



# OLDFIELD SCHOOL

## Sixth Form Bursary Fund – Application and Payment Procedure 2018-2019

### **What is the 16-19 Bursary Fund?**

The fund is made available from the Government to provide support towards the most financially disadvantaged 16 – 19 year olds – those that most need help with the costs of staying in further education or training.

Oldfield School will determine the eligibility criteria for discretionary bursaries and the frequency of and conditions of payments for all awards. The 16-19 bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating in further education or training.

### **Eligibility**

To be eligible to receive the 16-19 Bursary in the 2018-2019 academic year, the student must be aged 16 or over and under 19 on 31<sup>st</sup> August 2018.

Students must also meet the residency criteria as set out in the EFA Funding Guidance. (*A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the 3 years preceding*).

Students following publicly funded learning provision that are subject to inspection by a public body that assures quality e.g Ofsted:

### **Bursary Fund Levels**

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation. There will be 3 priority levels, categorised as Level One, Level Two and Level Three.

#### Level One

Students in the following defined vulnerable groups will be eligible for a bursary of £1200 per year:

- Are currently in care (confirmed by Local Authority looking after the student).
- Are leaving or have recently left care (confirmed by Local Authority who look after or previously looked after the student).
- Are in receipt of Income Support or Universal Credit because you are financially supporting yourself and anyone who is dependent on you and living with you, such as a child or partner (evidenced by letter/document from the Benefits Office).
- Are disabled and in receipt of both Disability Living Allowance or Personal Independence Payments plus Employment and Support Allowance or Universal Credit.



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Payments will be made directly into the Students account or by cheque on a termly basis (i.e. 6 times per year, £200 per term).

#### Level Two

Students who are in receipt of free school meals or have a total household income of £16190 or less can apply. Evidence of income can be provided by receipt of benefit and/or P60, Tax Award Credit Notice or evidence of self-employment for the tax year ending 5 April 2018.

The allowance can help with the cost of transport, essential course equipment, trips, materials etc.

Payment is dependent on meeting attendance and behaviour criteria, *as set out in Oldfield Sixth Form Agreement* and is subject to availability of funds.

Payments will be made directly into the Students account or by cheque on a termly basis (i.e. 6 times per year) or 'in kind' where the school would achieve greater Value for money for if an item was purchased for the student via the school's purchasing process. Items would belong to the school and be returned by the student at the end of their course.

#### Level Three

Students who have a total household income of between £16190 and £25000 can apply for a discretionary bursary. Evidence of income can be provided by receipt of benefit and/or P60, Tax Award Credit Notice or evidence of self-employment for the tax year ending 5 April 2018.

Those in the Level Three category group will be considered for funding based on the Academy allocation and subject to available funding after those in the Level One and Level Two priority groups have been awarded.

Students in this group may get a **contribution** towards the cost of essential equipment, transport costs.

Payments will be made on an 'ad-hoc' basis by the most mutually convenient method or 'in-kind' where the school would achieve greater Value for money for if an item was purchased for the student via the school's purchasing process. Items would belong to the school and be returned by the student at the end of their course.

Please collect an application form from the Sixth Form Administrator. The closing date for applications is 30 September 2018. Completed applications must be submitted with supporting documentation. Students who become eligible during the academic year should contact the Sixth Form Administrator and make an application.

***Each application and supporting documentation will be assessed in the strictest confidence***