



16-19 Bursary Fund Policy

2022 - 2023

Document Control Information					
Document Title		16-19 Bursary Fund Policy			
Organisation / Site		New Bridge School			
Review Period:		Annual			
Document Owner and Reviewer:		Headteacher			
Approval Committee		Governors			
Revision and Approval History					
Author	Summary of changes	Issue	Date Applicable From	Approved by	Date of Next Review
R Righini	New policy	1	31/08/2017	Governors	31/08/2018
R Righini	Policy review	2	31/08/2018	Governors	31/08/2019
R Righini	Policy review	3	31/08/2019	Governors	31/08/2020
R Righini	Policy review	4	31/08/2020	Governors	31/08/2021
G. Lyons	Policy review - updated with new guidance	5	29-03-2022	Governors	31/08/2022
G. Lyons	Doc review no changes	6	06-12-2022	Governors	31/08/2023
Equality Impact					
Statement	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.</p>				
Screening	<p>This document has been screened by the Equality Team and the impact has been assessed as:</p> <p> <input type="checkbox"/> Not applicable <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High </p>				



1. Purpose

- 1.1. The Sixth Form Bursary Fund is set up to provide financial support to help students overcome specific barriers to participation so they can stay in education. It is money the government has given to local authorities, schools, colleges and other education and training providers to give to disadvantaged students.
- 1.2. New Bridge School will comply with the regulations set out in the appropriate 16-19 Bursary Fund - Guide published by the Educational and Skills Funding Agency (ESFA)
- 1.3. Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- 1.4. Make clear to parents and students the type of support which is available and the means of applying for it
- 1.5. Make clear to parents and students the attendance and behaviour conditions for receiving the funds

2. Scope of Policy

- 2.1. This policy provides guidance for students and parents about making a claim to the 16-19 Bursary Fund.
- 2.2. This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the 16 to 19 bursary fund for the 2021 to 2022 academic year.
- 2.3. This policy complies with our funding agreement and articles of association

3. Aim(s)

- The aim of this policy is to:
- 3.1.1. The Bursary Fund is designed to help those young people between the ages of 16-19 who face the greatest barriers to continuing in Post-16 Education.
 - 3.1.2. To be eligible to receive a bursary the young person must be at least 16 years old but under 19 on 31st August 2022.
 - 3.1.3. Students aged 19 or over are eligible only for a discretionary bursary if they:
 - 3.1.4. Are continuing on a study programme or course which they began when they were aged 16 to 18 years old, or
 - 3.1.5. Have an education, health and care (EHC) plan
 - 3.1.6. In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

4. Types of Bursary

There are 2 types of 16-19 bursaries:

- 4.1.1. **Vulnerable bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups per year for study programmes lasting 30 weeks or more. When calculating the amount, we will look at cases individually and base the outcome on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.



The Vulnerable Bursary is available to students who fall in one of the following vulnerable groups:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers
- Young person in receipt of Income Support/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;
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right
- Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

4.1.2. The Government have made a commitment that all students who are eligible for this Bursary will receive up to a total of £1,200 for the academic year. New Bridge School will be dependent on receipt of sufficient allocation of funds in order to meet all of the applications.

4.1.3. If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate

4.1.4. We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

4.2 **Discretionary bursaries** for those not falling into one of the vulnerable groups and where financial support is needed to stay in education, an application can be made for a discretionary bursary. Applicants must be between 16 and 19 years old and in full time education. For example, transport, meals, books and equipment.

4.2.1 Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary

4.2.2 A total household income in one of the following bands

Band 1 - annual household income of £16,190 or less. Students with annual household incomes of less than £12,000, and between £12,000 and £16,190.

Band 2 - annual household income between £16,190 and £20,817. These students receive the same allowances as Band 1 - but smaller contributions.

Band 3 - annual household income between £20,817 and £25,521.

