



The
**Kimberley
School**

We Respect. We are Proud. We Succeed.

The Kimberley School
Newdigate Street, Kimberley,
Nottingham.
NG16 2NJ

Head Teacher: Andy Park
Deputy Head Teacher: Danny Knapczyk
Deputy Head Teacher: Jonathan Saunders

16-19

Sixth Form Bursary

2025-26

Written by: Kirsty Andrews, Business and Operations Manager

Approved by: Jo Clemmet, Head of Sixth Form

Date: August 2024

Review Date: August 2025

Policy Statement

The 16-19 Bursary Fund is provided by the Education Funding Agency (EFA) and is designed to help students overcome the specific financial barriers to participation they face so that they can remain in education. Students can apply for the 16-19 bursary if they live in a household with an income of £29,000 or less (+£1,000 for each dependent sibling under the age of 18) inclusive of benefits.

Information

- The ESFA publishes guidance that set out the criteria for these funds. It can be accessed [here](#):
- Students wishing to apply for support with the essential costs of coming to sixth form including transport need to apply for a sixth form bursary. The bursary is not intended to support extra-curricular activities or to provide learning support.
- Students can apply for the sixth form bursary using the online application form found on the sixth form [website](#) once they have enrolled in August.

Examples of what might be funded through the bursary are given below:

- Books
- Equipment
- Specialist clothing
- Travel
- Meals whilst on site
- Funding the cost of field trips that are ESSENTIAL to achieving a student's study programme goals.
- Childcare costs

Bursary Eligibility

All Kimberley Sixth form students are eligible to apply for bursary support. Bursaries are awarded based on students need – we do not make flat rate or fixed payments to students. The bursary aims to overcome financial barriers to participating in your studies at Kimberley Sixth Form.

There are two types of 16-19 bursaries that are awarded to our students.

- Bursaries for defined vulnerable groups.
- Discretionary bursaries awarded by the sixth form using criteria in line with the funding rules.

Defined vulnerable groups.

- Young people in care (e.g. in foster care)
- Care leavers (have been in care for a period of at least 13 weeks after the age of



- Young people in receipt of Income Support or Universal Credit in their own right.
- Young people in receipt of Disability Living Allowance or Personal Independence Payments AND Employment Support Allowance/Universal Credit in their own right

Discretionary Bursary

- Young people who are carers (inclusive of benefits) household income of less than £29,000 (sliding scale of support)
- Young people with a total (inclusive of benefits) household income of less than £29,000 (sliding scale of support).

Eligibility

- All bursary applicants must complete an online bursary application and upload the financial evidence. Those that need help to complete the form should see Kirsty Andrews, Business and Operations Manager, who is based in main school (building A).
- Applications to the bursary are means-tested and proof of eligibility such as wage slips, P60, bank/building society statements, a recent benefit letter, University Credit statement, Tax Credit Award Notices must be provided to verify income.
- Students who meet the criteria, and who have financial need, can apply for a bursary for vulnerable groups. The sixth form can pay up to £1200 per year. Priority will be given to those identified in section 3; however, these categories are not exclusive. If there is proven hardship the applicant will be assessed as eligible for support.
- Students identified as Discretionary Bursary will be given support in accordance with their needs (see below), subject to funding being available.
- Bursaries will usually be paid 'in kind' e.g. the issue of travel passes, sixth form meals or equipment, rather than monetary payments. The bursary is not intended to cover the full cost of essentials involved in attending sixth form but can provide a contribution towards these costs.
- Bursary students will have priority access in terms of borrowing technical equipment related to their course for example cameras, subject to availability.
- All bursary students may have access to a laptop loan for their period of study at Kimberley Sixth form. Information on how to borrow a laptop will be sent to students at the beginning of the academic year. Students may be asked to pay towards the replacement for any loss or damage to the laptop.

Conditions to receiving the bursary

- It is expected that students in receipt of a sixth form bursary will achieve at least 90% attendance and be committed to study and behaviour. Students who do not adhere to these terms may have all or part of their bursary allocation withdrawn.
- Students and their parents/carers will be asked to declare that the evidence given in support of the application is correct and complete to the best of their knowledge and belief. By submitting an application, the student and their parent/carer are agreeing to all of the conditions and eligibility criteria. Giving false information that results in an overpayment will mean that future awards will be stopped, and the sixth form will seek repayment of the value of any awards made so far. The matter may also be referred to the police and student and or their parents/carers may face prosecution.

Travel Costs

- Students who live within a 1.5-mile radius of sixth form will not receive support with travel costs, as it is expected that they can walk or cycle to sixth form. Exceptional circumstances, such as disability, will be taken into account.
- Support with Trent Barton will usually be in the form of an academic 'Mango' travel pass and bursary contributions towards these will be paid directly to Trent Barton.

