

Name of Policy	Bursary
Policy Number	NS19
KEVI	
Named Person(s)	Karen Hirst Leanne Johnston Susan Brown
Review Committee	Academy Council
Last review date	Autumn 2022
Next review date	Autumn 2023
Revisions	Oct 2022: Page 5 - Paragraph 'Bursaries for Lower Priority Claims' amount changed from £20,587 to £25,000

Aims

The King Edward VI School aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents and students the type of support which is available and the means of applying for it

Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund](#).

The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. The fund is money given to post-16 providers by the Education and Skills Funding Agency (ESFA). Many will experience financial difficulties with costs such as transport, food or equipment. Eligibility is based on the student meeting residency requirements and being on a means-tested or disability benefit.

Roles and responsibilities

The Governing Body (Academy Council)

The Academy Council has overall responsibility for approving the 16 to 19 bursary fund policy, but can delegate this to a committee, an individual councillor or the headteacher. The Academy Council also has overall responsibility for monitoring the implementation of this policy.

At The King Edward VI School, responsibility for approving the 16 to 19 bursary fund policy has been delegated to the Academy Council.

The Headteacher / Head of Sixth Form

The Head of Sixth Form, as directed by the Headteacher, along with the Finance Director is responsible for ensuring staff are familiar with the 16 to 19 bursary fund policy, and that it is being applied fairly and consistently.

Staff

Our staff are responsible for implementing the 16 to 19 bursary fund policy consistently. Staff will have appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify Finance or the Head of Sixth Form of any concerns or queries regarding the 16 to 19 bursary fund policy. This can be done via the Bursary email bursaryfinance@the3rivers.net

How we use the Bursary Fund

Support is available to eligible students from the 16 to 19 bursary fund. The fund is intended to support students aged 16 to 19 in overcoming specific barriers to participation so they can remain in education.

There are two types of 16 to 19 bursaries:

1. Vulnerable bursary (defined vulnerable [groups](#) - high priority) who could receive a bursary of up to £1,200.00 per year
2. Discretionary bursaries awarded to Mid and Lower-priority claimants, to meet individual needs

The school is responsible for managing both types of bursary. Students who wish to apply for support from the bursary fund should complete and submit an application form by an initial deadline of **1 October**. All applicants should be aware that no claim is guaranteed and that claims can be made at any point in the academic year should family circumstances change.

We use the fund to provide students with financial support for example:

- Transport
- Books
- Equipment
- Field trips and other course-related costs
- The costs of attending university interviews and open days

Eligibility criteria

To be eligible for either type of bursary in the 2022/23 academic year, the student must:

- Be aged over 16 and under 19 at 31 August 2022
- Be aged 19 or over at 31 August 2022 and have an Education, Health and Care Plan (EHCP)
- Be aged 19 or over at 31 August 2022 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- Meet the residency criteria in section 3 of the ESFA document 'Funding guidance for young people 2021 to 2022'.

The King Edward VI School specifies the evidence the school must see to confirm eligibility. The Senior Leadership Team reserves the right to award discretionary bursaries in other, exceptional personal circumstances.

The student must also meet the criteria of either the higher, mid or lower-priority group

Bursaries for Higher Priority Claimants (young people in defined vulnerable groups)

Students must fall into one or more of the categories below to be able to apply for a Priority 1 bursary:

- In care
- Care leavers
- Young people in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner

- Young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right.

Definitions

- 'In care' is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'
- 'Care leaver' is defined as:
 - A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16, **or**
 - A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16)

More information about Income Support can be found at www.gov.uk/income-support

More information about Universal Credit can be found at www.gov.uk/universal-credit

More information about Employment and Support Allowance can be found at www.gov.uk/employment-support-allowance

More information about Personal Independence Payments can be found at www.gov.uk/pip

The allocation of these funds will be subject to audit so the school will require proof that the application is genuine in the form of written evidence from the young person and their key worker.

