



16 - 19 Bursary Fund (Booklet guidance 2020-21)

*****Please note that applications will not be considered for assessment until all required documents are held*****

The 16 to 19 Bursary Fund is money the government has given to Academies to pass on to provide financial help to students so that they can stay in education.

There are two types of 16 to 19 bursaries:

- A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- Discretionary bursaries that institutions award to meet individual needs. For example, transport, meals, books and equipment.

Vulnerable bursary - You could get up to £1,200 if at least one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Discretionary bursary - You could qualify for a discretionary bursary if you need financial help but do not qualify for a vulnerable student bursary.

Discretionary bursary payments will be payable to:

- Students with annual household incomes of less than £25,521

How your bursary is paid - You will receive four payments throughout the year if you are in year 12 and three payments if you are in year 13.

		Year 12	Year 13
Payment 1	2 weeks after October half term	20% of the allocation	30% of the allocation
Payment 2	In the second week of the Spring Term	25% of the allocation	30% of the allocation
Payment 3	2 weeks after February half term	25% of the allocation	40% of the allocation
Payment 4	In the second week of the Summer Term	30% of the allocation	

Bursary payments will be regulated based on attendance. Where attendance is below 80%, no allocation will be available. Where attendance is between 80% and 97%, the allocation is pro-rated to reflect attendance. The level of funding will be confirmed once the application deadline has passed to take into account the number of applications and the available funding. Based on the level of funding received and the proportion of students expected to claim.

- Funds will be paid directly into the pupils bank account

Further funding may be awarded to individuals who can demonstrate a hardship for a particular need. Funding will be dependent on available funds for additional support. Evidence will be required for suitability and need. Once funding is exhausted, no further claims will be considered.



Rules at The Littlehampton Academy

Students receiving a Bursary payment will need to:

- Have at least 97% attendance to lessons and have a good punctuality record.
- Attend all mentoring appointments with your tutor, student briefings and whole school assemblies where required.
- Join in all the Sixth Form functions and events.
- Confirm any medical related absence by phone before **8.20am on 711120 or office@tla.woodard.co.uk.**
- Make any routine appointments e.g. dentist, driving lessons outside of school time where possible.
- Take holidays outside of school time.
- Work hard, complete all assignments / homework set and have excellent behaviour, motivation, and determination to achieve full potential.
- Ensure that Bursary money has been utilised as intended. It is meant to pay for things like clothing, books, equipment for your course or transport.

Failure to comply with the above will result in your bursary application being refused or cancelled.

When a student decides to withdraw or transfer from a course, it is essential that any students in receipt of funding notify the Sixth Form Office immediately. This is to ensure any funding due is cancelled. In cases of early withdrawal, the application will be cancelled. This means that:

- Any payments due are cancelled.
- Any payments received after the withdrawal date will be reclaimed.
- If a student has received, equipment/materials paid for by the sixth form, this may result in an invoice being raised to the student for repayment.

If a student's application is **refused, cancelled or suspended due to poor attendance/behaviour** the procedure is as follows:

- Students will be given a letter of cancellation of funds stating the reason why.
- A student has the right to appeal against any decision made regarding their application. They are able to do so by contacting the Sixth Form. The deadline for appeals is 19th February 2021 or until funding is exhausted, whichever is sooner.

It is important to note that no appeals will be accepted after a student has withdrawn.

Application for '16 - 19 Bursary Fund' at The Littlehampton Academy 2020-21 Entry



Please complete the form in BLOCK CAPITALS. Evidence will be required for suitability such as **Universal Credit, Letter from a Local Authority, Department of Work and Pensions, Tax Credit Award Notice, Personal Independence Payments, Employment Support Allowance, P60, eligibility of free school meals etc.** Where applications are received after 30 October 2020, they will be considered in order of date received, until funding is exhausted or by the closing date of 19 February 2021, whichever is sooner.

Please return to **Sixth Form Office - 01903 711120 - email: msealby@tla.woodard.co.uk**

STUDENT DETAILS

Student Name

Date of Birth **Nationality**

Address

Telephone **email**

Mobile

Course (AS / A2 / BTEC Level 1 / Level 3) _____

Year of Study (1st, 2nd, 3rd) _____

I am applying for the Guaranteed Bursary of £1,200
and have enclosed supporting evidence

I am applying for the 'Discretionary' Bursary Allowance
and have enclosed supporting evidence

- 1 Priority to young people in care, including unaccompanied asylum-seeking children, young care leavers, young people getting Income Support or the equivalent Universal Credit (UC) in their own right. Young people getting both Disability Living Allowance (and the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right.
- 2 Students with a household income below £25,521 may receive the 16-19 Discretionary Bursary.
- 3 For other students with exceptional circumstances, applications will be assessed on a case-by-case basis.
- 4 **Please fill out your bank details.** All documentation will be kept securely and will remain private and confidential.
- 5 The Littlehampton Academy will decide how payments will be made and how often.

STUDENT BANK ACCOUNT DETAILS
(Please use capital letters when filling out this form)

NAME OF BANK / BUILDING SOCIETY _____

ADDRESS OF BANK _____

POST CODE _____

SORT CODE _____

ACCOUNT NUMBER _____

ACCOUNT IN THE NAME OF _____

YOUR SIGNATURE _____

All bank account details MUST be the students