

# 16-19 Bursary Fund Policy

## INTRODUCTION

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- 1.1 A Government funded bursary scheme has been set up to help 16-19 year olds continue in full time education.
- 1.2 The Head of Sixth Form has the responsibility of raising awareness of this scheme.

## ELIGIBILITY

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- 2.2 To qualify you must be aged under 19 on the 31st of August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There are three levels to the Bursary and you can only be eligible for one:
- 2.2.1 **Level 1.** Those most in need, such as young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance, those who get Income support or universal credit because you're financially supporting themselves, if claiming Personal Independence Payment (PIP) in their name and either ESA or universal Credit can apply for a bursary of **£1,200** per year funded by the Government paid in-kind.
- 2.2.2 **Level 2.** This bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education, for example, being able to afford transport to school, field trips or textbooks. Applications must state what the identifiable financial need is. The criteria for any support are that the total household income must be less than £25,000pa and that no other income is available from another household to support the student. Documentary evidence is required. Students will receive a bursary of up to **£300 per year** paid through reimbursements for identified and agreed costs outlined in the application process.
- 2.2.3 **Level 3.** This bursary is not means tested and is available to support travel costs for students who need to attend another educational provider to complete their course. In most circumstances the school will provide transport and charge this to the 16-19 bursary fund to a maximum of £150 per student paid through reimbursements.
- 2.3 The award will be dependent on good behaviour.
- 2.4 In addition to the above, good attendance (above 90%), with no more than 10% unexplained absence from all lessons.

## WHAT CAN THE BURSARY BE SPENT ON?

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3.1 The bursary fund is for educational books, school meals, transport or other course-related costs needed to help a young person stay in education. Please also note that the school will purchase rail or bus tickets (swift cards) on behalf of students if the Bursary is to cover transport costs. The school will provide students with reimbursements for clothing, stationery and books. We will directly cover the costs for school trips and visits.

## IF I AM IN ONE OF THE ELIGIBLE GROUPS WHAT EVIDENCE WILL THE SCHOOL NEED TO SEE?

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4.1 All evidence is required to be dated within the last 3 months or be relevant for the current tax year, documents considered as supporting evidence are as follows:

### 4.1.1 Level 1

In care or a care leaver – Request the Local Authority provides a confirmation letter for the School.

### 4.1.2 Level 2

- Income support – Provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to.
- Income Based Jobseekers Allowance – Provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to.
- Child Tax Credit – Provide the TC602 letter from HM Revenue & Customs  
(Families annual income must not exceed £16,190)
- Universal Credit – Provide – Copy of the UC claim from DWP (UC claimants should be able to print off details of their award from their online account)
- Pension Guarantee Credit – Provide the Award Notice from the Pensions Service
- Income Related Employment and Support Allowance – Provide the entitlement letter
- Receipt of support under Part VI of the Immigration and Asylum Act 1999 – Provide the application registration card or form SAL 1/SAL2 from the Immigration and Nationality Directorate

Please note: Working Tax Credits, Jobseekers Allowance – contribution based, a bank statement are insufficient documents to provide as evidence.

### 4.1.3 Level 3

Confirmation letter signed by the Head of Sixth Form.

## HOW DO I APPLY?

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- 5.1 Complete bursary application via applicaa.
- 5.2 There will be further opportunities to apply for any students facing a change in circumstances part-way through the year or new starters. The deadline for the “change of circumstances” windows will be, one at the end of January 2025 the other at the end of April 2025.
- 5.3 In exceptional circumstances where a need can be evidenced a small part of the Bursary may be advanced in September to assist return to school.
- 5.4 You must apply each year.

## WHAT HAPPENS TO MY APPLICATION FORM?

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- 6.1 Our Bursary Allocation Panel will comprise of the Headteacher from your school, the Head of Sixth Form from your school and the Finance Director.
- 6.2 The Bursary Allocation Panel will meet in October, February and May to review all applications received. Payments will be made on an instalment basis throughout the year. Approved applications will be monitored and evaluated throughout the year and should a student fail to meet the conditions of the grant, then funding may be withdrawn at any time.
- 6.3 Your School will provide in-kind support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment

## APPEALS PANEL

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- 7.1 Should you not agree with the outcome of your application, please put your appeal in writing to the Head Teacher who will review the decision.

**NB: The bursary payment to schools is a fixed sum and not on a per student basis. Your school may have to vary the amounts of its bursaries to deal fairly with the number of eligible students in their Sixth Form.**