



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

DISTRIBUTION OF 16-19 BURSARY

Agreed by the Governing Body Curriculum Committee
To be reviewed
(*reviewed every 2 years*)

February 2024
Spring 2026

To be monitored by the Head of Sixth Form, School Business Manager and Governing Body Curriculum Committee

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is made available from Government funding to support students in continuing with their post-16 education who might otherwise have a financial barrier to doing so. It aims to support students with some direct costs of their continuing Sixth Form studies.

The 16-19 Bursary Fund consists of two elements:

1. A Defined Bursary (the official term used is 'bursary for young people in defined vulnerable groups', at Owens we refer to this as the 'Defined Bursary'). The criteria for this bursary is based largely on a student's *own* personal circumstances
2. A Discretionary Bursary, which is based largely on the student's *household* circumstances

Who qualifies for the 16-19 Bursary Fund?

To be eligible to receive either of these bursaries, a student must be aged under 19 on the 31st August in the academic year in which they start their A levels. If a student were to turn 19 during their A levels, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

The Defined Bursary

Any students in the Sixth Form who meet the strict criteria of the Defined Bursary (set by the Government) will receive an annual bursary of up to £1,200. To receive a Defined Bursary you must meet one of the following criteria:

- you are 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 own name* and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) *in your name* and either ESA or Universal Credit

The Discretionary Bursary

The school has been allocated a small amount of money to support students in the Sixth Form to ensure they have what they need to access lessons and make progress. To qualify for this bursary *your parents or carers* must be receiving one of the following state benefits, or have a household income of less than £26,500 :

- free school meals
- income Support
- income-based Jobseeker's Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit
- the guaranteed element of State Pension Credit
- those aspects of universal credit that replace the benefits above (not including housing benefits)
- has a sibling in receipt of free school meals
- annual household income (as assessed by HM Revenue and Customs), that does not exceed £26,500 (this does not include the income of any siblings.)

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may also apply for a discretionary bursary using the same form.

You can also apply to a discretionary bursary if you're **over 19** and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an Education, Health and Care Plan (EHCP)

What can I use the bursary for?

The bursary is designed to support you with educational expenses incurred. Examples of how discretionary bursaries may be used include the following:

- meals during the school day (unless you also receive free school meals)
- books and equipment for your courses. This might include text books or revision guides, files, folders etc

- specialist equipment for your A levels, such as a graphics calculator for Maths or relevant materials for art, DT or textiles etc
- any additional course costs e.g. trips that are directly related to the course,
- reasonable transport costs, this is limited to £10 per day
- some exam resit fees
- equipment and materials required to complete course
- university open days (at weekends or holidays, not on school days) and interview visit costs
- clothing to help you to meet the Sixth Form dress code
- other expenses approved by the School, which relate to supporting progress, attendance and full school participation

How will the bursary be managed?

You should apply for the Bursary by 31st October of Year 12 if you are able to. This helps us to plan our bursary spending, and means that you start to receive it early in the course. If your circumstances change during your time in the Sixth Form you can apply for the bursary later as an 'exceptional circumstance'.

For both bursaries:

- You (the student) will have a short meeting where we look at the sorts of spending the bursary can (and cannot) cover. You will also be able to ask questions and to some extent have a say about how (and with whom) you would like to manage your bursary.
- You must maintain at least 95% authorised attendance for each half term. If this normal expectation of Sixth Formers is not met then no payment will be made for the month(s) of higher absence. Students are also required to meet the usual reasonable expectations of all Sixth Form students, which includes good conduct and uniform.

If you are accepted onto the **Defined Bursary** scheme then it will work like this:

- You will work with your Bursary Manager to estimate the costs involved in attending school. You will come to a figure of anticipated costs (up to £1,200/year), and this will then be paid to your account in monthly instalments, or products may be provided
- Usually, a Defined Bursary will be paid to you (the student) over 10 months at the rate of up to £120 per month, via bank transfer into your own account. If you don't attend school for the full year for some reason, you will receive the Defined Bursary for those months you do attend. If for some reason you take on a part time table, the bursary will be pro-rata to the number of lessons you attend school.
- If a student preferred to claim monthly for their expenses (in a similar way to the discretionary bursary, below) then we would use whichever method best suited their wishes.
- Should a student in receipt of a Defined Bursary incur certain unexpected expenses during the school year, for example a field trip directly related to their course of

study which wasn't known about at the start of the year when their Bursary plan was made, they may also apply for these costs to be covered using the 'discretionary bursary'.

