



## Gordano School 16-19 Bursary Fund 2024/25

### Summary

The 16-19 Bursary Fund is allocated to the school by the Education and Skills 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 (or parent/carer) is eligible for:

Status	Support Available
Young people in care. Care leavers. Young people 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. Disabled young people receiving Employment and Support Allowance, Disability Living Allowance, or Personal Independence Payment in their own right.	<b>Vulnerable Learner payment of up to £1,200 per year</b>
Students in receipt of free school meals or their annual household income is £19,995 or less. Students whose parents/carers are registered as recipients of Child Tax Credit or Universal Credit.	<b>Discretionary bursary</b>

**Please note, to receive their 16-19 Bursary payments, students must meet the eligibility criteria for attendance, behaviour and academic standards.**

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.

## **Types of payment**

### **1. Bursary for defined vulnerable groups**

Students from this group are eligible for a bursary of up to £1,200 a year, as laid down in the 16-19 Bursary Fund guide.

We will look at individual cases for these students, based on financial needs. Students will only receive the amount they actually need to participate and not automatically receive £1,200, if they do not require the full amount

Those eligible are:

- young people 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

Payment will be made by BACS payment directly into the young person's bank, in kind and after the costs have been incurred.

### **2. Discretionary bursary**

Students are eligible to apply for discretionary bursary payments if their parents/carers are in receipt of free school meals or registered as recipients of Child Tax Credit or Universal Credit

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

- *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 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)*

Application forms for free school meals are available from the school's Student Services Office, or from North Somerset School Admissions Team on 01275 884078.

Discretionary bursary payments, may be made to support each of the following costs:

- Books and equipment
- Field trips and other course-related costs
- Examination retake fees
- Public transport for those who live further than two miles from school
- Costs of attending university interview and open days

**Students must enclose receipts for the expenditure they are claiming.**

Funding commitments for both bursary payments will not exceed the total funding available via the ESFA 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 the young person's bank, in kind and after the costs have been incurred.

### **Applications for the Bursary Fund**

Applications for both types should be made using the 16-19 Bursary Fund Application form, attached or from the Sixth Form Office, or via the school's website.

Applications for be submitted by 30 September, to make sure enough time is allocated, to assess the overall level of demands and make discretionary awards on a fair basis. However, as student's circumstances may change, the application process will remain open for the whole year.

September 2024

## 16 – 19 BURSARY FUND APPLICATION

\*\*\*\*\* **CONFIDENTIAL** \*\*\*\*\*

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

<b>SECTION 1 – Confirmation of young person’s status</b>				
<b>Full Name:</b>		<b>Tutor Group:</b>	<b>Date of Birth:</b>	
Is the young person:				
• In care			YES	NO
• A care leaver			YES	NO
• Receiving Income Support or Universal Credit			YES	NO
• A disabled young person receiving Employment and Support Allowance, Disability Living Allowance or Personal Independence Payments			YES	NO

<b>SECTION 2 – About the Parent/Carer</b>				
Please provide your name as known by the Benefits Agency, Inland Revenue or National Asylum Support Service.				
<b>Surname:</b>		<b>Title:</b>		
<b>First Name:</b>		<b>Middle Name:</b>	<b>Date of Birth:</b>	
<b>Address:</b>				
<b>Postcode:</b>		<b>Email address:</b>		
<b>National Insurance No:</b>		<b>Telephone Nos:</b>		
<b>Do you have a husband/wife or partner living at this address?</b>			<b>YES</b>	<b>NO</b>
<b>If yes, please give details:</b>	<b>Surname:</b>		<b>First Name:</b>	
<b>Have you moved home in the last 12 months?</b>			<b>YES</b>	<b>NO</b>
If yes, please give your previous address:				

<b>SECTION 3 – Confirmation of Parent/Carer benefit received</b>		
<b>Is the parent(s)/carer(s) in receipt of:</b>		
<b>1) Is your child in receipt of free school meals?</b>	<b>YES</b>	<b>NO</b>
<i>Please provide a copy of your letter of eligibility from North Somerset Council confirming your entitlement to free school meals.</i>		
<b>2) Are you in receipt of Child Tax Credit or Universal Credit?</b>	<b>YES</b>	<b>NO</b>
<i>As proof of receipt of Child Tax Credit or Universal 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 4 – Please complete this section if you are applying for a discretionary bursary or a bursary for defined vulnerable groups**

**How much assistance are you claiming?**

Books and equipment (maximum £100)	£
Field courses (maximum £100)	£
Examination retake fees (£100)	£
Public transport to school (maximum £100)	£
Costs of attending university interviews (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:	

**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: \_\_\_\_\_ Head of Year 12/13

Signed: \_\_\_\_\_ Business Manager