



**Darrick Wood School Sixth Form  
The 16 to 19 Bursary Fund**

**Frequently Asked Questions**

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

The 16 to 19 Bursary Fund was introduced in March 2011 to support the most financially disadvantaged young people to participate in and benefit from post-16 education and training.

The purpose of the 16 to 19 Bursary Fund is to

- Support and retain students
- Promote a positive attitude to learning

The Bursary Fund is **not** to promote our school in favour of other institutions.

**Am I Eligible?**

*(You must be under 19 years of age at the start of the academic year you want a bursary for)*

**For a Vulnerable Bursary:**

You could receive up to £1200 per year (£400 per term) if you are assessed as being in one of the following four defined vulnerable groups:

- In care
- Care Leaver
- In receipt of Income Support or Universal Credit in place of Income Support in your own right
- In receipt of Employment Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payment (PIP)

**For a Discretionary Bursary:**

- You can apply for a discretionary bursary if you are not eligible for a vulnerable bursary but you need financial help to stay on in further education or training. Darrick Wood School will decide whether you will receive a discretionary bursary, how much you could get, and what it should be used for.

**How do I Apply?**

By completing a 16-19 Bursary Fund application form which can be obtained:

- From the Sixth Form Administrator's office
- Downloading the form from the Sixth Form area on the School's website at [www.darrickwood.bromley.sch.uk](http://www.darrickwood.bromley.sch.uk)
- Complete the form and hand it in to the Sixth Form Administrator who will submit it for consideration by the School's Remissions Panel.

**Do I need to provide proof of my claim?**

When a student applies, their parent/carer will be asked to provide recent written evidence i.e within the last 3 months, of their current qualifying income such as:

- P60 Certificate (PAYE Certificate of pay and tax deducted)
- Working Tax Credit or Child Tax Credit Award Notice (if employed)
- Income based Employment and Support Allowance
- Income Support award letter
- SA302 form (notice of tax calculation from the HMRC)
- Self-employed: certified accounts

**Are there any conditions attached to receiving the Bursary?**

- Receipt is dependent upon the student meeting standards set by the School e.g. attendance, behaviour and meeting deadlines
- The money will be paid into the student's bank account

**Who can I appeal to if I do not agree with the School's decision?**

If you do not agree with the School's decision you can contact the Deputy Head Teacher in charge of the Sixth Form who will consider your appeal or may convene an Appeal Panel.

**Further information on 16-19 Bursary Fund can be found on the Young People's Learning Agency (YPLA) website at [www.ypla.gov.uk/learnersupport/16-19-bursary](http://www.ypla.gov.uk/learnersupport/16-19-bursary)**

**F.McSorley May 2016**