



### **Statement on the Administration and Distribution of the 16-19 Bursary Fund Scheme 2024-25**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

Bursary support is intended to meet participation-related costs only (e.g. transport, educational visits, books and equipment, university open day visits and interviews) and will be based on individual need.

A contingency fund will be retained to meet the needs of students whose financial circumstances change during the year.

The school will manage the number and size of discretionary bursaries in order to keep within the budget of the funds available.

#### **Eligibility**

To be eligible to receive a bursary in 2024/25 academic year you must be aged 16 or over and under 19 on 31 August 2024.

You must ordinarily reside in the United Kingdom.

You must be participating in a Sixth form course at Southam College / Kineton High School / Bilton School which lasts for 30 weeks or more.

The fund has two elements:

#### **A Bursary for students in defined vulnerable groups, as follows:**

- in care of the Local Authority
- care leavers
- 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
- 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 '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 amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

**A discretionary bursary** made by the school to young people who face financial barriers to participation.

The school has based its assessment criteria for eligibility for a discretionary bursary on the needs and circumstances of our young people and subject to equalities legislation, as follows:

- Students from households with incomes of less than £30,000 per year
- Any other circumstances which may lead to financial barriers to participation.

The level of financial support offered will relate to actual financial need and will be tailored to individual circumstances.

**If you think you may be entitled to either a vulnerable student or discretionary bursary please complete the attached application form and return with accompanying documentation to the Head of Sixth Form, or via email to [bursary@stowevalley.com](mailto:bursary@stowevalley.com).**

*All information received will be treated in strictest confidence and copies of evidence of eligibility will be retained and stored securely for audit purposes.*

**If your circumstances change during the year and you become eligible for a bursary, you may apply for assistance at any time.**

#### Assessment and payment of bursaries

Receipt of both vulnerable student and discretionary bursaries will be conditional on you meeting the following agreed standards:

- At least 95% attendance, no unauthorised absence and minimal lateness
- Making at least satisfactory progress and completing course requirements
- Adherence to the school's Code of Conduct

These will be made clear on the application form and must be agreed to by the signature of the student.

Using the criteria above, a decision panel (comprising the Head of Sixth Form, Head Teacher and Trust Finance team) will assess your individual need for financial support based on your circumstances, the family income evidence supplied, the participation costs being claimed and the funds available. You will be notified in writing of the award decision made. Whenever possible, the school will make purchases on the student's behalf. Students should request approval before purchasing any items themselves.

If you wish to appeal against the decision please follow the school's complaints procedure available on the school website.

# 16-19 BURSARY FUND APPLICATION FORM

## 2024-2025 ACADEMIC YEAR

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

### DATA PROTECTION

The data controller is Stowe Valley MAT. The data you provide to us will be used to assess and facilitate your entitlement to help from the 16-19 Bursary Fund. In fulfilling its data protection obligations will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with General Data Protection Regulation 2018.

### How to complete this form

- ✓ Carefully read the information on Pages 1 and 2.
- ✓ Complete Sections A, B, and C.
- ✓ Complete EITHER Sections E or F.
- ✓ Ensure you provide the required evidence as outlined in Sections E or F.
- ✓ In Section G, please ensure you provide all the information required for each type of bursary you're applying for. *Remember, you can apply for further bursaries throughout the year as required.*
- ✓ Provide your bank details in Section H. If you don't yet have a bank account you can give us these later.
- ✓ Make sure both you and your parent /carer understand and complete the declaration in Section I.

### SECTION A – Personal Details

First name	
Surname	
Date of Birth	
Age on 31/08/24	
Home address including postcode	
Email address (once enrolled, all contact will be via school email address)	

### SECTION B - Course Details

Name of School	
Course name and description / subjects	
Which school year will you be in?	

## SECTION C – Residency Information

Have you legally lived in the UK for the previous three years? (please tick)

- Yes
- No

If yes, please continue to Section D.

If no, please complete the rest of this section.

When did you enter the UK?	
Where did you live before you came to the UK?	
What is your current immigration status (or that of your parents) in the UK?	

If you have lived in the UK for less than 3 years, please provide copies of Home Office documentation that confirms your immigration status.

## SECTION D – Which bursary are you applying for?

There are two types of 16-19 bursary. Please read the below definitions of each one and then complete EITHER Section E or F:

### **A Bursary for students in defined vulnerable groups, as follows:**

- in care
- care leavers
- 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
- 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 '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 amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

### **Discretionary Bursary**

- for students from households with an income of £30,000 or under per year.
- The School may consider requests which exceed the household income cap or other exceptional circumstances create a financial barrier to participation.

