

**THE WEALD SIXTH FORM
BURSARY FUND INFORMATION**

2022 - 2023



The 16-19 Bursary Fund

We do not want any student to be prevented from continuing their education as a result of financial barriers. If you are concerned about how to meet the cost of transport, necessary equipment for your course and/or trips then you should consider applying for a bursary. All information provided to us in this regard will be treated in the strictest confidence.

The Weald Sixth Form aims to optimise the use of the 16-19 Bursary funding to provide support to those young people facing the greatest financial barriers to continuing in education. We are committed to ensuring that the fund is used to support financially disadvantaged young people to achieve their learning aims. For more information, see the Government guide <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>

The Head of Sixth Form is the person responsible for overseeing the management of the 16-19 Bursary Fund.

All applications will be assessed by the bursary panel, consisting of the Head of Sixth Form and the Sixth Form Manager.

Eligibility

To be eligible to receive a bursary in the 2022 to 2023 academic year the student must be:

- aged 16 or over, but under 19 at 31st August 2022
- Meet the residency criteria set out by EFA (A person on 1st September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1st September.)
- aged 19 or over at 31st August 2022 and have an Education, Health and Care Plan (EHP) due to their high needs

If a student turns 19 during their programme of study, they can continue to receive the bursary until the end of the academic year in which they turn 19, or to the end of their programme of study, whichever is sooner.

Vulnerable Student Bursary

Eligible students could receive a bursary worth up to £1200, dependent on their circumstances. Students need to be able to satisfy at least one of the following criteria;

- you're in, or you have recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name **and** either Employment and Support Allowance (ESA) or Universal Credit

It's important to understand that we may decide that even though you may be eligible for a bursary for vulnerable groups because you're in one or more of the defined groups you don't actually need any financial help from the scheme. The bursary fund is to provide help with costs so that students can participate in education. If you don't have any actual financial need, for example, because your local authority is already meeting your costs, we may decide not to award you a bursary, or to award you a lower amount of bursary. If this is the case, we will explain our decision to you.

Discretionary Bursary

This fund is for students who face genuine financial barriers to participating in education and is awarded on an individual needs basis, for items such as public transport to Sixth Form, essential course equipment or resources, essential course trips, registration fees and UCAS fees.

The order of priority for discretionary bursaries are:

- Students living permanently in a household where the gross annual income is £20,000 or less (excluding benefits).
- Students living permanently in a household where the gross annual income is more than £20,000 but equal to or less than £25,000 (excluding benefits). Students in this category may not be able to claim a canteen subsidy.
- Students living permanently in a household where the gross annual income is more than £25,000 but equal to or less than £27,000 (excluding benefits), and work/child tax credit or Universal Credit is being provided. Students in this category may not be able to claim a canteen subsidy.

- Students who have an extreme financial problem, for example a specific education or independent living cost which cannot be met

Under exceptional circumstances, help in the form of one-off payments for course-related expenditure may be awarded to students who do not meet the requirements above. Applications will be considered on an individual basis and are dependent upon the availability of funds. Evidence of income or hardship will be requested.

Evidence of Eligibility

- Written evidence from the local Council or copies of award notices are needed for the Vulnerable Bursary
- For the Discretionary bursary, a copy of your parent(s) full Tax Credit Award or their most recent P60 (Tax Return if self-employed) is the easiest way to tell us about your household income. If they are in receipt of Universal Credit, the Government advises that we have copies of their **three most recent** Monthly Award Notices, clearly showing their take home pay figure, in addition to the amount of Universal Credit after deductions. Details of other evidence required can be found on the application form.

Claims (Discretionary Bursary)

Payments will be made to reimburse course related costs with a receipt and completed claim form.

Examples of these costs are:

- Essential course related items
- Essential course trips
- Stationery
- UCAS fees
- Work experience travel

Where you need to purchase items yourself (eg public transport tickets), then you will need to purchase the item in the most economical way possible (eg a half termly train ticket rather than daily) and you will also be required to submit a receipt showing the full amount paid. Failure to do so will result in the claim being denied.

All claims (whether purchased by yourself or the college) must be made on the 16 - 19 Discretionary Bursary Claim Form, which you can obtain from the Sixth Form Office. Claims will be processed once a month.

Payments

- Where items can be paid for directly by the college (e.g. registration fees, course texts procured by the college, canteen subsidy etc), then we will do so.
- Where you need to purchase items yourself, you must have your own bank account which accepts BACS payments. Payment dates will be set out in the award letter, and payments will be made in arrears.

Conditions

- All bursary payments are directly linked to excellent attendance (95%), progress, attitude to learning (+2, +1 or 0 in all subjects) and behaviour
- Students and their parent(s)/carer(s) are required to sign a Declaration before any payments can be made
- All absences must be notified by a parent/carers, giving the reason for absence, by one of the following methods:
 - Ringing the absence line on 01403 787200
 - Emailing sixthformoffice@theweald.org.uk
 - In the case of planned absence eg university open days, medical appointments etc, the student must complete and submit an Absence Request Form which must be signed by a parent/carers in advance of the absence.
- Mid-course leavers will be required to repay any bursary payments made during the half term in which they leave

- Examples of authorised absence include:
 - An evidenced medical appointment which cannot be arranged for outside of college hours
 - Study visits relating to your College courses
 - Attendance at a funeral of a close relative or close friend
 - Attendance at a university open day or a careers related appointment
 - A driving test (not driving lessons)
 - Representing the College at a sporting event
 - Other events at the discretion of the College
- Examples of unauthorised absence include:
 - Holidays
 - Driving lessons
 - Leisure activities
 - Absences for full or part-time work which is not a part of the student's College courses

Free School Meals

Students are eligible for free school meals if they or their parents are in receipt of one of the following benefits: Child Tax Credit (but NOT when combined with Working Tax Credit), Income Support, Jobseekers Allowance, Employment and Support Allowance, State Pension Credit or Universal Credit. If you would like to apply for this, please contact our Finance Department at finance@theweald.org.uk or by calling 01403 787200.

Application Procedure

Complete and sign the application form and ensure all relevant evidence of income is attached. Any omissions will result in a delay. The Bursary panel aims to review all applications within 2 weeks of receipt of the application, supporting evidence and any other personal circumstantial evidence.

Return the form and evidence by hand to the Sixth Form Office or by post to
 The Sixth Form Office
 The Weald School and Sixth Form
 Station Road
 Billingshurst
 RH14 9RY

Applications will be processed from September 13th 2022 through to the end of the academic year or until the funding has been fully allocated, whichever is sooner.

Appeals Procedure

The student or their parent/carer have the right to appeal against the decision made about their application. Should you disagree with any decision made, firstly contact the Head of Sixth Form. If you are not satisfied, you have the right of appeal in accordance with The Weald Complaints Policy which is published on our website

Further Help

Contact the Sixth Form Office during term-time only on 01403 787283 or e-mail sixthformoffice@theweald.org.uk

Department for Education's website <http://www.education.gov.uk>