- A certified letter from Cumbria or Lancashire County Council regarding free school meals eligibility
- A certified letter from the DWP
- Current pay slips
- A recent family P60
- Self-employment income evidence
- Other means tested certification
- It may be necessary to ask for additional documentation

Criteria for claiming bursary

Students who wish to claim bursary payments from the fund should be able to demonstrate the following:

- Attendance – Students must attend all lessons and achieve a 97% attendance record, unless absent due to illness
- Good behaviour - There must be no serious entries on the SIMS behaviour log
- Attitude – Students must be polite at all times and demonstrate a willingness to learn
- Attainment - Students must complete all work set in class by the deadline given

16-19 Bursary Application Form

Part 1: Student Details		
Forename		
Middle Name/s		
Surname/Family Name		
Date of Birth		
Age on 31 August 2022		
Home Address		
Postcode		
Telephone	Home	Mobile
Email Address		
Part 2: Parent/Carer Contact Details		
Title		
Forename		
Surname		
Relationship		
Address (if different)		
Postcode		
Telephone	Home	Mobile
Email Address		
Part 3: Household Details - <i>Please state who you live with and their relationship to you</i>		
Name	Relationship to you e.g. mother, father, brother, sister, carer, partner etc.	Age if under 19

Part 4: Eligibility & Evidence	
If any of the following circumstances apply to you, please tick the appropriate box:	
1. Vulnerable Bursary	Evidence Attached (circle)
<input type="checkbox"/> You are in care	Yes/No
<input type="checkbox"/> You are a care leaver	Yes/No
<input type="checkbox"/> Are in receipt of Income Support or Universal Credit in your own name	Yes/No
<input type="checkbox"/> In receipt of both Employment Support Allowance and Disability Living Allowance, or Personal Independence Payments in your own name	Yes/No

2. Discretionary Bursary	Evidence Attached (circle)
<input type="checkbox"/> Gross household income of below £35,000	Yes/No
<input type="checkbox"/> Eligible for free school meals in Year 11	Yes/No
<input type="checkbox"/> Exceptional circumstance (please specify)	Yes/No
Please indicate the help you require by ticking all boxes that apply:	
<input type="checkbox"/> School meals (unless you qualify for a free meal) <input type="checkbox"/> Cost of transport to and from school <input type="checkbox"/> Books and educational resources <input type="checkbox"/> Help with educational trips and visits <input type="checkbox"/> Cost of attending university interviews or open days <input type="checkbox"/> Help with educational trips and visits <input type="checkbox"/> Childcare costs for young parents in receipt of Care to Learn <input type="checkbox"/> Any other educational expenses (please specify)	

Part 5: Authorisation by Head of Sixth Form	
Comment on attendance, behaviour, attitude and attainment:	
Signature:	Date:

Part 6: Declaration	
I declare that I have been a resident of the UK for at least 3 years and the information provided is correct. I understand Dallam School has the right to reclaim the bursary if I am found to have provided incorrect information or do not complete my course.	
Signature of parent	
Signature of student	
Date	

16 to 19 Bursary Fund Checklist (to be completed by Finance Office)

Please use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

Eligibility: All Bursaries (tick box below)

	Student meets the age criteria.
	Eligible education provision.
	Student meets the residency criteria for post-16 provision.
	Evidence of eligibility has been retained.

Bursary for defined vulnerable groups (tick box below)

	Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
	Financial needs assessment carried out to confirm actual financial need and amount of support required. No student should automatically receive £1,200.
	Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.
	Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
	Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary (tick box below)

	Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
	Evidence of income and overall eligibility obtained, and copies retained.
	Assessment of student's actual financial needs carried out. Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.
	Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
	Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.