

Rooks Heath: 16 - 19 Bursary Guidance

What is the 16 - 19 school bursary scheme?

16 - 19 bursary schemes provide financial help to young people aged 16 - 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework.

Who is eligible for the bursary scheme?

The 16 - 19 bursary scheme offers two types of bursary. You can only apply for one type, depending on your personal circumstances.

Discretionary Bursary Award

To be eligible for the bursary award the student must meet all the following conditions:

1. Attend Rooks Heath's 6th Form as their home school
2. Be a student in Year 12 or 13
3. Be aged between 16 and 18, or
4. Presently in receipt of Free School meals. The school reserves the right to tailor awards to reflect individual student needs

Or meet the following condition:

Be aged 19 and have an EHCP or be continuing on a study programme they began at Rooks Heath when aged 16 -18

Bursary Grant

To be eligible for the bursary grant the student must meet all five of the following conditions:

1. attend Rooks Heath's 6th Form as their home school
2. be a student in Year 12 or 13
3. be aged between 16 and 18
4. be aged 19 and have an EHCP or be continuing on a study programme they began at Rooks Heath when aged 16-18.
5. belong to one of the following groups:
 - be in care. (When providing grants to students in care the school reserves the right to tailor awards to reflect individual student needs); or
 - care leavers; or
 - be 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 a partner; or
 - be receiving Disability Living Allowance or Personal Independent Payment in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

What will I get?

If you are eligible for the **Discretionary Bursary Award** you will receive in-kind benefits. This means that you will not receive cash, but you will receive help with travel costs (where necessary) and study costs (such as academic books and equipment) and the costs of making post-18 applications. The school reserves the right to tailor awards to reflect individual student needs.

If you are eligible for the **Bursary Grant** you will receive in-kind benefits over and above those available via the Discretionary Bursary Award. You will not receive cash, but you will receive additional and targeted help with travel costs (where necessary) and study costs (such as academic books and equipment) and the costs of making post-18 applications. The school reserves the right to tailor awards to reflect individual student needs.

Are there any conditions attached to the scheme?

Yes. We will expect students to maintain good standards of attendance, punctuality, behaviour, classwork and homework. Students are required to sign the school's Partnership Agreement and Learning Agreement and Bursary support will be conditional on you meeting the requirements of both these Agreements.

How do I apply?

Complete the application form and hand it to the 6th Form Administrator.

When do I need to apply by and how will I hear the outcome?

Please complete your application as close as possible to the start of the academic year in September. Remember to include all of the evidence required (see application form), otherwise we may not be able to process your application properly. We will write to everyone who applies to tell you the outcome of your application. For students who have a change of circumstances, applications can be submitted at anytime throughout the year.

When will my bursary support start?

When your application is approved, your Partnership and Learning Agreements are signed and any other formalities are taken care of.

How will you pay me?

You will not receive monetary payments; you will receive 'in-kind' support. This means we will purchase the items you need or make any payments needed on your behalf. In the rare case that we have to refund you for something that you have purchased to assist your studies, you must provide us with a bank or building society account **in your own name** and that is able to accept BACS transfer. Post Office accounts and some Credit Unions do not accept BACS payments. If you change your bank account details you must also write to us immediately. Payments cannot be made where prior approval has not been obtained from the Head of Sixth Form.

How long will I receive bursary support for?

As long as you continue to study at Rooks Heath 6th Form (home school) and meet the terms of your Partnership and Learning Agreements, support will continue for the duration of your time at school for lessons and exams during the academic year.

New applications must be submitted for consideration every academic year. There is no guarantee that you will receive funding next year even if you are eligible this year. You won't receive any support next year unless you reapply.

Who do I contact if I have any questions?

If you have any questions about Rooks Heath's 16 to 19 Bursary scheme, you should in the first instance speak to the 6th Form Administrator.

Where can I get more information on 16 to 19 bursary schemes?

General information on bursary schemes is available on the Direct.Gov website:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year>

What happens if my financial or living circumstances change?

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing. Any in-kind support received when you are not eligible may be repayable to school.

If you leave school before completing your course, your bursary support will be stopped.

If you transfer to another school/college, your bursary support will be stopped.

Rooks Heath 16 - 19 Bursary Scheme Application form

Before you complete this application form please read the guidance carefully.

Please complete the application form using **BLOCK** capitals in black pen.

All supporting evidence must be the original documentation. Photocopies are not acceptable.

Section A – To be completed by all students

1.1 Your personal details

Student's surname _____
Student's first name _____
Form _____ Date of birth _____ Age _____
Student's home address _____ _____ Post code _____
Home phone number _____ Mobile number _____
National insurance number: _____

1.2 Exceptional Course Costs (details will be required)

Please answer yes or no to each question

	Yes / No	If Yes, you must provide details and/or evidence
Are you required to pay any transport costs in order to continue your studies?		
Are you required to meet any exceptional costs in order to continue your studies? (eg residential field trips, equipment or materials)		
Is there any other support you need which the Bursary may be able to help with? If yes, please explain what financial support you need		

Section B – To be completed by all students

2.1 Which bursary are you applying for?

Please complete either part 1 or 2 below:

Part 1: Discretionary Bursary Award		
In-kind support subject to meeting the school's expectations of attendance, punctuality, behaviour, classwork and homework		
Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> Presently in receipt of Free School Meals 	<input type="checkbox"/>	The school will use the FSM tracker or notification from the Local Authority to assess whether or not you are eligible for Free School Meals.

Part 2: Bursary Grant		
Additional in-kind support subject to meeting the school's expectations of attendance, punctuality, behaviour, classwork and homework		
Eligible groups for this bursary:	Tick	Supporting evidence required
Young person in care or care leaver	<input type="checkbox"/>	Please attach supporting letter from your key worker or social worker
Young person in receipt of income support or universal credit	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of 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.	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.

3.1 Student declaration (to be completed by all students)

Your application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform the 6th Form Administrator in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Partnership and Learning Agreements.
- I agree to repay in full and immediately any in-kind support or money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any funding covers only the current school year.

Signed:..... **Date:**.....

Full Name (in block capitals):.....