



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Headteacher: Mr A McGinnes

Dear Parent/Carer,

RE: 16-19 Bursary Fund

The government introduced a Bursary Scheme for 16-19 year old students. It was introduced to provide assistance to students whose ability to participate in and to complete their education may be affected by financial constraints. The school will receive a fixed sum for the 16-19 Bursary Fund, which is determined by the government. The amount that the school is allocated will have a significant impact on the funding which the school can offer to individual students.

This letter sets out a summary of who is eligible to apply for the Bursary; how to apply and also how The Buckingham School will assess applications and allocate 16-19 Bursary funding. For further information on any aspect of the Bursary Fund, please look at the Department of Education website: [DfE 16-19 Bursary Information](http://www.gov.uk/government/topics/16-19-bursary). Their web page contains many links offering support, information and advice.

In Brief

Last year £180 million was made available to support the most financially disadvantaged 16-19 year olds. (Please refer to the DfE website for full information).

- The most vulnerable young people, including those in care, care leavers, those on income support and disabled young people, will receive annual bursaries of £1,200.
- The rest of the fund is awarded on a discretionary basis by institutions like The Buckingham School.

Who can apply for 16-19 Bursary Funding?

Students who are taking government funded full or part time courses, who are aged at least 16, who are under 19 on 31/08/17 and who satisfy one or more of the following criteria:

- Students who are in care, leaving care or are receiving Income Support or Universal Credit
- Disabled young people in receipt of both Employment and Support Allowance (ESA) and Disability Living Allowance (or Personal Independence Payment).
- Students who have been on probation
- Students who are lone parents
- Students who are asylum seekers or who are refugees
- Students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who are in receipt of Free School Meals or who have parents on low income (Please see guidance)

Students must meet Residency Conditions in order to apply.

The Buckingham School is concerned that every student should have the opportunity to attend school activities/obtain equipment, regardless of their financial circumstances. As such, it may be possible to subsidise those students who would otherwise be unable to attend trips/purchase items. Please feel free to write in confidence to Mrs S Gallagher or Mrs K Bones at office@buckinghamsschool.org, if you wish to seek assistance, or obtain more information about Pupil Premium funding.



Residency Conditions

To qualify for the 16-19 Bursary or for assistance from the Student Support Fund you must meet the following criteria:

- Be settled in the UK and have been ordinarily resident for at least three years prior to starting at The Buckingham School
- Be a national of any EU country (including Gibraltar) or the child of an EU national and have been ordinarily resident in the EEA or Switzerland for at least three years prior to starting at The Buckingham School
- Be the child of an EEA migrant worker who has been ordinarily resident in the UK when you start at The Buckingham School and have been resident in the EEA or Switzerland during the three years prior
- Be recognised as a refugee by the UK government, or the child of a refugee, or have been granted Humanitarian Protection or have EU Temporary Protection

Proof of Income

Proof of evidence will be required to support your application and could include the following:

- Certified letter from the LA regarding Free School Meals
- Certified letter from the DWP
- Copy of parent(s) and/or partners P60 (or evidence of current income)
- Copy of householders Tax Credit Award notice for 2016/17
- Job Seekers Allowance (JSA)
- Employment and Support Allowance (ESA)
- Income Support (IS)
- Universal Credit
- Personal Independence Payment (PIP)
- Self-Employment evidence of income
- Other means-tested certification

How will The Buckingham School assess applications and allocate 16-19 Bursary Funding?

The school will prioritise allocations of this limited fund. There will be 3 priority groups, categorised as level one, two or three. Students who believe that they are eligible for any level of funding should complete an application form and hand it to **Mrs C Gibson-Smith**. (Head of Year, 6th Form). A Bursary Fund Committee will meet to consider all applications.

Students who are deemed to be eligible should understand that for funding to continue they will be monitored by their teachers for:

- Unauthorised absences during the school day and full attendance of all relevant timetabled lessons
- Acceptable levels of behaviour and effort
- Timely submission of work to an acceptable level

The Bursary Fund Committee will consider any feedback from teachers indicating that a student is not complying with the criteria needed to receive the Bursary. They may make a judgement to withhold payment where appropriate.

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The Bursary Fund Committee

The Bursary Fund Committee will normally meet at the beginning of the academic year to consider and review applications. Further meetings may be called thereafter depending on the need for further reviews of existing applicants or to review new applications.

The Bursary Fund Committee will be made up of the Director of 6th Form (Chair), Head of the 6th Form and the Business Manager.

The Head of 6th Form does not make decisions about applications but they may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance.

Students and their parents/carers must understand that the available fund is limited.

Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors, who will follow the schools complaint procedure.

Yours sincerely,

Mrs Sally Gallagher
Business Manager

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