

Woodbridge High School

16-19 BURSARY FUND

16-19 BURSARY SCHEME

INTRODUCTION:

Welcome to Woodbridge High School. This booklet provides you with important information about the **16-19 BURSARY FUND** and aims to help you with advice and how to apply for it. The Bursary is split into two parts; **the bursary for defined groups** and **the discretionary bursary**. Additional information can be accessed at <https://www.gov.uk/1619-bursary-fund>

It has been prepared for your benefit, so **please read it very carefully**. It will help you to learn more about the Bursary Fund and what action you need to take.

WHAT IS THE 16-19 BURSARY FUND?

The 16-19 Bursary Fund, which is a scheme to help young people facing financial hardship to participate fully in their full-time curriculum. The scheme made up of two parts:-

BURSARY FOR DEFINED GROUPS:

- This group includes those in care, care leavers, students directly receiving Income Support or Universal Credit (UC) or those receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or UC in their own right

OR

DISCRETIONARY BURSARY:

- Other students who need financial support to help them stay in education may be able to apply for a Bursary to help with the costs of transport, food, equipment or other course-related costs.

As a general guideline, pupils who have been eligible for free school meals (FSM) at any point in the last 6 years should apply for the Minor Bursary.

WHAT TO DO?

Complete the online application located on our website which goes to the school finance team and is also available here: ...

If you are currently enrolled at WHS we will be aware of your eligibility for FSM.

If you are new to the sixth form, we will require evidence of your eligibility. If you are in care or a care leaver, the local authority will need to provide a letter to WHS confirming this.

HOW CAN WE USE THE BURSARY?

WHS is allocated a limited amount of money each financial year, (dependant on FSM numbers), to distribute to pupils; priority is given to young people in care, care leavers, young people receiving income support and disabled young people, these pupils will be eligible for the Bursary for defined groups. The fund is not unlimited and there is no guarantee that our available fund will be able to purchase everything students desire and so all requests for financial support during the school year should be reasonable given these constraints.

WHAT DO I NEED TO DO TO APPLY FOR THE BURSARY?

- If you are eligible for the Bursary for defined groups, please complete the application form and provide evidence confirming your status to the Bursary Officer
- If you are eligible for the Discretionary Bursary, please complete the application form. If you are an internal student from our 11-16 provision you will be on our school database as eligible for free school meals (FSM) which we will cross check.

Please note: The priority pupils are guaranteed payments first. These are the pupils who qualify for the Bursary for defined groups category and are deemed the most disadvantaged. The balance of the grant we receive will then be used to provide support amongst the Discretionary Bursary applicants.

QUERIES ABOUT THE APPLICATION PROCESS

If you have any questions concerning the completion of the application form you should talk to the Bursary Officer in the Finance Office, in the first instance.

CHANGES DURING THE SCHOOL YEAR:

As mentioned above, WHS will endeavour to distribute the **Bursary for defined groups** to those students most in need of financial support first. The remainder will then be divided amongst those students receiving free school meals (FSM). Please note that the Bursary Fund is finite and if the number of students eligible increases, we may need to reduce our financial provision per student. WHS will administer the 16-19 Bursary Fund with consistency, fairness, sensitivity and discretion to ensure good practice.

SUPPORT FOR STUDENTS OUTSIDE OF BURSARY ELIGIBILITY CRITERIA

If students are in need of support but do not qualify for the bursary criteria above they should still inform the school to see if there are other methods of support that can be put in place. The initial step would be to speak to the relevant Year Coordinator or to email the Head of Sixth Form on this address: ciyengar@woodbridgehigh.co.uk.

APPEALS:

If you have a query about bursary decisions, please contact the Bursary Officer in the first instance. (Who can be found in the Finance Office in the Wynndale building).

If you are still not happy with the decision that has been taken, then you have a right of appeal. You will be asked to complete an Appeal Form, which you can obtain from the Bursary Officer

You will need to give the full reason(s) for your appeal and to provide any documentation that you feel is appropriate for consideration in the matter.