



Plymouth Schools & Academies Access Bursary



Guidance on the 16-19 Bursary Fund

What is the bursary for?

The fund provides help to students needing support to help them to stay in full-time education. The Bursary can contribute towards costs such as:

- Books and Equipment
- Course Costs such as Field Trips
- Accommodation and Meals
- Transport
- Clothing and Uniforms

Who can get a bursary?

In Plymouth all schools/ academies, apart from Coombe Dean / Plymstock / Hele's / UTC Plymouth / Plymouth Studio School, will run a joint scheme in 2018/19. This is made up of two parts:

- **Guaranteed Bursaries**
Those most in need will be **eligible for a bursary of £1,200 a year**. This is for:
 - young people in care,
 - care leavers,
 - young people receiving Income Support or Universal Credit in their own name, and
 - disabled young people receiving both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) in their own name
- **Discretionary Bursaries**
Other students who need support to help them to stay in education or training may also be able to receive funds. Bursaries are awarded to students in the following groups:
 - Students claiming Free School meals
 - Students living in Household's with income below £24,000
 - Young people receiving Disability Living Allowance (or Personal Independence Payments) in their own name

Details of this scheme are on the Plymouth City Council website. Similar schemes are being designed by the local FE Colleges. You can obtain details from City College Plymouth and Plymouth College of Art.

How and when are payments made?

A simple application form will be available from the Head of Sixth-Form. Bursaries are paid directly in to your bank account over the school year depending on continued attendance and behaviour. If you do not attend or your behaviour is poor you may not receive all or some of that month's bursary.

John Bale
Learning and Communities
Plymouth City Council

PRIVACY NOTICE

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information being processed

The Council is collecting the information in this form (personal and bank details) and supporting evidence for the purpose of managing your bursary application and payments.

This information will be used for assessing your eligibility to receive a 16-19 bursary award and making monthly payments into your bank.

Information Sharing

To ensure that the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected will be shared with:

Staff at your School / Academy

Staff within Finance and Education, Participation and Skills at Plymouth City Council

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

Retention Periods

We will only keep your information for 7 years

Privacy policy

The full policy and notice is available on the Plymouth City Council website at:

<https://www.plymouth.gov.uk/aboutwebsite/privacypolicy>