



## Sixth Form Bursary Award Policy 2024-2025

<b>Approved by:</b>	Headteacher
<b>School Lead:</b>	School Finance Director
<b>Date:</b>	16 October 2024
<b>Next review due by:</b>	Annually - 1 September 2025
<b>Version number:</b>	2024.1
<b>Status:</b>	Management
<b>Where published:</b>	Staff Team Documents \ Policies \ Website

**Company Registration Number:**  
07536911 (England and Wales)

# Contents

1	What is the Bursary Fund?.....	3
2	Can I apply?.....	3
3	What are the criteria?.....	3
4	How is an application made? .....	4
5	How are the Full Bursary Award and the Discretionary Award paid?.....	4
6	Application timeline .....	4
7	Communication, Governance and Monitoring.....	4
	Appendix A – 16-19 Bursary Application Form.....	6

## 1 What is the Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation they face so they can remain in education.

A bursary is money that you, or your education or training provider, can use to pay for things like:

- clothing, books, and other equipment for your courses
- transport to and from school

The bursary fund is intended to help students with the essential costs of participating in their study programme. The bursary fund is not intended to support costs not related to education, e.g., living costs, extra-curricular activities, or services such as counselling, mentoring or extra tutoring.

There are two types of 16 to 19 bursary:

- a) a bursary for students in defined vulnerable groups
- b) a discretionary bursary for students who do not fall into any of the vulnerable groups but who require additional financial support to enable them to stay on in education.

## 2 Can I apply?

To apply for a bursary for 2024-2025, the student must be aged 16 or over but under 19 on 31 August 2024.

The application must be made by the student.

## 3 What are the criteria?

### a) Vulnerable Group Bursary

The defined vulnerable groups are students who are:

- in care
- have recently left local authority care
- 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
- receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit in their own right

The amount of bursary awarded depends on the costs the student has and what they need for their course. This might include money for books, equipment and/or travel costs to school or college.

### b) Discretionary Bursary

A student who is facing financial difficulty may be awarded a discretionary bursary should they meet one or more of the following criteria:

- (i) A student whose parents are claiming one of these benefits:
  - Income Support
  - income-based Jobseeker's Allowance
  - income-related Employment and Support Allowance
  - support under Part VI of the Immigration and Asylum Act 1999
  - the guaranteed element of Pension Credit
  - Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
  - Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- (ii) A student from a family with an income of less than £24,000 in the last tax year. This must be evidenced by benefit statements and/or a P60 for the 2023-24 tax year together with payslips for the most recent 3 months.
- (iii) A student from a family whose financial situation has changed and can demonstrate through benefit statements that their family income is now below £24,000.

#### 4 How is an application made?

The application is completed for the current academic year. Students should apply each year in September for their current year of study.

Students need to complete a 16-19 Bursary Application Form and submit with supporting details to the Sixth Form office by the deadline date indicated on the form. The 16-19 Bursary Application Form can be found in Appendix A of this document, accessed via the school website or Sixth Form office.

To submit an application students must complete the application in full for the appropriate award.

When submitting the application form please ensure you have included:

- a) For the Vulnerable Group Bursary this will include:
  - The completed application form signed by the student and a parent
  - A covering letter from the student explaining how they meet the criteria for the Vulnerable Group Bursary Award
  - Written confirmation from the Local Authority for the student's current or previous looked after status.
  - Evidence of benefits and allowances and household income.
- b) For the Discretionary Award:
  - The completed application form signed by the student and a parent
  - A covering letter from the student explaining why they need the bursary and how it will be used
  - Evidence of benefits and allowances and household income.

#### 5 How are the Full Bursary Award and the Discretionary Award paid?

Assistance can be provided in three ways:

- i) Books, stationery, and bus passes will in most cases be provided by the school
  - ii) Resources and materials (e.g., fabric for Textiles) will be reimbursed by the school
  - iii) A monthly payment into the student's bank account could be agreed to cover essential costs e.g., travel.
- These monthly payments are made over 10 months from October to July. Money will only be paid into an account in the name of the student.
- The continuation of these monthly payments will be subject to an attendance of at least 95%, and a record of good behavior and completion of work set.

#### 6 Application timeline

The following table below outlines the schedule for 2023/24

Friday 15 November 2024	Deadline for Applications to include supporting documents	9.00 am
Wednesday 20 November 2024	Letters sent to students confirming outcomes	by e-mail
Friday 22 November 2024	First payment for applications approved by 20 November	BACS transfer
Friday 18 December 2024	First payments for applications approved after 20 November	BACS transfer

#### 7 Communication, Governance and Monitoring

The school will provide a policy statement on how they will administer and distribute the funds allocated. This will be available on the school website with the application form. The ESFA (Education and Skills Funding Agency) allocates a specific funding to the school each year which is the school's allocated amount of money.

Money will be allocated according to the eligibility criteria and will be subject to the school's normal governance and audit regimes. Any complaints around how a student's application has been handled should be made via the school complaints procedure.

The Bursary Award will be monitored through the external school financial audit and through the ESFA who will request management information and will monitor through Ofsted.

## Appendix A – 16-19 Bursary Application Form

**Introduction:** The following details need to be completed to apply for the above fund. Please can all applications be received by **Friday 15th November 2024 at 9am** – applications can be accepted after this date, but the award may be reduced depending on availability of funding

**Covering Letter:** A covering letter must be written and signed by the student applying for the bursary (not their parent or carer).

### Section A – Personal Information

Please note that all personal details will be kept confidential and will only be shared with the EFSA auditors if requested.

Student's Full Name	
Address and Postcode	
Parent's E Mail Address	

### Section B - Bursary Award

Please indicate the award you wish to apply for. (Please indicate with a tick)

(a) Vulnerable Group Bursary (Please refer to Section C).	
(b) Discretionary Award (Please refer to Section D).	

### Section C - Vulnerable Group Bursary

Please complete the following and attach photocopies of relevant information to support your application.

**C1.** Attach a covering letter explaining how you meet the criteria for the Vulnerable Group Bursary Award

**C2.** Indicate your personal circumstances by circling the relevant answers below

		Evidence Attached?
<b>In Care</b> (Please supply written confirmation from the Local Authority)	Yes / No	Yes / No
<b>Care Leaver</b> (Please supply written confirmation from the Local Authority who provides Leaver Care Services)	Yes / No	Yes / No
Student receiving income support or Universal Credit (Please provide a copy of your benefit award notice)	Yes / No	Yes / No
Student receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit (Evidence of receipt of this benefit must be provided)	Yes / No	Yes / No

### Section D - Discretionary Award

Please complete the details below and provide as much information as possible to support your application

**D1.** Attach a covering letter explaining why you need a bursary and how it will be used

**D2.** Answer the following questions by circling the correct answer

		Evidence Attached?
(a) Please indicate if you receive Free School Meals:		
(i) Have you received free school meals in Year 11?	Yes / No	Yes / No
(ii) Do you receive free school meals currently?	Yes / No	Yes / No
(b) Please indicate if your parent(s) receive any of the following (Please provide their benefit / allowance statement)		
(i) Universal Credit	Yes / No	Yes / No
(ii) Income Support	Yes / No	Yes / No
(iii) Child Tax Credit	Yes / No	Yes / No
(iv) Working Tax Credit or Working Tax Credit run-on	Yes / No	Yes / No
(v) Income-based Job Seekers Allowance	Yes / No	Yes / No

(vi) Guaranteed element of Pension Credit	Yes / No	Yes / No
(vii) Income related Employment and Support Allowance	Yes / No	Yes / No
(viii) Support under Part VI of the Immigration and Asylum Act 1999	Yes / No	Yes / No
(c) Please indicate if your annual family income is below £24,000 (Please provide P60 for 2023-24 and pay slips for the last 3 months)		
(i) Did your parents receive an annual income in the last tax year (2023-24 below £24,000 including benefits?	Yes / No	Yes / No
(ii) Is your parent(s) income now below £26,0000 including benefits?	Yes / No	Yes / No

**D3.** Indicate below where additional assistance is required

a) School Meals Have you applied for Free School Meals to BCP Council?
b) Transport to and from school: Please provide below details of the costs per journey and the amount of funding required.
c) Books/Materials/Equipment/Specialist Clothing: Please provide details of books/materials/equipment or specialist clothing required (with costs and course details)

### Section E – Other Assistance

Do you receive help with the costs of attending school from another organization or person?

If 'Yes,' please provide details in your covering letter.

### Section F - Terms and Conditions

Please carefully read the terms and conditions of the Full Bursary Award and the Discretionary Award

- We confirm that the information provided supporting this application is correct to the best of our knowledge.
- We confirm that we will inform the school of any change in circumstances that may alter the terms of the support (e.g., change of family circumstances or decision made to leave school).
- We acknowledge that this information will not be shared, only for audit by the EFA (government awarding body).
- We acknowledge that this information will not be shared, except if specifically requested for the purpose of audit by the EFSA (government funding body)
- We are aware that financial support provided by this award may be stopped due to poor attendance/behavior and non-compliance with the Sixth Form Contract
- We are aware that funding can only be provided subject to the school receiving sufficient government funding.
- We acknowledge that the money will be allocated in the early Autumn term, and any additional funding cannot be guaranteed.

<b>Signatures</b> – Please sign below to confirm you have read and accept the terms and conditions above			
Student Signature:		Date:	
Please Print Name:			
Parent/Carer/Guardian/Responsible Adult:		Date:	
Please Print Name and relationship to student:			

Please return this form to the Sixth Form Office in a sealed envelope marked 'Bursary Application.' 'DO NOT print your name on the envelope. All contents will be dealt with confidentially.