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**The Piggott School**

**16-19 Bursary Fund Policy 2023/24**

**What is the 16-19 Bursary Fund**

The 16 to 19 Bursary fund is a scheme made available from the government through its funding body - the Education Funding Agency (EFA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The basic allocation and distribution of funds may vary each year as it is dependent on Government funding and the number of students applying.

### Who is eligible to apply for 16-19 Bursary Funding?

Students following government (EFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

* Students aged at least 16 and under 19 years of age on 31/08/23 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
* Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
* Students who have been in care, on probation, are young parents or are otherwise considered at risk.
* Asylum seekers
* Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
* Lone parents

### Who is not eligible for 16-19 Bursary Funding?

* Students under 16 years of age or over 19 years of age on 31/08/23
* Students who do not meet the residency qualifications
* If you have been awarded a Bursary and your family financial circumstances improve this may result in the Bursary being withdrawn

**How and when do applications need to be made to the Bursary Fund?**

The School will allocate 90% of the funding available to applicants who apply at the beginning of the Academic year as follows:

Friday 15th September 2023 - Initial deadline for receipt of applications for funding

Friday 6th October 2023 – Notification of initial bursary allocations

Further applications may be made at any time after this date but will be subject to funding available.

**Who will consider applications?**

The members of the Bursary Committee will be as follows:

* Headteacher
* Head of 6th Form
* 6th Form link governor

For the purposes of any decision, the quorum shall be three members.

**How does the School assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the School will prioritise allocations. There will be 3 priority groups, categorised as high, medium and low.

**High priority group**

Students aged under 19 on 31/08/23 and who fall into one of the following categories:

* Are currently in care (as defined by social services)
* Are leaving or have recently left care
* Are in receipt of Income Support in their own name
* Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
* Require child care support

Further support for other costs such as school trips, transport, equipment etc. will be considered.

**Medium priority group**

Students who fall into the following category:

* Have a gross annual household income of below £20,000.

Qualifying students in this group will be eligible for:

* Financial support towards the cost of essential school trips that relate to examination subjects, transport, essential course equipment, materials, etc.
* Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/23 will be considered subject to funding.

**Low priority group**

* Have a gross annual household income of between £20,001 and £30,000

Those in the low priority group will be considered for funding based on the School allocation and subject to available funding after those in the high and medium priority groups have been awarded. Students in this group may get a **contribution** towards the cost of essential course equipment, uniforms and transport costs.

**When will bursaries be paid?**

* The school will use the bursary funding to buy certain essential items such as books, bus passes etc. for all successful applicants.

**N.B**. All categories of bursary payments are subject to satisfactory attendance (90% or

 better).

**Appeal process**

In the event of a disagreement regarding the application or allocation process, complaints should be made in writing following the school’s normal complaints procedure.

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**The Piggott School**

**16 – 19 Bursary Scheme Application Form 2023 - 24**

**Before you start to fill in this form, please read the guidance notes carefully.**

**Applicants Details**

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| --- |
| **Full Name** |
| **Date of Birth** |
| **Email address** |
| **Phone no.** |
| **Address** |
| ***Student* bank details for receipt of any bursary** **Name of Account:****Sort Code:****Account Number:** |
| **Please indicate your year group**🞏 I will be in Year 12 for the Academic Year 2023 - 2024🞏 I will be in Year 13 for the Academic Year 2023 - 2024 |

**Please note that applicants will be required to provide evidence of eligibility prior to any purchases being made by the school.**

**Bursary Application Details**

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| --- |
| **High priority group application**I confirm that I fall into the following category eligible for this award:* I am currently in care (as defined by social services)
* I am leaving or have recently left care
* I am in receipt of Income Support in my own name.
* I am disabled and in receipt of both Employment Support Allowance

and Disability Living Allowance* I require child-care support
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| --- |
| **Medium priority group application**I confirm I have a gross annual household income of below £20,000 and wish to apply for a bursary towards:* Financial support towards the cost of transport, essential course equipment, materials, etc.
* Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/23.
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| --- |
| **Low priority group application**I confirm I have a gross annual household income of between £20,001 and £30,000 and wish to apply for a bursary towards:* Financial support towards the cost of transport, essential course equipment, materials, etc.
* Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/23.

Those in the low priority group will be considered for funding (subject to available funding) after those in the high and medium priority groups have been awarded. Students in this group may get a **contribution** towards the cost of essential course equipment and transport costs.  |

**Supporting Statement**

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| --- |
| Please explain why you are in need of this bursary, providing a separate letter and documentary evidence of household income. |

**Signature of applicant ………………………………. Date …………………**

Applications should be returned to Mrs. D Burton, Sixth Form Administrator, to arrive no later than Friday 15th September 2023 if you wish to be considered for the initial allocation of funding.