



**FEARNHILL
SCHOOL**

Headteacher – Ms E Ellis BA, MA

The Letchworth Consortium
Fearnhill School & The Highfield School

16 – 19 BURSARY FUND POLICY AND APPLICATION FORM

2017 – 2018



Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA



Telephone: 01462 621200 – Email: admin@fearnhill.herts.sch.uk – Website: www.fearnhill.herts.sch.uk

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Introduction

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration.

Students wishing to claim from the 16–19 Bursary Fund will fall into three categories.

Categories of Bursary Fund

1. Vulnerable Student Bursary

Vulnerable students are defined as:

- Young people in care
- Care leavers
- Young people **personally** in receipt of income support or universal credit
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

If you believe that you fall into this category of bursary, you should be eligible for a payment of up to £1200 for the academic year.

You **do not need to read further in this guidance** but should complete the appropriate section of the application form at the end of this pack and submit this immediately.

2. FSM Student Bursary

Students who are eligible for Free School Meals or who can prove that their family income is less than £25,000 per annum and who meet the requirements of the funding will **automatically** receive five half - termly payments over the course of the Academic Year, subject to meeting the conditions for study and conduct detailed in The Highfield/Fearnhill School Sixth Form Learner Agreement, based on attendance, attitude to learning and behaviour and learning.

3. Discretionary Student Bursar

All students can apply for **discretionary** funding - the additional financial support they receive in the form of the grant should be used **to help** offset costs directly linked to their education, for example:

1. Transport
2. Books and Equipment
3. Hardship Costs
4. Additional Course Costs (trips and residentials)
5. Costs of travel to HE interviews



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Students in receipt of this discretionary funding will not be eligible or granted any further financial support from the school in help towards these costs. **Funding may only be partial payment and to a limited amount available within the budget.**

As the discretionary bursary is targeted at those students who most need financial help, we reserve the right to request evidence of the following:

- Tax Credits forms
- Evidence of low income

We will also take into consideration wider family circumstances:

- Whether a student is from a single parent family
- Distance to travel to and from school
- Whether there are a lot of other children in the family
- Where a student has additional responsibilities that may impact on the help they need, for example they are a young carer

4. Timing and Amount of Payments

Students are only eligible for payments if they are legitimately enrolled and attending as defined by the criteria.

- The amount of funding allocated to each student will be paid in five equal instalments unless it is a discretionary payment (which will be made at point of claim)
- Payments are made subject to meeting behaviour and attendance criteria as previously mentioned.

Important Notes

- All payments will be made via cheque in the name of the student
- Regrettably, we are unable to make payments to anyone other than the student
- Students should ensure they have a bank account in their name through which to receive funds



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Bursary Fund Application Form

Full Name: _____ D.O.B. ____/____/____

Address: _____

Postcode: _____ Contact Number: _____

Please tick your eligibility:

A) Vulnerable Student Bursary

B) FSM Student Bursary

Students whose home Household income is less than £25,000 Evidence: Original Working Tax Credit annual statement letter from HMRC.

C) Discretionary Bursary

Attach receipt or request letter.