



16-19 Bursary Fund

Guidance Notes 2020-21

info@highfields.derbyshire.sch.uk

www.highfields.derbyshire.sch.uk

The 16 to 19 Bursary Fund was introduced by the government to help 16-19-year olds experiencing the greatest financial hardship to continue with their education.

Highfields School will allocate bursary funds in accordance with the guidance issued by the Educational and Skills Funding Agency (ESFA).

Applicants will be required to complete and submit School's 16-19 Bursary Application Form. The information provided in your application form will enable the school to identify individual financial need and allocate available funds if appropriate. These guidance notes are intended to help you complete the application form accurately.

Please note that the completed application form should be handed into Mrs Sargeant, Pastoral Manager for Sixth Form, along with the required documentary evidence by Monday 5th October 2020.

We recognise that financial circumstances may change during the course of a year. If your financial circumstances do change after the October deadline, we will accept a new application.

The School will also consider further assistance for any successful applicant due to the onset of an unexpected or large expense (such as a school trip) or a change in home circumstances leading to financial hardship.

Please indicate which type of bursary you are applying for:

There are three types of bursary – the Enhanced Bursary, Discretionary Bursary and the Individual Hardship Payment. Please tick the box on the application form that best applies to your circumstances.

Enhanced Bursary Fund (Level 1)

This is for students in defined vulnerable groups: students who are currently/have previously been in care or are receiving benefits in their own name. These students will receive half termly payments of £200. Please note: you have to attend **all** of your lessons to be eligible for your payments.

This is a good school. Ofsted, May 2017

A good school with an outstanding Sixth Form. Ofsted, October 2012



All other bursaries will be discretionary and will be allocated by the School dependent on the level of your household's income and matched to the financial needs identified by you on the application form. Discretionary Bursaries will be awarded as follows:

Discretionary Bursary Fund (Level 2)

This is for students whose annual household income is up to £19,999. We will provide a termly bus ticket, a £100 book and stationery allowance and access to a curriculum allowance if your courses have specialist equipment requirements and compulsory trip costs. You can also apply for support with train tickets for open days and University interviews, UCAS applications and audition fees. If a student does not have public transport costs they can apply to receive help towards other costs instead e.g. petrol costs or the purchase of a laptop through school (although we are not able to make part payments towards expensive equipment like laptops or other devices). The Discretionary Bursary has a total limit of £500 for the academic year.

Discretionary Individual Hardship Payments (Level 3)

This is for students whose annual household income is between £20,000 and £24,000. We will provide a termly bus ticket and/or access to a curriculum allowance (up to £100) for books, stationery, specialist equipment or compulsory trip costs. The level 3 bursary has a total limit of £300 across the academic year (and cannot be used as part payment for more expensive equipment like laptops and other devices).

How to Apply

Fill in the application form on the school website under Sixth Form Bursary or collect an application form from Mrs Sargeant, Pastoral Manager for Sixth Form. If you are applying at the start of the year please return your form no later than **Monday 5th October 2020**. If you need help completing the form, please see Mrs Sargeant.

If the required documents are not readily available and you need to obtain copies for evidence to support your application, please ensure that you submit your form on time to indicate you are waiting for documentation.

Section 1 PERSONAL DETAILS

Please enter your personal details. This section identifies whether you satisfy the age and residency criteria and whether your chosen programme of study qualifies for a Bursary application request.

To be eligible to receive the bursary:

You will need to be aged 16 or over and under 19 on 31 August 2020.

You will need to satisfy the ESFA's residency criteria as set out in the ESFA funding guidance for the 2020 to 2021 academic year.

<https://www.gov.uk/guidance/residential-bursary-fund-guide-for-the-2020-to-2021-academic-year>

You will need to be participating on a course that leads to a qualification (up to level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000. This will most likely be the case for Highfields School Sixth Form students.

Section 2 BACKGROUND

This section helps identify whether you qualify to receive the highest level of bursary - the Enhanced Bursary (Level 1).

You will need to submit documentary evidence with your application form.

If you are claiming an Enhanced Bursary please go straight to Sections 6 and 7.

Section 3 HOUSEHOLD INCOME

This section identifies the students most in need of financial support from the discretionary bursary fund by assessing the total level of household income. It is important that we have full details of any benefits and income (earned and unearned) received by the household.

- Please tell us the household income by way of a recent P60, benefit notification, self-employed income or Universal Credit notice.
- If you are in receipt of free school meals, then please submit your notification from Derbyshire County Council.

Section 4 EDUCATIONAL REQUIREMENTS

This section helps us to identify the specific costs you face in continuing your education so that we can assess the level of support needed. The purpose of the bursary is to help you overcome these financial barriers, so it is important that you give us as much detail as possible. We will also ask for evidence of these costs where applicable.

Please tick which costs are applicable to you and the amount. If you have a cost that isn't in the list, please give full details under 'other'.

Section 5 OTHER RELEVANT INFORMATION

Please use this section to tell us about anything else that you feel is important to do with your application.

Section 6 DECLARATION

By signing this declaration you are confirming that the information you have provided is true and accurate and you will notify the School of any changes of circumstances during the academic year.

You are also agreeing to maintain agreed levels of attendance, behaviour and effort.

The declaration also states that the School will seek to recover any monies paid where information submitted has proved to be false, incomplete or changes in circumstances have not been notified.

APPEALS

Once you have submitted the application form it will be assessed and you will be informed in writing whether you are eligible to receive a bursary and the amount.

You have the right to appeal against a decision that the School has made, if you believe it to be wrong and can provide evidence to support this. In the first instance, appeals should be made in writing to Mr Flett, Director of Sixth Form. The evidence will be reviewed with the applicant. Most appeals are determined this way. The outcome of the appeal will be communicated to you in writing.