



**PLANTSBROOK SCHOOL**  
**Pupil Information:**  
**16-19 Bursary Fund Policy**  
**2016/2017**



**Eligibility:**

1. Students aged at least 16 and below 19 years of age on 31/08/17.
2. Students should be participating in full time education at Plantsbrook School.
3. Students must meet the criteria as outlined below

**There are three levels of Bursary payment:**

**Level One: (Vulnerable Bursary)**

**How much?** £1,200 per year (spread over three termly payments)

**Who?**

In Local Authority care or have recently left Local Authority care.

Receiving Income Support (or Universal Credit in place of Income Support) in your name.

Disabled and receive both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name.

A young parent and living away from your own parent(s).

**How is it paid?** Bursaries will be paid by BACS at the start of each term

**Level Two: (Discretionary Bursary)**

**How much?** Up to £800 per year

**Who?** Those in receipt of Free School Meals because they have qualified via the below criteria:

- Income Support
- Income Based Jobseekers Allowance (IB JSA)
- Income Related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guaranteed Element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit (only during the 4 week period immediately after their employment finishes)
- Universal Credit

**How is it paid?** Students must complete a Bursary Request Form stating the item they wish to purchase. This will either be purchased or reimbursed.

**Level Three: (discretionary bursary)**

**How much?** Up to £500 per year

**Who?** If you or your family have an identifiable financial need, but do not fall into Levels 1 or 2 above or there is a change in circumstances during the academic year, which results in the you or your family experiencing financial difficulties.

**Students in this group will be considered for funding based on Plantsbrook School's allocation and subject to available funding. Students in this group may be awarded a contribution towards the cost of essential course equipment, trips, materials, university open days/interviews and transport costs**

**How is it paid?** Students must complete a Bursary Request Form stating the item they wish to purchase. This will either be purchased or reimbursed.

If you aren't in one of these groups, you could still get a bursary depending on your personal circumstances. Speak to Sally Dodd in the Sixth Form Office to see if you're eligible. If you don't qualify for the Bursary Fund we may still be able to offer you some financial assistance.

**I think I might be eligible – what do I do now?**

- You need to collect an application form from Sally Dodd in the Sixth Form Office, complete this and hand it into Mrs Arnold in the Finance Office.