



16-19 BURSARY FUND GUIDELINES 2023/24

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

A student must be aged 16, 17 or 18 on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.

OVERVIEW OF BURSARIES

Sackville School provides two types of bursary, the **Priority Bursary** and the **Discretionary Bursary**. Please read the following guidelines very carefully.

Students must meet the age and residency criteria to be eligible for help from the bursary fund and we encourage those that may be eligible to submit an application. Please note that the bursary is awarded annually so application is on an annual basis. Students can apply more than once in a year if their circumstances change.

Please note: even if you are eligible to apply for one of the bursaries, Sackville School has the right to refuse your application if you do not have any actual financial need. This may be because your financial needs are being met in another way, or because you have no college related costs to meet. No award is guaranteed and all monies awarded will be based on the school's assessment of your financial need.

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PRIORITY BURSARY

Priority Bursary: Are you eligible?

The following students are eligible to apply for a priority bursary:

- Students who are **in local authority care** or who have **recently left local authority care** (also known as 'in care' and 'care leavers')
- Students who **receive Universal Credit (UC) in their own name** because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.
- Students **receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name** as well as **Employment and Support Allowance (ESA) or Universal Credit (UC) in their own name**.
- Students who live in a household where they, or a parent/carer, are **in receipt of one or more of the following benefits**:
 - Income Support
 - Income Based Jobseekers Allowance
 - Income Related Employment and Support Allowance
 - Child Tax Credits (whilst **not** receiving Working Tax Credits) with an annual gross household income of no more than £16,190 as assessed by HMRC
 - Universal Credit (with household income not exceeding £7,400 per annum, after tax and excluding any benefits received)
 - Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)
 - Guaranteed Element of State Pension Credit
 - Support under part VI of the Immigration and Asylum Act 1999
- Students who are **Young Adult Carers*** and live in a household with a gross income of no more than £27,000 per annum.

** If you live between two homes you should apply for a bursary based on the household you live with for the **majority of the time**. The address you give on your bursary application and evidence you provide **must** match the address we hold for you on the school database.*

You can find more information about how we define Children in Care and Care Leavers on page 5.



If you are eligible for the Priority Bursary you must be able to provide at least one of the evidence types below:

Priority Bursary: What evidence do you need to provide?	
ELIGIBILITY	EVIDENCE REQUIRED
Students who are 'in care' or 'care leavers'	A letter/email from the relevant Local Authority on headed paper, or from a local authority email address. Please see below for more details on how 'in care' and 'care leaver' are defined.
Students in receipt of Universal Credit (UC) in their own right.	A copy of your three most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account).
Students in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name AND in receipt of Employment and Support Allowance (ESA) or Universal Credit (UC) in their own name	Your DLA/PIP Award Letter and/or evidence of payments made into your account within the last three months AND A copy of your three most recent monthly ESA/UC award statements. (You should be able to print off details of your award from your online account).
Students, or their parent(s)/carer(s), are in receipt of one or more of the following benefits: <ul style="list-style-type: none"> Income Support Income Based Jobseekers Allowance Income Related Employment and Support Allowance Child Tax Credits (whilst not receiving Working Tax Credits) with an annual gross household income of no more than £16,190 Universal Credit (with household income not exceeding £7,400 per annum, after tax and excluding any benefits received) Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC) Guaranteed Element of State Pension Credit Support under part VI of the Immigration and Asylum Act 1999 	A letter/award notice confirming your entitlement to benefits from one of the following: <ul style="list-style-type: none"> Job Centre Plus Department for Work and Pensions Her Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2023/24 which shows your income from 2022/23. You must provide the full award letter. Any letter provided to us should be dated within the last three months. If your letter is older than three months, please provide a recent bank statement showing a relevant payment going into your account within the last three months. All documents provided must confirm the name and address of the person receiving the benefit(s), and this must match the address we hold for the student.



Priority Bursary: What evidence do you need to provide? (CONTINUED)	
ELIGIBILITY	EVIDENCE REQUIRED
Students who are Young Adult Carers	<p>One of the following as evidence of YAC status:</p> <ul style="list-style-type: none">• A Local Authority Carers Assessment• A letter from a GP or other relevant professional confirming your caring role• A letter/email from a Carers Centre or Carers Project• A letter confirming someone in the same household is in receipt of Carers Allowance, Personal Independence Payment and/or Disability Living Allowance• A photocopy of Young Carers/Young Adult Carers Card <p>AND</p> <p>Evidence of household income:</p> <ul style="list-style-type: none">• If the household income is wholly or partly made up by benefits please provide a letter from the relevant agency which confirms your entitlement, e.g. Local Authority, Job Centre Plus or HMRC• If the household income is wholly or partly made up from employment, please provide one or more of the following:<ul style="list-style-type: none">➢ The most recent three month's pay slips➢ P60 for the 2022/23 tax year➢ Evidence of self-employment income, e.g. tax return or accountant's letter



Defining 'in care' and 'care leavers'

The 16 to 19 Bursary Fund defines 'in care' as children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.

