



16-19 Bursary Policy

Academic Year 2023-2024

Introduction

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full time education. It replaces the Education Maintenance Allowance (EMA) Scheme. More information can be found on the link: <https://www.gov.uk/1619-bursary-fund>.

For eligible students the fund can help towards the cost of essential course related costs such as travel to school, equipment, books, essential trips, school clothing and attending university/job interviews. It applies to costs relating to the 2023-24 academic year.

Bursary Fund for Vulnerable Students

The scheme provides bursary payments of up to £1,200 to students deemed most in need of financial support. You may be able to get this level 1 bursary if at least one of the following applies:

- you are in, or you recently left Local Authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. Students receiving the vulnerable student bursary will not be eligible to apply for the discretionary bursary.

Discretionary Bursary Fund

The Academy makes discretionary bursary awards to students in need of financial assistance to enable them to remain in full time education. Receipt of a bursary will be conditional on the student meeting agreed targets set by the school including good levels of attendance, effort and behaviour as follows;

- you satisfy EFA residency criteria
- you maintain at least 95% attendance and punctuality at school and all lessons
- you adhere to all terms of the Sixth Form Contract

In allocating discretionary bursaries, priority will be given to students in receipt of free school meals. These students will be eligible to receive a level 2 bursary award.

In the event of funding remaining once all level 2 awards have been made, level 3 awards will be made to students of families in receipt of tax credits with a household income of less than £25,000.

The Academy retains a small emergency fund from the allocation to support students who face exceptional circumstances during the year due to a change in their situation, if it impacts on their ability to participate in education.

Application Process

If you wish to apply for support from the 16-19 Bursary Fund you should:

- check that you meet the financial eligibility criteria detailed above and complete the application form, answering all questions in full to avoid delay when processing your application
- attach the required evidence as indicated on the form
- ensure you provide details of a bank account to which all/part of the award can be paid into

Eligible students will need to complete and submit their application to Sixth Form Reception **no later than 29th September 2023**. Late applications may be considered at a future meeting of the Bursaries Panel if funds are still available.

Verifying the eligibility of all applicants is an integral feature of the assessment process.

The school will endeavour to assess all applications received at the earliest opportunity with students eligible for level 1 and 2 awards being notified of the outcome by mid October 2023.

It is likely to take slightly longer for level 3 applicants as proof of eligibility will be required.

The type of evidence required in order to verify household income and receipt of Tax Credits will include Tax Credit Award Notices, P60s/evidence of self-employed income.

Bursary Award Amount

The Bursaries Panel will carry out an assessment of each student to establish the extent of financial need and what kinds of costs the student is likely to/will incur during the academic year.

All decisions regarding the bursary amount they receive are based on each student's individual circumstances and their actual financial need. The amounts will therefore vary from student to student.

The assessment will identify what support the Academy can provide 'in-kind' for example by buying a bus pass or study books etc.

Each student will receive an award letter confirming the amount of the award, what support will be made in-kind and payment conditions.

The Bursaries Panel will make the final decision on payments relating to these criteria. Any further queries should be formally addressed to the Bursary Panel.

Appeals

Students have the right to appeal against any decision made. Appeals should be made in writing to the Principal.

Fraudulent Claims

Where an application is found to have been made on the basis of false declarations the student will be required to repay the entire Bursary award amount and may be asked to leave the course.