

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 bursaries. 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
4. Presently be in receipt of Free School Meals.

Or meet the following condition:

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

The school reserves the right to tailor awards to reflect individual student needs

Bursary Grant

To be eligible for the bursary grant the student must meet all 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. Either be aged between 16 and 18 **or** be aged 19 and have an EHCP **or** be continuing a study programme they began at Rooks Heath when aged 16-18.
4. 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
 - Be a 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. Your school will expect you to maintain good standards of attendance, punctuality, behaviour, classwork and homework. Students are required to sign the school's Student Learning Agreement, and your Bursary support will be conditional on you meeting the requirements of this Agreement.

How do I apply?

Discretionary Bursary Award: Firstly, you must apply for Free School Meals online via <https://www.cloudforedu.org.uk/ofsm/sims>. When your eligibility for Free School Meals has been confirmed, complete the 16-19 Bursary Scheme Application Form and hand it to the 6th Form Administrator in EG3.

Bursary Grant: Complete the 16-19 Bursary Scheme Application Form and attach your supporting evidence that is required under Part 2: Bursary Grant and hand it to the 6th Form Administrator in EG3.

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

The deadline for applying is the second week in October. Please include all 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.

When will my bursary support start?

As soon as your application is approved, your Student Learning Agreement is 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?

Whilst you continue to study at Rooks Heath 6th Form (home school), meet the terms of your Partnership and Learning Agreements and have a level of attendance in line with the school's expectations, 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/1619-bursary-fund>

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