

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

You could receive up to £1,200 a year if you are in one of the specific vulnerable groups listed below:

- a young person in care, including unaccompanied asylum seeker
- care leavers
- a young person receiving Income Support (IS), or Universal Credit (UC) in your own right.
- 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.

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, ESA, 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.

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC (where student is making a claim 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 with net earnings not exceeding the equivalent of £7,400
- 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 £17,005 as assessed by His 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:

- a student's combined household income is less than or equal to **£30,000 after deductions**. If there is more demand for bursaries than funds available, awards will be prioritised according to total household income, with the lowest incomes receiving an award first.
- 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 2024*
Incapacity Benefit/Universal Credit	Latest IB award letter issued since April 2024* 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 2024*
Disability Living Allowance/ PIP (Personal Independence Payment)	Latest award letter issued since April 2024*
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 2024. 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 may receive up to £1200 for the academic year. 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' for essential items for example exam resits, provision of equipment or books or contribution towards payments for educational visits.

Students that live more than 1 mile from sixth form will be entitled to help towards the purchase of a bus pass.

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. We will review the student's eligibility position each academic year.

Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

All equipment/books purchased from the bursary fund on behalf of the student, must be returned at the end of the course.

How do I apply?

If you believe that you may be eligible for 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 with all evidence 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.

Is there a deadline to apply for the bursary?

Vulnerable Bursary – there is no deadline. However, we will be able to offer assistance 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