



### Introduction

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full time education. It replaced the previous Education Maintenance Allowance (EMA) Scheme.

For eligible students the fund can help towards the cost of essential course related costs such as travel to school, equipment, books, essential trips, school clothing and attending university/ job interviews. It applies to expenses during the current academic year.

### Vulnerable Bursary Fund Awards

The scheme guarantees bursary payments of £1,200 for 2023/24 to certain groups of students deemed most in need of financial support. £1,200 per annum paid in instalments will be paid to the following eligible students:-

- Young people who are looked after by the Local Authority;
- Young people who are Care Leavers;
- Young people who are 16-18 years and receive Income Support or the equivalent Universal Credit (UC) in their own right for any reason; and
- Disabled young people in receipt of both Employment Support Allowance (or UC) and Disability Living Allowance/Personal Independence Payment.

### Discretionary Bursary Fund Awards

The balance of the school's Bursary Fund allocation remaining, once all Vulnerable Student Bursaries have been taken into account, can then be used by it to make discretionary Bursary awards to other students most in need of financial assistance to enable them to remain in full time education. Receipt of a Bursary will be conditional on the student meeting agreed targets set by the school including good levels of attendance, effort and behaviour.

A small number of students successfully applied for a discretionary awards award in 2022/23.

## **Application Process**

Students who think they may be eligible for a Vulnerable Student Bursary should see the Bursar as early as possible in the Michaelmas Term.

If you wish to apply for support from the 16-19 Discretionary Bursary Fund you should:

1. Collect an application form from the Bursar's Office.
2. Check that you meet the financial eligibility criteria and complete the application form, answering all questions in full to avoid delay when processing your application;
3. Attach the required evidence as indicated on the form.
4. Complete and submit an application to the Bursar's Office **no later than Friday 29<sup>th</sup> September 2023**.

The School will assess all applications received at the earliest opportunity with applicants being notified of the outcome by 5<sup>th</sup> October 2023. Verifying the eligibility of applicants is an integral feature of the assessment process.

## **Bursary Award Payments**

The Bursar will assess your application and you will be informed of the outcome in writing. If successful, payments will be made in respect of invoices received, either in cash or by cheque. Late applications will be considered but, if these are successful, any award will be calculated on a pro-rata basis as a function of the time of receipt of application and the time remaining in the academic year. Any students in receipt of bursary payments who leave mid-way through the academic year will have their award re-calculated based on the departure date and may need to repay part of their award.

## **Appeals**

Students have the right to appeal against any decision made. Appeals should be made in writing within 2 weeks of the date of the decisions being issued. Letters of appeal should be addressed to the Headmaster.

The Headmaster's decision will be final.

## **Fraudulent Claims**

Where an application is found to have been made on the basis of false declarations the student will be required to repay the entire Bursary Fund and may be subjected to disciplinary action proportionate to the School's sanctions structure.

## **Further Information**

Further information about the 16-19 Bursary Fund is available on the DfE website:

[www.education.gov.uk/](http://www.education.gov.uk/) and this includes 'frequently asked questions'.