

Blythe Bridge High School & Sixth Form

16-19 Bursary

The Blythe Bridge High School and Sixth Form 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment.

The scheme is divided into two parts:

Section 1: Vulnerable Bursary

This bursary is up to £1,200 a year and is paid weekly. It will be awarded to:

- an unaccompanied asylum seeker
- in care
- care leavers
- receiving 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
- receiving 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*

*UC has now fully rolled out and so young people aged 16 to 18 will no longer be in receipt of the other benefits listed above. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and those with an EHC plan) may still be in receipt of those other legacy benefits.

We will require proof that you are eligible for the vulnerable bursary, therefore you will need to provide a letter from your local authority showing you're in care or a care leaver. For students in receipt of UC, IS, DLA or PIP, we will require a copy of your award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right.

Blythe Bridge High School Sixth Form students who do not qualify for the full Nominated Bursary may be eligible for funding through our Discretionary Bursary fund. Please see details below:

Section 2A: Discretionary Bursary including Free Meals (benefits-based assessment)

To be eligible for the Discretionary Bursary with free meals you must be in receipt of one of the following benefits:

- Universal Credit (only if your household income is less than £7,400 a year)
- Income based Job Seekers Allowance
- Asylum Support from NASS (unaccompanied asylum seekers only)
- The Guaranteed Element of State Pension Credit
- Child Tax Credit (provided you are **not** entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs*.

* Please note figures are set by Government and are subject to change.

Section 2B: Discretionary Bursary Only

You can apply for the Discretionary Bursary if:

- Your current household net income is £30,000 or less
- There are exceptional circumstances (at the discretion of the sixth form)

| Income Source | Evidence Required |
|--|--|
| Monthly Earnings | 4 weekly/3 monthly current salary slips. |
| Self Employed Earnings | SA302/Latest Tax Return/Audited Accounts |
| Universal Credit | All pages of your 3 most recent monthly Universal Credit/IS award statements |
| Job Seekers Allowance | Latest award letter issued since April 2023 * |
| Incapacity Benefit/Universal Credit | Latest IB award letter issued since April 2023* UC - All pages of your 3 most recent monthly Universal Credit award statements. |
| Child Tax/Working Tax Credits | All Pages of Tax Credit Award Notice (TC602) * |
| Guaranteed Pension Credit | Most recent letter issued since April 2023* |
| Disability Living Allowance/ PIP (Personal Independence Payment) | Latest award letter issued since April 2023* |
| Other Income | Relevant and up to date supporting evidence |

Supporting Information

Please use this section to help us to understand any exceptional circumstances which are causing the student financial hardship.

All supporting documents received are kept strictly confidential.

Payment Conditions

Eligible students must be under 19 on 31 August 2023. 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 in one of the defined vulnerable groups will receive a payment of up to £1200 for the academic year, payable in regular instalments. We aim to pay for items 'in kind' where possible, rather than making payments directly to students.

Students in receipt of a discretionary bursary will receive payments 'in kind', based on their needs, for example – provision of a bus pass, payment for exam resits, provision of equipment or books or contribution towards payments for educational visits. Dependent upon individual circumstances, the bursary fund will pay the full cost or only a proportion, with the balance being paid by the learner. Purchases must be agreed prior to them being made and receipts will need to be provided. Students must return any items purchased at the end of their study programme so they can be used again by another student where appropriate.

Is there a deadline to apply for the bursary?

Vulnerable Bursary – there is no deadline. However, we will be able to offer assistance and arrange regular payments if you apply for the funding early in the year.

Discretionary Bursary – again, there is no deadline. However, the discretionary bursary is a limited sum of money allocated to the sixth form. When our allocation has been spent, no further applications for support can be considered. We encourage students to submit their applications at the start of the autumn term. All applications will be dealt with on a first-come, first-served basis.

How do I apply?

If you believe that you may be eligible for a payment from the 16 -19 Bursary Fund, please complete the 16-19 Bursary Fund Application Form. This can be obtained from Mrs Hodgkinson or via the sixth form website. Once the form has been completed and signed, it must be returned to Mrs Hodgkinson for your claim to be processed. Forms received without the correct evidence will result in a delay in processing your application.

The sixth form will endeavour to notify all applicants of receipt of application forms as soon as possible. Acknowledgement of receipt is not confirmation of approval for the bursary.

Do I have the right to appeal?

If you are not satisfied with the outcome of your application, you have the right to appeal against the decision. You should submit an appeal in writing to Miss Alford within 10 working days of receiving the decision, stating fully your reasons. Please note that additional evidence may be required to support your appeal. You will be advised of the outcome of the appeal within 14 working days of the decision. This decision is final and there is no further appeal beyond this point.

What should I do if my circumstances change?

If there are changes in circumstances which may affect the eligibility for the bursary, applicants or parents/carers must notify the sixth form immediately. If false or incomplete information is given, you will have to repay the award.

Free Sixth Form Meals

Can I get free Sixth Form meals?

The government have provided funding for free meals in Further Education from September 2014. You will be eligible for free school meals if you or your parents receive at least one of the following benefits:

- Universal Credit (only if your household income is less than £7,400 a year.)
- Income based Job Seekers Allowance
- Income related Employment Support Allowance
- Asylum Support from NASS
- The Guaranteed Element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs

A student is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to the institution where they are enrolled.