



September 2019

Dear Student/Parent/Carer

16- 19 BURSARY FUND

The 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 staying on at school.

Buxton Community School will determine the eligibility criteria for discretionary bursaries, and the frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

ELIGIBILITY

To be eligible for the 16-19 Bursary Fund in the 2019- 2020 academic year, the student must be aged 16 or over and under 19 on 31st August 2019.

Students must also satisfy the residency criteria set out in the *EFA Funding Guidance. (*A person on 1 September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.*) If you are in any doubt, please speak to Mrs Jayne McMillan, Head of School Business and Resources.

BURSARY FUND LEVELS

LEVEL ONE

Students in the following defined vulnerable groups will be eligible for a bursary of £1200 a year:

- Students who recently left local authority care;
- Those in receipt of Income Support (or Universal Credit in place of Income Support) in your name;
- Disabled young people in receipt of Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name.

This would be paid on a monthly basis by BACS transfer directly into the student account.

Payments will be subject to review by the Bursary Awards Panel

Buxton Community School
College Road
Buxton
Derbyshire
SK17 9EA

Headteacher: **Mr Craig Yates**
Bsc (Hons), NPQH



If you think you are eligible for a Level One Bursary please complete the application form

LEVEL TWO

Students identified in the following groups will be eligible for a discretionary bursary of up to £500, subject to evidence being provided:

- Those students who are in receipt of free school meals in Year 11;
- Free school meal entitlement in Year 11/12 which has not been taken up by the student;
- Students who have a total household income of between £16105 and £25000 can apply for a discretionary bursary for specific educational purposes. These include:
cost of transport, meals in school, books and equipment and educational trips

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be in strict confidence.

This would be paid in three instalments each term by BACS transfer directly into the student account. No student will receive more than £500 per year.

Payments will be subject to review by the Bursary Awards Panel

If you think you are eligible for a Level Two Bursary please complete the application form

CONTINGENCY FUND

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need. There will be an application form available from the Finance Office where all requests will be dealt with the strictest confidence.

ASSESSMENT

The Bursary Awards Panel will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form, the closing date for applications will be Friday 13th September 2019. Applications must be handed into Mrs McMillan in the finance office.

Any student in receipt of any level of bursary must inform of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact Ms Cruse to discuss making an application.

To receive any funds once the school has acknowledged eligibility, participating students from Buxton Community School must adhere to the following criteria.

Students should have excellent attendance at all timetabled lessons and registrations unless they have prior permission from the Sixth Form Management Team for authorised absence. Holidays will not be authorised. We will allow for absence due to ill health (maximum of 3 consecutive days) each half term without loss of funds for that week. Approved Examination Study Leave, participation on approved educational trips, or approved representative activities will be counted as an attendance.

If students are unacceptably late to lesson or registration, then these will count as an absence and therefore the payment will not be made for that week.

Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme as detailed in the Sixth Form Code of Conduct.

CONTACT US:

We are happy to help and guide you through the Buxton Community School 16-19 Bursary Fund Policy if you have any questions or concerns please do get in touch;

Head of School Business and Resources: Mrs Jayne McMillan
Telephone 01298 212156