



BEACONSFIELD HIGH SCHOOL

A remarkable Grammar School

16-19 Bursary Fund 2024-25

Date last reviewed: Aug 2024

Next review date: Aug 2025

For review by: Business Manager



16-19 BURSARY FUND

What is the 16-19 Bursary Fund?

The fund is made available from the government through its educational funding body - the Education & Skills Funding Agency (ESFA) for 16-19 year olds to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

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

Young people can apply for a Bursary if you are aged 16, 17 or 18 at 31st August 2024, meet the national residency requirements and at least one of the criteria listed below.

Bursaries available

There are two types of Bursary available:

i. Vulnerable Bursary

A Vulnerable Bursary is available to all young people who meet the general eligibility criteria and who have been identified as being most in need, as set out in this policy.

ii. Discretionary Bursary

A Discretionary Bursary is available to all young people who meet the general and additional eligibility criteria as set out in this policy.

They can apply for a **Vulnerable Bursary** if they:

- are in or recently have left local authority care
- receive Income Support or Universal Credit
- receive Disability Living Allowance (DLA) in their name **and** either Employment and Support Allowance (ESA), or Universal Credit
- receive Personal Independence Payment (PIP) in their name **and** either ESA or Universal Credit
- are asylum seekers
- are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)

They can apply for a **Discretionary Bursary** if either:

- the gross annual household income, as assessed by HM Revenue and Customs does not exceed £26,000 and/or;
- they, or a sibling, qualifies for Free School Meals (FSM).

With regards to the Discretionary fund conditions, please note this will not automatically qualify you for the 16-19 bursary fund but we will consider it based on the funds left over after issuing the Vulnerable Bursary funds.

Further information can be found at [Govt 1619-bursary-fund](#)

Contingency fund

What happens if the student's situation changes mid-way through their studies? Can they still apply?

Yes, providing they meet the age and residency eligibility criteria. The School is keeping back some of the available 16-19 Bursary Fund for exceptional circumstances for one-off payments or additional support. Funding would need to be agreed by the Bursary Fund committee first before any payments are made. Please write a detailed letter about the changes in their financial situation (evidence is required), and this will be reviewed by the Bursary Fund committee.

Proof of evidence will be required to support this application and could include:

- Proof of parental eligibility for Free School Meals
- Proof of Universal Credit
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self Employment Income evidence
- Other means tested certification

How will BHS assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to Mrs Greenwood, the Sixth form Administrator Manager in a sealed envelope marked for the attention of Ms Ganachaud, Director of Sixth Form, no later than the **4th October 2024**. If you submit it past this date, then you stand a chance of not being allocated funds, as the funds would have already been distributed to the applicants. Where the level of applications exceeds the funding provided to the school a Bursary Fund Committee will meet to consider applications at all levels.

Students who are deemed eligible should be aware that any award is discretionary and payment may be withheld if:

- There are any unauthorised absences during the school day
- They must maintain acceptable levels of behaviour and effort are deemed to be unacceptable
- Evidence of where this fund is used is not provided (The school will write to you at the end of each term asking for receipts or evidence of where this money has been spent)

Pupils will receive a warning in writing before payment is withheld.

The Bursary Fund Committee

The Bursary Fund Committee will normally meet in October to consider and review applications. The Bursary Fund committee will be made up of the Business Manager, Director of Sixth Form and the Deputy Head.

The Committee may consult with other members of staff to seek information about an applicant's circumstances, well-being, behaviour, progress and attendance. Any decision will rest with the Committee.

The Committee will allocate funds up to the value of the funding received from the government for the Bursary scheme. Where there are more claims in priority groups High & Medium the committee may pro-rata payments to students. Where this is the case there will be no payments to students in the Low priority group.

Financial support for Sixth Form Students in 2024-25

The following information applies to students aged 16 to 18 on 31st August 2024 taking a full-time further education course in 2024-25. We will be operating three levels of bursary funding: High, Medium and Low priority groups.

High priority group (Vulnerability Bursary)

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 are receiving Income support or Universal Credit.
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit (UC)
- You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

If you think you are eligible for this bursary, please complete the main application forms and appendix 1.

Medium 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 in this category, please complete the main application forms and appendix 2 as you may be eligible for a contribution towards certain specific educational purposes **(receipts may be required)**.

Some of these may include:

the cost of transport; essential course equipment; meals in school; course related trips; UCAS fee; travel to open days; course related sporting activities; uniform or other school resources

Low priority group (Discretionary Bursary)

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 in this category, please complete the main application forms and appendix 3 as you may be eligible for a contribution towards certain specific educational purposes. **(Receipts may be required)**

This could include: the cost of transport; essential course equipment; meals in school, course related trips; UCAS fee; travel to open days; course related sporting activities; uniform or other school resources.

