



## 16-19 Bursary Fund – Policy 2023-2024

### What is the 16-19 Bursary Fund?

The fund is made available from the Government to provide support towards those that most need help with the costs of continuing in further education.

There are two types of bursaries available: **Vulnerable Bursary and Discretionary Bursary**. We have divided the Discretionary Bursary into two categories to assist in determining levels of support required.

The sixth form receives a set amount of Discretionary Bursary funding each year. This may mean that eligible students do not receive the same amount of financial support each year, depending on the number of applicants and differing levels of need across the sixth form. The sixth form applies for Vulnerable Bursary funding when a student's eligibility has been verified. The amount will be dependent on application evidence.

Wherever possible, students will receive the bursary in kind. For example, textbooks and travel passes will be purchased for the student by the sixth form. If this is not possible, students will be reimbursed into their personal bank account when evidence of necessary expenditure has been provided. Please ensure all receipts are retained.

### Applications

Details of how to apply for bursary support will be available on the website prior to the start of term and highlighted during the induction period. All applications require a completed application form with sufficient supporting evidence. Making an application does not guarantee bursary support. Students need to complete a new application form for each academic year. Applications will be treated with the strictest of confidence and any information provided will be destroyed after 7 years as per financial retention guidelines.

### Eligibility

- To be eligible for the 16-19 Bursary in the 2023-2024 academic year, the student must be aged 16 or over and under 19 on 31<sup>st</sup> August 2023.

- Eligibility for both the Vulnerable and Discretionary Bursary is determined by both household income and financial need. Supporting evidence is required for both types of bursary.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing a study programme, they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).
- Students aged 19 or over are not eligible for the Vulnerable Bursary.
- Students must also meet the residency criteria as set out in the EFA Funding Guidance
- Students must be participating in provision that is subject to inspection by a public body that assures quality, for e.g Ofsted.

### **Bursary Fund Levels**

The 16-19 Bursary Fund is a limited fund split across all eligible applicants. The school will prioritise allocation by considering students' individual circumstances, financial need and costs of further education. There are two types of bursaries: **Vulnerable Bursary and Discretionary Bursary**.

#### **- Vulnerable Bursary**

Students in the following defined vulnerable groups may be eligible for bursary support up to the value of £1200 per year provided they are enrolled in a study programme of 30 weeks or more. Bursary support is calculated on a pro rata basis if less than 30 weeks of study.

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

- <u>Discretionary Bursary 1</u>	- <u>Discretionary Bursary 2</u>
Students who are in receipt of free school meals or have a total household income of £16,190.	Students who have a total household income of between £16,190 and £25,000.

### **Provision of Support**

Each eligible student will be invited to meet with the sixth form team to discuss how best to support them. All sixth form students must sign a home school agreement which outlines the academic, attendance and behavior expectations of the sixth form. If any student fails to meet these requirements, the bursary support may be withdrawn. Similarly, if any student withdraws from their study or reduces their study time, bursary support will be reflective of their time in the sixth form.

### **Appeals**

Any student who wishes to appeal decisions regarding their bursary application should firstly contact the Head of Sixth Form.

### **Fraud**

Fraudulent applications and supporting evidence will be referred to the police. Any payments and resources received will need to be returned to the sixth form.

### **Application Deadline**

We encourage completed applications by the 16<sup>th</sup> of September 2023 to ensure that support can be given as soon as possible in the Autumn term. However, applications are welcome throughout the year if financial circumstances change. Please be aware that there is a finite amount of bursary funding to split between students. Applications will be processed as quickly as possible but may take up to two weeks. The outcome of each application will be shared with the applicant in writing.

The 16-19 Bursary Fund Guide 2022-2023 was used to inform this policy and application form. Please find the link attached for more information.



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<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year#eligibility-criteria-bursaries-for-young-people-in-defined-vulnerable-groups>