



## **COLOMA CONVENT GIRLS' SCHOOL 16-19 BURSARY FUND GUIDELINES 2018/2019**

The 16-19 Bursary Fund is made available to Coloma through the government's funding body, the Education Funding Agency. It is designed to help and support any students who face **financial barriers** to full participation in sixth form education. Under this scheme students may be eligible for financial support with extra books, equipment, educational visits, transport costs, field trips, university visits, exam re-sit fees etc. Awards in 2017-18 ranged in value from £300 to £1200. Many bursaries include a cash element.

There are two types of 16 to 19 bursaries:

- A vulnerable bursary of up to £1200 a year for young people in one of the defined vulnerable groups (see below for further details)
- Discretionary bursaries that are awarded by the Bursary Panel to meet individual needs.

### **Eligibility Criteria (Evidence will be required in all cases)**

Coloma will provide discretionary bursary awards according to the following criteria:

1. Students who qualify for free school meals
2. Students whose families receive income-related benefits
3. Students with an annual household income of less than £25,000 per year
4. Students who are young carers
5. Students whose parents have experienced a redundancy in the last twelve months
6. Cases of hardship or difficulty (at the discretion of the Coloma Bursary Panel)

### **Conditions for Receipt**

**Students who have been awarded bursaries will be required to sign a written agreement to the following conditions:**

- **Excellent attendance**
- **Punctuality to registrations and lessons**
- **Full observance of Coloma 6<sup>th</sup> Form Learning Contract**
- **Consistent achievement of academic targets in all subjects**

**Payment may be suspended if these conditions are not met.**

### **Applications**

The Bursary Application Form for the academic year 2018-19 will be available on the Sixth Form Section of the Coloma website from 1<sup>st</sup> September 2018 or from the Sixth Form Reception from Wednesday 5<sup>th</sup> September. This will give further information about the eligibility criteria and the evidence needed by the Panel. Applications should be submitted by Friday 28<sup>th</sup> September 2018. However students may apply for a bursary if there is a change in family circumstances during the academic year which is likely to affect a family's ability to cover financial costs in the sixth form. All requests for financial support in Years 12 and 13 are now dealt with through the bursary scheme. Applications under category 6 may be submitted at any time during the academic year.

**Please note that the Bursary Fund is limited and will close when the funds allocated have been spent.**

**All applications will be dealt with in confidence and a member of staff will be available at the beginning of the Autumn term to answer questions and/or provide support with applications.**

### **Vulnerable bursaries**

Most students who get support from the bursary will receive a tailored award from the discretionary bursary fund. Students in one or more of the groups below need more support and can apply for a vulnerable bursary of up to £1,200.

The eligible groups are students who are:

- in care
- care leavers
- getting [Income Support](#) (IS) or [Universal Credit](#) (UC) in place of Income Support in their own right
- getting [Employment Support Allowance](#) (ESA) and Disability Living Allowance (DLA) or [Personal Independence Payments](#) in their own right