



GREATFIELDS SCHOOL

# 16 to 19 bursary fund policy

Academic Year 2023/24

Approved by SLT:

Date: November 2023

Approved by Local Governing Board:

Date: November 2023

Next Review

Date: September 2024



## Contents

1. Aims
2. Guidance
3. Definitions
4. Roles and responsibilities
5. How we use the bursary fund
6. Eligibility criteria for the 16 to 19 bursaries
7. Application and payment process
8. Change in circumstances
9. Record keeping
10. Monitoring arrangements

---

### 1. Aims

Our 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
- Make clear to parents and students the attendance and behaviour conditions for receiving the funds

### Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

### 2. 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) 'Looked after child' is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)

'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 amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

### 3. Roles and responsibilities

#### 3.1 The governing board

The governing board has overall responsibility for approving this 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the headteacher.



## GREATFIELDS SCHOOL

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving this policy has been delegated to the headteacher.

In our school, monitoring the implementation of this policy has been delegated to the governors' finance committee.

### 3.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with this 16 to 19 bursary fund policy, and that it is being applied consistently.

### 3.3 Staff

Our staff are responsible for implementing this 16 to 19 bursary fund policy consistently. The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### 3.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding this 16 to 19 bursary fund policy.

## 4. How we use the bursary fund

Financial support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support students' aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

Bursaries for defined vulnerable groups; and

Discretionary bursaries

We use the fund to provide students with support to fund:

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

## 5. Eligibility criteria for the 16 to 19 bursaries

### 5.1 Age

To be eligible for either bursary in the 2023 to 2024 academic year, students must be at least 16 years old but under 19 years old on 31 August 2023.

Students aged 19 or over are eligible only for a discretionary bursary if they:

Are continuing on a study programme or course which they began when they were aged 16 to 18 years old, or have an education, health and care plan (EHCP). Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these



younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

### 5.2 Residency

Students must meet the residency criteria in the <https://www.gov.uk/guidance/16-to-19-education-funding-guidance>

### 5.3 Bursaries for young people in defined vulnerable groups

Students with a financial need, who meet one of the following 4 criteria below, in addition to the criteria outlined in sections 6.1 and 6.2 and above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving Income Support (IS) or Universal Credit (UC) 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; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £600 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and base the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £600 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, and provide more than £600 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds. If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student's eligibility position each academic year.



Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

We will provide this support for students from the bursary fund by making payments in kind where possible.

It will not be provided as regular payments for living costs.

## 5.4 Discretionary bursaries

In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary if they satisfy one or more of the following criteria:

- a) Discretionary Bursary – Band 1. Those whose household income is £16,190 or less per year and the family is in receipt of UC. The amount paid will be dependent upon the total allocated to the school for the academic year and will be larger than Band 2.
- b) Discretionary Bursary – Band 2. Those whose household income is £16,190 - £20,817 per year and the family is in receipt of UC. The amount paid will be dependent upon the total allocated to the school for the academic year and will be less than Band 1.
- c) Discretionary Bursary – Band 3. Those whose household income is more than £20,817, but less than £25,521 per year and the family is in receipt of UC. The amount paid will be dependent upon the total allocated to the school for the academic year and will be less than Band 2.

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- Level of household income
- Distance to travel between the student's home and the institution, or a location for a placement
- The number of dependent children in the student's household
- The requirements of their study programme
- Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

## 6.7 Evidence



All applications for 16 to 19 bursaries must be supported by appropriate evidence.

Examples of acceptable evidence we may request are:

- A copy of the UC or IS award notice, in the student's name
- Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills
- Written confirmation of the student's current or previous looked-after status from the relevant local authority
- A copy of the UC claim from Department of Work and Pensions

## 6. Application and payment process

### 6.1 Applications

Applications can be submitted during any point in the academic year, but the earlier the application form is submitted, the quicker students can receive the financial support that they require. Decisions on eligibility will be made by the Sixth Form Assessment Panel following the completion of the application form and submission of its listed documents.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

### 6.2 Payment process

Payments are made using the following process:

Make in-kind payments, such as travel passes, books, equipment or vouchers for meals Or  
By students'

### 6.3 Conditions for the receipt of bursary payments

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

- 95% attendance for each term
- Attendance to all lessons, supervised study and other EEP hours (Employability, Enrichment and Pastoral)
- Exemplary conduct towards staff and all members of the school community
- Excellent punctuality
- Adherence to the dress code



## GREATFIELDS SCHOOL

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, but we will always take students' individual circumstances into consideration. This includes considering 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) and where students have decided to withdraw from a study programme.

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, and any decision will be confirmed to the student in writing.

### **7. Change in circumstances**

If there are changes in circumstances which may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

### **8. Record keeping**

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, documents as evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule. These are available to you at any time on request.

### **9. Monitoring arrangements**

This policy will be reviewed by the Head of Sixth Form every year. At every review, the policy will be approved by the Headteacher.