The school will seek and retain copies of evidence from the young person, bearing in mind confidentiality. Appropriate evidence includes:

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority. This is the local authority that looks after them or provides their leaving care services. This could be a letter or an email but must be clearly from the local authority
- For students in receipt of Income Support or Universal Credit (UC), a copy of their Income Support or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on
- For students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided In some cases a young person might meet the eligibility criteria for a bursary for vulnerable

groups but their financial needs are already met, they have no relevant costs or do not need the maximum award

Discretionary bursaries

Discretionary bursaries can be awarded to anyone who is deemed to require financial assistance, based on the evidence provided. Whilst claims are encouraged at the start of each term, there is a recognition that family and personal circumstances change throughout the year. Families should contact the Sixth Form team to discuss support requirements and eligibility.

Bursaries for Mid-Priority Claimants

Where a student does not meet the higher-priority group criteria they may still be eligible for support. The school's criterion is students who are entitled to free school meals (FSM). The school will need to be satisfied that the application is genuine following the standard procedures that are currently in operation for application for FSM.

Bursaries for Lower Priority Claimants

Where there is a surplus of funds after the allocation to students in Priority 2, then students with household incomes of less than £25,000 may apply for a lower level of support determined by their specific needs. The following evidence will be required for students in this group:

- A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £25,000; or
- Evidence of income from self-employment, a P60, or 3 months' worth of bank statements as evidence; or
- Three most recent monthly award statements for Universal Credit

Applications

The fund will be open for applications for the following academic year from July each year. Application forms should be completed electronically and should be submitted by **1 October**. Please see the Sixth Form website to access the application form. Funding is not guaranteed by the acceptance of an application form.

Students must reapply for their bursary each academic year.

Allocation

All decisions about which students receive a discretionary bursary and how much bursary they receive are based on each student's individual circumstances and their actual financial need. These will vary from student to student depending on, for example, their household income, the number of dependent children in the household, the distance they need to travel to school and the requirements of their study programme.

Once it is established who will be supported, the funds will need to be divided:

- up to 5% of the fund will be held back to cover administrative costs
- Some funding will be held back for applicants who join later on in the year or whose personal circumstances change

- The allocation to the Mid-Priority students needs to be fair; students that apply will be assessed individually based on their actual financial need
- If there is still money in the fund after allocation of funds to Mid-Priority students referred to above then students with household incomes of less than £25,000 may receive financial support. This could be in the form of the payment for specific items required (e.g. textbook or trip that is necessary for course of study)
- The allocation criteria will reflect the school's policies, practices and ethos
- Where a student is required to attend a subject related trip (e.g. Geography field trip) the appropriate amount will be deducted from the allocation
- The funding for High Priority students comes from the Student Bursary Support Service (SBSS) and is held centrally, so does not form part of the allocation set out above

Payment

Payments are awarded directly to individual students made using the following process:

- Make in-kind payments, such as travel passes or vouchers for meals or books
- Make payments by BACS transfer to the student's bank account

Applications should ideally be submitted by **1 October** to make sure enough time is allocated to assess the overall level of demands and make discretionary awards on a fair basis. This date will be clearly stated on the application form. However, as students' circumstances may change, the application process will remain open for the whole school year.

Conditions for the receipt of bursary payments

Payments are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Attendance above a certain amount (e.g. 90% not including authorised absences)
- Following our Sixth Form code of conduct

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld.

We will consider the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays), or if there is no evidence that the student intends to return.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so.

Appeals

Students have the right to appeal a decision. Students, or their parent/carer, will be required to put any appeal in writing within 21 days of receiving confirmation of an award or a rejection.

1. The letter should set out the reasons for the appeal, which must prove that the student has been wrongly assessed as falling outside the eligibility criteria, plus any further evidence to support the Appeal. It should be sent to the Sixth Form Office.
2. The decision of the Appeals panel is final and will be given in writing within 14 days of the decision.
3. The Appeals panel will consist of,
 - a. A member of the Sixth Form team
 - b. A Trustee or Academy Councillor
 - c. A member of the Senior Leadership Team

The Appeals panel meeting will be clerked by a member of the school's administrative/finance team.

Monitoring arrangements

This policy will be reviewed by the Head of Sixth Form annually, in line with the updated funding guidance released by ESFA. At every review, the policy will be approved by the Academy Council.

The Bursary Fund will be subject to internal audit and included within the audit schedule as per the guidelines.