



Students' Guide to the 16-19 Bursary Fund

Introduction

The Government's 16-19 Bursary fund targets support towards the most financially disadvantaged 16- to 19-year-olds - those who most need help with the costs of remaining in education. Bursaries are available to young people in defined vulnerable groups, and to those facing the greatest financial barriers to participation.

Categories of Bursary

There are two types of 16-19 Bursary :

- Vulnerable Student Bursary – this is a bursary of up to £1,200 per year for young people in one of the defined vulnerable groups.
- Discretionary Bursary – these are awarded to meet individual needs, such as transport, meals, books and equipment.

Eligibility

For both types of bursaries, the basic criteria for eligibility are :

- Age - the student must be over 16 and under 19 at 31st August before the academic year in question
- Residency - students must meet the residency criteria in the EFA funding regulations for post-16 provision. The regulations are available [here](#)

Vulnerable Student Bursary

This is available to students in the following vulnerable groups :

- Looked after (in care)
- Young people personally in receipt of Income Support or Universal Credit
- Disabled and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence payments in their own right
- Care Leavers

The Vulnerable Student Bursary is £1,200 per year if the course lasts for 30 weeks or more (or a proportional amount for courses lasting less than 30 weeks per year)

The School will seek to identify young people who are eligible for a Vulnerable Student Bursary payment. Evidence must be obtained and retained (in case of audit) from the young person, bearing in mind confidentiality. The following are examples of appropriate evidence:



- a letter setting out the benefit to which the young person is entitled, ideally confirming that the terms of their benefit entitlement allow them to participate in further education or training.
- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

Discretionary Bursary :

The School currently uses eligibility for free school meals as the criterion for receipt of a discretionary bursary. The current rate is £10 per week, though this may vary depending on the funding available to the School. The School will also consider applications based on low household income, for which some proof will be required.

Subject to the availability of funds, one-off payments, such as subsidies for school trips, travel, books and equipment etc can also be requested by eligible students. Where appropriate, the School shall consider providing the requested item directly rather than paying cash. Please contact the 6th Form Pastoral Manager to discuss any requirements.

Payment of Bursaries

Bursaries are paid monthly to help the students manage their finances. Payments are made in arrears via BACS to the student's own bank account – cash will only be paid in exceptional circumstances; receipts for cash payments must be clearly signed and dated by the receiving student, and retained by the school for audit purposes.

Payment of a bursary is conditional on the student meeting agreed standards relating to attendance and/or behaviour. Chiswick School has chosen to make payment of bursaries conditional on attendance of 95% or better. Sick notes may be accepted at the discretion of the School. Students may appeal against the withdrawal of a payment if they feel they have been treated unfairly.

Full details of the Chiswick School 16-19 Bursary Policy are available from the 6th Form Pastoral Manager.

Applications

Please complete the form below and return to the 6th Form Pastoral Manager.

All applications are treated with the utmost confidentiality.



Chiswick School 16-19 Bursary Fund Application

Please read the information above before completing this form. If you require any assistance please contact the 6th Form Pastoral Manager.

Student Details

Surname	
Forename	
Address	
Postcode	
Date of Birth	

I wish to apply for : (please tick)

- Vulnerable Student Bursary
- Discretionary Bursary (For those qualifying for Free School Meals)

If you have selected the Vulnerable Student Bursary, a member of staff will contact you to discuss the paperwork necessary to process your application. If you wish to apply for a one-off payment for a particular purpose, please contact the 6th Form Pastoral Manager.

Bank Account Details

Bursary payments should only be made to the student's bank account.

Full Name of Account Holder	
Name of Bank or Building Society	
Branch	
Sort Code (6 digits)	
Account Number (8 digits)	

Confirmation :

Signature :	Date :
Telephone Number * :	e-mail address * :

- Used for the purposes of this application only and will not be passed to any third parties