Free Sixth form meals

- Free meals are targeted at disadvantaged students and this funding forms part of the overall Bursary Fund designed to overcome the financial barriers to participation. The criteria used to allocate free school meals are available [here](#).

Free Sixth form Meal criteria

- Assistance towards the cost of meals in sixth form is provided, with a value of £2.53 per day.
- Sixth form meals are only to be used by the allocated bursary student. Biometric finger print/ID cards will be scanned to purchase meals.
- Students who received/were eligible for free school meals in year 11 are likely to be eligible for free meals in sixth form, however this will be verified via the free school meal checking service provided by Nottinghamshire County Council.

Administration

- Learners will be informed of the bursary fund and how to apply through a variety of means, including in letters to parents, school website, posters, emails and social media.
- Bursary applications are online from the [school website](#).



- Financial evidence will need to be emailed to k.andrews@kimberleyschool.co.uk to complete your bursary application. Up to date, valid supporting evidence must be produced at the time of application. Applications that do not include appropriate evidence will not be processed until the required financial evidence is submitted. Please find examples of acceptable evidence at the end of this policy.
- Decisions will be made in accordance with the guideline from EFA and the criteria agreed at the beginning of the year and will vary depending on the amount of funding received by the sixth form. This will be reviewed annually; an award in one year does not guarantee an award being made the following year, a new application and supporting evidence will need to be submitted each year.
- The panel administering bursary applications are members of the Sixth Form team.
- Applicants will be informed of the outcome of their application by email, along with an outline of the rationale behind the decision.
- Decisions will usually be communicated to applicants within two weeks of an application being submitted, however at busy periods, this may take longer.
- If a learner leaves their course early or their attendance drops below 90% they may be required to return equipment supplied/bought through the fund or repay a relevant amount to the sixth form.

Appeals

- If a student is unhappy with the decision regarding their application, they should appeal in writing to the Head of Sixth Form.
- Students should state clearly why they are appealing and give reasons, together with additional supporting evidence, as to why their case should be reviewed.
- The letter or email of appeal should be addressed to Jo Clemmet, Head of Sixth Form, j.clemmet@kimberleyschool.co.uk who will review the case. A decision will be made and supplied to the student, along with the reasons behind the decision, usually within 10 working days of the receipt of the appeal.

More information can be found by visiting the government page on bursaries [here](#).

Data Protection - How we process your information.

Bursary applicants are required to submit a completed bursary application form with supporting evidence of income. This information is used to evaluate bursary applications; it is not used for any other purposes.

We only keep this data for as long as we need it and currently the government department that provides the bursary funding requires us to retain this information for a period of 6 years.

Evidence Guide

Here are some examples of evidence that can be submitted with your bursary application.

1. Annual Household Income

Household income must include all income coming into the household for everyone contributing. However, we do not need to know any part-time employment of the student. This could be in the form of a payslip for all those in the household. Payslips should be from the last 3 months/12 weeks.

Employee No.	Employee Name	Process Date	National Insurance Number
007	Mr James Bond	31-Jan-12	PX 12 34 56 D

Payments	Units	Rate	Amount	Deductions	Amount
Basic Pay			5,000.00	Income Tax	1,167.46
Total Payments			5,000.00	National Insurance	381.76
				Total Deductions	1,549.22

	This Period	Year To Date
Mr James Bond 123 Bond Street London W1T 1SL	Total Payments 5,000.00 Total Deductions 1,549.22	Taxable Gross Pay 50,000.00 Income Tax 11,673.46 Employee NIC 3,817.60 Employer NIC 6,087.10

ABC Ltd	Net Pay
Tax Code: 747L NI table: A Dept: Default Tax Period: Jan-12 Payment Method: BACS	3,450.78


A P60 may also be submitted, provided that it is for the last most recent tax year. A P60 is available from your employer.

P60 End of Year Certificate																
Tax year to 5 April 2020																
To the employee: Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits or to renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a tax return.																
Employee's details Surname JAMES Forenames or initials SALLY ANNE National Insurance number NH000000F Works/payroll number 12345																
Pay and Income Tax details <table border="1"> <thead> <tr> <th></th> <th>Pay</th> <th>Tax deducted</th> </tr> <tr> <th></th> <th>£</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>In previous employment(s)</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>In this employment</td> <td>33000.00</td> <td>4099.20</td> </tr> <tr> <td>Total for year</td> <td>33000.00</td> <td>4099.20</td> </tr> </tbody> </table> Final tax code 1250L			Pay	Tax deducted		£	£	In previous employment(s)	0.00	0.00	In this employment	33000.00	4099.20	Total for year	33000.00	4099.20
	Pay	Tax deducted														
	£	£														
In previous employment(s)	0.00	0.00														
In this employment	33000.00	4099.20														
Total for year	33000.00	4099.20														



2. Universal Tax Credits

Tax Credit Award Notification – This needs to be for the current year. We need the full award details for the latest statement showing ALL deductions and income- even if this is £0. The statement usually has three pages.

