



16 TO 19 BURSARY FUND - 2023 / 2024

Introduction

From September 2011 the Government introduced a Bursary Fund to provide support for the Sixth Form Students from disadvantaged backgrounds. This Protocol is based on advice provided by the Education and Skills Funding Agency (ESFA) and sets out how Newent Community School and Sixth Form Centre will distribute the funds.

Schools, colleges and training providers will be responsible for awarding bursaries to students.

What is the 16 – 19 Bursary Fund?

The Fund is made available from the Government through its funding body ESFA for 16 - 19 year olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

There are two types of 16 – 19 bursary available:

- A vulnerable bursary of up to £1,200 a year for young people defined in the Vulnerable Priority Group.
- A discretionary bursary that can be awarded to meet individuals needs targeted on students who cannot stay in education without financial help for things like transport, meals, books and equipment.
Discretionary bursary may be available for young people defined in the High, Medium or Low Priority Groups.

Eligibility

Who is eligible to apply for 16 - 19 Bursary Funding?

Students must be participating in provision, full or part time, that is subject to inspection by a public body that assures quality eg Ofsted and satisfy specific criteria:

- To be eligible to apply a bursary in the 2023 / 2024 academic year a student must be aged 16 or over but under 19 at 31st August 2023.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

These two groups of aged 19 plus students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and the school considers they need the additional support to continue their participation.

- Accompanied asylum seeking children who have not had their asylum application refused, may be eligible for in-kind support such as books, equipment and a travel pass.
- Unaccompanied Asylum Seeking Children with asylum status may be eligible for a bursary under the 'vulnerable group' until they reach the upper age limit.



Who is not eligible for 16 - 19 Bursary Funding?

- Students under 16 years of age unless under exceptional circumstances, please contact the school in the first instance.
- Students over 19 years of age on 31st August 2023
- Students aged 19 or over are not eligible for bursaries for vulnerable groups.
- Accompanied Asylum seeking Children who have had their asylum application refused.
- Students who do not meet the residency qualifications.

Applications and Assessment

How does the school assess applications and allocate 16 to 19 Bursary Funding?

Newent Community and Sixth Form Centre will make every effort to ensure that all those entitled to bursaries receive such support. All students entering Sixth Form will receive information regarding the Bursary. Sixth Formers will be entitled to apply if they fall into any of the groups. Parents / Carers will be asked to provide evidence of household income as set out on the Application Form.

The 16 to 19 Bursary Fund is a limited Fund and the school will prioritise allocation. There will be 4 priority groups, categorised as vulnerable, high, medium and low.

Applications cannot be made until a sixth form place has been confirmed and the student has commenced their studies as a Post 16 student.

All applications should be received by the Business Leader by **6th October 2023** and students will be informed of the result of the application by **20th October 2023**.

An application will not be assessed unless it contains full details including documentary evidence of household income.

Applications will be accepted throughout the Academic Year to allow for in-year applications where a student's circumstances change. However, given the limited nature of the funding it cannot be guaranteed that in-year applications will all be successful.

Vulnerable priority group

Students aged over 16 and under 19 on 31st August 2023, and who fall into one of the following categories:

- Are currently in care (as defined by Social Services)
- Are leaving or have recently left care
- Are in receipt of Income Support 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
- Are disabled and in receipt of the Disability Living Allowance or Personal Independence Payment (PIP) in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Eligible students will be eligible for up to a £1,200 Bursary to support with costs such as transport, equipment etc. This figure will be subject to pro rata if attending a part time study programme.

Payments will be made on a termly basis (i.e. 6 times per year at the end of each Term)



High priority group

Students aged over 16 and under 19 on 31st August 2023, and:

- Have a gross annual household income of below £16,190 and are eligible for Free School Meals

Eligible students in this group, if they apply to the 16 to 19 Bursary Fund by the **6th October 2023** will be eligible for funding to contribute towards the cost of transport, essential course equipment, trips, uniforms, materials, etc. The amount of funding will be dependent on the number of eligible applications.

Payment will be dependent on meeting agreed attendance, achievement and behaviour criteria as laid out in the Learning Agreement.

Payments will be made on a bi-term basis direct to the student where a receipt has been forwarded to the School as evidence of a related cost incurred. (i.e. 3 times per year at the end of Term 2, 4 and 6).

Where it is considered appropriate payment will be made direct to the relevant company eg the transport company to purchase a bus ticket, and not to the student.

