



**16-19**

**Bursary Fund**

**2017-18**



**Wilmslow  
High School**

**Wilmslow High School**  
**16-19 Bursary Fund Guidelines 2017/2018**

Please read these guidelines carefully before completing the application form. The following information should enable you to find out if you are eligible to apply for the Student Bursary, what sort of assistance you might get and how to apply.

**What is the 16-19 Bursary Fund?**

The Student Bursary is money that has been given directly to the Wilmslow High School by the Government to assist 16-19 year old students who face financial barriers in continuing in full time education.

**Who will be eligible to apply for the Wilmslow High School 16-19 Bursary?**

To qualify for the 16-19 Bursary Fund in the academic year starting September 2017, your annual household income must be below £25,000 (for tax year 2016-17 or estimated for tax year 2017 -18). The bursary fund will be divided into 4 priority groups.

<b>Priority groups</b>	<b>Eligibility (for financial year 2017-18)</b>
Priority 1	Young people in care, care leavers, young people receiving income support, and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. Any student who falls into this priority group will be guaranteed a Bursary of £1,200 per academic year.
Priority 2	Household Income below £16,190. Based on current Free School Meal data. Evidence must be provided by the Local Authority to work based learning providers, schools and colleges.
Priority 3	Household Income below £22,000. Evidence required Tax Credits Award booklet (all pages) or P60 and supporting paperwork (if not claiming Tax credits).
Priority 4	Household Income below £25,000. Evidence required Tax Credits Award booklet (all pages) or P60 and supporting paperwork (if not claiming Tax credits).

The 16-19 Bursary does not affect any other household benefits. So your parents and carers are still free to keep claiming child benefit, tax credits and so on.

**What income will be taken into account?**

All taxable earnings, income and benefits will be taken into account. These are detailed on the Bursary Application Form.

**Evidence of Income**

Evidence will need to be provided of all income - Tax Credits Award booklet (all pages) or P60 and supporting paperwork (if not claiming Tax credits). Applications will not be considered without valid evidence.

**Availability of Funding**

In order to target financial help where it is most needed, WHS will prioritise the funding it receives and the type and amount of help given to individual students. The level of assistance will vary depending on your priority group. Students in Priority group 1 will received a guaranteed £1,200 per academic year. The amount of bursary fund allocated to Priority groups 2, 3 & 4 will be determined by the number of applicants in that year. WHS will aim to help as many students as possible and is recommending that all students who have identified that they are eligible to apply, should do so.

**How do I apply for the 16-19 Bursary Fund?**

To formally apply for a Bursary, please complete the enclosed application form and include the documentary evidence in support of your application. All application forms together with the necessary evidence should be sent to Mrs K Flannery, Sixth Form Secretary, Wilmslow High School, Holly Road, Wilmslow, Cheshire, SK9 1LZ.

If you have any questions/queries regarding any aspect of the Bursary Fund, please do not hesitate to contact Mrs Flannery, Sixth Form Secretary.

Mrs K Flannery – 01625 441070 or [kflannery@wilmslowhigh.cheshire.sch.uk](mailto:kflannery@wilmslowhigh.cheshire.sch.uk)

### **How will you know if your application is successful?**

WHS will write to all applicants informing them of the outcome of their application. This will outline the level of assistance they will receive.

### **How will payments be made?**

Bursary will be paid in ten monthly instalments by cheque, paid directly to the student, only for those who apply in the first term, for late applications it will be backdated to the start of the relevant term on a pro-rata basis.

### **Changes in circumstances**

Student will be required to inform Wilmslow High School of any changes in their household financial situation.

### **Useful Information**

For further advice on the 16-19 Bursary Fund visit [www.direct.gov.uk/16-19bursary](http://www.direct.gov.uk/16-19bursary)

### **Equality and Diversity**

Wilmslow High School Sixth Form will:

Take positive action to ensure that all students can apply for financial support thus widening participation and providing learning opportunities for underrepresented groups.

Ensure that no applicant to the Bursary Fund receives less favourable treatment which cannot be justified in relation to financial/personal circumstances.

Monitor and review the effectiveness of the support on a regular basis.

### **Confidentiality**

Applications and evidence of income are only seen by staff involved in the delivery of the Student Bursary Scheme.

### **Are there any other conditions for receiving the Bursary Fund?**

Please note that any Bursary payments will be subject to students fulfilling the terms of an educational contract. Should student behaviour, attitude and attainment fall below what is deemed appropriate, payment may be reduced or withdrawn.

### Attendance

- 96% attendance is expected from students receiving the Bursary Fund – failure to meet this level may result in loss of payment if not accounted for.
- Students should be registered at every lesson, as part of normal electronic lesson registration.
- Any queries about our attendance recording system should be directed towards Mrs K Flannery.
- Mr Tunmore will authorise or decline payments based on the information that he receives. Any queries about reduced/no payment decisions should be directed towards Mr P Tunmore.

### Absences

- In the event of illness, please report the absence to Mrs Flannery on the first day of illness by telephone or e-mail, this needs to be followed by a letter from parents/guardians; if these letters are not forthcoming it may affect your payments.
- Absences must be authorised by completing an Absence Authorisation Form (see Appendix 2 in the Student Handbook) these available from Pavilion reception.

They include the following:-

- Medical appointments – proof required
- The need to care for a family member for whom the student has care responsibility
- Religious holiday (maximum of 3 per year)
- Extra-curricular activities which do not regularly interfere with the student's attendance
- Work experience
- Attendance at a probation meeting or youth court
- Funeral (1 day maximum)
- Transport disruption
- Driving test (practical)

Behaviour and Attitude

Students are expected to act as role models to the rest of the school and ensure that they meet all coursework deadlines.

Inappropriate behaviour or failure to meet deadlines may result in a reduction/withdrawal of Bursary monies.

**This is an example of the Educational Contract for the Bursary Fund**

Student: .....

Tutor Group: .....

1. I agree to meet the standards, expectations and approach to study as detailed in the Student Handbook.
  
2. I undertake to:-
  - produce the best standard of work possible
  - achieve full attendance at lessons (not withstanding authorised absences)
  - meet deadlines set by subject teachers, submitting all homework and coursework on time

My subjects and subject teacher are:-

Subject	Teachers Name(s)
1.	
2.	
3.	
4.	

Signed .....

Student

Signed .....

Parent/Guardian

Signed .....

Director of Sixth Form

## 16-19 Bursary Fund Checklist

Is our household income below £25,000?

Have I filled in the Application form correctly?

Have I photocopied and attached copies of Tax Credit Awards booklet (all pages) or P60 and supporting documents?

Is the Educational Contract signed?

Once all documentation is complete please send to:

Mrs K Flannery  
Sixth Form Secretary  
Wilmslow High School  
Holly Road  
Wilmslow  
Cheshire  
SK9 1LZ