 HM Revenue & Customs
...3164UK190201322002-2/8808130333000

SAMPLE

Online www.gov.uk/managedtaxcredits
Helpline 0345 300 3600
Textphone 0345 300 3909
For our opening hours go to www.gov.uk/contact-hmrc

TCO PRESTON 8
Tax Credit Office
HM Revenue and Customs
BX9 1ER

Date 26/04/2020

Renew online today at
www.gov.uk/managedtaxcredits
once logged in you can access a range of
services in your Personal Tax Account.
if you can't renew online, phone us quoting
this renewal reference number
000 001 151 502 032

Check now,
no later than 31/07/2020

Please keep this for your records

Tax credits - Annual Review for year ended 05/04/2020
Your tax credits award for 06/04/2019 to 05/04/2020

SAMPLE

We told you that we would be contacting you to review your tax credits award. We want to:

- make sure we paid you the correct amount for the award period shown above, and
- ask you to make a tax credits claim for 2020-2021.

We need you to review your personal circumstances during the whole award period shown above and check your income.

If you need to tell us about anything once you have completed your Annual Review, please contact us. If you do not have anything to tell us you need do nothing more and you will not receive another notice from us for this year. This TCO909R Tax Credits Annual Review is also your Award Notice and the amount of your award is shown below.

We will decide on 31/07/2020 that:

- The final amount of your tax credits award for the period 06/04/2019 to 05/04/2020 is £2729.70.
- Your tax credits award for 2020-2021 will be as shown in the **Payments** section.

If later, you think those decisions are wrong, you will have 30 days from 31/07/2020 to ask us to look at the decision again. We call this mandatory reconsideration. If you do think something is wrong, you do not have to wait until then to contact us.

Tax credits will gradually be replaced by Universal Credit. You cannot receive tax credits and Universal Credit at the same time. For more information, go to www.gov.uk/universalcredit

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3. Universal Credit

Please provide all pages. The name, address and the amount of the payment must be clearly shown. A full screenshot is required.

GOV.UK Universal Credit

Home To-do list **Journal**

Statement

Print this statement

Your payment this month is
£1,422
This will be paid by 8pm on 02 July 2017

How we calculate your payment

Your payment is based on what you've told us and covers the period between:

26 MAY and **25 JUN**

It is important to tell Universal Credit immediately about any changes in your circumstances that could affect your Universal Credit payments.
[Report a change in my circumstances](#)

Standard allowance You receive a standard Universal Credit allowance each month	£251.77
Housing You said that your rent is £700.00 per month	£700.00
Children You get support for 2 children	£508.75
Total before adjustments	£1,460.52
Debts and loan repayments	
Tax Credits recovery Call 0345 850 0293 to find out more about your debt and loan repayments.	£37.76
The total we take off for debts and loan repayments is	£37.76
Total payment for this month	£1,422.76

Example of acceptable Universal Credit statement.

The document must show:

- Claimants name
- Payment period
- All allowances for the claimant's circumstances
- All deductions of the claimant's circumstances
- Total payment for the month

To download your UC statement, login to your Universal credit account and go to the statement summary page. Then click into the most recent monthly statement, which will show on the screen. You can the **'Print to PDF'/'Save as PDF'** you will have to save the document to your device.



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4. Employment support allowance

Evidence must cover the current period (dated within 12 months) and show names, date and address.

Household Income evidence example

Mr Smith

jobcentreplus

Department for
Work and Pensions

Watford Centre Benefit Post
Handling Site B
Wolverhampton WV99 1RH

www.gov.uk

Telephone: 0345/0845 608
6545
Text phone: 0845 608 8551
Date: 10/03/2019

If you get in touch with us, tell
us this reference number

Dear Mr. Smith,

Thank you for your request for information.

The details are as follows: -

You were awarded Jobseekers Award Income Based

Claim start date: 02/11/2018

Claim termination date: N/A – Ongoing claim
At weekly rate of £73.10

Second claim start date –
Second claim termination date –
At a weekly rate of –

Paid up to 05/03/2019 – Ongoing

Any other information: None

For any further enquiries please contact us on the above number.

Shirley