Medium priority group

Students aged over 16 and under 19 on 31st August 2023, and:

- Have a gross annual household income of between £16,191 and £20,817

Those in the medium priority group will be eligible for funding based on the school allocation and subject to available funding.

Payments will be made on a bi-term basis direct to the student where a receipt has been forwarded to the School as evidence of a related cost incurred. (i.e. 3 times per year at the end of Term 2, 4 and 6).

Where it is considered appropriate payment will be made direct to the relevant company eg the transport company to purchase a bus ticket, and not to the student

Funding will be provided on the basis of a tiered system, where those on the lowest household income ie are eligible for FSM, will receive the highest award.

Low priority group

Students aged over 16 and under 19 on 31st August 2023, and:

- Have a gross annual household income of between £20,818 and £25,521

Those in the low priority group will be eligible for funding based on the school allocation and subject to available funding.

Payments will be made on a bi-term basis direct to the student where a receipt has been forwarded to the School as evidence of a related cost incurred. (i.e. 3 times per year at the end of Term 2, 4 and 6).

Where it is considered appropriate payment will be made direct to the relevant company eg the transport company to purchase a bus ticket, and not to the student



Funding will be provided on the basis of a tiered system, where those on the lowest household income ie are eligible for FSM, will receive the highest award.

Conditions

- ***Applications must be supported with current official proof of household income ie Universal Credit (the three most recent monthly award statements) or evidence of similar benefit, P60, evidence of self-employed status etc.***
- ***Applications must be supported with documentary evidence of costs to be incurred eg travel or equipment costs.***

Bursaries will be paid 'in-kind' rather than cash where possible eg bus passes, credit for meals in the school's dining facility or by providing relevant books and equipment.

Please note that an application **will not** be assessed unless it is supported by full documentation or evidence of current official proof of household income or evidence of costs incurred. The Finance Office will send a letter detailing the information required for the application to be processed.

If documentary evidence is not available please contact the Finance Office to discuss possible alternative evidence options. Where relevant, it is possible to attach a letter outlining any special circumstances that may apply to an individual's situation.

Furthermore, please note:

- To qualify all applicants attendance must not fall below 95% (for the previous term **) for priority groups – High, Medium and Low
- The School reserves the right to stop payments immediately should a student's attendance or behaviour become unacceptable. Payments, where relevant, will be made at the end of each period following analysis of the previous period's data for attendance and behaviour.
- The School can request a full refund of any payments made should the student leave prior to the end of their studies.
- Funds are limited and will be allocated based only on the criteria above.

**** Parents / carers have the right to appeal should attendance fall below 95% due to special circumstances**

Payments

See the Guidelines and Criteria for payment of the 16 to 19 Bursary Fund Learning Agreement.

Appeals

Students are entitled to appeal against the decision made in relation to their application for a Bursary or the withholding of payments. Students should first request a meeting the Director of the Sixth Form to raise their concerns. If such a meeting fails to resolve any differences, the Student should write a letter of Appeal for consideration by the relevant Appeal Panel of the school. The Appeal Panel will consist of the Principal and a Governor.



Fraud

Fraudulent claims for Bursary allocations will be treated very severely. Students found to make fraudulent claims will be required to refund all payments and the police will be informed.

If you think you may be eligible for a bursary then it is wise to ensure that you have opened your own Bank or Building Society Account that can receive direct payments into it.

The school will consider eligibility for Free School Meals when considering applications for funding.



**16 TO 19 BURSARY FUND – 2023 / 2024
APPLICATION FORM**

Applications cannot be made until a sixth form place has been confirmed and the student has commenced their studies as a Post 16 student. Proof of entitlement will be required to allow the processing of this form.

Student Details

Surname / Family Name	
First Names	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Bank or Building Society Details

To receive payments, you must have a Bank or Building Society Account in your own name that will accept direct payments. If you do not have an Account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (if a Building Society Account)	

Circumstances

Please indicate the help you require by adding detailed information, including costs incurred, in the appropriate boxes:	
Travel Costs	
Essential Course Costs (books, equipment, uniform etc)	
Meal Costs	
Other (please specify in full)	
Please complete all boxes above that apply to this application. Documentary evidence will be required to support the application. If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returning to the School after use.	

I certify that the information given above is true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete the course.



Signature	Student	Date	
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**16 TO 19 BURSARY FUND – 2023 / 2024
APPLICATION FORM**

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement will be required to allow the processing of this form.

