



## **The South Wolds Academy & Sixth Form**

### **16-19 Bursary Fund 2023-2024**

Reviewed by the LGB  
Review Date: May 2023  
Next Review: May 2024

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## Introduction

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship and they have remained in full-time education.

The scheme is made up of two parts:

1. Those most vulnerable students (those in most need of financial support) may be eligible for a **Vulnerable Bursary of £1,200 a year.**

or

2. A **Discretionary Bursary** is available for those in need of finance to help meet specific costs to enable them to stay in education and complete their courses, e.g. transport, equipment, fieldwork costs, specialist clothing.

The Bursary Fund will be administered by the Academy and the Academy will decide the eligibility criteria that will apply along with the requirements to be made of students regarding attendance, academic performance and conduct.

This document sets out the details relating to the Bursary Fund scheme for the academic year 2023/24.

This policy will be subject to annual review by the Local Governing Body of the Academy.

## **Eligibility**

To be eligible to receive a bursary the student must be aged 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.

Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. Bursaries will only be paid to students who have reached the statutory school leaving age.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Students must be on a full-time programme of study.

### **The Vulnerable Bursary**

The most vulnerable young people will be eligible for a bursary of £1,200 (pro-rata for courses lasting less than 30 weeks a year). This includes: students in care; care leavers; students receiving Income Support or Universal Credit in place of Income Support in their own right; and students receiving one of either Employment and Support Allowance or Universal Credit (apart from where this replaces Housing Benefit) along with Disability Living Allowance or Personal Independence Payments in their own right.

The Academy is responsible for identifying students who are eligible for this payment. In doing so the Academy will seek appropriate evidence from the student, for example:

- A letter setting out the benefit to which the student is entitled;
- Written confirmation of the student's current or previous looked after status from the Local Authority which looks after them or provides their leaving care services.

All students in the identified vulnerable groups will receive their bursary payments from the Academy.

### **The Discretionary Bursary**

Students can apply for this grant to fund particular needs. Once approved, students will be entitled to assistance towards the costs of one or more of the following:

- Transport – in most cases this is a 50% contribution towards travel costs; (Note: In the event of budgetary constraints, travel contributions will only apply to home addresses of greater than 2 miles from the Academy).
- Books, equipment , materials, specialist clothing;
- Compulsory field trips – 100% of the cost;
- Optional educational visits linked to the course of study – 50% contribution. (Note: The Bursary does not cover the costs of non-curriculum related visits or extra-curricular activities;

- UCAS fee - £27 (for multiple courses);
- Travel expenses for up to three visits to higher educational establishments;
- Clothing allowance - £100;
- Lunch allowance payable to those with a family income between £16,190 and £25,000. (Note: Students with a family income below £16,190 are eligible to apply for Free School Meals on the NCC website.)

Students can apply for the Discretionary Bursary if they are eligible for Free School Meals. They are eligible if their parents are claiming one of these benefits:

**Income Support**

- a. Child Tax Credit, (provided they are not entitled to Working Tax Credit and have an annual taxable income as assessed by Her Majesty's Revenue and Customs) which from 6<sup>th</sup> April 2020 does not exceed £16,190;
- b. Income based Job Seeker's Allowance;
- c. Employment and Support Allowance (income related);
- d. Guaranteed element of State Pension Credit;
- e. Universal Credit;
- f. Support under Part IV of the Immigration and Asylum Act 1999.

OR

**They come from Families in the lower 40% of UK household income**

- a. Students with an annual family income of less than £25,000 in the last tax working year (including benefits). This must be established through current Working Tax Credit / Child Tax Credit / Universal Credit Documentation / P60;
- b. Students who can demonstrate through Working Tax Credit / Family Tax Credit / Universal Credit that their award has been changed to reflect a change in circumstances so that their annual family income including benefits is below £25,000.

## **How to Apply**

The application is for the academic year. Students need to apply each year.

Students should complete the 16-19 Bursary Fund Application Form and forward this to Mrs Gillen in the Main Office by 1<sup>st</sup> November 2020 along with appropriate evidence to support their application.

For the Vulnerable Bursary this might include:

- a letter referring to the benefit to which they are entitled;
- written confirmation from the Local Authority of their current or previous looked-after status.

For the Discretionary Bursary this should include evidence of benefits, allowances, grants or household income.

