

## **16 – 19 Bursary Fund**

### **Guidelines for Learners and Parent/Guardians**

#### **❖ What is the 16 – 19 Bursary Fund?**

The Government through its funding body, the Education and Skills Funding Agency (ESFA) has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16 – 19 Bursary Fund.

There are 2 types of 16 – 19 Bursaries:

- Defined Vulnerable Group Bursaries of up to £1,200 a year.
- Discretionary Bursaries – targeted towards students whose access to, or completion of, education is inhibited by financial constraints or barriers.

#### **❖ Who is eligible for 16 – 19 Bursary Funding?**

Students must be at least 16 years old but under 19 years old at the start of their full-time academic programme (31<sup>st</sup> August) **and** fall into one of the categories below:

- The student meets the criteria in one of the 4 defined vulnerable groups (see Defined Vulnerable Group Bursary for more information).
- The student is in receipt of Free School Meals (see Discretionary Bursary: Medium Priority for more information).
- The student's family have a gross annual household income (including benefits) below £25,000 (see Discretionary Bursary: Medium Priority and Low Priority for more information).
- The student's family have a gross annual household income (including benefits) below £28,000 **and** have more than one child under the age of 18 living in the house (see Discretionary Bursary: Low Priority for more information).

#### **❖ Defined Vulnerable Group Bursary: High Priority**

The 4 defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support / Universal Credit in their own right because they are financially supporting themselves and anyone dependent on them i.e. a child or partner.
- receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right

Eligible students could receive Bursary support of up to £1,200 per year.

The Academy may provide essential textbooks for courses and printing/photocopying/lunch credit. Loan of a Bursary laptop.

Students in this group could also get a contribution towards the cost of transport to/from school; meals; vouchers; exam retakes/UCAS fees; clothing or essential equipment for courses; educational trips and visits.

### ❖ **Discretionary Bursary: Medium Priority**

This support is aimed at students whose family have a gross annual income (including benefits) **below £20,000** and for students who are in receipt of **free school meals**.

The Academy may provide essential textbooks for courses and printing/photocopying/lunch credit. Loan of a Bursary laptop.

Students could also get a contribution towards the cost of transport to/from school; meals; vouchers; exam retakes/UCAS fees; clothing or essential equipment for courses; educational trips and visits.

The amount of support awarded will be dependent on the funding received from the ESFA and the number of eligible applications received.

### ❖ **Discretionary Bursary: Low Priority**

This support is aimed at students whose family have a gross annual income (including benefits) **between £20,000 and £24,999** or whose family have a gross annual income (including benefits) below **£28,000** and have **more than one child under the age of 18 living in the house**.

The Academy may provide essential textbooks for courses, materials, resources and printing/photocopying/lunch credit. Loan of a Bursary laptop.

Students in this group could also get a contribution towards the cost of transport to/from school; meals; vouchers; exam retakes/UCAS fees; clothing or essential equipment for courses; educational trips and visits.

The amount of support awarded will be as per the Medium Priority Group but lower value.

The amount of support awarded will be dependent on the funding received from the ESFA and the number of eligible applications received.

### ❖ **Who is not eligible to apply for 16 – 19 Bursary Funding?**

- Students under 16 years old or over 19 years old at the start of their full-time or part-time academic programme (31<sup>st</sup> August) **unless** they are continuing on a study programme they began aged 16 - 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).
- Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above.

### ❖ **Will Bursary support affect my parent/guardian's entitlement to any DWP income related benefits?**

**No.** 16 – 19 Bursaries are awarded **directly to students** in addition to other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Universal Credit, Housing Benefit and **do not** affect them.

## ❖ How does TBOWA assess applications and allocate 16 – 19 Bursary Funding?

The 16 – 19 Bursary Fund is a limited fund and the Academy will prioritise allocation. Applications will be assessed and allocated to one of three categories: High Priority, Medium Priority or Low Priority.

## ❖ How to Apply

Those wishing to apply must complete the Academy Bursary Application Form available from the 6<sup>th</sup> Form Office or website.

Applications must be returned to the 6<sup>th</sup> Form Office as soon as possible in **September** each year with the relevant documentary evidence. The application deadline is **October half-term**.

Applications received after this date will be considered, if funds are available, or if circumstances deteriorate during the academic year.

## ❖ Evidence to Support Applications

Claims will not be processed without evidence of eligibility:

### High Priority Group

This could be for example: a letter from the Local Authority confirming you are in care or have recently left care (Care Leaver); a letter from the DWP confirming the types of benefit to which the young person is entitled in their own right.

### Medium Priority/Low Priority/One-Off Support

This could be for example: Tax Credit Award Notice / Universal Credit Award Notice (at least 3 of the most recent monthly award statements); a letter from the DWP confirming your family's benefits.

## ❖ Confidentiality

The Academy will ensure that applications are handled confidentially. Hard copies of all documents will be kept for a period of six years, for audit purposes.

## ❖ Queries

Any queries relating to an application should be directed to the 6<sup>th</sup> Form Administrator in the first instance. Telephone: 01202 512697.

## ❖ Awards and Payments

The amount of support awarded will be dependent on the funding received from the ESFA and the number of eligible applications received.

Financial support may be awarded 'in kind' i.e. travel passes / vouchers / meals / books / course materials or by payments via BACS or cheque.

Payments will be made on production of relevant receipts/invoices/official estimates where required.

Non-compliance with the 6<sup>th</sup> Form Student Learning Contract may result in the loss of financial support.

Failure to meet the Academy standards of attendance, behaviour, effort and completion of work may result in the loss of Bursary support.

Giving false or incomplete information that leads to incorrect/overpayment may result in future support being withdrawn and any incorrectly paid funds being recovered. The matter may be referred to the police with the possibility of the student and/or their family facing prosecution.

## ❖ Changes in circumstances over the Academic Year

A small contingency amount will be retained from the overall Bursary Fund (Exceptional Circumstances) so that some support is available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

Students/parents/guardians are duty bound to inform the Academy of any change in circumstances that would affect the entitlement to the Bursary Award.

## ❖ Returning Books and Equipment

Students will be asked to return any books and equipment purchased through the Bursary Fund to the 6<sup>th</sup> Form Administrator at the end of their studies in order for them to be re-used for the benefit of future Bursary students.

## ❖ Decisions and Appeals

All applications will be considered and assessed by the 6<sup>th</sup> Form Administrator and 6<sup>th</sup> Form Lead. The student will be notified of the decision in writing.

There will be right of appeal to the Chair of Governors if it is felt that an individual case has not been given due consideration. This must be given in writing. The decision rests with the Governors. There is no further right of appeal.