Parent / Carer Details

Surname / Family Name	
First Names	
Date of Birth	
Address	
Post Code	
National Insurance No	
Home Phone	
Mobile Phone	
Household Income	

Income Details (for household)

Please indicate which of the following benefits / income your household are currently in receipt of. Please send evidence to support this income.		
Type of Income	Yes / No	Evidence Required
Income Support		An award letter which is less than 3 months old on the date of application
Working Tax Credit / Child Tax Credit		Page 1 – 4 of your most recent Tax Credit Award
Universal Credit (UC)		The three most recent monthly award statements
Other Benefits / Pensions (Please specify)		An award letter which is less than 3 months old on the date of application
Earned Income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips on 4 fortnightly wage slips
Self-employed earnings with no additional benefits		Audited accounts or official tax return

Applications where total Household Income exceeds £25,521 per annum will not be considered for support under this scheme.

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

Vulnerable		High		Medium		Low	
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I certify that the information given above is true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information.



Signature	Parent / Carer	Date	
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16 TO 19 BURSARY FUND – 2023 / 2024 NOTES

The following information applies to students aged 16 to 19 on 31st August 2023 taking a full-time or part-time further education course in 2023 / 2024.

All applications should be received by the Business Leader by **6th October 2023** and students will be informed of the result of the application by **20th October 2023**. If circumstances change students can make applications later in the academic year.

£1200 Bursary

The Government has announced that some students will be entitled to a grant or bursary of £1200* over the course of the academic year. You could get this if you are in one of the following categories:

- You are living in care
- You are a care leaver
- You are in receipt of Income Support 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
- You are disabled and in receipt of the Disability Living Allowance or Personal Independence Payment (PIP) in their own right as well as Employment and Support Allowance or Universal Credit in their own right

If you think you are eligible for this £1,200 bursary, please contact the Director of the Sixth Form in the first instance.

16 - 19 Bursary Fund

Is your household income less than £25,521 a year? If so, you could get extra financial support worth hundreds of pounds.

Apply now to the 16 - Bursary Fund and you could get assistance towards the costs of transport, books, trips, meals, exam re-sits, etc.

Application forms are available from the Finance Office; alternatively you can download one from the school web-site.

Proof of household income (or income-based benefits) will be required. Please note that the application will not be assessed unless you give your full details and include documentary evidence of household income.

Documentary evidence will be required to support the application. Please note that the application must be supported with documentary evidence of costs incurred eg travel or equipment costs.



This information is subject to final Government decision and the details may change.

Updated information, as it becomes available, will be posted on the school's website.

For advice speak to a member of the Sixth Form Team.

16 TO 19 BURSARY FUND – 2023 / 2024 LEARNING AGREEMENT FOR BURSARY STUDENTS

The main aim of the 16 to 19 Bursary Fund is to support students financially in their further education studies. We, as a School, have a duty to ensure that students comply with the following criteria:

1. Students attend both registration and lessons;
2. Students are required to have an attendance rate of more than 95%;
3. Students apply themselves to their studies particularly in regard to effort;
4. Students meet the deadlines set by individual subject staff;
5. Students conduct themselves in accordance with the expectations of the Sixth Form.

The Bursary payment will only be authorised after giving consideration to the following criteria:

- All your absences from school must be authorised by the school. In the case of appointments, driving tests, university visits, interviews, etc you must notify the school in advance. If you are ill or organise an emergency morning appointment, you should telephone the school to notify us. Any holidays planned in term time will result in your payment being stopped, unless it is cleared by the School.
- You must catch up any work missed through absence. On the first day you return to school, it is your responsibility to talk with the relevant subject staff to ensure that you do not fall behind with your studies.
- You always come to school fully prepared for your classes, ensuring that you have with you the appropriate books and equipment for the class. All timetables lessons must be attended.
- You have consistently maintained good standards of work and met course work requirements including completing homework by the appropriate deadlines.
- You have made a positive contribution by fulfilling any additional commitments, for example, work experience, community task, voluntary service, conference, field trips, sporting activities, etc.
- Your commitment to subjects is judged as good or excellent by all your subject teachers. This must be reflected in your Formative Assessment Tests and any other documentation called for by the Acting Head of Sixth Form / Tutors. An unsatisfactory Effort Grade will be deemed a failing criterion for the termly payments.
- Your academic progress is judged to meet or exceed any target minimum grades that you have been set in the light of teacher assessment and LAT data.

I understand that failure to comply with the above will jeopardise my Bursary payment.



Student's Name : _____ Tutorial : _____

Student's Signature : _____ Date : _____