



Phoenix Sixth Form 16-19 Bursary Scheme Information Sheet

What is the 16-19 Bursary?

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship stay on in full time education after Year 11. There are limited funds allocated to Phoenix Collegiate by the Education & Skills Funding Agency (ESFA). The school's ability to allocate funds to students is dependent on the level of ESFA funding. The Bursary Fund is a discretionary grant with criteria set by the school and linked to attendance, engagement and progress.

The school issues four categories of bursary:

Category 1 – A bursary of £1,200 a year for the most vulnerable young people, for example young people in care, or care leavers, those receiving income support and those disabled young people receiving both Employment Support Allowance and Disability Living Allowance.

Category 2 - A discretionary bursary for students eligible for/in receipt of free school meals with a household income of less than £16,190.

Category 3 - A discretionary fund, which is available for those in need of financial help to meet specific costs to enable them to stay in education with a household income between £16,190 and £25,000.

Category 4 - A discretionary fund, which is available for students in need of financial help to meet specific costs to enable them to stay in education with a household income above £25,000.

Eligibility for the 16-19 Bursary at Phoenix Collegiate

A student must be aged 16 or over (but under 19) on 31 August in the academic year in which he/she starts a programme of study.

- A student must be on a full-time programme of study.
- Young people should satisfy ESFA residency criteria.
- Students' attendance must meet a satisfactory level.
- Students should have signed the Learning Agreement provided to them at the start of Year 12 and adhered to all elements of the Learning Agreement.
- There will be a review of attendance (**Excluding any COVID19 related absence**), engagement and academic progress prior to each ratified payment.
- Teaching staff will also provide feedback and academic tracking data to ensure that students are meeting their target grades and keeping up with all coursework deadlines.

Categories of Eligibility

There are four categories determining eligibility for financial assistance.

Category One – Vulnerable bursary

A bursary of £1,200 a year for the most vulnerable students:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Students applying for this level of support will need to provide written evidence e.g. a letter confirming entitlement to benefits, written confirmation of current or previous looked after status from the local authority looking after them or providing leaving care services, etc.

Payments are made in weekly instalments.

Category Two – Discretionary Bursary

A bursary to be paid in instalments to students eligible for/in receipt of free school meals.

To qualify free school meals, students should reside in a household where their parents/carers are:

- In receipt of Income Support, Income Based Job Seekers Allowance, Income Related Employment and Support Allowance and Child Tax Credit for those on an income not exceeding £16,190 and **not in receipt of Working Tax Credits**.

Students applying for this level of support will need to provide written evidence e.g. letter confirming entitlement to benefits, tax credits award notice, P60, evidence of self-employment income etc.

Applications should state how the funding will be used by the student to clearly support specific educational purposes e.g. books for courses, trips, equipment, travel expenses for university open days etc.

Category Three

Students can apply for this grant to fund particular needs. All applications for Category 3 will be assessed individually. This category applies to students whose financial situation limits their ability to engage in education with a household income of between £16,190 and £25,000.

Once granted students will be entitled to a bursary to help with the following:

- Transport to and from school;
- Books/equipment/materials/specialist clothing;
- Field trips and visits related to courses;
- Exam retakes/UCAS fees;
- Travel expenses for Higher Educational visits.

Applications should state how the funding will be used by the student to clearly support specific educational purposes e.g. books for courses, trips, equipment, travel expenses for university open days etc.

Students applying for this level of support will need to provide written evidence e.g. letter confirming entitlement to benefits, tax credits award notice, P60, evidence of self-employment income etc.

Category Four

Students can apply for this grant to fund particular needs. All applications for Category four will be assessed individually. This category applies to students whose financial situation limits their ability to engage in education with a household income above £25,000.

Once granted they will be entitled to a bursary to help with the following:

- Transport to and from school;
- Books/equipment/materials/specialist clothing;
- Field trips and visits related to courses;
- Exam retakes/UCAS fees;
- Travel expenses for Higher Educational visits.

Applications should state how the funding will be used by the student to clearly support specific educational purposes e.g. books for courses, trips, equipment, travel expenses for university open days etc.

Students applying for this level of support will need to provide written evidence e.g. letter confirming entitlement to benefits, tax credits award notice, P60, evidence of self-employment income etc.

Allocations will be made until the funding from the ESFA has been fully utilised.

Procedures for administering the Bursary

Students requiring financial assistance should collect an application form to be completed and returned to the Sixth Form with the relevant evidence by Monday 4th October 2021. All applications will be treated confidentially. Documents will be photocopied and returned to students as soon as possible. The Finance Department assess each application against the criteria and allocations will then be made.

The Bursary Fund is given to the school every year by the ESFA. Once these monies have been allocated during the year, the school will not be able to make any further grants until the new academic year.

How will payments be made?

Payments are made via BACS in instalments. Students have to provide receipts of their purchases.

Right of Appeal

Any student wishing to appeal against a decision regarding bursary payments should contact the Head of Sixth Form in the first instance.

For More Information please visit <https://www.gov.uk/1619-bursary-fund>