



Bristol Free School Sixth Form 16-19 Bursary Fund 2018/19

Bursary Summary

The 16-19 Bursary Fund is allocated to the school by the Education Funding Agency. It is designed to support post-16 students in full time education with the financial challenges of their continuing education. Students (or their parents/carers) in receipt of the following are eligible for this support. The type of support available varies depending on which of these categories a student is eligible for:

Status	Support Available
Young people in care. Care leavers. Young people receiving Income Support or Universal Credit in place of Income Support. Disabled young people receiving Employment and Support Allowance, Disability Living Allowance, or Personal Independence Payment in their own right.	Vulnerable Learner payment of £1,200 per year
Students in receipt of Free School Meals or they have evidence they meet the eligibility criteria.	Monthly discretionary payments
Students eligible for Free School Meals. Students with parents/carers in receipt of Child Tax Credits	'One-off' discretionary payments

For all payments students must meet the eligibility criteria for attendance, behaviour and academic standards. Search gov.uk/16-19/bursary-fund-guide for more details.

Further details follow, together with an application form to use if you meet the eligibility criteria. If your family circumstances qualify you for Free School Meals and you are not currently registered, you must make an application for Free School Meals at the same time as you complete the Bursary Fund application. Search gov.uk/16-19/free-meals-in-further-education for more details.

Types of payment

1. Vulnerable Learner Payments

Students most in need are eligible for a bursary of £1,200 a year, as laid down in the 16-19 Bursary Fund Guide for 2018-19.

Those eligible are:

- young people in care
- care leavers
- young people receiving Income Support, or Universal Credit in place of Income Support

- disabled young people receiving both Employment Support Allowance and Disability Living Allowance, or Personal Independence Payments, in their own right.

Payment is made by BACS payment directly into a bank account, or by cheque, at the start of each term in six



equal instalments.

Students receiving Vulnerable Learner payments are also eligible to apply for 'one-off' discretionary payments.

2. Monthly Discretionary Payments

Students are eligible for monthly discretionary payments of up to £50 per month if they have applied for, and are in receipt of, free school meals and if they meet the eligibility criteria. Payment will be withheld if a student has any unauthorised absences during that month. A student has ten school days to appeal against non-payment. Payments are made monthly by BACS in arrears into the bank account of the student.

Students receiving monthly discretionary payments are also eligible to apply for 'one-off' discretionary payments.

Students are eligible for free school meals if they or their parent(s) are in receipt of:

- *Income Support (lone parent, student not living with parent, at serious risk of abuse, refugee learning English)*
- *Income based Job Seekers Allowance*
- *Income related Employment Support Allowance*
- *Child Tax Credit*
- *Support under Part VI of the Immigration and Asylum Act 1999*
- *The guarantee element of State Pension Credit.*

Application forms for free school meals are available from the school's Student Services Office or from Bristol City's Admissions Team

3. 'One-off' Discretionary Payments

Students are eligible to apply for 'one-off' payments if their parents or carers are registered as recipients of Child Tax Credit (*parents are eligible for receipt of Child Tax Credits if their annual income does not exceed £25,000 with one child or £30,000 with two children*).

Students in receipt of Vulnerable Learner or Discretionary payments are also eligible to apply for 'one-off' discretionary payments.

'One-off' payments may be made to support the following costs:

- Books and equipment
- Field courses
- Additional course costs
- Examination fees
- Public transport for those who live further than two miles from school
- Travel to interview and/or open days of higher education institutions

- Other costs associated with learning.

Students must enclose receipts for the expenditure they are claiming.

Funding commitments for 'one-off' discretionary payments will not exceed the total funding available via the EFA 16-19 Bursary Fund. If there is greater demand than funding allows then learners will receive a lower payment.

Payments will be made by BACS payment directly into a bank account, or by cheque, at the end of terms 2, 4 and 6.

Applications for the Bursary Fund



Applications for all payment types should be made using the 16-19 Bursary Fund Application Form.

Applications for Vulnerable Learner and Monthly Discretionary Payments should be completed at the start of the academic year. Where late applications are received, Monthly Discretionary Payments will not be backdated (students who gain eligibility due to a change in circumstances during the year are able to apply at any stage in the year).

Applications for 'one-off' discretionary payments in 2018/19 should be submitted by the following deadlines:

26 October 2018
15 February 2019
3 May 2019.



16 – 19 BURSARY FUND APPLICATION

***** **CONFIDENTIAL** *****

Please complete all the sections of this form using **BLOCK CAPITALS**

SECTION 1 – About the Parent/Carer			
Please provide your name as known by the Benefits Agency, Inland Revenue or National Asylum Support Service.			
Surname:			Title: Mr/Mrs/Miss/Ms
First Name:	Middle Name:		Date of Birth:
Address:			
			Postcode:
National Insurance No:		Telephone Nos:	
Do you have a husband/wife or partner living at this address?			YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	Surname:	First Name:	
Have you moved home in the last 12 months?			YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give your previous address:			

SECTION 2 – Confirmation of Parent/Carer benefit received	
Is the parent(s)/carer(s) in receipt of:	
1) Free School Meals	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Please note we are unable to process your application for bursary funding until you receive notification of authorisation from North Somerset Council that your application for free school meals has been approved.</i>	
2) Child Tax Credit	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>As proof of receipt of Child Tax Credit and income, please provide a copy of the HMRC Final Tax Credits Decision document for the most recent financial year for which you have records (or suitable alternative such as a P60).</i>	

SECTION 3 – Confirmation of young person's status			
Full Name:		Tutor Group:	
		Date of Birth:	
Is the young person		YES	NO
• In care		<input type="checkbox"/>	<input type="checkbox"/>
• Receiving Income Support or Universal Credit		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

- A care leaver
- A disabled young person receiving both Employment and Support Allowance, Disability Living Allowance, or Personal Independence payments YES NO

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SECTION 4 – Only complete this section if you are applying for a one-off discretionary payment

How much assistance are you claiming?

Books and equipment (maximum £100)	£
Field courses (maximum £100)	£
Additional course costs (maximum £100)	£
Examination fees	£
Public transport to school (maximum £100)	£
Travel to HE interview or open day (maximum £100)	£
Other costs/fees associated with learning (maximum £100)	£

Please note: Receipts must be enclosed for all the expenditure you are claiming.

SECTION 5 – Bank details of young person (into which the funding will be paid)

Name of young person (as per bank account):	
Bank Name:	
Sort Code:	
Account Number:	
OR If payment to be made by cheque Name of payee:	

Declaration

I confirm that the information on this form is correct at the time of completion, and that I will inform the school as necessary if circumstances change.

Signed: _____ (Parent/Carer) _____ (Date)

Signed: _____ (Student) _____ (Date)

Authorised by:

Signed: _____ Signed: _____
Head of Year 12/Year 13 Finance Team