



Sixth Form 16-19 Bursary Fund Policy 2021-2022

Woodkirk Academy receives funding from the Government from the 16-19 Bursary Fund. The purpose of this funding is to ensure that young people are not prevented from participating in education by helping to overcome individual barriers. The funding can help with the cost of:

- a) Essential books and equipment
- b) Course-related trips
- c) Costs incurred for University Interviews and Open Days
- d) Travelling
- e) Meals in school (if not in receipt of free school meals)
- f) Other costs linked to study

The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

Eligibility

To be eligible to receive a 16-19 Bursary in the 2021-2022 academic year, students must be:

- aged 16 or over but under 19 at 31st August 2021
- OR
- over 19 at 31st August 2021 and have an Education, Health and Care Plan (EHCP)

Students must also satisfy the residency criteria set out in the ESFA Funding Guidance

A person on 1 September who is settled in the UK and has been ordinarily resident in the UK for the three years preceding the 1 September

Bursary Fund Levels

Young People in Defined Vulnerable Groups (Level 1)

Funding for young people in defined vulnerable groups is applied for by the Academy on an individual case basis. 100% of the funding received will be paid directly to the student.

Students who meet one of the four criteria below and who have a financial need, can apply for a bursary for young people in defined vulnerable groups of up to £1,200 per year for courses of 30 weeks or more.

The defined vulnerable groups are:

- Students in care
- Care leavers
- Students receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent upon them and living with them such as a child or partner
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary Bursaries (Levels 2 and 3)

Funding for Discretionary Bursaries (see below) is awarded to the school annually. The Academy will determine the eligibility criteria for discretionary bursaries. Students who meet the eligibility criteria below are invited to apply for a discretionary bursary for specific educational purposes.

Level 2

- students who are registered to receive free school meals
- students who have a total household income of below **£16,700**

Revised August 2021

Level 3 – students who have a total household income of between **£16,701** and **£25,000**

Documentary evidence will be required as proof of eligibility. The type of evidence required is detailed on the application form.

The amount of each discretionary award will be dependent upon the number of students eligible at each level and the total funds available.

Bursary Payments

Payments will be made monthly, usually on the second Friday of each month, over the academic year by bank transfer into the student's own bank account. Payments cannot be made to parents/carers. In some cases, the school may order items on the student's behalf.

Payments will be authorised providing students comply with the Sixth Form Learning Agreement which is to:

- Adhere to all criteria in the Sixth Form Learning and Conduct Agreement as detailed in the Sixth Form Personal Organiser
- Be on track with reference to target grades across all subjects (this will be indicated on the student's report)
- Achieve 94% attendance. There must be no unauthorised absences or truancy from lessons. *(Allowances will be made for students for whom this is not possible due to medical conditions, personal circumstances that the school has previously been made aware of or absence in relation to COVID-19)*

Books and Equipment

Items purchased by the Academy from the Bursary Fund, eg: books and equipment, must be returned to the Academy at the end of your study programme.

Application Process

Bursary Application Forms can be obtained from the Sixth Form office.

The initial deadline for the completed Bursary Application Form together with supporting evidence (as detailed on the application form) is Wednesday 29th September 2021 to the Sixth Form Office. Applications received up to **Friday 22nd October 2021** will also be considered and backdated. Applications received after this date will be considered but will not backdated and are subject to availability of bursary funds. No applications will be considered after the end of the academic year.

All evidence of household income will be treated in the strictest confidence. We are required to keep electronic copies of the evidence. Any original documents will be returned with the letter confirming whether the application has been successful.

Students will be informed in writing as to whether they have satisfied the requirements to receive a Bursary. Students will be required to sign and return a Bursary Fund Agreement to confirm adherence to the conditions of the bursary award.

If the application is unsuccessful, students have the right to appeal. To appeal against an unsuccessful application, please state your reasons in writing to the Mr T Jones, Principal.

STUDENTS MUST INFORM THE ACADEMY IMMEDIATELY IF AND WHEN THEIR FINANCIAL CIRCUMSTANCES CHANGE AND IT IS THE PARENTS' RESPONSIBILITY TO MAKE THE STUDENT AWARE IF THIS HAPPENS.

To ensure the Bursary Fund is correctly administered and applied, Woodkirk Academy will strictly adhere to the guidelines published by the Education and Skills Funding Agency (ESFA).