

# 16-19 Bursary Fund Policy

Please read this policy in conjunction with the policies listed below:

- Equal Opportunities and Diversity Policy for Students and Parents/Carers
- Parental Communication and Complaints Policy

## 1. Policy Statement

- 1.1 The 16-19 Bursary Fund is made available from the government through its funding body, the Education and Skills Funding Agency (ESFA), to provide assistance to 16-19-year-old students whose access to, or completion of, education is inhibited by financial constraints or barriers.
- 1.2 This policy outlines the manner in which the 16-19 Bursary Fund will be managed and adheres to the ESFA guidance 16 to 19 bursary fund guide 2022 -2023 academic year.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.

## 2. Roles, Responsibilities and Implementation

- 2.1 The Bursary Committee<sup>1</sup> have overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.  
  
This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of Post 16.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

## 3. Aims

- 3.1 To provide financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

## 4. Funding Outline

- 4.1 Funding is split into two types:
  - Vulnerable Bursary
  - Discretionary Bursary

4.2 A vulnerable bursary of up to £1200 per year is available for students who meet the following criteria:

- Is a young person in care
- Is a young care leaver (previously in care or foster care)
- Is in receipt of Income Support or Universal Credit in their own right and are financially supporting themselves and anyone who is dependent upon and living with them
- Is in receipt of 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

The vulnerable bursary will only be paid if the student has over 90 % attendance and has followed college behavioural expectations in the 6 weeks prior to application.

4.3 The discretionary bursary is for students who need financial help but do not qualify for a bursary for students in vulnerable groups.

For the 22-23 academic year students who qualify for free school meals will be eligible to apply for the discretionary bursary. Evidence of household income will be required and bursary payments will be paid in line with the students' needs and allocated on a case by case basis. Payments will be agreed in advance.

Funding may be available throughout the year. The bursary will only be paid if the student has over 90% attendance and has followed college behavioural expectations in the 6 weeks prior to application.

## 5. Eligibility

### 5.1. Age

- 5.1.a Students must meet the age and criteria which follow to be eligible for help from the bursary fund.
- 5.1.b A student must be aged 16 or over but under 19 at 31 August 2023 to be eligible for help from the bursary fund in the 2022 to 2023 academic year.
- 5.1.c The school will only pay bursaries to students aged 16 or over. However, in exceptional circumstances the college may use their discretion to pay bursaries to younger students, for example, where a student is following an accelerated study programme.

### 5.2 Eligible Education Provision

- 5.2.a Students must be participating in provision that is subject to inspection by a public body that assures quality (for example Ofsted). The provision must also be either:
- a 16 to 19 traineeship programme
  - funded directly by ESFA or by ESFA via a local authority
  - funded or co-financed by the European Social Fund
  - otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19

- 5.2.b Non-employed students aged 16 to 19 who are participating on the Project Search Programme are eligible to receive the bursary in the same way as any other student participating in an eligible, publicly funded course.
- 5.3 Residency - Students must meet the residency criteria in ESFA funding regulations for post-16 provision. In line with these regulations the college may be required to request evidence to support this.
- 5.4 Eligibility criteria: bursaries for young people in defined vulnerable groups
- Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.
- Students will be awarded the amount of support they need to participate based on an assessment of the types of costs they have. The college will ensure students are eligible for the bursary for defined vulnerable groups in each year they require support.
- The defined vulnerable groups are students who are outlined in 4.2
- 5.5 The college may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. The College can refuse a student's application on this basis. Similarly, students should only receive the amount they actually need to participate and not automatically receive £400 if they do not need the full amount.
- 5.6 Further criteria by which bursary funds will be made available is explained in section 4. In order to apply, you must be able to provide evidence of the household income\*2. The student must also have their own bank account into which the money can be transferred, and the bursary will only be paid if the student has over 90% attendance and has followed college behavioural expectations in the 6 weeks prior to application.

## 6. Applications and Payment Process

- 6.1 There will be three opportunities to apply for bursaries in one year. The deadline for each period is shown below:
- 10<sup>th</sup> October
  - 27<sup>th</sup> February
  - 5<sup>th</sup> June
- Students must apply for funds for specific educational purposes.
- 6.2 All applications must use the form in Appendix 1 for the 'Vulnerable Groups' bursary and Appendix 2 for the 'Discretionary' bursary and be submitted to the Head of Post 16 who will then submit to the Finance Department.

- 6.3 The Finance Department will check each application to assess whether all criteria are met. Following this the Bursary Committee will meet and decide whether a payment can be paid and how much. Exceptions may be made under exceptional circumstances and will be taken into account on application.
- 6.4 Students will be informed in writing of the decisions of the Bursary Committee.
- 6.5 All bursaries from Ellesmere College will be paid 'in kind'. Such items will be provided to the named individual. In the case of books or equipment we ask they be returned at the end of the course.
- 6.6 Bursary payments can be used to fund the following:
- ICT equipment – specifically Lenovo Tablet £150
  - Food vouchers Multiples of £20
  - Gym Membership £30
  - Stationery bundle £25
  - Uniform
  - PPE for work experience
  - Gym/sports equipment
  - Trips/visits that students would otherwise be unable to attend including but not limited to Leicester Outdoor Pursuits.
  - Bespoke resources as agreed with Heads of Centre (eg augmentative communication tools/sensory resources)
- 6.8 In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act. 7 Policy Change.

