



16 to 19 Bursary Fund Guidance

The Berwick Academy 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education. Please also see Northumberland County Council's guidance on free school meals and Post-16 Transport for eligibility.

<https://www.northumberland.gov.uk/Education/Schools/Meals.aspx?>

<https://www.northumberland.gov.uk/Education/Schools/School-transport-1/Transport.aspx>

Eligibility

Students must be aged 16 or over but under 19 on 31 August 2021 and enrolled on a full time course at the school. Students must have been resident in the UK for the last 3 years. There are 2 types of bursary available:

1. Vulnerable Bursary

Support of up to £1,200 per year. It will be awarded to:

- Students in care or Care leavers
- Students in receipt of income support (or Universal Credit in place of Income Support, for example, young people who are living independently and teenage parents).
- Students in receipt of Employment Support Allowance (or Universal Credit as a replacement for ESA) who are also in receipt of Disability Living Allowance or Personal Independence Payments (PIP)

2. Discretionary Bursary

Available to students who are currently entitled to Free School Meals or live in a household whose total family income is less than £25,000. Payments will be administered on an individual basis depending on each student's individual circumstances, to assist with essential educational participation (e.g. trips, books, travel, school meals, university interviews) where hardship is experienced. No student will automatically be awarded a set amount of funding without an assessment of their level of need.

The level of support which the Academy can offer is dependent on the total funding received from the Education & Skills Funding Agency (ESFA) and the number of applications it receives.

Application

Students must apply for the bursary each year. Application forms are available on the School website or from Head of 6th form. Students should return the completed form with copied evidence of household income or benefits (eg P60, Universal Credit Award, Tax Credit Award) to Ms Flanagan or Mr Johnson in order to discuss their application for funding. The deadline for initial applications is 30th September 2021 to ensure the demand is assessed and awards made fairly. Applications are welcome after this date if further expenditure is incurred.

Payments

Awarded bursaries and refunds for expenditure will be paid to the student's bank account half termly. Other purchases can be paid for by the school (eg books)

Conditions

An application must be submitted with supporting evidence for eligibility and details of financial support required. Any change of circumstances must be advised to Ms Flanagan or Mr Johnson. Payments are conditional on students meeting the school's expectations in relation to standards of attendance and behaviour.



Application Form 2021 - 2022

Berwick Academy

16-19 Bursary

This form must be completed with copies of supporting evidence attached and returned to Ms Flanagan or Mr Johnson to discuss your application.

Student Details

Name: _____

Date of Birth: _____ Age at 31.8.21 _____

Telephone No: _____ Email: _____

Resident in UK for the last 3 years? YES NO

Subjects Studied in 6th Form _____

Bank Account Name: _____

Sort Code: _____ Account Number: _____

1 – Vulnerable Bursary (up to £1,200 per year)

Please tick the box that applies to you and provide evidence:

- I am looked after in care or a care leaver
- I am in receipt of Income Support or Universal Credit and financially supporting myself
- I am in receipt of Disability Living Allowance or Personal Independence Payments as well as Employment Support Allowance or Universal Credit

2 – Discretionary Bursary

- I am currently eligible for Free School Meals (evidence not required)
- I am a student whose total family income is £25,000 or less (parent/guardian to provide documentary evidence)

Please outline your financial need and provide details of expenditure on next page



Financial Support required: (please provide copies of receipts)

	Tick	Amounts expected/known
Transport	<input type="checkbox"/>	_____
Books	<input type="checkbox"/>	_____
Equipment	<input type="checkbox"/>	_____
Trips	<input type="checkbox"/>	_____
Meals	<input type="checkbox"/>	_____
University Interviews	<input type="checkbox"/>	_____
Other (please state)	<input type="checkbox"/>	_____

Declaration

I declare that the information on this form is true and accurate to the best of my knowledge.

I understand that if I refuse to provide information relevant to my claim the application will not be accepted.

I also undertake to advise the Academy of any financial change in my circumstances.

I agree to repay the Academy in full and immediately any sums advanced to me, if the information I have given is shown to be false or deliberately misleading.

Any equipment provided will remain the property of the school and I will return it in good condition at end of the course.

I understand that the funding is linked to attendance, and behaviour and covers this academic year only.

Signed (Student):

Date:

Signed (Parent or Guardian named above):

Date:

Please note: Applications for 2021/22 should be returned to the Finance Office by 30th September 2021 at the latest. Applications after this date will be welcome and will be considered in the light of funds available.

For school use only:

Bursary: Vulnerable/Discretionary

Evidence Provided:

Checked by:

Authorised By: _____ Date: _____