

## 16-19 BURSARY FUND POLICY 2024-25

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, books and school trips. In addition, any young person in receipt of a bursary fund is required to agree to and meet the school's attendance conditions.

### ELIGIBILITY CRITERIA

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:

#### ➤ **Bursary A (vulnerable bursary)**

A bursary of £1200 a year (pro-rata if course less than 30 weeks) for young people in the following vulnerable groups:

Depending on individual need and assessment, a young person will receive support that is equivalent to up to £1,200 per academic year (pro-rata if course less than 30 weeks) if:

- They are a young person in care (please provide a letter/email from the local authority confirming the young person's current looked after status)
- They are a young care leaver (please provide a letter/email from the local authority confirming the young person's previous looked after status)
- They are a young person receiving Income Support or Universal Credit in their own name
- They are a young person in receipt of Employment & Support Allowance (ESA) (or Universal Credit as a replacement for ESA) **and** Disability Living Allowance (or a Personal Independence Payment) in their own name

#### ➤ **Bursary B (discretionary bursary)**

A bursary for young people in ways that best fit the needs and circumstances of the young learner for example: support for educational trips, expenses to attend college/university interviews, school/course related clothing, travel to school, equipment and/ or books. Eligibility is based on parents(s)/carer(s) being in receipt of one of more of the following benefits:

- Income Support
- Income based Jobseekers Allowance

- Income related Employment and Support Allowance
- Support under Part VI of The Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided parent(s)/carer(s) are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs. Assessed on the most recent credit award letter to be eligible
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - from 1 April 2018, if a parent/carers is entitled to Universal Credit they must have an annual net earned income equivalent to and not exceeding £7,400 (after tax and not including any benefits they get). Assessed on up to the last three of the parent(s)/carer(s) most recent Universal Credit assessment periods/statements to be eligible

**\*Support for the Discretionary bursary may be received 'in-kind' as school resources, rather than an actual payment being made\***

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

#### **APPLICATION PROCESS**

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 (paper applications can be obtained from the school office or emailing [admin@redmarsh.lancs.sch.uk](mailto:admin@redmarsh.lancs.sch.uk))
2. Attach the required evidence, as indicated above, on the application form
3. Submit your completed and signed application 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.

Please ensure that the following documents are submitted as evidence, dependant on the bursary that you are applying for:

##### ➤ **Bursary A (vulnerable bursary) – all in the name of the young person**

- 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.
- A letter setting out the benefits the young person is claiming e.g
  - Income Support/Universal Credit **in the young person's own name**

- **Both** Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) and Disability Living Allowance (or Personal Independence Payment) **in the young person's own name**

➤ **Bursary B (discretionary bursary) – parents/carers benefits/income evidence**

- HM Revenue & Customs Tax Credit Award Notice
- Entitlement/Award letter from DWP of Job Centre Plus showing evidence of benefits received
- Family P60
- Self-employment income evidence
- Other means tested certification

**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 school office, 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 office. No other application will be considered.

All applications will be reviewed and considered by the school finance team. 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 the young person's needs wherever possible.

Bursary A (vulnerable bursary) – the young person or their parents/carer are required to have a bank account, where 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 the young person’s 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 office to discuss this.

**Bursary A (vulnerable bursary)/£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
- 25% in the Summer term.

**Bursary B (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 made 'in kind', so the school pays for these items directly, rather than making an actual monetary 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.

**Evaluation of this policy.**

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

Policy	
Reviewed	Summer 2024
To be reviewed	Summer 2025