**No bursary application can be accepted unless it is accompanied by the correct supporting evidence.**

**SECTION E – Providing Bursary Evidence for students in vulnerable groups.**

**Evidence required for Bursary for students in defined vulnerable groups:**

Please tick as applicable		Evidence required
	In Care	Please provide a letter confirming your status from your Local Authority
	Previously in care	Please provide a letter confirming your status from your Local Authority
	In receipt of Universal Credit or Income Support (in their own name)	Please provide a copy of your UC or IS award notice. For students in receipt of UC, you should also provide a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills or similar.
	In receipt of UC/ESA and DLA and PIP	Please provide a copy of your UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.

**SECTION F – Providing Bursary Evidence for the Discretionary bursary.**

**Discretionary Bursaries are awarded to students from households with an income of £30,000 or under per year**

**Evidence of household income is required.**

- When assessing household income, we will include the income of all adults aged over 18 living in the household.
- If the household receives Universal Credit:
  - we add together the average take home pay and average amount of Universal Credit (after all deductions)
  - if the Benefits office pays your rent to the landlord, we add the rent awarded to you to the household income.
- Wage slips – we use the take-home pay figure (any deductions that are not statutory will be included as income)
- Tax Credits – we use the total income stated under the heading income, often on page 2 of the award notice.

We do not accept the following documents as evidence of your income:

- Bank statements, Child Benefit, PIP, DLA and Carers Allowance.

If you are an Asylum Seeker, evidence of household income is not required.

**Evidence required for students applying for the Discretionary Bursary:**

Household income under £30,000 pa.	Please provide at least one of the following:	Evidence required
Please tick as applicable		
	Universal credit evidence	All pages of your 3 most recent full UC statements which must include calculations of deductions. You will need to print the details from your online UC account or provide screen shots. <i>If you receive Universal Credit, you don't need to provide anything else. If you don't, read Tax Credits evidence below.</i>
	Tax Credits evidence	All 6 pages of the most recent 2024/25 Tax Credit Award Notice. The notice will detail the household's earned income. <i>If you receive Tax Credits, you don't need to provide anything else. If you don't, read other benefits evidence below.</i>
	Other benefits evidence	a letter dated within the past 3 months to evidence you receive one of the following: <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income-based Job Seekers Allowance</li> <li>• Income-related Employment and Support Allowance (ESA)</li> <li>• the guaranteed element of State Pension Credit.</li> </ul> <i>If you receive one of the benefits listed above, you don't need to provide anything else. If you don't, read the boxes below to find evidence. required to fit your household situation.</i>
	Two or more adults in the household	<ul style="list-style-type: none"> <li>• evidence of income for each adult in the household who is aged 18 or over.</li> <li>• three months of the most recent wage slips for each adult in the household</li> </ul>
	One adult in the household	<ul style="list-style-type: none"> <li>• three months of the most recent wage slips</li> <li>• a 2024-25 Council Tax Bill</li> </ul>
	If a member of the household is self employed	<ul style="list-style-type: none"> <li>• income from self-employment, to include all pages of the HMRC tax bill for the previous year. N.B., we require the Tax bill, not the tax return.</li> <li>• wage slips for income received through employment for each adult in the household who is aged 18 or over</li> </ul>

Please list the people living in your household:

Name	Over 18 years old? (delete as applicable)	Relationship to student
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

## SECTION G – Which bursaries are you applying for?

Initial requests will be considered on receipt of this bursary form. Further requests can be made throughout the year by emailing [bursary@stowevalley.com](mailto:bursary@stowevalley.com). Please see the school website for further details.

All bursaries are based on individual financial need and we do not make flat rate payments.