A 'care leaver' is defined as either:

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

Most care-experienced young people have, or will have had, a Social Worker.

Foster care, including privately arranged foster care

A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They meet the criteria for the 'in care' vulnerable group where they need financial support to participate.

A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They must meet the definition of a 'care leaver' in full (so, the period of weeks and age range set out above). If they do, they are eligible for help from the bursary for vulnerable groups, where they need financial support to participate.

Defining Young Adult Carers

For the purposes of the 16 - 19 Bursary Fund, a Young Adult Carer is a young person between the ages of 16 and 25 who helps care for someone with a disability, mental health condition, substance misuse issue or long term illness.



DISCRETIONARY BURSARY

Discretionary Bursary: Are you eligible?

The Discretionary Bursary can help students who are not eligible for the Priority Bursary, where the **gross household income is not more than £27,000 per annum**. To be eligible to apply:

You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:

- Working Tax Credit with a gross income of no more than £27,000 per annum
- Housing Benefit or Local Housing Allowance
- Council Tax Reduction Scheme
- Carer's Allowance

OR

Your or your parent(s)/carer(s) are not in receipt of one of the benefits listed above but are **employed or self-employed with a gross income of no more than £27,000**.

** If you live between two homes you should apply for a bursary based on the household you live with for the **majority of the time**. The address you give on your bursary application and evidence you provide **must** match the address we hold for you on the school database.*

If you are eligible for the Discretionary Bursary you must be able to provide at least one of the evidence types below:

Discretionary Bursary: What evidence do you need to provide?

ELIGIBILITY	EVIDENCE REQUIRED
<p>Student or their parent(s)/carer(s) are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> • Working Tax Credit with a gross income of no more than £27,000 per annum • Housing Benefit or Local Housing Allowance • Council Tax Reduction Scheme • Carer's Allowance 	<p>A letter/award notice confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none"> • Job Centre Plus • Department for Work and Pensions • Her Majesty's Revenue & Customs e.g., your complete Tax Credit Award Letter for 2023/24 which shows your income from 2022/23. <p>Any letter provided should be dated within the last three months. If your letter is older than three months, please provide a recent bank statement showing a relevant payment going into your account within the last three months.</p> <p>All documents provided must confirm the name and address of the person receiving the benefit(s), and this must match the address we hold for the student.</p>
<p>You or your parent(s)/carer(s) are not in receipt of one of the benefits listed above but are employed or self-employed with a gross household income of not more than £27,000.</p>	<p>We need one of the following for each working parent/carers*:</p> <ul style="list-style-type: none"> • The most recent three month's pay slips • P60 for the 2022/23 tax year • Evidence of self-employment income, e.g. tax return or accountant's letter



HOW TO APPLY

- The application process is the same for the priority bursary and the two discretionary bursaries.
- You need to apply online [HERE](#).
- You should apply as soon as possible.

IMPORTANT

- Please complete each section of the online application form carefully and answer all of the questions. We can only process completed applications.
- You will need to upload electronic copies of the required evidence. Please do not send anything via email unless asked to do so. The evidence you submit is assessed as part of your application.
- If you have any problems, please email Mrs Plumb - jplumb@sackvilleschool.org.uk - and she will help you.

WHEN TO APPLY

- Please apply as soon as possible. **The deadline for applications is Friday 8 December 2023.**
- If you apply before Friday 20th October, payments will be backdated to the start of term. Applications received after this date will not be backdated and any award will be calculated from the date of application.
- If a student finds themselves in financial hardship after the 8 December deadline, please contact Mrs Plumb as we will always help if we can.

WHAT HAPPENS AFTER AN APPLICATION IS MADE?

- All applications are assessed individually and in accordance with the guidelines.
- We can only process completed applications that include all the required evidence.
- If your application is incomplete, requests for more information will be sent to the student's school email address.
- **All decisions will be emailed to the student's school email address. We try to let you know the outcome of your application within 15 working days.**

If a bursary is awarded the email sent to the student will tell you how much you have been awarded, what the award is for, how the payments will be made and the month in which payments are made. You will also receive information about any conditions attached to the award, for example our attendance expectations.

If a bursary application is refused the email sent to the student will explain why. The most common reason is not completing the application in full or not having the required evidence.



WHAT DOES THE BURSARY COVER?

If you are eligible for a bursary, Sackville School will seek to support you with the following costs:

Travel - if you live more than two miles from school, support will be provided through the purchase of a ticket/bus pass or a contribution towards travel costs.

Food - eligibility for food costs is assessed at the point of application and our decision is based on the evidence supplied to us with your application.

Essential course related equipment, e.g. textbooks and stationery.

Course related trips and visits - assessed as and when they arise.