Once students have had the Discretionary Bursary approved they can apply directly to the Head of Sixth Form to make specific requests for financial support. Application forms are available from Mrs Gillen in the Main Office.

## **Payment of the Vulnerable Bursary**

Payments will be made by BACS into the student's bank account.

Payments will depend on maintaining 95% attendance, good behaviour and completion of work.

## **Payment of the Discretionary Bursary**

Payments will be made on production of relevant receipts / invoices / official estimates.

Award and payment will depend on maintaining 95% attendance, good behaviour and completion of work.

## **Organisation and Appeals**

The Sixth Form Team will be responsible for deciding who receives the awards based on the criteria outlined above.

The Bursary Fund is given to the Academy each year by the Education and Skills Funding Agency (ESFA). Once this money is allocated during the year the Academy will not be able to make any further discretionary grants until the new academic year.

Appeals relating to the Bursary should be made in the first instance to the Head of Sixth Form.

Further and Final Appeals should be made to the Head Teacher. There is no further right of appeal.

**The South Wolds Academy & Sixth Form**

**Application for 16-19 Bursary Fund 2023-24**

Section A: Personal Details	
Name:	Tutor Group
Age at 31 <sup>st</sup> August 2023	Telephone Number
Address	E-mail address

Section B: Type of Bursary	
I am applying for ( <i>tick as appropriate</i> )	<input type="checkbox"/> A Vulnerable Bursary ( <i>Go to section C</i> )
	<input type="checkbox"/> A Discretionary Bursary ( <i>Complete the section below</i> )

Type of Assistance Requested			
Documentary evidence of these costs must be provided unless the cost is a charge made by the Academy	Cost	Monthly or One-off Payment?	
Transport costs associated with travel to and from school. <i>Please supply details of the type of transport, distance travelled, etc:</i>	£	Monthly	<input type="checkbox"/>
		One-off	<input type="checkbox"/>
Book, materials, equipment, clothing needed for a particular course. <i>Please supply details:</i>	£	Monthly	<input type="checkbox"/>
		One-off	<input type="checkbox"/>
The cost of educational field trips and trips related to courses. <i>Please supply details:</i>	£	Monthly	<input type="checkbox"/>
		One-off	<input type="checkbox"/>
Other costs including travel expenses for up to three Higher Education visits. <i>Please supply details:</i>	£	Monthly	<input type="checkbox"/>
		One-off	<input type="checkbox"/>

Section C: Vulnerable Bursary – Personal Circumstances	
Please outline your personal circumstances below: <i>Tick as appropriate</i>	
In Care	<input type="checkbox"/>
Living independently having left Local Authority care	<input type="checkbox"/>
Student receiving Income Support or Universal Credit	<input type="checkbox"/>
Student receiving either Employment and Support Allowance or Universal Credit <u>AND</u> either Disability Living Allowance or Personal Independence Payments	<input type="checkbox"/>

**You will need to produce written evidence of the above**

### Section C: Discretionary Bursary

Explain why you are applying for additional support to help you in full time education		
a. Do you receive Free School Meals	Yes	If Yes go to Section D
	No	If No, go to the next parts b. and c. below
b. Please tick and enclose proof, if your parent/carer are in receipt of any of the following:		
Income Support		Pension Guarantee Credit
Child Tax Credit		Employment and Support Allowance
Working Tax Credit		Support under Part IV of the Immigration and Asylum Act 1999
Job Seeker's Allowance		Universal Credit
c. Was your household income in the last Tax Year (including benefits) below £25,000? Enclose evidence e.g.P60. <i>Tick as appropriate</i>	Yes	No

### Section D: Declaration

- I/We declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.
- I/We will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support. For example if I leave school or am no longer eligible for funding.
- I/We understand that this information will not be shared with third party organisations, except for audit purposes.
- I/We understand that poor attendance, inappropriate behaviour, or having incomplete work may result in the loss of financial support.
- I/We understand that the awards are made subject to the Academy receiving sufficient funds from the Government (ESFA).

### Section E: Signatures

Student	Print name	Date
Parent/carer	Print name	Date

Please return this form with the relevant documentary evidence to the Finance and Lettings Administrator. All applications will be acknowledged and decisions about the award made as quickly as possible.

Office Use Only	Date	Signature
Date application received		
Documents provided		
Final decision		
Letter sent to student		