



Title	16-19 Bursary Policy
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Associated Policies	
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1. 16 to 19 Bursary Funding

The 16-19 Bursary Funds are paid by the Education and Skills Funding Agency (ESFA) to Schools to provide financial help to students whose access to education might be inhibited by financial consideration. A bursary is money that may be typically used to pay for things such as books, equipment, free school meals, transport, field trips.

[16 to 19 Bursary Fund guide 2021 to 2022 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year)

The 16 to 19 Bursary Fund has 2 elements:

- **Vulnerable Bursary for vulnerable young people:** Please see below for details of eligibility.
- **Discretionary Bursary:** These awards are targeted towards those young people who face financial barriers to participation in education, such as the costs of transport, meals, educational visits, books and equipment. The awards are aimed to fit the needs and circumstances of individual students and are at the discretion of the person appointed by the Principal to manage the School's bursary funds.

2. Eligibility

2.1 Age

To be eligible to receive a 16 to 19 Bursary in the 2021/22 academic year the student must:

- Be aged 16 or over and under 19 on 31st August 2021; or
- Be aged 19 or over at 31st August 2021 and have an Education, Health and Care Plan (EHCP); or
- Be aged 19 or over at 31st August 2021 and continuing on a study programme they began aged 16 to 18.

The last two groups are only eligible for discretionary bursary

2.2 Residency

- Students must meet the residency criteria in [ESFA funding regulations](#) for post-16 provision.
- Accompanied asylum seeking children - as long as they have not had their application for asylum refused, the student may receive in-kind student support such as books, equipment or a travel pass. Cash will not be paid directly under any circumstance unless they are an unaccompanied asylum-seeking child.
- Unaccompanied asylum seeking children – If they are an

unaccompanied asylum seeking child, then they will be treated as looked after child and be eligible for a bursary for vulnerable groups ('in care' group), where it is identified that they have a financial need.

- Where an unaccompanied asylum seeking child reaches 18

In addition, they must be eligible in one of the following categories:

2.3 Category 1 - Vulnerable Bursary

The following students **may** be eligible for a bursary of up to £1,200:

- They are in, or have recently left, local authority care;
- They are 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 child or partner);
- They are 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.

They **may** qualify for the full amount, or a part thereof, depending on their individual circumstances. Funding for this bursary is held centrally by the ESFA. Students who qualify for this bursary might experience a short delay while the School applies to drawdown the funding.

2.4 Discretionary Bursary

Category 2

A proportion of the funds allocated to the School will be distributed amongst the students who face the greatest financial hardship. These students are likely to be those who are eligible for free school meals and whose household income is below £16,190 (per government Free School Meal eligibility criteria). Please see application form for evidence needed.

Category 3

Further applications will be considered on an individual basis and where the household income is between £16,190 and £20,817. Please see application form for evidence needed.

Category 4

Further applications will be considered on an individual basis where a student had experienced a sudden change in circumstances causing hardship during the academic year. Awards in this category will be at the discretion of the VI form team and the Head of VI form should be contacted in the first instance.

The provision of financial support will be monitored by the School and if the School deems that the financial support is not supporting academic progress than alternative support may be put in place following discussions with parents/guardians and student.

3. How much is the bursary payment/How will it be paid?

3.1 Students in Vulnerable Groups

Students in one of the defined vulnerable groups may receive a payment of up to £1,200 for the academic year, payable in regular instalments. If a student is on a study programme which lasts less 30 weeks in an academic year, then the £1,200 should be pro-rated to the number of weeks of study.

If IT/specialist equipment or bus passes are required, then the School will purchase this and the cost deducted from the student's overall award.

Where a carer has responsibility for the young person's finances, meetings should be set up with them to decide how payments should be made.

Additionally, all students who qualify for a vulnerable bursary should be offered budgeting training to help ensure his or her support delivers the maximum benefit.

3.2 Student who qualify for the discretionary bursary

The majority of discretionary bursary allocation payments will be 'in kind', based on their needs, which may include but are not limited to:

- Essential books;
- Bus pass;
- IT/specialist equipment;
- School trips;
- Clothing to meet the dress code of the sixth form;
- Travel to open days or university interviews.

Dependent upon individual circumstances, the Bursary Fund may pay the full cost or only a proportion, with the balance being paid by the student.

Any student who is in receipt of Free School Meals will continue to be entitled to Free School Meals under the bursary scheme.

