



Mayflower
High School

16-19 Bursary Scheme
2024-2025

DOCUMENT CONTROL SHEET

Policy	Amendment	Staff Member	Committee/Date	FGB Approved:	Review due:
16-19 Bursary Scheme 2022-2023	Dates amended	Stuart Fawell Assistant Headteacher: Head of Sixth Form			Summer 2023
16-19 Bursary Scheme 2023-2024	Dates amended	Assistant Headteacher: Head of Sixth Form	Finance & Premises 5 February 2024	15 July 2024	31 March 2025
16-19 Bursary Scheme 2024-2025	Minor amendments	Assistant Headteacher Head of Sixth Form	Finance & Premises 25 November 2024	9 December 2024	1 September 2025

Mayflower High School

16-19 Bursary Fund Policy 2024-25

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund helps 16-19 year olds continue in education, where they might otherwise struggle for financial reasons. It is made up of two parts – bursaries of £1200 a year to the most vulnerable young people and a discretionary fund for schools, colleges, academies, training providers and local authorities (providers) to distribute.

The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available. The school has been allocated £7608.00 to operate the bursary 2024-25.

It should be noted that awards are annual or for the remainder of the academic year unless there is a change to personal circumstances or the criteria under which you are applying.

Students who are concerned about the costs associated with university research should contact the universities in the first instance to ascertain whether there is funding available. Once this has been determined and if financial assistance is still required, it is possible to submit a request to be considered by the Bursary Remissions Panel during the Summer Term.

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

Students following government funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

Students aged at least 16 and under 19 years of age on 31/08/24 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance in their own name.

Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education.

Students who have been in care, on probation, are young parents or are otherwise considered at risk.

Students who are asylum seekers.

Students who are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).

Students who are lone parents.

Who is not eligible for 16-19 Bursary Funding?

Students under 16 years of age or over 19 years of age on 31/08/24.

Students who do not meet the residency qualifications.

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

The 16-19 Bursary Fund is a limited fund and the school will prioritise applications. There will be 3 priority groups plus an exceptional help request, categorised as high, medium and low.

High priority group

Students in most need aged under 19 on 31/08/24 and who fall in one of the following categories:

Those who are currently in care (as defined by social services).

Those who are leaving or have recently left care.

Those who receive Income Support/Universal Credit in their own name; or

those who are disabled and receive both Employment Support Allowance **and** Disability Living Allowance.

Have the legal right to be resident in the UK, at the start of their study programme.

Eligible students will be guaranteed a £1200 bursary plus support for other costs such as transport, equipment *etc.*

Payments will normally be made on a termly basis.

Medium priority group

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

The student is eligible for a free school meal.

The student lives in a household where the parent(s)/carer(s) are in receipt of Income Support/Universal Credit.

Eligible students in this group may apply to the 16–19 Bursary Fund for a contribution towards:

The cost of transport, essential course equipment, trips, uniforms, materials, exam resit fees, or other education-related costs.

Childcare costs (where the student is a parent).

This may be a one-off payment for specific items or a cash bursary for support up to a maximum of £1000, according to need. Amounts paid will be subject to the number of students in the category and the availability of funds.

Financial support is dependent on the student meeting agreed attendance and behaviour as specified in the Sixth Form Contract.

Low priority group

Students who fall into the following category:

Students who live in a household where the gross annual household income is less than £35,000.

Those in the low priority group will be considered for financial support, subject to availability of funds, after those in the high and medium priority groups have been awarded. Students in this group may receive a **contribution** towards the cost of essential course equipment, transport costs or other expenses related to educational criteria.

Financial support is dependent on the student meeting agreed attendance and behaviour as specified in the Sixth Form Contract.

The awards will be dependent on good behaviour, adherence to the Sixth Form Contract and good attendance (no less than 90% attendance from all lessons). Please note that the school has been allocated only £7608.00 for this Bursary Scheme and that is to include administration.

Exceptional Help

Under exceptional circumstances, any students who are experiencing short-term financial hardship who are not automatically eligible for an award can also apply for help with one-off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and are dependent upon available funds.

What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education.

If I am in one of the eligible groups what evidence will the school need to see? If you are receiving Income Support, Universal Credit, Income-based Jobseeker's Allowance or an Income-related Employment and Support Allowance, you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school confirming this. If you have any other financial needs, you will need to show documentary evidence as to why you need financial support. For Low Priority bursary awards, evidence relating to household income will be required. The supporting evidence required is detailed under the relevant category on the application form.

Free School Meals criteria – do you qualify?

Parents or carers receiving the following benefits should contact Essex County Council via the following link:

<http://www.essex.gov.uk/Education-Schools/Schools/Pupil-Parent-Support/Pages/Healthy-Living-School-Meals.aspx>

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £17,005)

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit with an income of £7,400 or less (after tax) and not including any benefits you may get.

Requests for Transport Assistance

To be eligible to apply for financial help with transport costs from the 16-19 Bursary, you must provide evidence that you have already applied to Essex County Council for Post 16 Transport assistance and been unsuccessful.

More information on Post 16 Transport Assistance can be found on the Essex County Council website via the following link:

<http://www.essex.gov.uk/Education-Schools/Travel-School/Pages/Post-16-Transport.aspx>

How do I apply?

Application forms for the Autumn Term should be submitted to the Sixth Form Coordinator in the Sixth Form Office by no later than the 4 October 2024.

Use the Application Form attached to this policy. Remember to include income evidence to support your application. The evidence required is detailed under the relevant category on the application form.

What happens to my application form?

All applications will be considered by a **Bursary Remissions Panel**

The Bursary Remissions Panel will include the Head of Sixth Form, Deputy Head Teacher, the School Business Manager.

The Bursary Remissions will assess each claim and authorise payments. Payments will be made to students as soon as the panel has made its decision. Approved bursaries will be monitored and evaluated throughout the year and reports given to the Remissions Panel regarding students who fail to meet the conditions of the grant. The grant will be withdrawn at any time if a student fails to meet the criteria. In some circumstances, the school may choose to pay the bursary as a cash payment or for example purchasing equipment or a service on behalf of the eligible student.

Payments will be authorised, on a termly basis, by the Head of Sixth Form, who will monitor attendance and behaviour.

Advice on bank accounts?

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary by cashless means and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.

Payments may not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

Payments may be made to a joint account, as long as the student is one of the account holders.

If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers).

NB The bursary payment to schools is a fixed sum and not on a per student basis. Mayflower High School may vary the amounts of its bursaries to fairly reflect the number of eligible students in the Sixth Form.