Bursary	Tick if required	Information required	Please give required information
Home to school travel bursary: Bus pass		<ul style="list-style-type: none"> <li>• You must live over 2 miles from school</li> <li>• please give the name of the bus company, the route used and the daily / weekly / monthly / termly/annual cost.</li> <li>• we prefer to purchase travel passes on your behalf where possible.</li> </ul>	
Home to School travel bursary: mileage allowance		<ul style="list-style-type: none"> <li>• You must live over 2 miles from school.</li> <li>• Mileage is only awarded where there is no suitable public transport option</li> <li>• Please tell us whether you travel by car or motorbike</li> <li>• Mileage is paid in line with HMRC mileage rates.</li> <li>• Mileage claims are capped at £1200 a year.</li> </ul>	
Home to school travel bursary: Train pass		<ul style="list-style-type: none"> <li>• You must live over 2 miles from school</li> <li>• please give details of the stations used and the daily / weekly / monthly / termly/annual cost.</li> <li>• we prefer to purchase travel passes on your behalf where possible.</li> </ul>	
Uniform bursary		<ul style="list-style-type: none"> <li>• On production of receipts, we will consider reimbursing uniform purchases to a value of £150 per academic year.</li> <li>• All uniform purchased must be in line with the school's uniform policy.</li> <li>• Receipts must not be dated any earlier than 1<sup>st</sup> July in the year that the course begins.</li> </ul>	
Childcare Costs		<ul style="list-style-type: none"> <li>• Support is available for 16-19 year old parents when your costs exceed Care to Learn funds.</li> <li>• Funds are paid directly to your childcare provider.</li> </ul>	

Bursary	Tick if required	Information required	Please give required information
Essential Equipment bursary		<ul style="list-style-type: none"> <li>• We will consider purchasing items essential to completing your course, such as laptops, books and other course materials.</li> <li>• Wherever possible we will purchase items on your behalf.</li> <li>• Students should request approval before incurring any costs themselves.</li> <li>• Please give full details of items required.</li> <li>• Equipment purchased remains the property of the school and should be returned at the end of your study programme.</li> </ul>	
Meal credits		<ul style="list-style-type: none"> <li>• Meal credits may be given in line with the school's Free School Meal allowance.</li> <li>• Credits will be added to the school's catering facility.</li> </ul>	
Travel costs to university open days or interviews		<ul style="list-style-type: none"> <li>• Students should provide evidence of the date / time / venue</li> <li>• Travel passes and mileage costs will be considered.</li> <li>• Students should request approval before incurring any costs themselves.</li> <li>• we prefer to purchase travel passes on your behalf where possible.</li> </ul>	
Travel costs and meal credits for industrial placements		<ul style="list-style-type: none"> <li>• Considered if you live 2 miles or more from your placement and your travel pass issued from the travel bursary does not support this journey.</li> <li>• Students should provide evidence of the dates / times / venue.</li> <li>• we prefer to purchase travel passes on your behalf where possible.</li> <li>• Meal credits are available if you have already been awarded meal credits via bursary funds or are eligible for Free School Meals.</li> </ul>	
UCAS fees		<ul style="list-style-type: none"> <li>• On production of a receipt, we will consider reimbursing UCAS application fees.</li> </ul>	
Essential field trips		<ul style="list-style-type: none"> <li>• We will consider supporting with the cost of field trips that take place within school hours and are essential to your study programme.</li> </ul>	



## SECTION H – Your bank details

Please give your bank details below. Wherever possible we prefer to purchase items on behalf of the student. Where this is not possible, bursary payments will be made directly to the student and cannot be made to the parent / carer or anyone else.

Account Name	
Account Number	
Sort Code	

## SECTION I – Declaration

- The information I have given on this form is accurate.
- I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.
- I understand that if I provide false or incomplete information, I will have to repay any money given to me to help me study.
- I understand that payment is conditional on my meeting the following standards:
  - At least 95% attendance, no unauthorised absence and minimal lateness
  - Making at least satisfactory progress and completing course requirements
  - Adherence to the school's Code of Conduct

	Print name	Signature	Date
Student			
Parent / Carer			

Please complete this form and return to school, along with supporting evidence. Alternatively, the signed form can be scanned and emailed to [bursary@stowevalley.com](mailto:bursary@stowevalley.com), along with supporting evidence.

### Here's a quick reminder to make sure you haven't missed anything!

- ✓ Carefully read the information on Pages 1 and 2
- ✓ Complete Sections A, B, and C.
- ✓ Complete EITHER Sections E or F.
- ✓ Ensure you provide the required evidence as outlined in Sections E or F.
- ✓ In Section G, please ensure you provide all the information needed for each type of bursary you're applying for. *Remember, you can apply for further bursaries throughout the year as required.*
- ✓ Provide your bank details in Section H. If you need to open an account, you can give us these later on.
- ✓ Make sure both you and your parent /carer understand and complete the declaration in Section I.
- ✓ If you have any questions, please contact [bursary@stowevalley.com](mailto:bursary@stowevalley.com)