

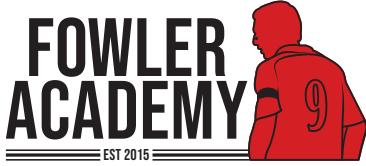
**RAINHILL
HIGH SCHOOL**



RainhillSixth

POST 16 BURSARY





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HIGH SCHOOL**



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POST 16 BURSARY

STATUS	STATUTORY
RESPONSIBLE COMMITTEE	Finance & Audit Committee
APPROVAL DATE	14/07/2023
RENEWAL DATE	14/07/2024



SCHOOLS IN PARTNERSHIP
STEPHENSON
MULTI ACADEMY TRUST

Financial support - 16-19 Bursary

Introduction

The Education & Skills Funding Agency (ESFA) provides our school with an annual funding allocation for discretionary bursary awards, which we distribute to 6th Form students in accordance with our policy and the ESFA's funding guidelines. In addition to this funding, some students may qualify for a vulnerable student bursary award, for whom we can claim funding on their behalf from the ESFA.

All current and prospective students can complete an application form for our Bursary Scheme. Completed applications forms and relevant proof of income must be submitted to the Finance Department by **Friday 23rd September 23**. We will accept bursary applications throughout the school year, however we advise students to apply as early as possible.

There are 2 types of 16-19 bursary available to students in 2023-24:

- 1) Vulnerable Bursary of up to £1,200 for students in most need
- 2) Student support discretionary bursary for students with a household whose gross income is £25,000 or less and/or receive qualifying benefits

Further information can also be found in the Education Skills Funding Agency document: *16 to 19 Bursary Fund guide 2023-24 Academic Year*. <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

1. Vulnerable Bursary

Those most in need may be eligible for a bursary of £1,200 a year. You may be eligible for this bursary if you are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

2. Student Support Discretionary Bursary

In line with ESFA guidance Rainhill Sixth assess every application on individual circumstances and may provide a discretionary bursary for students who come from a household whose gross annual income is £25,000 or less.

Students who wish to apply for the discretionary bursary must complete a bursary application form and provide proof of household income. This fund may be used to cover costs such as textbooks, school lunches, UCAS application fees, course materials, uniform, travel, and essential course related visits. We are not able to provide certain groups of students, such as those in receipt of FSM or other benefits, with a standard, fixed-rate bursary award, as each award must be awarded on its own merits.

Students are required to specify on their application what help they consider they will need, however additional requests can be made during the year if additional help is required. If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returned to Rainhill Sixth after use.

Eligibility criteria

Age

For 2023/24 bursaries students must be aged 16 or over, but under 19, at 31st August 2023. 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 or have an Education Health Care Plan (EHCP). Students aged 19, or over, are unable to qualify for bursary awards targeted at vulnerable groups.

Residency

Students must meet the residency criteria as set out within the ESFA's funding regulations. For the vast majority of students within our school this will mean that you have been a resident in the UK for the 3 years preceding 1st September 2023 and you have either indefinite leave to enter or remain, or have the right to live, in the UK.

If any students are uncertain as to whether they meet the residency criteria then they should speak, in the first instance, with Mrs O'Brien.

Financial Information for Discretionary Bursary Award Assessment

We recognise that those students either in receipt of Free School Meals (FSM), or whose families are in receipt of tax credits (or Universal Credit) and have a household income of under £25,000 per annum (inclusive of benefits), are more likely to have a greater need for a discretionary bursary award more than other students, although all students who have a genuine need for financial assistance to remain in education are encouraged to apply.

Details of all annual household income and entitlement to benefits will need to be declared as part of the application process, together with support documentation to confirm your figures. These documents will be retained by Rainhill Sixth for audit purposes.

Appeals process

If students disagree with the outcome of their application, or where a payment has been withheld due to not meeting the outlined conditions, they should follow the school's complaints procedure, details of which can be found on the school website.

Payment of Bursary Awards & Associated Conditions

All Bursary award payments will be subject to the student's satisfactory attendance, behaviour and attainment. 95% attendance is the minimum to be expected unless acceptable reason(s) are provided for it falling lower. Bursary award payments will be weighted 80% on attendance and 20% on behaviour / attainment.

Students will be notified of any deductions and the reason(s) behind them and have the right to appeal against them through the usual appeal channels if they feel they have been unfairly treated.

Award payments will be paid directly to student's own personal bank accounts.

BURSARY APPLICATION FORM

Part 1: Student Detail	
Forename	
Middle Name/s	
Surname/Family Name	
Date of Birth	
Age on 31 August 2022	
Home Address	
Postcode	
Telephone	Home Mobile
Email Address	

Part 2: Parental Contact Details	
Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Telephone	Home Mobile
Email Address	

Part 3: Household Details

Please state who you live with and their relationship to you

Name	Relationship to you e.g. Mother, Father, Brother, Sister, Partner etc.	Age if under 16

Part 4: Circumstances Please tick all boxes that apply to this application. Documentary evidence will be required to support the below.

If any of the following circumstances apply to you, please tick the appropriate box:

- You are 16-19, live independently and claim Income Support
- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 and a parent and receive Income Support
- You are 16-19 and receive Income Support for any reason
- You are a disabled student
- You receive Universal Credit
- You are a carer
- You are a young parent (aged under 19)

Please indicate whether you require a bus pass: YES / NO (delete as appropriate)

Part 5: Declaration of Residency

I declare that I have been a resident of the UK for at least 3 years	YES / NO
Signature of Pupil:	
Confirmed by Rainhill Sixth Form (<i>tick box</i>)	

Part 6: Income Details (for Household)

Please indicate which of the following benefits/income you are currently in receipt of. Please send copies of each benefit received as evidence of the household income.

Type of Income	Yes/No	Evidence Required
A Income Support		An award letter which is less than 3 months old on the date of application
B Working Tax Credit/Child Tax Credit		All pages of your most recent Tax Credit Award
C Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
D Other Benefits/Pensions (specify)		An award letter which is less than 3 months old on the date of application
E Earned income		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
F Self-employed earnings with no additional benefits		Audited accounts or official Tax Return
G Universal Credit		All pages of your last three months statements

Part 7: Payment details (BACS) Account must be in the sole name of recipient	
Name of Bank	
Account Holder's Name	
Account Number	
Sort Code	

Part 8: Authorisation by Business Manager and Head of Sixth Form	
Comments	
Eligible (Y/N) List help requested	
Signature	
Date	

Part 9: Declaration	
I certify that the evidence and information provided is correct and complete to the best of my knowledge and belief. I understand that Rainhill Sixth Form has the right to reclaim any funds and equipment costs, which may result in referral to other agencies if I am found to have provided false information.	
Signature of Parent	
Signature of Student	
Date	

Part 10: Declaration

The continuance of payments will be subject to the following criteria:-

Attendance must be at least 95%, with no unauthorised absence and working in line with specified targets

I accept the above terms

Signature of Student:

Please note:

Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence, please contact Mrs A O'Brien, to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

Please return this form to:

Mrs A O'Brien
Finance & Payroll Assistant
Rainhill High School
Warrington Road
Rainhill
Prescot
L35 6NY

If you need any additional information, help completing the application form or further support, please contact Mrs A O'Brien on 01744-677205 or e-mail anne-marie.obrien@rainhillhigh.org.uk