

16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- **bursaries for defined vulnerable groups of up to £1,200 a year.**
- **discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.**

Ringwood School follows the guidance issued by the ESFA to support its students. A link to this guidance is below.

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>

Eligibility for Bursary Awards

To be eligible to receive a bursary the young person must be aged under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to end of the programme of study, whichever is the sooner. Young people must satisfy the residency criteria as stated in the document EFA Funding Guidance for the 2019 to 2020 academic year (available on the DfE website www.education.gov.uk) and must be undertaking a full time course at Ringwood School.

Vulnerable Student Bursary

Eligibility criteria

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students may need a greater level of support to enable them to continue to participate. The school must ensure students are eligible for the bursary for defined vulnerable groups in each year they require support. As a result of this Supporting evidence may be required from the school to support your application for this Bursary.

The defined vulnerable groups are students who are:

- 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 in their own right.

If needed a vulnerable student can also apply for a discretionary bursary.

Discretionary Bursary

Ringwood School offers two types of Discretionary Bursary

Eligibility Criteria

The following groups of young people are eligible to apply for bursaries:

- Vulnerable young people.
- Young people who were eligible for free school meals and/or become eligible during the academic year 2020/21.
- Learners facing financial hardship.

Discretionary Bursary 1

This is a bursary of £750 (paid in 3 termly payments of £250). Available to young people entitled to Free School Meals or who become eligible during the academic year September to June. Each term students who are eligible will have £150 put onto their lunch card and receive £100 to support them with their studies

Parents of young people do not have to pay for school lunches if they receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.

Young people who receive any of the qualifying benefits listed above in their own right are also eligible to receive free school meals.

Young people who become eligible for free school meals during Year 12, or who provide evidence of meeting the criteria even if they do not apply will also be eligible to apply for the bursary of £750, pro-rata to the term in which they became eligible (subject to funds being available), for example:

- Eligible from Autumn Term, bursary of £750 (paid in 3 termly payments of £250)
- Eligible from Spring Term, bursary of £500 (paid in 2 termly payments of £250)
- Eligible from Summer Term, bursary of £250 (paid in 1 payment)

Payments are made in the form (£150 food card/£100 cash) as described earlier in this section.

The school is able to obtain proof of eligibility for Free School Meals from the local authority. Where a student received FSM at a different provider or is applying for a bursary under the above criteria without applying for Free School Meals, appropriate evidence confirming eligibility will be required, for example:

Students may be able to get free school meals if parents get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get

Discretionary Bursary 2

Available for students who find themselves with financial hardship and face potential barriers to participation. Each application will be considered on an individual basis and discretionary awards made, subject to funding being available, and to a maximum per student of £750 in any academic year. Students who qualify for Discretionary Bursary 1 may also apply for Discretionary Bursary 2.

Students facing financial hardship are invited to apply for assistance with school course-related costs, for example:

- Transport to or from school
- ICT equipment
- Meals at school
- Materials - calculators, art equipment, stationary etc
- UCAS fee and travel to open days
- Course-related protective clothing - sports wear, lab/art coats, safety goggles etc
- Trips, visits and sports activities directly relevant to a course of study

- Clothing
- Examination resit fees

The school may choose to procure any items required by students. All applications will be assessed on an individual basis. The school will also consider other exceptional circumstances when assessing applications for example if the student is providing care to a sick or disabled relative.

Appropriate evidence confirming income will be required, for example:

- Income Support or Income Based Employment and Support Allowance – most recent benefit letter from HM Revenue & Customs detailing the amount of benefit received
- Tax Credits – Tax Credit Award Notification from HM Revenue & Customs for the tax year
- Salaries and wages – P60, Month 12 or week 53 payslip; and P9D or P11D if in receipt of benefits or payments in kind.
- Self Employment Income – A SA302 form; or Tax Credit Award Notification; or accountants letter on headed paper
- Taxable social security benefits – a statement of paid benefits from Job Centre Plus or Social Security Office

Conditions

Young people who are awarded a bursary will be expected to meet the criteria of the student agreement (signed in September each year). This includes:

- Demonstration of excellent attendance (95% authorised).
- Actively engage in lessons and demonstrate consistently an attitude to learning that ensures progress.
 - Actively engage in the pastoral programme, house system, enrichment and volunteering opportunities to enhance your Post 16 experience.
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Applications for Bursaries

Students should obtain a 16-19 Bursary Application Form from Mrs Davies in the Sixth Form. Two opportunities in September and January are offered for students to apply for a bursary. If however, students find themselves in financial hardship at any time during the academic year they should see Mr Walbrin, Director of Sixth Form.

On the application form students will need to:

- i) State the amount of money that they are applying for.
- ii) Explain why the money is necessary and **provide specific details** of what the money will be spent on e.g. Cost of termly bus pass.
- iii) Provide evidence of the financial hardship warranting the award of a bursary.

Applicants will be notified of the outcome of their application as soon as reasonably possible but no later than within 10 working days of receipt of a correctly completed application. Applications are processed by Mr Walbrin, Director of Sixth Form and approved Mr Sismey, Business Manager and Mrs Symonds, Head teacher.

Payment of Bursaries

Young people who have successfully applied for a bursary will have the agreed amount paid directly into their bank account or added to their food card. Depending on the size and nature of the award payment schedules may vary to support the student and enable them manage their finances appropriately.

Any student who leaves Ringwood School before the end of the examination year will be required to repay any unspent bursary.

Ringwood School reserves the right to withdraw and seek repayment of any funding if evidence is submitted indicating the bursary has been received under false pretence, or is not being used for the purpose for which it was approved.

Appeals

All students have the right to appeal against any decision made in respect to a bursary award or non-award. Appeals must be made in writing and submitted within 10 working days of the decision. Appeals regarding applications should be sent to Mr Walbrin, Director of Sixth Form.

Mr Walbrin

Director of Sixth Form

September 2021