



**16 - 19 BURSARY  
FUND POLICY  
2024 - 2025**

## Background

A key priority for the Government is to close the gap in attainment between those from less fortunate and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The Department for Education (DfE) established the 16-19 Bursary Fund in 2011. The aim of the Fund is to help 16 to 19 year olds continue in education, where they might struggle for financial reasons. It enables those students to access additional funds to support learning; participation in activities to enrich their learning experience; and pursue applications to Higher Education. There are two types of 16-19 Bursaries:

- **Vulnerable Bursary** For young people in one of the defined vulnerable groups.
- **Discretionary Bursary** Awarded by the Sixth Form to meet individual needs i.e. help with the cost of transport, meals, books and equipment.

## Eligibility Criteria

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

- Be aged over 16 and under 19 on 31st August 2023 or 19+ with an Education, Health and Care Plan (EHCP) or continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- Be enrolled on a full time course
- Meet the ESFA's residency criteria as set out in the ESFA Funding Guidance .

## Bursary Groups

**Vulnerable Student Bursaries** - The Sixth Form can approve up to £1,200 of bursary funding which will be paid to students who are in one of the following 'vulnerable group' 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
- Receiving Employment Support Allowance or Universal Credit in their own right

**Discretionary Bursaries** - This is based on the financial position of the student's family, and their needs to continue in education. To be eligible, the student will need to be entitled to free school meals or the student's guardians must be in receipt of Universal Credit with a family household income of below £30,000 per annum. This will include income from employment, pensions payments, jobseekers allowance, all tax credits including child tax credit, working tax credit and Universal Credit but child benefit may be excluded. Parents / Guardians will need to provide proof of ongoing Universal Credit.

## How to Apply

Students are required to complete the online 16-19 Bursary Funding application form in the presence of their parent/guardian via the following link <https://bayhousebursary.applicaa.com/1>.

Details required:

- 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 their parent/guardian must take great care to ensure information provided to the Sixth Form 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.
- The bank account details provided must be in the student's own name.

### **Student Educational Needs**

The list below is an example of the costs that students may receive bursary support for:

- Public transport to and from school – termly bus passes
- School uniform / sports kit
- UK education field trips (a field trip is defined as a Classroom oriented co curricular learning experience outside of the school campus that is no longer than one day)
- University visits / interviews
- Curriculum materials / equipment – books, revision guides, consumables, etc.
- Examination fees including re-sit if applicable
- Music tuition fees – for tuition organised by the school.
- School meals
- Other equipment – we may be able to contribute up to £150 for a laptop used solely by the student
- Other items

### **Conditions**

Students must meet the following criteria in order to receive their bursaries:

- Have a target attendance of 90%. Students with below 90% attendance will receive no bursary payments. (Some allowance may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that the school has previously been made aware of.)
- Be punctual to all lessons.
- Demonstrate good behaviour.
- All work required by teaching staff will be submitted to the deadline set.

## **Purchases**

All purchases for books, equipment and stationery using bursary funding must be undertaken by the school, so no upfront purchase is necessary.

Please note the following:

- Any purchase must be used to support the student's learning
- Reimbursements to students who purchase their own equipment will only be made when the item has been approved by the sixth form office prior to purchase
- Where applicable payments will be made by electronic BACS transfer to the student's bank account against appropriate evidence eg receipts or proof of purchase
- Purchase requests may be refused where the cost for the purchase is deemed to be far greater than an equivalent item
- Books and equipment purchased using bursary funding must be returned at the end of the study programme
- High value items, such as a laptop or photographic equipment, must be approved and purchased by the school, on the understanding they are returned at the end of the study programme
- Students must complete a claim form for each purchase required

Please note The school reserves the right to seek the return of any funds, books and/or equipment purchased via the bursary e.g. cost of transport pass, photographic equipment, for a student who subsequently fails to attend or leaves the sixth form. The school will maintain a record of all applications and awards including number, value, purpose, whether awarded or not, and brief justification.

## **Petrol Claims**

Petrol claims can be made for exceptional circumstances. We will require proof of attendance to the destination provided (eg University open day). Single trips of more than 3 miles will be paid at 25p per mile. Requests must be made on line with supporting documentation.

Petrol claims can only be made in arrears.