



16-19 Bursary Fund: Sandringham School Statement

The school is in receipt of the DfE 16-19 Bursary Fund to distribute to Sixth Form students in need of financial support. The fund is intended to help students with the essential costs of participating in their study programme; for example, to help with the cost of essential books or equipment or with the cost of travelling to school. A student must be aged 16 or over but under 19 on 31st August to be eligible for help from the bursary fund in the following academic year.

Individual bursary awards are made to each student based on calculated need. This includes individual travel costs and resource costs for each course within their programme of study. As part of the fund, the school will purchase required textbooks and resources on behalf of the student. Where a student has already purchased resources, receipts should be kept and handed in so that the amount can be refunded. Eligible students will be provided with a laptop if required and will also be fully funded to attend any compulsory day trips and residential trips which are compulsory for their studies. The bursary fund does not cover non-compulsory trips.

Students who wish to apply for a bursary must complete the 16-19 Bursary Fund Application Form by the specified deadline in September. After this date, the school will decide individual awards based on calculated needs for each student. The student will receive the payments, not parents/carers. However, evidence of income or benefits will be required from parents/carers. If a student has a need for support at another time during the year, they can apply as the need arises. Some of the 16-19 Bursary Fund will be withheld from the initial allocations to meet these needs.

Eligibility for the two levels of 16-19 Bursary Awards are set out clearly in the application guidance. Students should state which level they are applying for and must include some evidence of financial need:

Bursary Fund for Vulnerable Students (Level 1)

A bursary is available through application only for young people in the defined vulnerable groups listed below:

- 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

To enable a student to apply for the Vulnerable Bursary a funding claim form needs to be completed by the school for submission to the ESFA and evidence of eligibility from the checklist below will be required.

Eligibility Checklist

- Copy of Student Benefits received /P60
- Tax Credit Award Notice or evidence of self-employment income

Discretionary Award (Level 2)

This will be issued to students who are in receipt of free school meals or have been Pupil Premium students, or can provide evidence of a need for a bursary to support their learning.

Eligibility Checklist

- Free School meals/Pupil Premium allocation
- Family in receipt of benefits or Tax Credit (evidence must be provided)
- Those who do not qualify for Free School Meals/Pupil Premium but have an identifiable need (supporting documentation will be required such as proof of income or a letter explaining circumstances from parent/carer)

For level 2 applications, students must provide a breakdown of the specific educational purpose for the funds they are requesting on the first page of the application form e.g. Cost of transport, books and equipment, laptop.

The individual bursary awards will be communicated with students once the allocations have been made, with the first monthly instalment being paid in mid-late October. Instalments will be paid monthly after this until April. Laptops will be provided by the school and do not have to be purchased from the monthly payments made. Compulsory school trips will be paid for directly by the Fund, not from student's individual allocations. The school may choose to buy items for students rather than paying all of the bursary into a student account.

The school can withhold payments if a student does not meet agreed standards, for example, if there are concerns about unauthorised absences or a student does not meet the

required standards as set out in Sandringham School policies, such as the Behaviour Policy. However, a full consideration of the individual circumstances of the student will be made carefully before withholding bursary payments.

For full details about the DfE 16-19 Bursary Fund, please use this link:

<https://www.gov.uk/1619-bursary-fund>

For any queries relating to the Sandringham School 16-19 Bursary process, please contact the Sixth Form office. The application form and guidance is available on the school website

<https://sandringham.herts.sch.uk/>