

Stantonbury School Sixth Form

16-19 Bursary Guidance Notes



Section 1 – Student Details

To be eligible to receive a bursary a student must be aged 16 or over but under 19. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

Section 2 – vulnerable groups bursary (level 1)

Status	Evidence required
I am living in care or I am a care leaver*	Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
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 partner	They must be entitled to the benefit in their own right. They must also provide additional documentation to confirm their independent status, for example, a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc. A copy of their Income Support award notice. They must be entitled to the benefit in their own right and the evidence must not specify any conditions that prevent the young person from being in further education or training (some young people in receipt of benefits are not allowed to participate)
Receiving 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	A copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

*The 16 to 19 Bursary Fund defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.'

A 'care leaver' is defined as:

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16

Foster care, including privately arranged foster care

A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They are in a defined vulnerable group ('in care') and eligible for help from the bursary for vulnerable groups.

A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They are in a defined vulnerable group ('care leaver') and eligible for help from the bursary for vulnerable groups.

Discretionary bursaries (levels 2 and 3)

Institutions make discretionary bursary awards to students to help them overcome the individual barriers to participation they face, for example, help with the cost of transport, meals, books and equipment. Level 2 is based on receipt of free school means and a learner's total family income is LESS than £16,190. Level 3 is where a learner's total family income is MORE than £16,190 but LESS than £25,000

Ad-hoc discretionary bursary (Level 4)

Institutions may Ad-Hoc discretionary bursary awards to students to help them overcome the individual barriers to participation they face, for example, help with the cost of essential course related school trips. A separate ad-hoc application form must be completed when making a request for these funds during the academic year.

Section 4: goods and services

Institutions can specify that students must return books and equipment at the end of their study programme to be used again by other students where appropriate. For example, if an institution decides a laptop or tablet is necessary for the student to complete their study programme, they can purchase this with bursary funds. However, the student should return the equipment to the institution once they have completed their study programme so it can be re-used by another student.

Section 5 and 6: – proof of income/benefit and further information

This must be provided to support your claim along with any other relevant information.

Section 7: declaration. Please note that:

Stantonbury International School can withhold payments if a student does not meet agreed standards, but we will always consider the individual circumstances of the student first.

We will also consider the impact on attendance that might be caused by illness, caring responsibilities, or other exceptional circumstances.

Stantonbury School has the right to stop payments where students have been absent for a period of 2 continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return) and where students have made a decision to withdraw from a study programme.

For more information, please visit <https://www.gov.uk/1619-bursary-fund>