



Eastbrook School

## 16-19 Bursary Policy

New policy to be introduced for September 2024 and then reviewed every two years

**Headteacher Signature:**

Date: 12 July 2024

**Governors Signature :**

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Date: 12 July 2024

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Appendix 1- Student Bursary Application form

Appendix 2: School Award Outcome/Assessment Sheet (For school use only)

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## 1. Aims

The aim of the bursary funds is to support disadvantaged students with the costs of staying in education after the age of 16, (e.g. textbooks, equipment for practical subjects, educational trips, travel costs to school, university interviews and open days).

The bursary funds are not intended to support extra-curricular activities where these are not essential to the students' study programme, support general household incomes or provide learning support, e.g. counselling or mentoring.

### 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
- Make clear to parents and students the attendance and behaviour conditions for receiving the funds

## 2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund for the 2021 to 2022 academic year](#). Any changes to published guidance will be reviewed annually and where required this policy will be updated to reflect the changes if required before the bi annual review date.

## 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)
- 'Looked after child' is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)
- '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 amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

## 4. Roles and responsibilities

### 4.1 The governing body

The governing body has overall responsibility for approving this 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving this policy has been delegated to the governor holding the finance link Governor role.

In our school, monitoring the implementation of this policy has been delegated to the Headteacher and School Business Manager

## 4.2 The Headteacher

The School Business Manager through delegation from the headteacher is responsible for ensuring staff are familiar with this 16 to 19 bursary policy, and that it is being applied consistently.

## 4.3 Staff

Our staff are responsible for implementing this 16 to 19 bursary policy consistently and the school 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 this 16 to 19 bursary policy.

## 5. How we use the bursary fund

Financial 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 financial barriers to participation so they can remain in education.

### There are two types of 16 to 19 bursaries available:

- Bursaries for defined vulnerable groups (Level 1)
- Discretionary bursaries (Level 2)

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 for the 16 to 19 bursaries

### 6.1 Age

To be eligible for either bursary in the 2021 to 2022 academic year, students must be at least 16 years old but under 19 years old on 31 August 2021.

Students aged 19 or over are eligible only for a discretionary bursary if they:

- Are continuing a study programme or course which they began when they were aged 16 to 18 years old, or
- Have an education, health and care (EHC) plan

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

### 6.2 Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into one of these groups:

- Be funded directly by ESFA or by ESFA via a local authority;
- Be funded or co-financed by the European Social Fund;
- Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA's list of qualifications approved for funding 14 to 19; or
- Be a 16 to 19 traineeship programme

Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

Students are not eligible if:

- They are on an apprenticeship programme; or
- Are on any waged training

Students who are studying via distance learning are eligible for either 16 to 19 bursary but are likely to require financial help on a more infrequent basis (e.g. travel to exams). If this is the case, we will provide support in-kind, such as a travel pass, details of which shall be decided on a case by case basis.

### **6.3 Residency**

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

### **6.4 Asylum seekers**

Accompanied asylum seekers under 18 with an adult relative or partner and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they 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 asylum seeking children:

- Are the responsibility of the local authority;
- Are to be treated as 'looked after' children; and
- Are eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group 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 (Level 1)**

Students with a financial need, who meet one of the following 4 criteria below, in addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving Income Support (IS), 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; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary and will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will be up to £950 per year for study programmes lasting 30 weeks or more. When calculating the amount, we will look at cases individually and base the outcome on a particular

student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £950 if they do not need the full amount.

We can use our discretion, on a case by case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student's eligibility position each academic year and will be required to apply. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

In assessing any application for the vulnerable student bursary, we will consider:

- Distance and cost to travel between the student's home and the school, or a location for a placement
- The requirements of their study programme
- Whether the student has additional responsibilities that may mean they need extra help

## **6.6 Discretionary bursaries**

In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary if they satisfy one or more of the following criteria:

- Have a household income of less than £16,190
- Either themselves or their family are in receipt of benefits and household income is below £16,190
- In receipt of Free School meals
- Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- Level of household income (this must be below £16,190/if the student is eligible for FSM)
- Distance and cost to travel between the student's home and the school, or a location for a placement
- The number of dependent children in the student's household
- The requirements of their study programme
- Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

## **6.7 Other Conditions**

In addition to meeting the above criteria for allocation of payment students must also meet Behaviour and attendance thresholds as set by the sixth form

Payments made or allocated to students for funding support may be stopped if there are concerns around conduct, or behaviour or if attendance falls below 95%.

