

7th September 2023

Dear Sixth Form Parents/Carers and Students

16-19 Bursary Fund Application

We hope you will apply to the 16-19 Bursary Fund, if your family is eligible. The government provides the 16-19 Bursary Scheme to help support Sixth Form students from vulnerable groups and lower income families with the essential costs of post 16 education. The aim of the bursary fund is to enable students to participate in post 16 education and overcome financial barriers which might limit participation. The government has given the school a limited amount of money for this purpose.

The government has defined 'vulnerable' students as: 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right. Students in this group are entitled to a bursary of up to £1,200 depending on each individual's financial need.

Students are also eligible for a smaller discretionary bursary if their gross household income is up to either £16,190 or £24,000 from the remaining fund to help with any costs towards their education, for example, travel to school, the buying of extra books or subject specific equipment. Until we know how many students are in these further categories and each student's financial need, we are unable to calculate how much financial support each student will receive.

A full explanation of the school's 16-19 Bursary Policy for 2023-2024 is available at:
<https://www.waddesdonschool.com/sixth-form/16-19-bursary-fund/>

If you think your son/daughter is eligible, please complete the attached application form carefully and return it in a sealed envelope to Mrs Long in the Sixth Form Office by Monday 18th September. It is important you attach the required evidence of eligibility/household income. Please be reassured that all applications will be treated sensitively and confidentially. If you would like a paper copy of this letter and the application form for completion, please ask the student to see Mrs Long in the Sixth Form Office.

The government has asked us to stress that we must assess each student's eligibility as noted above as well as their financial needs; if a student does not meet the eligibility criteria or there is no discernible financial need, the student cannot access the Bursary Fund.

Where possible as directed by the government, the school will make in-kind payments from the Bursary Fund, for example, providing textbooks and print credits. If a Bursary contribution is being made towards travel, please attach an initial sample of bus tickets or petrol receipts to the application form. We will then use your address and the student's attendance record to confirm continued use for this academic year.

Once we are aware of the number of students who qualify, I will write to those concerned to explain how much money will be available to each student and how the school processes the payments.

If you have any queries about the 16-19 Bursary Scheme, please do not hesitate to contact me at school. As a school, we do our best to provide as much financial support as we can within the regulations.

Yours sincerely

Ms McIver
Head of Sixth Form

APPENDIX 2: Waddesdon CE School: 16-19 Bursary Fund Application

Please complete the following form to register your eligibility for the 16-19 Bursary Fund. Please note that the fund is limited. Information relating to applications will be treated confidentially. Applications must be submitted in a sealed envelope to the Sixth Form Office by the deadline specified on the letter.

Student details

Surname/family name	
Student's first name(s)	
Date of birth and age on 31 st August 2023	
Address and postcode	
Nationality	
How many years have you been ordinarily & legally resident in the UK?	
What subjects are you taking in Sixth Form?	

To receive payments, you (**the student**) must have a bank account in your own name that will accept BACS payments. If you don't have one, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

STEP 1: Please indicate into which of the three groups you fall:

GROUP 1: STUDENT FROM A VULNERABLE GROUP

I am eligible to apply for the 16-19 Bursary Fund as I am a student in a 'vulnerable group'. I am: (please tick)	
<input type="checkbox"/>	A young person who is in care
<input type="checkbox"/>	A care leaver
<input type="checkbox"/>	Receiving Income Support, or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me such as a child or partner
<input type="checkbox"/>	Receiving Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in their own right
I live in a household with a gross annual income of: (please tick)	
<input type="checkbox"/>	Up to £16,190
<input type="checkbox"/>	Up to £24,000
I am attaching the following evidence (e.g. an official Social Services letter and /or 3 months of Universal Credit Award Notices) to support my application:	

GROUP 2: STUDENT WITH A GROSS HOUSEHOLD ANNUAL INCOME OF UP TO £16,190

I wish to apply to the 16-19 Bursary Fund. I am eligible because I: (please tick)	
<input type="checkbox"/>	Live in a household with a gross annual income of up to £16,190
I am attaching the following evidence (e.g. Inland Revenue Tax Award letter or last 3 months of Universal Credit Award Notices) to support my application:	

GROUP 3: STUDENT WITH A GROSS HOUSEHOLD ANNUAL INCOME OF UP TO £24,000

I wish to apply to the 16-19 Bursary Fund. I am eligible because I: (please tick)	
<input type="checkbox"/>	Live in a household with a gross annual income of up to £24,000
I am attaching the following evidence (e.g. Inland Revenue Tax Award letter or last 3 months of Universal Credit Award Notices) to support my application:	

STEP 2: Please indicate your financial need. Tick the relevant box(es). **The more details you provide, the better assessment we can make about your financial needs.**

- ☐ Tick that you have attached an initial sample of bus tickets/photocopy of bus pass or petrol receipts.

YES/ NO (Tick)	TRANSPORT	
	Distance travelled to school	Miles:
	Mode of transport	
	Costs	Daily return bus ticket: Bus pass: weekly/termly/annual

IF YOU TICK YES BY EACH SUBJECT, WE WILL ORDER YOU THE DEPT RECOMMENDED TEXTBOOKS	TEXTBOOKS	
	YES / NO	Subject 1:
	YES / NO	Subject 2:
	YES / NO	Subject 3:

YES/ NO (tick)	OTHER ESSENTIAL COSTS E.G. PRINT CREDITS FOR ART/GRAPHICS/PHOTOGRAPHY, INGREDIENTS FOR FOOD SCIENCE...
	Please give details:

Please note that you have to apply to the 16-19 Bursary Fund at the beginning of each academic year and you cannot be guaranteed the same bursary amount each year. Good attendance (90%+) and a positive Attitude to Learning (at least a score of 3 per subject) are also essential requirements to receive the bursary.

Evidence/bus tickets/receipts must be kept and submitted for all services/items bought for our auditors; please submit these to the Finance Office in an envelope with the student's name on the front. We cannot release follow up instalments of the bursary, if this evidence of financial need is not up to date.

Declaration: I declare that the statements made on this form are true to the best of my knowledge. I undertake to inform the school in writing of any changes to my financial circumstances.

Signed (student):		Date:	
Signed (parent/carers):		Date:	

For internal purposes:

Date received in school:	ESFA Checklist attached & checked	Signed: