

# 16-19 bursary policy

## Introduction

The government has set up a bursary fund for those studying at publicly funded schools or colleges in England aged 16-19. Funds from this are allocated to schools that can then award bursaries to provide financial assistance to help with post-16 studies. If you receive a bursary, you, or Beckfoot Sixth Form can use the money to pay for things like:

- Clothing, books, and other equipment for your course
- Transport and lunch on the days you're in school

The amount of the bursary could be up to £1200, depending on your circumstances.

The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. Qualifying students aged 16-19 on 31<sup>st</sup> August 2023 and in full-time education can apply to the school's 16 to 19 Bursary Fund.

This fund has been allocated directly to individual schools to administer.

## Eligibility

### Priority group – category 1

A priority group of students has been identified and these students will be entitled to a Vulnerable Bursary of £1200 per year (paid pro rata, in instalments throughout the year). This group includes:

- Students in care (including unaccompanied asylum-seeking children)
- Care leavers
- Students receiving Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Students receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.

### Discretionary Bursaries – category 2

A secondary fund is available to support other students facing financial hardship who do not qualify for the Priority Group. Such "Discretionary bursaries" are awarded to applicants in the following groups:

- Students or their siblings receiving Free School Meals. This will confirm the household income is of a level to receive bursary support and no other financial checks need to be made.
- Students that have been eligible for Pupil Premium during the previous five years
- Families whose total household income is less than £30,385 for the last financial tax year (April 2022 to March 2023). An assessment of financial need will be made, and evidence of your household income will be required.

If you are 19 or over, you can apply for a discretionary bursary if you are either:

- Continuing a course you started aged 16-18 (known as being a 19+ continuer)
- Have an Education, Health, and Care Plan (EHCP)

## What does the bursary cover?

The Discretionary Bursary can be used for course related costs such as:

- Equipment, textbooks, revision guides and stationery
- Educational courses or trips associated with subjects being studied
- Contributions towards travel costs to and from school in the form of purchase of a monthly bus pass
- Assistance with costs to university open days (two maximum and interviews)
- Contributions towards meals taken whilst in school
- The cost of the UCAS application

Students should not purchase their own books or equipment with the intent of later being reimbursed, and such retrospective requests will be denied. Should a student require a specific item or piece of equipment, they should initially speak to the Head of Sixth Form, who will use the Bursary to purchase the item, where appropriate.

Receipts for all items purchased, including Monthly Bus Passes, must be provided in order for a reimbursement to be made.

## The application process

Year 12 students can apply for the 16-19 Bursary when they start Year 12 in September 2023, and application forms can be obtained from the Sixth Form Office. All applications must be made in writing, and along with supporting financial documentation, should be submitted to the Sixth Form Office where they will be treated in the strictest confidence.

Year 13 students who were in receipt of the 16-19 Bursary in Year 12 do not need to submit a full application in Year 13, however they must complete a Self-declaration which states that their household circumstances have not changed considerably since their initial application.

Before sending in an application form, please check to make sure that you have completed all the sections relevant to your circumstances and that you have enclosed copies of the relevant evidence to support your claim. If you have not, your application will be returned to you and, there will be a delay in any potential Bursary payment being made. Details of the evidence required can be found in the relevant sections of the application form.

All applications will be assessed initially by the Beckfoot Sixth Form and then Beckfoot Trust Finance teams, and decisions will be made based on the criteria set out above. Applicants will be informed in writing of the outcome upon complete assessment of their application.

### Deadlines for applications

There is no set deadline for receipt of applications, however please note, any Bursary funds will only be available from the date of the award. We will not be able to make retrospective payments, therefore, we would urge you to apply as soon as possible so we can begin to determine the level of any allocation.

Should students have a significant change in financial circumstances, they are encouraged to reapply for the Bursary if they were previously unsuccessful, at which point their new circumstances will be considered.

## Payment and conditions of bursary

Students in the priority group Category 1 will receive periodic payments of £400 at the end of each term i.e., December 2023, March 2024, and July 2024. A review will be made of the student's attendance, punctuality and Attitude to Learning, and adjustments may be made to the next allocation.

Successful applicants for a discretionary bursary will have their course-related costs reimbursed by the school. Periodic reviews will be made of the student's attendance, punctuality and Attitude to Learning, and adjustments may be made to allocations.

PAYMENTS WILL BE MADE BY BACS (Bank Transfer) DIRECT TO THE STUDENT'S OWN BANK ACCOUNT.

### **Reduced or withdrawn payments**

Beckfoot Sixth Form has the right to reduce or withdraw payments from students who: have an attendance which falls below 90%; display unacceptable behaviour; or do not complete work in and out of lessons to a satisfactory level. Students will be given warning should they be at risk of having their payments reduced or withdrawn.

Decisions in this regard will be made by the Head of Sixth Form.

### **Appeals/complaints procedure**

If you feel that your case has not been given fair consideration, there is a right to appeal against the decision. This must be in writing, setting out the reasons why you wish to appeal against the decision and submitting it to the Head of Sixth Form, Dr Wright. The final decision rests with the Headteacher, Mr. Wade.

### **Further information**

Further information can be found by contacting Glenn Wright [gwright01@beckfoot.org](mailto:gwright01@beckfoot.org) or by consulting the following website [Welcome to GOV.UK \(www.gov.uk\)](http://www.gov.uk)