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**16-19 Bursary Fund Policy**

**2021-2022**

1. **Background**

The following extracts are taken from the document titled **16 to 19 Bursary Fund guide 2021 to 2022 academic year.**

*“The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.*

*There are 2 types of 16 to 19 bursaries:*

* *bursaries for defined vulnerable groups*
* *discretionary bursaries which institutions award using policies they set, in line with these funding rules”*

*“Institutions must ensure they assess the actual financial needs of individual students when awarding bursary funding.”*

*“Both types of bursary funding are designed to help students overcome the individual financial barriers to participation that they face, and institutions must ensure the funds go to those who genuinely need them. No student should automatically be awarded a set amount of funding without an assessment of the level of financial need they have.”*

1. **Student eligibility criteria**

For students to be eligible for the bursary fund, students must meet the age and residency criteria as listed below:

* Be aged over 16 and under 19 years old on 31st August 2021 or 19+ with an Education, Health and Care Plan (EHCP) or continuing on a course started aged 16 to 18 (known as a ‘19+ continuer’)
* Be enrolled on a full-time course
* Meet the ESFA residency criteria as set out in the ESFA Funding Guidance [link](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year)
* Please note that students aged 19+ on 31st August 2021 are not eligible for the Vulnerable Bursary

1. **Bursary groups**
2. **Vulnerable Student Bursaries**

Students should be awarded the amount of support needed to participate and is based on an assessment of the type of costs they may incur. This means that a student can receive up to £1,200 of bursary funding *but this is not guaranteed*, which will be paid to students who are in one of the following ‘vulnerable group’ categories as defined by the ESFA;

* In Care or Care Leaver
* Receiving Income Support or Universal Credit in their own right
* Receiving Disability Living Allowance or Personal Independence Payment in their own right and Employment Support Allowance or Universal Credit in their own right

The ESFA recommends that it should be made clear in this policy that there is the possibility of no or a limited award for the vulnerable student bursary. Meeting the criteria for a vulnerable student bursary does not automatically mean that funding will be given. The Academy needs to consider the circumstances of each student on a case-by-case basis. We will assess whether no bursary should be awarded (because the student has no financial need) or to award a reduced amount (because the financial help needed is limited).

Students must meet the following required conditions to receive payment:

* 95% attendance rate (this takes into account periods of absence due to genuine illness). Where genuine illness causes attendance rates to fall 95% then medical documentation will be required
* Punctual to morning tutor registration and all subject lessons
* Excellent conduct in the Academy
* Completion of independent work as outlined by teachers
* Effort grades in the Assessment Points are graded as 1 or 2, not 3 or 4

1. **Discretionary Bursaries**

This discretionary bursary is designed to meet the needs of individual students such as covering transport costs. This is based on the financial position of the student’s family. To be eligible the family’s household income must be £18,100 or lower, to include income from employment, pensions payments, job-seekers allowance, all tax credits including child tax credit and working tax credit but child benefit may be excluded.

All Bursary awards are made on the basis of student needs and while household income will be one factor in determining need, it will not be the sole factor, so payments may vary. In addition to household income, students must meet the following required conditions to receive payment:

* 95% attendance rate (this takes into account periods of absence due to genuine illness). Where genuine illness causes attendance rates to fall 95% then medical documentation will be required
* Punctual to morning tutor registration and all subject lessons
* Excellent conduct in the Academy
* Completion of independent work as outlined by teachers
* Effort grades in the Assessment Points are graded as 1 or 2, not 3 or 4

Should these required conditions not be met then payment will be reviewed and may be stopped. Cash payments will be made to the student’s bank account.

Wherever possible, the *Academy will make payment in kind*. This can include the following:

* Transport costs getting to/from the Academy. Bus/train tickets will be bought for the student by the Academy
* Essential books and equipment relevant to the courses being studied and not already provided
* Clothing vouchers will be given to students who need support in order to meet the Sixth Form dress code
* Stationary is available to students bought centrally by the Academy
* Educational trips necessary for the curriculum being studied will be organised by the related curriculum staff members and payment made centrally by the Academy
* Costs of specialist clothing (PE/Drama/dance) bought centrally by the Academy
* Transport costs to university open days, or similar events will be paid for by the Academy
* Fees for university entrance tests, such as Bio Medical Admissions Test (BMAT), UK Clinical Aptitude Test (UKCAT) and similar entrance tests

1. **Curricular base bursaries**

The Academy reserves the right to retain 30% of the 16-19 funding allocation to utilise in giving our students opportunities to break down barriers often faced by disadvantaged students in quintile 1 of POLAR4. Examples of the use of this funding includes:

* 1:1 coaching by career experts in supporting the design and completion of personal statements, in addition to support offered by Academy staff
* 1:1 mock interview preparation with career experts, in addition to support offered by Academy staff
* Attendance to subject-specific events held by partner universities targeted to students in quintile 1 of POLAR4
* Transport to work experience opportunities
* Utilisation of new technology and online resources that are in addition to those accessible by curriculum areas
* Specialist training courses such as those supporting the pre-med programme
* Where applicable, residential courses that help support students in meeting specific curriculum criteria e.g. geography, Level 1 PFA qualification

1. **How to Apply**

Students are required to complete the online 16-19 Bursary Funding application form in the presence of their parent/family/guardian via the following link check GDPR guidelines

Details include:

* Student details
* For vulnerable bursary applications – confirmation of status
* For discretionary bursary applications – confirmation of income
* Student educational needs
* Student bank details – *in their own name*
* Declarations

**Important:** students and parent/family/guardian must take great care to ensure information provided to the Academy is true and complete. If information is found to be false or incomplete (i.e. undeclared income) we will request that the money awarded be repaid in full. Failure to repay the award may lead to police involvement/court action.

List of possible evidence:

* Letter from HM Revenue & Customs – Tax Credit Award for 202/2021
* Current Benefit letter from the Department for Work and Pensions (DWP)
* Proof of earnings from Employer – P60 for 2020/2021
* Self-Assessment Tax Return (if self-employed) for 2020/2021
* Universal Credit Monthly Award Notices for June, July and August 2021
* Confirmation letter from Local Authority of current or recent looked after status (vulnerable group)
* Confirmation of other income

1. **Assessment procedure**

The distribution of the Discretionary Bursary fund will be dependent on the number of eligible students. Applications can only be made once students have completed 6 weeks of their course. Payments are not made retrospectively. The deadlines for vulnerable bursary and discretionary bursary applications are:

* Autumn Term 8th November 2021
* Spring Term 28th February 2022
* Summer Term 6th June 2022

The applications will be reviewed by the following panel of staff:

Mr Irish Principal Shireland Collegiate Academy

Mrs Fox Assistant Principal (KS5)

Mrs Atwal Student Support Manager

Students will be notified by letter of the outcome to their application.

1. **Complaints and Appeals**

Any student who is unhappy with the handling of application for bursary funding or wish to appeal……… Please note that appeals based on the grounds of income levels alone are unlikely to result in a decision reverse.

1. **Confidentiality**

The Academy will ensure applications are handled confidentially.