If you are accepted onto the **Discretionary Bursary** scheme then it will work like this:

- Each month you will provide receipts (or similar evidence) for your educational expenditure
- These can be handed in physically, or if you have a smart phone you will have the choice of using an app to SmartScan your receipts
- Usually payments will then be paid directly into your (the student's) bank account. The payments will be made about a month behind in most cases
- In certain situations some expenses, if fixed and known in advance (such as a travel season ticket) may be paid in advance of the claim
- Whenever possible we will seek to provide the products you need directly (text books, art materials, files etc) rather than you shopping for them and claiming the money back.

Please note, for both bursaries:

- The bursary 'pot' is limited, and so the above commitment is similarly limited and is based on the available funds allocated to the school on an annual basis. We would hope to be able to continue to support you throughout your time in the Sixth Form, but this may have to change.
- There is a small emergency fund for students who find themselves struggling to attend school in exceptional circumstances. Please apply using the same form, and note this in the free text section of the form.
- Certain items, such as IT equipment and text books, may need to be returned after the student completes their course, to allow other students to benefit from them. Other more personal items, such as clothing, files and folders, will remain the property of the student when they finish the course.

What is the process for applying?

You should apply to Ms Jeni McClean (Head of Sixth Form) by filling in the Bursary form. You will need to gather and hand in the relevant documents along with it (see the table to identify what is needed.) You will be asked to provide proof of entitlement. It is important that the form is filled in fully and honestly.

The process of application and payments will remain confidential but we will tell certain key people in school that you are a successful bursary applicant. This is so that we can support you in other ways. For example, sometimes we are told about paid work experience or university summer schools that are available for bursary students. The correct staff knowing that you are a successful bursary applicant may help us to send other opportunities your way.

The school retains the right to make a final decision as to whether a student qualifies for a bursary. Should a student who applies for a bursary have their application declined, the reasons will be explained to them.

We want to support you with your bursary application, so if you find any aspect of the process difficult (applying, gathering the information or claiming each month), please get in touch and we will see how we can help.

16-19 Bursary Fund for Sixth Form Students - Application Form

We realise that this application form asks for a lot of personal information, but we are required to check that Bursaries are being distributed properly. We want to support you with your bursary application, so if you find any aspect of the process difficult (applying, gathering the information or claiming each month), please get in touch and we will see how we can help.

Part 1: Student Details

First Name	
Surname	
Date of Birth	
Home address	
Phone number	

Part 2: Parent / Carer Details

First Name	
Surname	
Relationship to student	
Home address	
Phone number	
Email Address	

Part 3: Household Details

Does the student live full time at the above address? If not, please give details here

Who else lives at the address above? Please give their name, their relationship to the student, their age (if under 18) and let us know if they have any additional needs

Part 4: The student’s own circumstances (for a Defined Bursary)

Please tick if any of these apply to the student themselves

- Is currently in Care
- Has recently left Care
- Receives Income Support or Universal Credit *because they’re financially supporting themselves*
- Receives Disability Living Allowance (DLA) *in their own name* and either Employment and Support Allowance (ESA) or Universal Credit
- Receiving Personal Independence Payment (PIP) *in their own name* and either ESA or Universal Credit

Part 5: The household income details (for a Discretionary Bursary)

Please indicate which of the following are your reason for applying for the Bursary. Universal credit may have been used to replace one or more of the benefits below:

Criteria	Yes / No	Evidence you will need to share
Free school meals (for the student, or a sibling at home)		Letter of confirmation
Income Support		Three most recent monthly award statements
Income-based Jobseeker’s Allowance		Three most recent monthly award statements
Support under part VI of 1999 Immigration and Asylum Act		Evidence of eligibility under the act
Working / Child Tax Credit		Three most recent monthly award statements.
The guaranteed element of State Pension Credit		Three most recent monthly state pension credit statement
Annual household income that does not exceed £26,500		Please fill in table below. Do not include any sibling’s income.

Please fill in the table below if you *only* qualify for the final (shaded) criteria. Please complete this section as fully as you can, and provide evidence. Please put £0 if there is no income of that type. Please give annual (not monthly) amounts for each section. Please note that a sibling's income does not count towards the application, and so doesn't need to be included here.

Salaried income (combined for all adults, although not including siblings, in the family home)	
Self employed income	
Income from personal independence payment	
Housing or other benefit (please specify)	
Child maintenance	

We realise that you can't always give the full picture when answering someone else's questions. If there is anything more you would like to let us know about your family situation, please use this space. If you would rather discuss this in person, please note that here:

Part 6: Student Bank Account Details

The account should be in the sole name of the student

Name of Bank	
Branch Address	
Name of account holder	
Sort Code	- - - - -
Account Number	- - - - -

Part 7: Declaration

I certify that the information given above is correct. I understand that the school may need to ask for clarification or evidence of the above or related information. I understand that the school has the right to reclaim any funds/equipment costs if I am found to have provided incorrect information.

Name of Parent/Carer	
Signature of Parent	
Date	

Name of Student	
Signature of Student	
Date	