Where cash payments are being made to students, payments will be made directly to students via BACS transfer into the student's account (payments will not be paid into parents or carers bank accounts)

Justification will be required for any direct cash payment. The following process outlines how a reimbursement for items purchased can be gained from the students allocated bursary allocation:

Additionally, where cash payments are made to students to reimburse expenditure the following process must be followed:

- A reimbursement form should be filled out (These can be gained from the Vi form office)
- Students must provide copies of purchase receipts as proof of purchase which should be attached to the reimbursement form.
- Students must take the form to the Director of Vi form so the expense can be checked and signed off.
- The VI form team will check the receipts against the students allocated spend to ensure that the student has enough money left in their allocation.
- Once sign off and checking is complete the reimbursement form and receipt will be photocopied and sent to finance for payment.

These details will be held on file. In exceptional circumstances the school will consider alternative arrangements.

4.0 Qualifying conditions

The following conditions apply to the receipt of bursary payments: All payments (both in kind and cash) will be subject to meeting the attendance and behaviour requirements of the School.

- Qualifying Period – Satisfy a qualifying period of study, i.e. at least six weeks;
- Attendance – a minimum of 96% attendance (subject to exceptional circumstances). The Bursary payment will be reduced or even removed if attendance falls below 96%;
- Behaviour – No cause for concern and no staff perusing a level of the behaviour policy;
- Progress – Student must show that they are committed and utilizing their lesson time and study periods. Predicted grades must reflect this.

The bursary allowance may be withdrawn if any of the above is not satisfactory, this is at the discretion of The Sixth Form Bursary Panel.

Principals may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

The following list gives examples of some of the occasions when permission for absence may be granted on a limited basis providing written notification is provided in advance:

- Illness and medical/dental appointment;
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

The following reasons for absence would not usually be considered acceptable:

- Driving Theory Test
- Holidays taken during the school term
- Part or full time work which is not part of your programme of study
- Leisure activities that are not part of your programme of study
- Birthdays or similar celebrations
- Babysitting younger siblings or looking after other family members (excluding registered young carers)
- Driving lessons
- Missing the bus
- Waking up late

5.0 Bursary Application Deadlines

- **Vulnerable Bursary** – there is no deadline. However, there is a limited pot of bursary funding and as such, applying earlier in the year will mean that we are able to allocate the bursary payments to better meet student's needs. We will also be able to offer assistance and arrange regular payments if you apply for the funding early in the year.
- **Discretionary Bursary** – We encourage students to submit their applications at the start of the September term, however the closing date for application is the end of the first week in October. The discretionary bursary is a limited sum of money allocated to the School. Once our allocation has been allocated to students, we will keep a contingency sum of money aside for any students who have experienced a change in circumstances. However it is necessary to state that once the pot of money is used we may not be able to accept any further applications.

6.0 How To Apply

- If you believe you are eligible for the bursary, please complete the 16 to 19 Bursary Fund Application Form. This can be obtained from the 6th form office.

- If you need help in completing the form, please contact the 6th form office on sixthforminfo@hattonacademy.org.uk .
- A new application form must be submitted each year for consideration.
- There is no guarantee that funding will be available for future years, even if you are eligible for the current year.
- All applications will be kept in the strictest confidence.

6.1 Evidence or supporting documents

The supporting documents needed are outlined in the application form. You will also need to bring your original birth certificate or a current passport to the Sixth Form (after the application has been approved). If required, you may be asked to provide evidence of your eligibility to live in the UK.

6.2 Signed Declarations

At the end of the application form, students and their parent/carer must sign a declaration. Students and their families should be aware that if false or incomplete information is submitted, the matter may be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. The Sixth Form will seek to recover any payments the student is not eligible for. We must be notified in writing of any changes to the information provided, which may affect the eligibility of the bursary. If the student leaves the Sixth Form or fails to abide by the Sixth Form's attendance and behaviour policies we may ask for the award to be returned, withhold payments or provide no further reimbursements of moneys spent.

7.0 Application Process

1. Following the application deadline each application form will be checked.
2. Where an application form requires further evidence the applicant will be notified.
3. Each applicant will have a meeting with one of the VI form team in order to ascertain individual student need.
4. Once all of the meetings have taken place the VI form team will identify the needs of each student and look to allocate the available bursary funds accordingly.
5. Each student will be informed if they have been successful through written communication, where their allocation will be shared with them.
6. If a student is successfully awarded a bursary sum, the funds supplied must be spent on educational consumables. The list of

items that are eligible for purchase will be made clear to you in your confirmation letter

7. Educational consumables are paid for via a refund claim from our finance department. The sum is then subtracted from your total amount.