

# Queen Elizabeth High School

## 16-19 Bursary Scheme

### Information for Students



## What is the 16-19 Bursary Fund?

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The 16-19 Bursary Fund is funding the Government has given to schools, colleges and other education and training providers to give to students who need financial help to stay in education. A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year.

There are two types of 16-19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year.
- discretionary bursaries that institutions award to meet individual needs. These may cover items such as travel, books, equipment, trips, meals or specialist clothing.

## Would I qualify for a vulnerable bursary?

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In order to receive a vulnerable bursary you need to meet one of the following criteria:

- You are in care.
- You are a care leaver.
- You are receiving Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with them such as a child or partner.
- You are receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right.

## Would I qualify for a discretionary bursary?

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In order to receive a discretionary bursary, you need to meet one of the following criteria:

- You are entitled to a free school meal, or you have a sibling who has a free school meal.
- Your household income (i.e. your parents'/carers' earnings) is less than £25,000 a year.

## Would I need to prove that I qualify for a bursary?

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For a vulnerable bursary, if you are either in care or a care leaver we do not need you to prove you qualify. If you are receiving Income Support or Universal Credit we need to see a copy of your Income Support or Universal Credit award notice. If you are receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit, we need to see a copy of your Universal Credit award and evidence of receipt of DLA/PP must also be provided.

For a discretionary bursary, your parent/carer will need to let us see either a recent letter confirming payment of the benefit(s) or proof of income i.e. a P60. If you are entitled to a free school meal you do not need to do anything more.

If you are not sure whether you qualify, please refer to the Other Information section at the back of this leaflet.

## I think that I qualify for a bursary, how do I apply?

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You will need to complete an application form which is available on our website under About Us > Policies, or by obtaining a copy from the sixth form pastoral team. All applications need to be completed, signed and accompanied by a photocopy of any supporting evidence. Failure to do so may delay the processing of the application or result in it being declined.

If you are applying for a discretionary bursary, the head of your household will need to complete the financial assessment part of the application.

You should hand your completed application form and any proof of benefits or income to the sixth form pastoral team who will carry out an initial review and let you know whether further information is likely to be needed. The school will then review all applications, and will let you know whether your application has been successful or not in writing.

## How is the bursary paid?

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The vulnerable bursary will be paid into your bank account. We cannot pay your bursary in cash or into someone else's bank account unless they look after your finances with/for you. Your bursary will be paid each half term during term time providing that you are still attending school and that we do not have any concerns about your behaviour whilst in school.

The majority of payments for discretionary bursaries will be paid 'in kind' e.g. by purchasing any equipment required or paying for trips. Any amounts authorised that have already spent and where receipts have been provided will be reimbursed to your bank account.

## What happens if I leave the school?

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If you leave the school and do not plan to return, your bursary will stop from the date you leave. If you move to another school or college, you can apply to them for a bursary. You should tell your new school/college that you have received a bursary whilst at your old school. Your new school/college will take the bursary you have received so far during the year into account when calculating how much bursary they will award you.

## What do I do next?

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If you think that you qualify for a bursary, you should complete an application form. Please ensure that you complete the form accurately and with all of the information required. Any missing information will delay your application.

Please pay attention to the details of the bank account that you want any bursary paying into. If you do not already have your own bank account, you should explore opening one for your bursary to be paid into if your application is successful. We cannot make payments directly into Post Office accounts. The deadline for initial applications is **Wednesday 23 September 2020**, although applications can be made at any time during the year.

# Checklist

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Use this checklist to make sure that you have completed the application process correctly.

Do you qualify for a bursary?	
Have you filled in every part of the application form correctly and signed it?	
Has your parent/carer completed the financial assessment part of the form and signed it (Discretionary Bursaries only)?	
Do you have the proof of income to support your application?	
Have you provided copies of receipts for any expenditure already incurred?	
Do you have your own bank account?	
Have you returned your application form to school by the deadline?	

## Other Information

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We hope that you have found this leaflet useful and that it has answered any questions you might have. If you need further information, the following link from the Department for Education may be of help <https://www.gov.uk/1619-bursary-fund>.

If you think you may be eligible for free school meals, please apply on Northumberland County Council's website <https://www.northumberland.gov.uk/Education/Schools/Meals.aspx>.

You can also contact the sixth form pastoral team for further advice or support in completing your application: Steve Wilson (Pastoral Mentor) or Emerson Brown (Pastoral Leader) on 01434 610357.

Please be assured that all the information you provide is treated in the strictest confidence and only used to confirm eligibility for a bursary.

If you have any concerns please feel free to discuss them with school.