## 7. Conditions

- 7.1 The School reserves the right to withhold the bursary if students fail to meet expectations for attendance and behaviour.
- 7.2 Please be aware that the School will stop any payments where a student has been absent for a period of four continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.
- 7.3 Where the School purchases books or equipment, students may be asked to return these at the end of their study programme. On other occasions, the School may insist bursary payments are spent only on the support that has been identified as necessary to help a student participate in education. These details will be specified in the student's award letter.
- 7.4 Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Supporting documentation must also be provided to establish financial need, as set out in

the application forms below. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

- 7.5 You must inform the School in writing if, after you are awarded a bursary, there is any material change in your personal or financial circumstances.
- 7.6 All information submitted by students will be treated in confidence and held securely.

## 8. Complaints

Any student or parent who is unhappy with the School's handling of an application for bursary funding should follow the Complaints Policy.

<sup>1</sup> Bursary Committee made up of Kate Bullock, Sally Gough, Liz Carvell and Dave Fox

Date Reviewed: **January 2023**

Next Review Date: **January 2025 (every 2 years)**

## Appendix 1

### 16 to 19 Bursary Fund Application: Defined Vulnerable Groups Bursary

Defined Vulnerable Group Bursary: for students in financial need who are in care, care leavers, students receiving Income Support (or Universal Credit) in their own name and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence payments.

Please read the School's Bursary guidance carefully before completing and submitting your application.

#### Section A (to be completed by the student)

Student's full name:		Tutor Group:	
Student's full address including postcode:			
Contact telephone number:			
Email address:			

I wish to claim support from the 16 to 19 Defined Vulnerable Group bursary fund, and I provide the following information as evidence of <b>my personal circumstances</b> (please tick as appropriate and attach documentary evidence)	
	<i>Tick as appropriate</i>
Written Local Authority evidence of looked-after or care status, or of previous looked-after status.	
For students in receipt of Income Support who are financially supporting themselves / and someone who is dependent on them, a copy of the award notice in their own name.	
For students in receipt of Universal Credit who are financially supporting themselves / and someone who is dependent on them who is living with them, a copy of the award notice in their own name, plus a tenancy agreement in the student's name, a child benefit receipt, a child benefit receipt, child(ren)'s birth certificate, utility bills etc.	
For students in receipt of Universal Credit or Employment and Support Allowance in their own right, a copy of the claim / award notice, plus evidence of receipt of Disability Living Allowance or Personal Independence Payments.	
Other relevant financial evidence relating to household income or circumstances (please specify).	
Information provided is for this purpose only and will be treated in the strictest confidence.	

<p>I confirm that I have read the school's attached guidance, and the information provided on this form is correct.</p> <p>I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support, and may result in further action.</p>
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<p><b>I understand that I may have to repay part or all of this assistance offered if my attendance, conduct, or progress is not satisfactory.</b></p> <p><b>I confirm I consider myself / my child to be in financial need.</b></p>	
Student signature:	Date:
Parent/Guardian signature:	Date:

**Section B (to be completed by the student)**

<p><b>Student Bank/Building Society Details</b></p> <p>To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form</p>			
Name of Account Holder:			
Name of Bank:			
Branch Address:			
Account Number:		Sort Code:	
<p>Please note that if your application for the 16 to 19 Bursary Fund is unsuccessful these details will be shredded. For those that are successful, these details will be kept securely and confidentially, in line with ESFA requirements.</p>			

**Section C (to be completed by Bursary Fund Administrator)**

<p><b>I have seen the evidence required for the full bursary and have placed copies on the student's files.</b></p>	
Bursary Committee members in attendance:	Date of meeting:
Award approved / amount:	
Actions agreed to reimburse student:	

Administrator name and signature:	Date:
Finance authorisation:	Date:

If successful I would use my bursary fund to buy the following items necessary for my education:

	✓		✓
Lenovo Tablet		PPE for work experience	
Supermarket vouchers			
Stationery Bundle			
Gym Membership			
Uniform			
Sports equipment			



## Appendix 2

### **Discretionary Bursary Application Form**

#### **Section A:**

To be completed by the student:

Student's full name:	
Tutor Group:	
Full address & postcode:	
Telephone Number:	
Email address:	

#### **Section B:**

To be completed by the student with family support:

I wish to claim support from the 16-19 Discretionary Bursary fund and I provide the following as evidence of my personal circumstances:		
I am entitled to free school meals:	<b>Yes</b>	<b>No</b>
The annual household income for my family is:	£ (evidence attached)	

If successful I would use my bursary fund to buy the following items necessary for my education:

	✓		✓
Lenovo Tablet		PPE for work experience	
Supermarket vouchers			
Stationery Bundle			
Gym Membership			
Uniform			
Sports equipment			

#### **Section C:**

To be completed by the Bursary Committee:

I have seen evidence required for the discretionary bursary and have placed copies on the student's files:	<b>Yes</b>	<b>No</b>
Award amount agreed:	£	
Signed:	Print name:	