Visits to universities/employers/apprenticeship providers - if the budget allows, we will support the travel costs of the student of up to four visits per academic year (priority bursary), or two visits per year (discretionary bursary)

UCAS Application Fee - for students who apply for a place at university in year 13

CONDITIONS FOR RECEIPT OF THE 16-19 BURSARY

1. Students must be punctual to lessons, assemblies, SMSC sessions and maintain a good level of attendance, including morning form times, SMSC and assembly, plus their subject lessons.
2. Students must keep up to date with their school work and meet attainment targets.

The school reserves the right to withhold Bursary payments if a student does not meet these conditions.

Once the reimbursement has been agreed, the payment will be made directly into the student's bank account. Alternatively, the school will purchase items on behalf of the student.

COMPLAINTS PROCEDURE

Any student or parent who is unhappy with how the school has managed their application for bursary funding should contact the sixth form office in the first instance.



TRAVEL CALCULATIONS

To receive support with travel costs you must live over 2 miles from school. Distances are calculated from the school postcode, RH19 3TY, to your home address.

We use Google Maps to calculate the distance and use the **walking distance** provided. We use this method for all distance calculations to ensure fairness and transparency. You can also work out in advance if you are likely to receive support for travel.

All travel awards are based on the cheapest form of public transport available to you and we expect you to take advantage of any discounts or subsidies available.

The award you are given may not cover 100% of your costs.

The method we use to calculate travel costs aims to ensure that we get the best value from the bursary fund and can help as many students as possible. We strongly recommend that you do your own research to establish the best way of spending any money you receive for travel.

METROBUS

Metrobus currently operates 125 buses across 50 routes through Sussex, Surrey and Kent. They provide urban services in Crawley, Horsham, East Grinstead, Redhill and Reigate.

Some discounted bus travel for students depends on the County in which you live:

SURREY

16-20 year olds living in Surrey can buy child rate single and return (where available) fares on the bus for journeys starting and/or finishing in Surrey with the Surrey LINK card. The LINK card is free and is valid on buses across Surrey (except Transport for London routes).

[Click here for more info and to apply for a Surrey LINK card](#)

EAST SUSSEX

The Freedom Ticket offers unlimited travel on nearly every bus in East Sussex for seven days in a row, including weekends. The Freedom ticket is £15.00 per week (valid as of 1 April 2023) and is issued on the bus as a **paper ticket only**.

If you need proof of age, under 19s can apply for a [3i-D card](#) and download the [East Sussex Age Verification App](#). This will give you proof of age so you can purchase the Freedom ticket, but should only be necessary where your age may be questioned by a driver.

[Click here for more info and to apply for a 3i-D card](#)

KENT

Over 16s in school, college and training can apply for a 16+ Travelcard which provides discounted travel on journeys starting and/or finishing in Kent at all times.

[Click here for details of the KCC 16+ Travel Saver](#)

16-19 Bursary Guidelines 2023/24

Travel Calculations - Termly Amounts Paid

The following table gives details of the tickets we have used to calculate each maximum termly payment:

Where you travel from:	Mode of transport	Discount available	Ticket prices after discount
West Sussex towns and villages, e.g. Turners Hill, Crawley Down, West Hoathly METROVOYAGER AREA MAP AVAILABLE HERE	Bus	METROVOYAGER Metrobus Student key smartcard LINK	1 day - £6.30 1 week - £23.65 4 week - £81.00 13 week - £243.75
East Sussex, e.g. Forest Row	Bus	3-ID card Freedom Ticket LINK	£15 per week
Kent, e.g. Edenbridge	Bus	KCC 16+ TravelSaver LINK	£500 per annum

			Year 12	Year 13
September Payments excluding Oct H/T Tues 5th or Thurs 6th Sept - Fri 15th Dec 14 weeks	Metrobus	1x 13 week 1x 1w	£243.75 £23.65	£243.75 £23.65
	Freedom Ticket	14x £15	£210	£210
	16+ Travel Saver	TBC	Please contact Mrs Plumb	Please contact Mrs Plumb
January Payments excluding Feb H/T Weds 3rd Jan - Thurs 28th March 12 weeks	Metrobus	3x 4 week	£243	£243
	Freedom Ticket	12x £15	£180	£180
	16+ Travel Saver	TBC	Please contact Mrs Plumb	Please contact Mrs Plumb
April Payments excluding May H/T Mon 15th April - Tues 23rd July *Y12 - 12 weeks, Y13 - 9 weeks	Metrobus	3x 4 week/2x 4w + 1x 1w	£243	£185.65
	Freedom Ticket	12x £15/9x £15	£180	£135
	16+ Travel Saver	TBC	Please contact Mrs Plumb	Please contact Mrs Plumb

*Please note
Y12 - Reduce by 1 week for WEX
Y13 - 15th April - 21st June (9 weeks)