



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

London Road
Buckingham
MK18 1AT

Tel: 01280 812206

Fax: 01280 822525

Email: office@buckinghamschool.org

Website: www.buckinghamschool.com

Headteacher: Angela Wells

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Dear Parent/Carer

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-fund). 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.

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 the Centre of Further Education). 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.

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 CFE (Chair), Head of the CFE and the Business Manager.

The Head of the Centre of Further Education 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 Sarah Arnold
Business Manager



Financial Support for CFE Students in 2017/18

The following information applies to students aged 16 to 18 on 31 August 2016 taking a full-time further education course in 2016/17. We will be operating three levels of bursary funding: Level one, two or three priority groups.

£1200 Bursary (Level one priority group)

The government has announced that some students will be entitled to a grant or bursary of £1200 next year. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving income support
- You, the learner, are disabled and receiving both Employment and Support Allowance and Disability Living Allowance

Payments will be made on a termly basis (i.e. 3 times a year).

If you think you are eligible for this £1200 bursary, please complete the main application form, appendix 1 and return them with the relevant supporting evidence to **Mrs Gibson-Smith**.

Level two priority group

You could receive this level of funding if:

- You have a gross annual household income of below £20,000

OR

- You are in receipt of Free School Meals

OR

- Your household is in receipt of other income based means tested benefits.

- If you think you are eligible, please complete the main application form and appendix 2

Payments will be made on a half termly basis (i.e. 6 times per year).

If you think you are eligible for this discretionary bursary, please complete the main application form, appendix 2 and return them with the relevant supporting evidence to **Mrs Gibson-Smith**.

Level three priority group

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000

OR

- You have an identifiable financial need and do not fall into high and medium priority groups

- If you think you are eligible, please complete the main application form and appendix 3.

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the Level two priority group has been awarded.

Payments will not be made until after 31 December 2016, or on an as needed basis after consideration by the Bursary Fund Committee.

If you think you are eligible for this discretionary bursary, please complete the main application form, appendix 3 and return them with the relevant supporting evidence to **Mrs Gibson-Smith**.

This information is subject to final government decision and the details may change.



16-19 Bursary Fund Application

(Both learner and parent/carer forms are required plus the appropriate appendix form)

Proof of entitlement must be included when the form is returned to the Head of the CFE.

Learner Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Learner Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day; or effort and/or behaviour falls below acceptable standards; or work of an acceptable level is not submitted within the required time frame, funding may be removed.

Learner Signature		Date	
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The application form and appropriate appendix needs to be handed to Mrs C Gibson-Smith, Head of the CFE.



16-19 Bursary Fund Application

(Both learner and parent/carer forms are required plus the appropriate appendix form)

Proof of entitlement must be included when the form is returned to Mrs C Gibson-Smith.

Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

Level One (Appendix 1 Form)		Level Two (Appendix 2 Form)		Level Three (Appendix 3 Form)	
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(please tick one category and fill in the relevant form)

I confirm that the details on this application and the evidence provided are true and accurate.

Parent/carer Signature		Date	
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The application form and appropriate appendix needs to be handed to Mrs C Gibson-Smith, Head of the CFE.



Appendix 1

Application for Level one priority funding – £1200 per annum

This form should be completed in addition to the main application form and should be submitted with appropriate evidence.

Full name:

Date of birth:

I wish to apply for Level one priority funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of income support
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance

I attach to this form the following evidence to support my application (please specify below):

-

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

The application form and appropriate appendix needs to be handed to Mrs C Gibson-Smith, Head of the CFE.



Appendix 2

Application for Level two priority funding – maximum available £800 per annum

This should be completed in addition to the main application form and should be submitted with appropriate evidence.

Full name:

Date of birth:

I wish to apply for Level two priority funding under the following criteria (please delete as appropriate):

- My gross household income is below £20,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

Specific need	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below):

-

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

The application form and appropriate appendix needs to be handed to Mrs C Gibson-Smith, Head of the CFE.



Appendix 3

Application for Level three priority funding – maximum available £200 per annum

This should be completed in addition to the main application form and should be submitted with appropriate evidence.

Full name:

Date of birth:

I wish to apply for Level three priority funding under the following criteria (please delete as appropriate):

- My gross household income is between £20,000 and £25,000
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

Specific need	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below):

-

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

The application form and appropriate appendix needs to be handed to Mrs C Gibson-Smith, Head of the CFE.



