



# The Robert Carre Trust - 16-19 Bursary Fund



## What is the 16-19 Bursary Fund?

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training.

It is intended to help sixth form students with any education-related costs that may arise during the school year. Items of admissible expenditure are:

- Cost of public transport to and from school
- Cost of specialist materials (Art, D+T, Stationery, books specific to courses studied)
- Cost of or contribution towards the expense of school music tuition
- Interview expenses (transport and accommodation) – with prior authority/agreement
- Cost of field study courses
- Contributions towards trips and study courses
- Cost of, or contribution towards, participation in sport or other extra-curricular activities

## Eligibility

To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study.

To continue to receive a bursary the student must satisfy the following conditions:

- The student's level of unauthorised and unexplained absence from all lessons must be no greater than 10%
- The student must not have broken the terms of the Sixth Form Contract
- The student must not have been placed on a stage of the Sixth Form Discipline Code
- If a bursary is awarded to a student in Year 12, the student will need to re-apply for a bursary in Year 13

## When and how to apply for a bursary

If a student thinks that they are eligible for a bursary they should apply to the Director of Finance at the start of the new academic year in September.

**The deadline for applications is Friday 18<sup>th</sup> September.**

If the financial situation of the student changes during the course of the school year a late application can be made; however, it should be made clear that the bursary will not be backdated and the payments will start from the beginning of the term, (based on a three term year) in which the application is submitted and approved.

## Types of bursaries

### Level One - Vulnerable Bursary

- How much? A maximum of £1200 per year (£600 in autumn term, £300 in spring, £300 in summer).
- Who? Young people in care, care leavers, young people in receipt of Income Support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.
- How paid? BACS transfer at the start of each term.



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## Discretionary Bursary

A student can apply for a discretionary bursary if they are not eligible for a vulnerable bursary but need financial help to stay on in school. The school will decide who receives a discretionary bursary and how much they will receive.

### Level Two

- How much? A maximum of £700 per year (paid over 3 terms with a maximum of £233.33 for each long term)
- Who? Those in receipt of Free School Meals , means tested benefits, tax credits awards
- How paid? BACS. Following approval by the Bursary Panel payment will be made at the start of each long term.
- Students apply for funds for specific educational purposes. The Bursary Panel (see below) will assess each claim and authorise payments up to the permitted maximum in each term. No student is to receive more than £700 per year.

### Level Three

- How much? Variable .Identifiable educational need only. ie field trip
- Who? Those with identifiable need who do not fall into Levels 1 or 2 above.  
(Please provide a letter to support your application)
- Students apply for funds for specific educational purposes and following approval by the Bursary Panel payment will be made directly to the supplier on your behalf

## Bursary Panel

Requests for Bursaries will be consolidated by Mr Green and considered by a panel. **The panel will meet on Tuesday 22 September 2015 and students will then be informed whether their application has been successful and the maximum amount of their bursary.**

Please note: Schools within the The Robert Carre Multi Academy Trust are required to stay within budget and so there is no guarantee that applications will be met in full or even at all. Where applications are refused there is a right of appeal. An initial appeal should be made in writing to the Headteacher. Beyond this there is a right of appeal to the Multi Academy Trust Board.

## Expenditure

On notification that their application has been successful students are eligible to spend their bursaries on the educational related items listed. Payments of the Bursary Fund will be made after confirmation by the Bursary Panel.

## Applying

If you believe you qualify and would like to make an application please pick up an application pack from the Finance Office.