



SIR THOMAS RICH'S SCHOOL
16-19 BURSARY 2018 - 2019
INFORMATION FOR PARENTS / GUARDIANS / CARERS

1. What is the 16-19 Bursary Fund?

The Education Maintenance Allowance (EMA) was closed at the end of the 2011-12 academic year. The EMA has been replaced by a limited 16-19 Bursary Fund and the School has been allocated a proportion of this for the purpose of supporting financially disadvantaged young people taking up or continuing in their post-16 education.

2. What is it for?

The 16-19 Bursary is a limited fund made available for supporting eligible young people with the costs of transport, food, books, educational visits or other course materials or equipment essential to successfully completing their programme of study.

3. Who is it for?

The 16-19 Bursary is targeted towards those young people considered most in need of financial support.

The Government has identified a priority group of young people and have asked that Schools offer them a **General Bursary (officially known as the Vulnerable Bursary)**

Other young people in need of financial support can apply for a **Discretionary Bursary**. The School has set eligibility criteria to ensure the funds go to those who are seen to need it most. Any young person who meets these eligibility criteria can apply for a **Discretionary Bursary** to help with costs of studying.

4. What are the eligibility criteria?

Young people can apply for a Bursary if they are aged 16, 17 or 18 on 31st August 2018, meet the national residency requirements and at least one of the criteria listed below.

Young people can apply for a **General Bursary** if they are:

- currently or have previously been looked after by the Local Authority, and/or;
- in receipt of Income Support/Universal Credit in their own right, and/or;
- disabled and in receipt of both Employment Support Allowance/Universal Credit *and* Disability Living Allowance.

Young people can apply for a **Discretionary Bursary** if:

- their gross annual household income does not exceed £20,999

5. How and when do they apply?

To apply, young people must complete the **16-19 Bursary Fund Application Form**. The Bursary Fund Application Form is available on the school website, and on request from Mrs Kellaway, the Bursary Administrator. The Bursary Fund Application Form needs to be completed, and submitted to Mrs Kellaway with the correct supporting evidence by **28 September 2018**.

For young people whose circumstances change during the year later applications will be considered.

Young people may apply for a Bursary at any point in the year, but those applying before the date above will be given priority. Bursaries can only be made after this date if sufficient funds are available. The Bursary scheme will close when the funds allocated have been used.

6. How much is the Bursary?

The **General Bursary** is **up to £1,200** and the **Discretionary Bursary** is dependent on individual circumstances and funds available.

7. Will the Bursary affect any benefits I may be receiving?

No, it will not affect any benefits or financial support you are receiving from elsewhere.

8. How and when does the Bursary get paid?

If your son or daughter applies and is successful, they will need a bank account. Payment is by BACS, monthly in arrears, subject to them meeting attendance, punctuality and satisfactory behaviour conditions.

9. How do I find out more?

See the **16-19 Bursary Fund Policy** available on the school website, which provides further information, including details on eligibility criteria and **supporting evidence** needed. Your son or daughter can also talk in confidence to Mrs Kellaway if you have specific questions or need help or assistance in supporting your son or daughter to make an application.

Further national information on the 16-19 Bursary Fund can be found on the Department for Education website.