

12 September 2023

Dear Student,

## **16 TO 19 BURSARY FUND INFORMATION**

The 16 to 19 Bursary Fund provides financial support to help Sixth Form students overcome specific financial barriers to participation so they can remain in education.

There are two types of 16 to 19 bursaries:

- A **vulnerable bursary** for young people in one of the defined vulnerable groups
- A **discretionary bursary** which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

### **Who is eligible?**

#### ***Vulnerable Student Bursary***

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- You're in or you 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***

Distribution of this element of the funding is at the discretion of High Storrs School and will be targeted towards young people facing the greatest financial barriers to participation.

If eligible, the amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. This might include: essential study materials including stationery; essential textbooks not provided by school; course related activities and visits; UCAS application fee. School will provide such materials and equipment.

Eligibility for the discretionary bursary will be based upon students' financial need and **will be limited to those who are in receipt of free school meals**. Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £17,005, as assessed by Her Majesty's Revenue and Customs (HMRC)
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit<sup>1</sup>.

*A student is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to Sheffield City Council. If you feel you are eligible for Free School Meals you can apply for them here: [https://forms.sheffield.gov.uk/form/auto/apply\\_school\\_meals](https://forms.sheffield.gov.uk/form/auto/apply_school_meals). If you feel you will be eligible for the 16 to 19 Discretionary Bursary you will need to apply for Free School Meals first.*

If you meet either or both of the above criteria you will need to complete a 16-19 Bursary Fund Application form and provide evidence of your circumstances via the link here: <https://highstorrsbursary.aplicaa.com> . We currently use the Aplicaa Bursary+ programme in order to collect information and allocate bursaries effectively. As this is a national programme, many of the questions are determined by Aplicaa and some may not be as relevant as others for High Storrs students, so please bear this in mind when completing.

There may be exceptional circumstances which makes you eligible for a bursary even if you do not meet the criteria. If you think this is the case, please come and speak to Miss Everitt or Mrs Newell in the Sixth Form Office.

What evidence will be required?

To support your application form, family income evidence may be required, such as:

- Letter from DW&P confirming benefits
- P60
- Tax Credit Award Notice
- Evidence of annual income if parents/ carers are self-employed
- Evidence of Free School Meals

If you have any questions, please do not hesitate to contact the Sixth Form Office on 0114 2670000 (option 3) or come and see Miss Everitt.

Your faithfully,



Mrs L Newell  
Assistant Headteacher Director of Sixth Form

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