4.2.3 Once we have confirmed your eligibility, the amount of funding you will be eligible for will be allocated according to need. We will assess your need according to the number of household dependents, the distance the student travels to attend your course and whether or not the student will attend any placements as part of their course



- 4.3 Supporting evidence will be:
- Proof of income for working families
 - Proof of household benefits for non-working families such as a P60 or previous wage slip for a set duration.
 - New Bridge School will also look at individual family circumstances which may affect household income. For example, whether the young person lives in a single parent household, or other young people living in the household.
 - Written confirmation of a student's current or previous looked-after status from the relevant local authority; and/or
 - Written confirmation of a benefit award or tax credit notice, in the name of the student (for either bursary) or the parent (for the discretionary bursary)
- 4.4 Both bursaries may only be used to cover the cost of:
- School meals
 - After school clubs
 - Holiday clubs
 - School uniform for pathways
 - Specialist equipment
 - Bus pass
 - Books
 - Educational visits
 - Residential visits
 - Transition visits
- 4.5 Students who want to apply for support from the bursary fund should read this document.
- 4.6 Behaviour, attendance and punctuality will be monitored on a weekly basis. At least 90% authorised attendance and 100% punctuality should have been achieved. If there are any punctuality or attendance concerns, the bursary payment will be withheld for that specific week. Serious incidents of poor behaviour resulting in an internal or external exclusion will also result in bursary payments being withheld. Please note that absence or lateness will need evidence as to the reason in order to continue to receive the bursary payment.
- 4.7 We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria

5 Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted).

- 5.1 The provision must also fall into one of these groups:
- Be funded directly by ESFA or by ESFA via a local authority;
 - Be funded or co-financed by the European Social Fund;
 - Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA's list of qualifications approved for funding 14 to 19; or
 - Be a 16 to 19 traineeship programme



- Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

5.2 Students are not eligible if:

- They are on an apprenticeship programme; or
- Are on any waged training
- Students who are studying via distance learning are eligible for either 16 to 19 bursary but are likely to require financial help on a more infrequent basis (e.g. travel to exams). If this is the case, we will provide support in-kind, such as a travel pass, details of which shall be decided on a case by case basis.

6 Applications and payments from the Bursary Fund

- 6.1 Applications should ideally be submitted as soon as possible to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form. However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year. Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.
- 6.2 In line with government recommendations for good practice, all payments will be made 'in kind' and will cover the costs awarded for the areas in 4.2.4. If none of these areas are applicable then no bursary fund can be applied for.
- 6.3 Any further payments awarded from the bursary fund will be made on the last school day of each of the three terms – Autumn, Spring and Summer after deduction of 'in-kind' costs.
- 6.4 Any payment will be made to the student in their own name, unless parents/carers provide evidence that they are acting as Power of Attorney in the form of a letter confirming this status from the Department of Work and Pensions or Job Centre Plus.

7 Asylum seekers

- 7.1 Accompanied asylum seekers under 18 with an adult relative or partner and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.
- 7.2 We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.
- 7.3 Unaccompanied asylum-seeking children:
 - Are the responsibility of the local authority;
 - Are to be treated as 'looked after' children; and
 - Are eligible for a bursary for vulnerable groups, where they have a financial need
- 7.4 When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined



vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

8

Complaints

If a student feels aggrieved about how their request for access to New Bridge School's Allocation of the 16-19 Bursary Fund was handled, they should follow the school's complaints procedure.



Appendix 1 – Application to the Vulnerable Bursary Fund

This form should be completed and returned to New Bridge School for the attention of the finance office.

16-19 Vulnerable Bursary Assessment Form

Students defined as a Vulnerable Learner by the government are entitled to up to a £1,200 Bursary over the year.

Name of Student: _____

Date: _____

Do any of these categories apply to you?

I am a young person in care.....	<input type="checkbox"/>
I am a care leaver	<input type="checkbox"/>
I receive Income Support/Universal Credit	<input type="checkbox"/>
I receive both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.....	<input type="checkbox"/>



Appendix 2 – Application to the Discretionary Bursary Fund

This form should be completed and returned to New Bridge School for the attention of the finance office.

16-19 Discretionary Bursary Assessment Form

Name of Student:_____

Date: _____

Do any of these categories apply to you?

Family on income band 1.....	<input type="checkbox"/>
Family on income band 2	<input type="checkbox"/>
Family on income band 3.....	<input type="checkbox"/>

