

## 16-19 BURSARY FUND POLICY 2023-24

The 16-19 Bursary Fund is support made available by the Government to help those young people who may be facing financial constraints or difficulties in meeting the cost of accessing or continuing in post 16 further education (<https://www.gov.uk/1619-bursary-fund>).

In allocating the bursary fund, we will prioritise the most vulnerable learners but will endeavour to support as many learners as we can to participate in further education.

Recipients of the bursary fund are expected to use this support to help cover the costs of attending post 16 education. The anticipated costs include travel expenses, meals, course related costs such as equipment and books and school trips. In addition, any young person in receipt of a bursary fund is required to agree to and meet the attendance conditions.

### ELIGIBILITY

To be eligible for any bursary fund payment in the current academic year, you must be aged 16 or over on 31<sup>st</sup> August of the current academic year, must be following a Government funded course, either full time or part time, and meet certain residency criteria.

The 16-19 Bursary Fund has two elements:

- A bursary of £1200 a year (pro-rata if course less than 30 weeks) for young people in the following vulnerable groups: in care; care leavers; young people in receipt of Income Support (or Universal Credit) in their own name; and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance (or Personal Independence Payments) in their own name.
- Discretionary bursary to young people in ways that best fit the needs and circumstances of our students, subject to the requirements of the Equality Act 2010.  
Learners whose parents/carers are in receipt of means tested benefits;  
Learners in receipt of free school meal;  
Learners with a specific financial need.  
The financial need may include support for educational trips, expenses to attend college/university interviews, school/course related clothing, travel to school, equipment or books. Support received may be in-kind rather than an actual payment being made.

Whilst DWP income-related benefits are not affected by any bursary fund payments, you may wish to contact Lancashire County Council's Welfare Rights Service on 0845 053 0013 if you have any concerns.

A contingency fund will be kept to allow for applications arising from changes in students' circumstances during the year.

### APPLICATION PROCESS AND EVIDENCE REQUIREMENTS

If you wish to apply for a 16-19 bursary award, you will need to do the following:

1. Check that you meet the eligibility criteria above and complete an application form accordingly
2. Attach the required evidence as indicated below and on the application form
3. Submit your completed and signed form to the school office as soon as possible

Help in completing the application can be provided by school staff. The school will assess and verify your application and inform you of the outcome.

**Evidence Requirements** The school is responsible for verifying your eligibility for a 16-19 Bursary and therefore you are required to provide supporting evidence with your application form. Please indicate on your application if you would like this evidence returning to you.

#### **£1200 Student Bursary**

Please provide the following evidence if you are applying for this bursary:

- A letter setting out the benefits the student is claiming ie Income Support/Universal Credit or both Employment Support Allowance and Disability Living Allowance (Personal Independence Payment) OR
- Written confirmation of your current or previous looked-after status from the local authority or your leaving care service. This could be a letter or an email.

#### **Discretionary Bursary**

Please provide the following evidence if you are applying for this bursary:

- A letter from the local authority confirming your eligibility for Free School Meals
- Tax Credit Award Notice TC602
- Entitlement/Award letter from DWP of Job Centre Plus showing evidence of benefits received
- Family P60
- Self employment income evidence
- Other means tested certification

If you are experiencing exceptional circumstances or are unsure whether you are eligible to submit an application, please contact the school office to discuss this.

### CONDITIONS

Any learner in receipt of a bursary award will be expected to maintain satisfactory attendance throughout the year. A minimum attendance of 85% is expected, with no unauthorised absences during the school day. If a learner receiving a bursary fund award does not adhere to these requirements, the school may discontinue any future payments.

Any young person in receipt of the bursary fund who leaves the school before completing their course is required to repay any unspent bursary fund and, where applicable, return any course equipment, books etc so these can be used by other learners in the future.

Should any learner in receipt of the bursary fund experience a change in circumstances which would lead to them no longer being eligible for an award, they must disclose this to the Bursar/School Business Manager as soon as possible.

The application form requires all applicants to agree to these conditions.

### DECISIONS

As the bursary fund is a limited resource within the school, all applications will be reviewed and prioritised according to the categories set out above. All applications must be submitted on the application form accompanying this policy and returned to the School Business Manager. No other application will be considered.

All applications will be reviewed and considered by the Headteacher and the School Business Manager. Learners and their parents/carers should understand that the available fund is limited. Learners will be notified in writing of the outcome of their application.

### PAYMENTS

The method and frequency of bursary award payments will vary depending on which award category you have applied for. The school will take account of your needs wherever possible. You are required to have your own bank account as payments will be made by BACS payment. Payments will not be made in cash, however payments in kind will be made where appropriate, where the school purchases the required item/equipment on your behalf. Payments are dependent on the learner meeting certain conditions determined by the school. If you are likely to experience an issue resulting from the suggested payment profiles, please contact the School Business Manager to discuss this.

**£1200 Student Bursary Award** Payment will normally be made termly (three times a year) and will be paid in the following profile: 50% in the Autumn term, 25% in the Spring term and 25% in the Summer term.

**Discretionary Bursary Award** Payment will normally be made in two instalments, two thirds in the autumn term and the remaining third in April OR at any time of year, as these awards are more likely to be for one off costs such as course equipment, uniforms, course related trips etc. These payments are likely to be made 'in kind', so the school pays for these items directly rather than making an actual payment to the applicant.

### FRAUDULENT CLAIMS

Where an application is found to have been made on the basis of false information, payment of the bursary fund may be discontinued. The individual concerned may be subject to disciplinary action. The school may seek to recover any funds or goods obtained through the bursary fund.

### APPEALS

If you wish to appeal against the outcome of your application, please provide the School Business Manager with a written response outlining your reasons for appeal within 7 working days of notification.

If you would like any further information about the 16-19 Bursary Fund, please contact the school office.

**Evaluation of this policy.**

This policy is evaluated annually as part of the school's review procedures.

Policy	
Reviewed	Autumn 2023
To be reviewed	Autumn 2024

