

PADDINGTON ACADEMY: 16-19 BURSARY POLICY APPLICATION FORM 2021-22

Policy

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. There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year;
- discretionary bursaries which institutions award using policies they set, in line with these funding rules. The Paddington Bursary is aimed at students in lower household incomes, defined as less than £22,000.

The **vulnerable groups bursary** applies to students who are:

- in care;
- care leavers;
- receiving Income Support, or Universal Credit 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;
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

The **discretionary bursary** is awarded by the school to help students with costs such as travel, essential books, equipment or specialist clothing (such as protective overalls, for example). The school must base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. **Most students will only need to apply for the discretionary bursary, not the vulnerable groups bursary. Please complete the online form to apply**

Students can learn more about these bursaries [HERE](#).

For all bursaries, students must be aged 16 or over but under 19 on 31 August 2021 to be eligible for help from the bursary fund in the 2021 to 2022 academic year.

Once you have applied, the school will let you know if your application has been successful. If it is successful, you will be told how much financial support you have been awarded. Rather than paying money into your bank account, the school may decide to provide 'in kind' support – this means that they will purchase the resources you require, such as a bus pass or books, on your behalf.

Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a discretionary bursary if they do not have financial needs and/or their financial needs are covered from other sources.

Please use the relevant form below to apply for either the vulnerable groups bursary or the discretionary bursary. Your application should be electronically submitted by **Friday 15th October**. It will be reviewed by the Sixth Form leadership and Finance team.

The school will set aside a percentage of its Discretionary Bursary allocation to accommodate changes in circumstance and ensure that requests for funding from students received after 31 October can be considered.

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Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

The Academy reserves the right to withhold the bursary if students fail to meet expectations for attendance on a discretionary basis. If your attendance falls below 85% your bursary payments will be withheld automatically.

All information submitted by students will be treated in confidence and held securely.

Annex: Assessing costs eligible for financial support

The discretionary bursary can be used to make contributions towards the cost attending Paddington Academy for those students with a clear financial need.

The table below outlines the costs for which the bursary

| Indicative costs for expenditure which is eligible for the bursary | |
|---|---|
| Travel | Attach receipts to support your estimate. |
| Business Dress | £50 |
| Textbooks and academic resources | £50 |
| Contribution towards a laptop / required IT equipment | Up to £250 |