

Scholars' Education Trust

POLICY TITLE:	16-19 BURSARY FUND
STATUS	Non-statutory
REVIEWED BY:	Trust Board
DATE DUE:	Autumn 2020
DATE OF APPROVAL:	7 December 2020
NEXT REVIEW:	Autumn 2024
AUTHOR:	Chief Operations Officer

❖ School = School and/or Academy

Lack of funding should not be a barrier to entering and achieving in post compulsory education. It is currently a government priority to close the gap in attainment between those from different financial background and to ensure that every child can participate and benefit from the 16-19 curriculum. They have therefore made a fund available to help with some of the costs that staying on in education might incur. This fund is available to support those students who come from the most financially deprived backgrounds and who need the most help with the costs of staying on in education. The fund is pooled across Scholars' Education Trust to offer equality of grants and effective use of funds for all our students.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year; and
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

The Trust will determine the eligibility criteria of this discretionary bursary; the amount of support given and the frequency and conditions under which the payments for this second bursary are made. The 16-19 Bursary will only be awarded to a student who meets the eligibility criteria and who is facing genuine financial barriers to participating in education.

Eligibility

To be eligible to receive the 16-19 Bursary in the current academic year, the students must be aged over 16 and under 19 on the 31st August of that year. Students must also meet the Educational Funding Agency residential criteria. Students must be full time students within the Trust to be considered for a bursary. Receipt of the 16-19 Bursary Fund does not affect entitlement to any DWP income-related benefits.

Vulnerable Bursary

Students who fit into the following criteria will be awarded £1200 a year from the Student Bursary Support Service (SBSS). Students must be in one of the defined vulnerable groups:

- 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; or
- 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.

These will be paid in 3 instalments of £400 via BACS at the start of each term.

For this to apply, you will need to fill in the application form and also provide evidence of the benefit you are receiving and/or written confirmation from the local authority of your care status.

16-19 Bursary

This is a discretionary amount, dependant on the need of the student. The decision of amount allocated, frequency and form of payment will fall to a committee consisting of the Deputy Head and the Head of Sixth Form. This money can also be used to support young carers where there is an identified financial barrier to education. There is potential for any awards to be paid "in kind" rather than as money. For example, if a student needs support with transport costs, the award may come in the form of a bus pass. Dependant on the student need, a bursary can be awarded weekly, monthly, termly or as a one off payment. Family circumstances will also be taken into consideration when looking at overall income, such as number of dependent children within the home, distance travelled to school, cost of course materials.

There are 3 grades to this. Students must meet one of the following criteria to be eligible to apply for a bursary:

1. For those with a household income of £16,000 or less an application can be made for regular financial help towards transport costs to school; food while at school; educational visits; re-sit exams and school materials.
2. For those with a household income between £16,001 and £21,000 you can apply for financial help towards transport costs to school; food while at school; educational visits; re-sit exams and school materials, however awards will be lower than (1).
3. For those with a household income of between £21,001 and £26,000, you can apply for one off payments to support payments towards educational trips, educational clothing, re-sit exams or other educational costs. Awards will be lower than either (1) or (2).

There is also a small amount of money available for emergencies should they arise. Students should discuss with the Head of Sixth Form if they feel there is a situation under which they feel they may be eligible for additional one off support for educational means.

Payment of bursaries is subject to the following conditions:

- Evidence of financial circumstances must be provided. Evidence can come from any documentation demonstrating household income – for example evidence of receipt of benefits; a P60; Tax Credit Award Notice; Evidence of self-employment income. All documentation provided will be treated with the highest level of confidentiality.
- Students need to adhere to the criteria in the Learning Agreement, particularly regarding attendance.
- If students or their families have a change in circumstances, they must make this known to the school and awards may be reviewed in response to this.

If these conditions are not upheld, the Trust can withhold payments and, if necessary ask for money to be paid back. In addition, Bursary payments will be reduced pro rata in accordance with attendance figures for each student.

If you feel you are eligible for a bursary, please complete the application form, and attach relevant evidence of financial status. Return this to the Head of Sixth Form as soon as possible. The committee will then meet and you will be informed, in writing, of their decision in regards to your application and a copy will be passed to the central finance office.

If you have received free school meals at any point during your schooling then it is recommended that you apply for a discretionary bursary.

Details of how the fund operates can be found here:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>

Scholars' Education Trust 16-19 Bursary Fund Application 202_ - 202_

Student details:

Surname		
Forenames		
Address		
Postcode		
Date of Birth		
Form Group		
I confirm that I meet the residency requirements outlined in the policy		

Funding Applied for (please tick):

1. Vulnerable Student Bursary		
I am in care		
I am a care leaver		
I am in receipt of Income Support or Universal Credit		
I am in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments		

2. 16-19 Bursary		
My total annual household income is £16,000 or less		
My total annual household income is between £16,001 and £21,000		

3. One-off payment		
My total annual household income is between £21,001 and £26,000		
I have previously been awarded a bursary		

For One-off Payments, please state below what items are needed to support your education and approximate costing for these. Please note that if payment is awarded under this category, you will need to provide receipts.

Items Needed	Source	Approximate costs
<i>E.g. Bus Pass</i>	<i>Arriva Buses</i>	<i>£36.00</i>

Please continue on an additional sheet if necessary.

If you have other circumstances you would like to be taken into consideration (e.g. other dependent children under the age of 18) please state them below:

Household income

Please include the appropriate supporting documents as applications cannot be processed without them. Original documents must be provided but do not send these through the post. Documents will be photocopied and the original returned to you. The photocopies will be kept for auditing purposes. All information will be treated in the strictest confidence.

My Total Annual Household Income is:	£
--------------------------------------	---

Please tick any documents provided as evidence:

Receipt of benefit	
P60 (previous tax year) – any additional information for current tax year may help applications.	
Tax Credit Award (previous tax year) – any additional information for current tax year may help applications.	
Evidence of self-employment income (previous tax year) – any additional information for current tax year may help applications.	
Other – Please state:	

-
- I confirm that the above information is true and correct to the best of my knowledge and belief.
 - I agree to inform the school should my financial situation change during the time I am claiming a bursary. I understand that failure to do so may result in the loss of my bursary and I may be required to pay back any money overpaid as a result of this failure.
 - I understand that being awarded a bursary is subject to me meeting the criteria as outlined in the Learning Agreement.

Signed: _____ (student) Print name: _____

Signed: _____ (parent) Print name: _____

Bank Account Details (for direct payments)

Bursary payments paid by BACS are made directly to the student claiming therefore the bank account stated on this form must have the student as the only account holder, or as a named member of a joint bank account.

You must attach an original account statement, letter or form from your bank or building society that shows your name, sort code, account number and home address. Photocopies will be held in a secure location. Please complete the details below:

Student Bank or Building Society Details:

Full Name of Account Holder (this should be as it appears on your card or statement)	
Name of Bank/Building Society	
Branch	
Sort Code	__ __ -- __ -- __
Account Number	

Bursary Committee Use only			
Date application received		Date application reviewed	
Supporting documentation	Provided	Any Additional Information:	
	Copied		
	Returned		
Level of Bursary agreed	1 2 3 Denied		
Amount awarded	£	per	Form of payment
Date Student informed			