



## Gordano School 16-19 Bursary Fund 2023/24

### Summary

The 16-19 Bursary Fund is allocated to the school by the Education and Skills Funding Agency. It is designed to support post-16 students in full time education with the financial challenges of their continuing education. Students (or their parents/carers) in receipt of the following are eligible for this support. The type of support available varies depending on which of these categories a student (or parent/carer) is eligible for:

Status	Support Available
<p>Young people in care.</p> <p>Care leavers.</p> <p>Young people receiving Income Support or Universal Credit 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.</p> <p>Disabled young people receiving Employment and Support Allowance, Disability Living Allowance, or Personal Independence Payment in their own right.</p>	<p><b>Vulnerable Learner payment of up to £1,200 per year</b></p>
<p>Students in receipt of free school meals or their annual household income is £18,725 or less.</p>	<p><b>Monthly discretionary payments</b></p>
<p>Students in receipt of free school meals or their annual household income is £18,725 or less.</p> <p>Students whose parents/carers are registered as recipients of Child Tax Credit or Universal Credit.</p>	<p><b>'One-off' discretionary payments</b></p>

**Please note, to receive their 16-19 Bursary payments, students must meet the eligibility criteria for attendance, behaviour and academic standards.**

Further details follow, together with an application form to use if you meet the eligibility criteria. If your family circumstances qualify you for free school meals and you are not currently registered, you must make an application for free school meals at the same time as you complete the bursary fund application.

## Types of payment

### 1. Vulnerable Learner Payments

Students most in need are eligible for a bursary of up to £1,200 a year, as laid down in the 16-19 Bursary Fund guide: 2023 to 2024 academic year.

Those eligible are:

- young people in care
- care leavers
- receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Payment is made by BACS payment directly into a bank account, at the start of each term, in six equal instalments.

Students receiving Vulnerable Learner payments are also eligible to apply for 'one-off' discretionary payments.

### 2. Monthly Discretionary Payments

Students are eligible for monthly discretionary payments if they have applied for and are in receipt of free school meals and if their annual household income is £18,725 or less. Payment will be withheld if a student has any unauthorised absences during that month. A student has ten school days to appeal against non-payment. Payments are made monthly by BACS in arrears into the bank account of the student.

Students receiving monthly discretionary payments are also eligible to apply for 'one-off' discretionary payments.

#### ***Students are eligible for free school meals if they or their parent(s) are in receipt of:***

- *Income Support*
- *income based Jobseeker's Allowance or Employment and Support Allowance*
- *support under Part VI of the Immigration and Asylum Act 1999*
- *the guarantee element of State Pension Credit*
- *Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)*
- *Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)*
- *Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)*

Application forms for free school meals are available from the school's Student Services Office, or from Bath & North East Somerset's Free School Meals Team on 01225 394317.

### 3. 'One-off' Discretionary Payments

Students are eligible to apply for 'one-off' payments if their parents/carers are registered as recipients of Child Tax Credit or Universal Credit.

Students in receipt of Vulnerable Learner or Discretionary payments are also eligible to apply for 'one-off' discretionary payments.

'One-off' payments may be made to support each of the following costs:

- Books and equipment
- Field courses
- Additional course costs
- Examination fees
- Public transport for those who live further than two miles from school
- Travel to interview and/or open days of higher education institutions
- Other costs associated with learning.

**Students must enclose receipts for the expenditure they are claiming.**

Funding commitments for 'one-off' discretionary payments will not exceed the total funding available via the ESFA 16-19 Bursary Fund. If there is greater demand than funding allows then learners will receive a lower payment.

Payments will be made by BACS payment directly into a bank account at the end of terms 2, 4 and 6.

### **Applications for the Bursary Fund**

Applications for all payment types should be made using the 16-19 Bursary Fund Application form.

Applications for Vulnerable Learner and Monthly Discretionary Payments should be completed at the start of the academic year. Where late applications are received, Monthly Discretionary Payments will not be backdated. (Students who gain eligibility due to a change in circumstances during the year are able to apply at any stage in the year).

Applications for 'one-off' discretionary payments in 2023/24 should be submitted by the following deadlines:

Friday 8 December 2023	For terms 1 and 2
Friday 15 March 2024	For terms 3 and 4
Friday 5 July 2024	For terms 5 and 6

September 2023

## 16 – 19 BURSARY FUND APPLICATION

\*\*\*\*\* **CONFIDENTIAL** \*\*\*\*\*

Please complete all the sections of this form using **BLOCK CAPITALS**

<b>SECTION 1 – Confirmation of young person’s status</b>				
<b>Full Name:</b>		<b>Tutor Group:</b>	<b>Date of Birth:</b>	
Is the young person:				
• in care			YES	NO
• a care leaver			YES	NO
• receiving Income Support or Universal Credit because they are financially supporting themselves			YES	NO
• receiving both Disability Living Allowance, Personal Independence Payments, Employment and Support Allowance or Universal Credit			YES	NO

<b>SECTION 2 – About the Parent/Carer</b>				
Please provide your name as known by the Benefits Agency, Inland Revenue or National Asylum Support Service.				
<b>Surname:</b>		<b>Title:</b>		
<b>First Name:</b>	<b>Middle Name:</b>	<b>Date of Birth:</b>		
<b>Address:</b>				
<b>Postcode:</b>		<b>Email address:</b>		
<b>National Insurance No:</b>		<b>Telephone Nos:</b>		
<b>Do you have a husband/wife or partner living at this address?</b>			<b>YES</b>	<b>NO</b>
<b>If yes, please give details:</b>	<b>Surname:</b>	<b>First Name:</b>		
<b>Have you moved home in the last 12 months?</b>			<b>YES</b>	<b>NO</b>
If yes, please give your previous address:				

<b>SECTION 3 – Confirmation of Parent/Carer benefit received</b>		
<b>Is the parent(s)/carer(s) in receipt of:</b>		
<b>1) Is your child in receipt of free school meals?</b>	<b>YES</b>	<b>NO</b>
<i>Please provide a copy of your letter of eligibility from North Somerset Council confirming your entitlement to free school meals.</i>		

**2) Are you in receipt of Child Tax Credit or Universal Credit?**

**YES**

**NO**

*As proof of receipt of Child Tax Credit or Universal Credit and income, please provide a copy of the HMRC Final Tax Credits Decision document for the most recent financial year for which you have records (or suitable alternative such as a P60).*

**SECTION 4 – Bank details of young person (into which the funding will be paid)**

Name of young person (as per bank account):	
Bank Name:	
Sort Code:	
Account Number:	

**SECTION 5 – Only complete this section if you are applying for a one-off discretionary payment**

**How much assistance are you claiming?**

Books and equipment (maximum £100)	£
Field courses (maximum £100)	£
Other costs/fees associated with learning (maximum £100)	£
Examination fees	£
Public transport to school (maximum £100)	£
Travel to HE interview or open day (maximum £100)	£

**Please note: Receipts must be enclosed for all the expenditure you are claiming.**

**Declaration**

I confirm that the information on this form is correct at the time of completion, and that I will inform the school as necessary if circumstances change.

Signed: \_\_\_\_\_ (Parent/Carer) \_\_\_\_\_  
(Date)

Signed: \_\_\_\_\_ (Student) \_\_\_\_\_  
(Date)

**Authorised by:**

Signed: \_\_\_\_\_ Business Manager