

## 16-19 Bursary Fund – Policy and Application Form

### Policy

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The bursary fund is intended to help students with their actual costs of participating, and bursary decisions are based on students' individual circumstances and their actual financial need.

Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by the School. The School carries out a financial assessment of each applicant and administers bursaries in line with the ESFA's Bursary Fund Guide 2022/23 [HERE](#) and as set out in this policy.

There are 2 types of 16 to 19 bursaries:

- bursaries for students in one of the defined vulnerable groups of up to £1,200 a year; and
- discretionary bursaries which institutions award to meet individual need, using policies they set in line with the ESFA's funding rules

**1. Defined vulnerable groups bursaries** are awarded to students who have a financial need and who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The school conducts a financial needs assessment to confirm actual financial need and the amount of support required. The school does not hold these funds and an application is made on the student's behalf to the Education & Skills Funding Agency (ESFA).

**2. Discretionary bursaries (household income below £25,000)**, these are awarded by the School to help students with costs such as travel, essential books, equipment or specialist clothing (such as protective overalls, for example).

As with defined vulnerable groups bursaries, a financial needs assessment is conducted and the School bases decisions about which students receive a discretionary bursary and how much they receive on each student's individual circumstances and their actual financial need.

Students applying for a discretionary bursary should indicate on their application forms what they would like to use the bursary funding for. The School will consider requests for help with transport, books and equipment, field trips and other course-related costs, as well as the costs of attending industry placements, university interviews and open days.

## Eligibility and Application Process

For all bursaries, students must be aged 16 or over but under 19 at 31 August 2022 to be eligible for help from the bursary fund in the 2022 to 2023 academic year. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18, or if they have an Education, Health, and Care Plan. Students must also meet the residency criteria in the ESFA funding regulations for post-16 provision.

Once you have applied, the School will assess your application in line with the eligibility criteria set out here and will let you know if your application has been successful. If your application is successful you will be issued with an award letter confirming the amount and type of support you have been awarded, and setting out any payment conditions.

Rather than paying money into your bank account, the School may decide to provide some or all of your award as 'in kind' support – this means that they will purchase the resources you require, such as a bus pass or books, on your behalf.

Students who meet the criteria for bursaries for vulnerable groups are not entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

Please use the relevant form below to apply for either the vulnerable groups bursary or the discretionary bursary. All applications will be treated in strict confidence.

## Timing

Your application should be submitted by **30th September 2022**. It will be reviewed by the Bursary Committee which is made up of Head of Sixth Form, Finance Director and Sixth Form Mentor. Students will be notified as soon as possible of the outcome.

The School will set aside 20% of its Discretionary Bursary allocation to accommodate changes in circumstance and to ensure that requests for funding from students received after **30th September 2022** can be considered. Students facing financial hardship at any time during the academic year should apply using the form set out below.

## Conditions

The School reserves the right to withhold the bursary if students fail to meet expectations for attendance and behaviour.

Please be aware that the School will stop any payments where a student has been absent for a period of four continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

Where the School purchases books or equipment, students may be asked to return these at the end of their study programme. On other occasions, the School may insist bursary payments are spent only on the support that has been identified as necessary to help a student participate in education. These details will be specified in the student's award letter.

Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Supporting documentation must also be provided to establish financial need, as set out in the application forms below. Giving false or incomplete information that

leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

You must inform the School in writing if, after you are awarded a bursary, there is any material change in your personal or financial circumstances.

This form must be completed by the student applying for the 16-19 Bursary, and not the parent / carer and all information submitted by students will be treated in confidence and held securely.

## Assessment Criteria

The School follows the ESFA’s guidance in relation to eligibility criteria, and as part of that conducts a financial assessment of all applicant students. The evidence you will need to provide in relation to each bursary is clearly set out in the relevant application form. The School is looking to establish that you are in financial need and, in relation to the discretionary bursary, that you are in need of specific items or services relating to your education that you would otherwise need to pay for in order to participate.

The School bases its decisions in relation to both types of bursary award on students’ individual circumstances and actual financial need. Awards will vary from student to student and will depend on, for example, household income, requirements of the study programme, distance required to travel to School and available transport options, the number of dependent children within a student’s household, relevant participation needs, and any other relevant home circumstances.

## Complaints

Any student or parent who is unhappy with the School’s handling of an application for bursary funding should follow the Complaints Policy and Procedure which is available on our website.

## Exceptional Circumstances

The School recognises that it is not possible to cover every eventuality in this policy. In exceptional circumstances, students and parents / carers may apply in writing to Richard Marinelli, Finance Director, for a discretionary bursary. Such applications should outline the specific circumstances and provide supporting documentation. A decision will be taken by the Bursary Committee at the sole discretion of the School, and will be dependent on funds being available.

