

**THE WEALD SIXTH FORM  
BURSARY FUND INFORMATION**

**2020-21**



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 16-19 Bursary Fund

The bursary scheme is funded through the Government to provide financial support to help students overcome specific barriers to participation so that they can remain in education. For more information, see the Government guide <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year#summary>

To be eligible for either bursary, you must meet the residency conditions in the ESA funding regulations <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>.

### Vulnerable Student Bursary of up to £1200 per year

The eligibility requirements for this bursary in the 2020 to 2021 academic year are:

- aged 16 or over, but under 19 at 31<sup>st</sup> August 2020
- in one of the defined vulnerable groups:
  - in care
  - care leavers
  - receiving Income Support, or Universal Credit, 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit. t be getting both benefits in your own right

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.

To be able to receive a Discretionary Bursary in the 2020 to 2021 academic year, you must

- be permanently living in a household whose gross annual income is below £25,000
- be aged 16 or over, but under 19 at 31<sup>st</sup> August 2020 or
- be aged 19 or over at 31<sup>st</sup> August 2020 and have an Education, Health and Care Plan (EHP) or
- be aged 19 or over at 31<sup>st</sup> August 2020 and continuing on a study programme you began aged 16 - 18

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 advise that we have copies of their 3 most recent Monthly Award Notices. Details of other evidence required can be found on the application form.

### Claims (Discretionary Bursary)

- 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 monthly 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, and the dates will be set out in the award letter.

### Payments

- Where items can be paid for directly by the college (eg registration fees, course texts procured by the college 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

- Students must satisfy the residency conditions in the in ESFA funding regulations for post-16 provision
- All bursary payments are directly linked to excellent attendance, progress, attitude to learning 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/carer, giving the reason for absence, by one of the following methods:
  - Ringing the absence line on 01403 787200
  - Emailing [sixthformoffice@theweald.org.uk](mailto: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/carer 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 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](mailto: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.

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 the start of the Autumn term of the new academic year

#### Appeals Procedure

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](mailto:sixthformoffice@theweald.org.uk)

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