

Title:	16-19 Bursary policy
Internal Reference:	L4L-GY-034
Approved by:	Claire Smith
Issue Date:	July 2020
Version No:	V4
Last Date Reviewed:	12.02.24

16-19 Bursary Policy

1. Introduction

The 16-19 Bursary been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training.

Bursaries are available to all young people in the nominated vulnerable groups detailed in section 2.2

- Discretionary bursaries to young people in the sixth form facing financial barriers to participation, such as the costs of transport, books and equipment.

2. Eligibility

2.1 To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19.

2.2 The most vulnerable young people will be eligible for a bursary. This group covers young people who are looked after; care leavers; those getting Income Support or Universal Credit. Evidence will be required in the form of:

- a letter setting out the benefit to which the young person is entitled;
- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

2.3 The school is free to determine which students should be eligible to receive a bursary and how much they should receive. Decisions will be made in November, January, and April of each academic year.

2.4 A student's household income will usually be assessed as evidenced by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 form or certified accounts if self-employed.

2.5 Receipt of a bursary should be conditional on the student meeting agreed standards set out in Appendix I.

2.6 There will be two categories of bursary payment:

1. Vulnerable young person.
2. In-kind bursary payment for students with an identifiable financial need to finance education-related costs (for example materials, DBS checks for students on care courses, course-related trips, UCAS fee/travel to open days, exam re-sit fees).

3. Administration

For audit purposes, hard copies of all documentation for the Bursary Fund should be kept for a period of 6 years. This documentation must include evidence of the application process, documents relating to how the learner was assessed and the funds issued.

4. Applications and payment process

4.1. Students should apply for a bursary by second week of enrolment. Students must apply for funds for specific educational purposes. All applications must be submitted to CEO (Sara) using the form in Appendix II.

4.2. The Assessment Panel will assess each claim and authorise payments. The Assessment Panel will meet to make decisions on applications. Payment decisions must be recorded for audit purposes along with records of applications and evidence. The assessment panels will consist of the Principal, the Director, and a member of the Scrutiny Board.

4.3. Successful bursary applicants remain eligible for one academic year.

4.5. Students will be informed in writing of the decisions of the Assessment Panel within one week of the Assessment Panel's meeting.

4.6. Any bursary payments will be made by BACS unless a student does not have a bank account. In this situation cash will be given (signatures needed). Where bursary payments are to be made to a bank account, they should only be made to the student's bank account.

4.7. Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account. Payments may be made to a joint account, as long as the student is one of the account holders.

4.8. Bursaries may also be paid 'in kind' in circumstances of short-term and extreme financial issues. Such items will be specifically stated and provided to the named individual.

4.9. In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

The bursary fund is dictated by the ESFA, who offer guidelines on an annual basis.

The bursary application for funding is administered through NELC, and audited by NELC. All records are kept for 3 years.