## 16 to 19 Bursary Fund Application: Defined Vulnerable Groups Bursary

**Defined Vulnerable Group Bursary: for students in financial need who are in care, care leavers, students receiving Income Support (or Universal Credit) in their own name and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence payments.**

Please read the School’s Bursary guidance carefully before completing and submitting your application. **Section A (to be completed by the student)**

Student’s full name:		Tutor Group:	
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Student's full address including postcode:	
Contact telephone number:	
Email address:	

I wish to claim support from the 16 to 19 Defined Vulnerable Group bursary fund, and I provide the following information as evidence of <b>my personal circumstances</b> (please tick as appropriate and attach documentary evidence)	
	<i>Tick as appropriate</i>
Written Local Authority evidence of looked-after or care status, or of previous looked-after status.	
For students in receipt of Income Support who are financially supporting themselves / and someone who is dependent on them, a copy of the award notice in their own name.	
For students in receipt of Universal Credit who are financially supporting themselves / and someone who is dependent on them who is living with them, a copy of the award notice in their own name, plus a tenancy agreement in the student's name, a child benefit receipt, a child benefit receipt, child(ren)'s birth certificate, utility bills etc.	
For students in receipt of Universal Credit or Employment and Support Allowance in their own right, a copy of the claim / award notice, plus evidence of receipt of Disability Living Allowance or Personal Independence Payments.	
Other relevant financial evidence relating to household income or circumstances (please specify).	
Information provided is for this purpose only and will be treated in the strictest confidence.	

<p><b>I confirm that I have read the school's attached guidance, and the information provided on this form is correct. I understand that any false information given, or failure to notify the Finance Director of a change in personal circumstances, will result in disqualification of support, and may result in further action.</b></p> <p><b>I understand that I may have to repay part or all of this assistance offered if my attendance, conduct, or progress is not satisfactory.</b></p> <p><b>I confirm I consider myself / my child to be in financial need.</b></p>	
Student signature:	Date:
Parent/Guardian signature:	Date:

**Section B (to be completed by the student)**

<b>Student Bank/Building Society Details</b>			
To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form			
Name of Account Holder:			
Name of Bank:			
Branch Address:			
Account Number:		Sort Code:	
Please note that if your application for the 16 to 19 Bursary Fund is unsuccessful these details will be shredded. For those that are successful, these details will be kept securely and confidentially, in line with our GDPR retention policy.			

**Section C (to be completed by Bursary Fund Administrator)**

I have seen the evidence required for the full bursary and have placed copies on the student's files.	
Bursary Committee members in attendance:	Date of meeting:
Award approved / amount:	
Actions agreed to reimburse student:	
Administrator name and signature:	Date:
School Business Manager authorisation:	Date:

## 16 to 19 Bursary Fund Application: Discretionary Bursary

Discretionary Bursary: for students from lower income households, where the household income before deductions is below £25,000 and where, support is necessary to overcome financial barriers and enable participation. This would typically include students from households in receipt of benefits OR students with an identifiable financial need.

### Section A (to be completed by the student)

Student's full name:		Tutor Group:	
Student's full address including postcode:			
Contact telephone number:			
Email address:			

I wish to claim support from the 16 to 19 discretionary bursary fund, and I provide the following information as evidence of **my household circumstances** (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year. **Please note you do not have to provide all of the evidence below – any evidence you provide will be taken into consideration.**

	<i>Tick as appropriate</i>
Universal Credit, Income Support, or Employment and Support Allowance: all pages of the 3 most recent award statements showing earnings for each period.	
Disability Living Allowance, Carers Allowance, or Personal Independence Payments.	
P60 or 2 months' pay slips or 4 weekly slips dated within 3 months.	
Audited accounts or official tax return or tax credits showing self-employed income.	
Pension – official letter showing an ongoing pension.	
Council Tax Reduction – all pages of an official letter showing ongoing benefit.	
Child Tax Credit and Income above £16,190 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months.	
Entitlement to any other benefits – housing benefit etc	
Details of any other income / earnings	

Other relevant evidence relating to household income or circumstances (please specify), e.g. in receipt of free school meals in Year 11, number of dependent children etc.	
Information provided is for this purpose only and will be treated in the strictest confidence.	
Please detail what financial support you need and the costs applicable to the best of your knowledge when submitting the claim e.g. travel, essential books, equipment or specialist clothing (such as protective overalls, for example).	Cost
Total costs applicable:	£

**NB: For audit purposes all receipts, invoices, etc must be filed with any claim to verify payment.**

<p><b>I confirm that I have read the attached guidance, and the information provided on this form is correct.</b></p> <p><b>I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support, and may result in further action.</b></p> <p><b>I understand that I may have to repay part or all of this assistance offered if my attendance, conduct, or progress is not satisfactory.</b></p> <p><b>I confirm I consider myself / my child to be in financial need.</b></p>	
Student signature:	Date:
Parent/Guardian signature:	Date:

**Section B (to be completed by the student)**

<b>Student Bank/Building Society Details</b>			
To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form			
Name of Account Holder:			
Name of Bank:			
Branch Address:			
Account Number:		Sort Code:	
Please note that if your application for the 16 to 19 Bursary Fund is unsuccessful these details will be shredded. For those that are successful, these details will be kept securely and confidentially, in line with our GDPR retention policy.			

**Section C (to be completed by Bursary Fund Administrator)**

I have seen the evidence required for the full bursary and have placed copies on the student's files.	
Bursary Committee members in attendance:	Date of meeting:
Award approved / amount:	
Actions agreed to reimburse student:	
Administrator name and signature:	Date:
Finance authorisation:	Date: