

Gateacre School



16 – 19 Bursary Fund Policy

Approved by:	Governing Body	Date:
Last reviewed on:	1/10/23	
Next review due by:	1/10/24	

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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

2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 Bursary Fund Guide 2020 to 2021](#)

3. 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)

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the 16 to 19 bursary fund policy, but delegate this specific responsibility to the headteacher.

The governing board also has overall responsibility for monitoring and adherence.

4.2 The headteacher

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

4.3 Staff

Our staff are responsible for implementing the 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.

4.4 Parents

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

5. How we use the bursary fund

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 barriers to participation so they can remain in education.

- 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

6. Eligibility criteria

6.1 Age

- To be eligible:
 - A student must be aged 16 or over but under 19 on 31 August 2024
- Students 19 or over must either:
 - Be continuing on a study programme they began aged 16 to 18, or
 - Have an Education, Health and Care Plan (EHCP)

6.2 Eligible education provision

- Students must be participating in provision that is subject to inspection by a public body that assure quality (e.g. Ofsted). The provision must also be either:
 - Funded directly by ESFA or by ESFA via a local authority
 - Publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19
 - In a 16 to 19 traineeship programme
 - Non-employed and participating in a Prince's Trust Team Programme
- Students are not eligible if:
 - They are on an apprenticeship programme
 - Are on any waged training
- Students who are studying via distance learning may need infrequent financial help (e.g. travel to exams), if this is the case we will provide support in-kind (e.g. a travel pass)

6.3 Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

6.4 Asylum seekers

- Those under 18 with an adult relative or partner and those aged 18 and above:
 - Are entitled to education
 - Are not entitled to public funds
 - Can apply to the Home Office for suitable housing and cash for essentials

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

- Unaccompanied children:
 - Are the responsibility of the local authority
 - Are to be treated as 'looked after' children
 - Are eligible for a bursary for vulnerable groups

When these students reach 18 we will consider their immigration status. They will still be eligible for a bursary if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

6.5 Bursaries for young people in defined vulnerable groups

Students who meet one of the following 4 criteria below, in addition to the above age and residency criteria, can apply for a bursary for vulnerable groups of up to £1,200 per year.

- The defined vulnerable groups are students who are:
 - In care (those who are privately fostered are **not** classed as looked after)
 - Care leavers
 - Receiving 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
 - Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

We will look at individual cases for these students, based on needs. Students will only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

Students eligible for bursaries under this category will be given a pro rata bursary if their study programme lasts for less than 30 weeks.

- We will obtain the following **proof of eligibility** for vulnerable groups:
 - 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. The evidence 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, a copy of their Income Support or Universal Credit 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 Universal Credit (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
 - For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

6.6 Discretionary bursaries

- In assessing an application for a discretionary bursary, we will consider:
 - Level of household income
 - Eligibility for Free School Meals

Students in receipt of Free School Meals do not need to provide further financial information.

If the learner is not currently in receipt of Free School Meals, evidence that the household income falls below £16,190 per annum should be provided. Applications must be supported by evidence (photocopies accepted) to enable an assessment to be made. Examples of types of acceptable evidence include P60, evidence of income from self-employment, benefit entitlement/award letters, tax credit award notice. Student who has been affected by sudden exceptional changes to their financial circumstances. A letter from the parent carer would be required.

7. Payment

7.1 Process

Payments are made using the following process:

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

Applications should ideally be submitted by the end of the autumn term 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.

7.2 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 95%
- Compliance with the school behaviour policy and 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 evidence that the student intends to return).

As much as possible, we will avoid sanctioning a student to the extent that their bursary funding had been stopped for a whole term.

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.

8. Monitoring arrangements

This policy will be reviewed by Ms Joanna Kinder, Assistant Head with responsibility for Sixth Form every year. At every review, the policy will be approved by Gateacre School Governing Body

Gateacre Sixth Form Student Bursary Application Form

Name	
Address	
Contact telephone numbers	
Home	
Mobile	

There are 2 Types of Bursary, please read the information below and decide which type you are applying for:

BURSARY Type 1: (Vulnerable)

The Department of Education states that students in the following list (**Vulnerable Bursary**) will receive £1200 for the year based on enrolling on a full time funded course:

- Young people in care
- Care leavers
- Students **in personal receipt** of income support
- Students **in personal receipt** of Employment Support Allowance **who are also** in receipt of Disability Living allowance

(Evidence of the above will be required)

Bursary Type 2: (Discretionary)

Students who are eligible for Free School Meals can apply for a discretionary bursary. They should have good attendance with no unauthorised absences.

Please indicate what you are applying for:			
Bursary Type 1 (Guaranteed)		Bursary Type 2 (Discretionary)	

Residency. To qualify for assistance from the Student Bursary Fund you must meet the residence conditions set out below. If you do not meet these conditions, you will not be eligible for financial assistance. Read these statements carefully and then tick one box only which applies to you.	Tick
I have been a resident of the UK for at least three years before joining Gateacre School	
I am a national of any European Union (EU) country (including Gibraltar) or the child of an EU national and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least 3 years prior to joining Gateacre School.	
I am the child of an EEA migrant worker who has the right to work in the UK.	
I am recognised as a refugee by the UK Government or the child	

Personal Details. If any of the following circumstances apply to you, please tick the appropriate box.	Tick
I am 16-19 years old, live independently and claim Income Support.	
I am 16-19 years old, live independently and claim Universal Credit.	
I am 16-19 years old and receive Income Support or Universal Credit for any reason.	
I am looked after by the Local Authority.	
I am a care leaver (a 16-19 year old no longer in care)	
I am a disabled young person in receipt of Employment and Support allowance and Disability Living allowance.	
I am a disabled young person in receipt of Universal Credit and Personal Independence Payments.	
I am a named care giver	

Bursary Information. Please give as much detail as you can in each box.	
Transport You must live over 3 miles from school Please specify the nature of transport e.g. bus pass,	
Books & Equipment <ul style="list-style-type: none"> - You must tell us what subject/course the equipment is for 	
General Hardship including: <ul style="list-style-type: none"> - One off events. - Unforeseen circumstances 	
Trips that are an essential part of the curriculum <ul style="list-style-type: none"> - You must tell us what subject or course the trip is being organised by 	
Do you receive or are entitled to a free school meal? Did you receive a free school meal in Year 11?	
Are you in receipt of any benefits? If Yes please give details:	
Please provide Bank Details below:	
Account Holder's Name :	Name of Bank:
Account Number:	Sort Code:
Personal E-mail address:	Signature:

Payments will be made Half-Termly. Students must provide the Finance office with receipts.

Applicant's bank details (please note: this should be your personal account)	
Bank:	Bank Branch:
Account holder's name:	
Account number:	Sort Code:

Signatures	
Student Signature	Parent/Carer Signature