

## **Hazelwick School Sixth Form 16-19 Bursary Fund**

From September 2018, sixth form students who might struggle with education costs may be eligible to receive a bursary. Under this scheme, schools and colleges are able to make guaranteed or discretionary payments to support low-income students with costs such as transport, meals and course equipment.

In line with other schools and colleges, Hazelwick is offering support to students facing genuine financial difficulties. In order to determine your eligibility, please read the information on the school website, download and complete the application form.

### **Free School Meals**

In addition to the bursary, students can also apply for free school meals (FSM). Students must be aged 16 or over but under 19 on 31<sup>st</sup> August 2018. Students aged 19 or over are only eligible to receive FSM if they are continuing on a study programme they began aged 16 to 18 or have an Education, Health and Care Plan (EHCP).

FSM -Education Act 1996, extension for students for FE courses 2014.

### **Bursary Structure and Eligibility**

To be eligible to receive a bursary during 2018/19 academic year the student must be aged under 19 on 31 August 2019. In general, bursaries will be paid only to young people who have reached the statutory school leaving age and will be awarded on receipt of documents as evidence.

The Bursary Fund has two elements, a guaranteed bursary and a discretionary bursary.

#### **Guaranteed Bursary:**

Students most in need will be eligible to receive a bursary of £1,200 a year. This group includes:

- students in care
- students leaving care
- students claiming income support /universal credit
- disabled students who receive Employment Support Allowance and Disability Living Allowance (Personal Independence Payments)

#### **Discretionary Bursary:**

Distribution of this element of the funding is at the discretion of Hazelwick School and will be targeted towards students facing the greatest financial barriers to participation. Students in this category are entitled to apply for up to approximately £600 a year for items that are clearly linked to benefiting a student's education. Students who are facing financial difficulty may be awarded a bursary should they meet one or more of the criteria:

##### Priority 1

Students are eligible if your parents are claiming one of these benefits:

- Carer's Allowance
- Child Tax Credit (provided not entitled to working tax credit) and have annual taxable income that does not exceed £16,190.
- Free School Meals
- Income related Employment and Support Allowance.
- Income Support
- Job Seekers Allowance (Income-based).
- Support under Part 6 of the Immigration and Asylum Act 1999.
- The Guaranteed Element of State Pension Credit.
- Universal Credit (net earnings not exceeding the equivalent of £7,400 pa)

## Priority 2

Students in families with a joint income of less than £26,000 or for students with exceptional circumstances.

- Students with an annual family income of less than £26,000 in the last tax year including benefits. This must be established through Child Tax Credit/Working Tax Credit Documentation/P60/Self-Assessment Returns/Bank Statements/Heating & Housing Benefit.
- Students who can demonstrate their situation has changed, so that their family income is now below £26,000 to be established through discussion and suitable evidence.

**There is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students with the lowest household income and/or with the highest demonstrated need.**

## **Payments**

The school is free to determine the scale of discretionary bursaries, the frequency of payments and the conditions that students should meet to receive a bursary.

Some payments will be made on a regular monthly or half-termly basis but one off payments can be made. We will on occasion make payments directly to a supplier to assist students further.

All payments will be made by BACS. It is essential that the student has their own bank account so that reimbursements can be issued, once receipts are received and authorised.

As Bursary Fund payments are in place to encourage participation in post 16 education, the school reserves the right to reduce or suspend payment to any student whose level of attendance is below 95%, who is persistently late, has any unauthorised absence or has a poor attitude to learning.

The decision about any reduction in bursary payment will be made by the Head of Sixth Form and monitored by the Finance Officer.

For further advice, please contact Ms Muggeridge [mmuggeridge@hazelwick.org.uk](mailto:mmuggeridge@hazelwick.org.uk), in the Finance Office or the students Head of Year.

Application forms can be downloaded from the school website or collected from the Sixth Form Office.

Please can all **applications** be received by Friday 28 September 2018  
– applications can be made after this date but will depend on availability of funding.

Please note that an application needs to be made for each year of study.  
A successful application in Year 12 does not automatically mean the student will receive a bursary in Year 13.