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 High and Medium priority groups have been awarded.

Payments will be made once termly. This information is subject to final government decision and the details may change.

Please complete and return both student and parent/carer forms, the applicable appendix 1, 2 or 3 form and the bank details form to the Sixth Form Office no later than Friday 4th October 2024.

16-19 Bursary Fund Application (ALL applicants, *High, Medium or low priority*, to complete this form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned to the Sixth Form Office.

Student Details

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

Student 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 so that parent/carer has to be called into school, funding may be removed.

Signed (Student):

Date:

The application form and appropriate appendix needs to be handed to the Sixth Form Office no later than 4th October 2024.

16-19 Bursary Fund Application (ALL applicant Parents/Carers, High, Medium or low priority to complete this form)

Documentary proof of entitlement must be included when the form is returned to the Sixth Form Office.

Parental/Carer Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
National Insurance No	
Home Phone	
Mobile Phone	
Annual Household Income per annum	
Please state what evidence you are attaching to this application form	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of (please tick one category and fill in the relevant appendix form):

High (Appendix 1 Form)		Medium (Appendix 2 Form)		Low (Appendix 3 Form)	
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I confirm that the details on this application and the evidence provided are true and accurate.

Signed (Parent/Carer):

Date:

The application form and appropriate appendix needs to be handed to the Sixth Form Office no later than 4th October 2024.

Appendix 1 - Application for High Priority Funding

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

Full name:

Date of birth:

Year Group :

I wish to apply for **High** Priority funding under the following criteria (please SELECT as appropriate):

	I am in or have recently left local authority care
	I receive Income Support or Universal Credit because I'm financially supporting yourself
	I receive Disability Living Allowance (DLA) in my name and either, Employment and Support Allowance (ESA) or Universal Credit
	I receive Personal Independence Payment (PIP) in my name and either, ESA or Universal Credit

I attach to this form the following evidence to support my application:

Evidence provided (Y/N)	Criteria
	I am in or have recently left local authority care
	I receive Income Support or Universal Credit because I'm financially supporting yourself
	I receive Disability Living Allowance (DLA) in my name and either, Employment and Support Allowance (ESA) or Universal Credit
	I receive Personal Independence Payment (PIP) in my name and either, ESA or Universal Credit
OTHER (please indicate what this is)	

The below **must be completed** as best you can, to indicate the level of need. Please fill in the below before submitting your application. I would ask that you review the current school trips when considering where your funds will be needed, and I include a link to our past trips and approximate costs for an idea [BHS School trips 2023-24](#)

I wish to apply for support towards:

Specific need (eg Transport, Educational visits, books, device, etc)	Amount applied for

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

Signed (Student):

Date:

Signed (Parent/Carer):

Date:

The application form and appropriate appendix needs to be handed to the Sixth Form Office no later than 4th October 2024.

School Office use only

Date application received:	
Date reviewed by Committee:	
Outcome:	

Appendix 2 - Application for Medium Priority Funding

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

Full name:

Date of birth:

Year Group :

I wish to apply for **Medium** priority funding under the following criteria (please SELECT 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
Other	

I attach to this form the following evidence to support my application:

Evidence provided	Criteria
	P60 or other evidence of income
	Letter from authorities about Free School Meals
	Any receipt of other means tested benefits
Other	

The below **must be completed** as best you can, to indicate the level of need. Please fill in the below before submitting your application. I would ask that you review the current school trips when considering where your funds will be needed, and I include a link to our past trips and approximate costs for an idea [BHS School trips 2023-24](#)

I wish to apply for support towards:

Specific need (eg Transport, Educational visits, books, device, etc)	Amount applied for

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

Signed (Student):

Date:

Signed (Parent/Carer):

Date:

The application form and appropriate appendix needs to be handed to the Sixth Form Office no later than 4th October 2024.

School Office use only

Date application received:	
Date reviewed by Committee:	
Outcome:	

Appendix 3 - Application for Low Priority Funding

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

Full name:

Date of birth:

Year Group :

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

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

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

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

	P60 or other evidence of income
	Evidence related to above financial need

The below **must be completed** as best you can, to indicate the level of need. Please fill in the below before submitting your application. I would ask that you review the current school trips when considering where your funds will be needed, and I include a link to our past trips and approximate costs for an idea [BHS School trips 2023-24](#)

I wish to apply for support towards:

Specific need (eg Transport, Educational visits, books, device, etc)	Amount applied for

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

Signed (Student):

Date:

Signed (Parent/Carer):

Date:

The application form and appropriate appendix needs to be handed to the Sixth Form Office no later than 4th October 2024.

School Office use only

Date application received:	
Date reviewed by Committee:	
Outcome:	

Please note, failure to fill in the required parts of this application form, may delay the decisions and therefore the funding allocation.