## **6.8 Evidence**

Students who may be eligible for either bursary must complete an application form and provide the required evidence to the school.

As part of their application, students must sign a declaration stating “I understand and agree that as a recipient of a 16-19 bursary, I will be responsible for maintaining high standards of attendance at school and full commitment to my A-Level and/or BTEC courses”.

Examples of acceptable evidence we may request are:

- P60;
- Written confirmation of a student’s current or previous looked-after status from the relevant local authority; and/or
- Written confirmation of a benefit award or tax credit notice, in the name of the student (for either bursary) or the parent (for the discretionary bursary)
- Bank statements (within the last 3 months)

## **7. Application and payment process**

### **7.1 Applications**

Applications should be submitted by the first week of October to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, we acknowledge that students’ circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school’s complaints procedure.

### **7.2 Payment process**

Payments are made using the following process:

Payments will be made by BACS into student’s bank accounts in 3 annual payments, each Academic year

- Payment one by the End of October
- Payment 2 by the end of February
- Payment 3 by the end of April

As an alternative or in addition, the school may also choose to provide support through:

- Credit to students ParentPay accounts
- Contributions towards school trips, music lessons and or sporting activities
- Provision of kit or uniform items
- Travel vouchers
- Provision of specialist learning resources and equipment

### **7.3 Conditions for the receipt of bursary payments**

In addition to the above criteria being met, payments of the bursary are also conditional on students meeting expected standards of conduct and behaviour and attendance at least 95%.

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, but we will always take students’ individual circumstances into consideration. This includes considering 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) and where students have decided to withdraw from a study programme.

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, and any decision will be confirmed to the student in writing.

#### **8. Change in circumstances**

If there are changes in circumstances which may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

#### **9. Record keeping**

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, household income evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule

#### **10. Monitoring arrangements**

This policy will be reviewed by the School Business Manager, Head of Sixth Form and Headteacher annually. At every review, the policy will be approved by Finance Governors.



## Appendix 1 16-19 Bursary Application Form

Completed Application forms should be sent to [finance@eastbrooks.school.org](mailto:finance@eastbrooks.school.org) along with all supporting information outlined below in one email.

Alternatively, a hard copy can be handed into the finance office at Break or Lunchtime. Failure to provide required additional information may result in a rejected or delayed application.

### 1. Students Details

SURNAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email: \_\_\_\_\_

DOB: \_\_\_\_\_ Year Group: \_\_\_\_\_

### 2. Students Bank Account Details

Name of account holder \_\_\_\_\_

*(As it appears on your card/bank statement)*

Bank/Building society name \_\_\_\_\_

Account Number \_\_\_\_\_ Sort Code \_\_\_\_\_

*(Please attach a picture of your bank card or bank statement showing the full name of the account holder, sort code and account number)*

### 3. Subjects Being Studied: (Please tick all that apply)

Tick	Year 12	Tick	Year 13
	Art and Graphic Design		Art/Photography
	Biology		Biology
	Chemistry		Business Studies BTEC
	Design and Technology		Chemistry
	English Literature		Criminology WJEC
	History		Drama
	Information Technology Diploma		Economics
	Maths		English Literature
	PE		Health & Social care BTEC (1 A-Level)
	Psychology		Information Technology T BTEC (1 A-level)
	Sociology		Maths
	Vocational Business Extended Diploma		Sports Leaders (Level 2)
	Vocational Health & Social Care Extended Diploma		

### 4. Mode of travel to school

5. Is your main place of residence during term time the same as you have listed above?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If not please list the address that you reside at during term time:

ADDRESS \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Approximate distance of your journey. \_\_\_\_\_

Tick	How Do you travel to/from school (Please tick all that apply)	Approx. Weekly Cost of Travel
	Train	
	Tube	
	Bus	
	Walk	
	Cycle	
	Own car	
	Others Car	

## 6. Student Personal & Family Circumstances

### 6.1 Eligibility for Level One Bursary

Tick	Criteria for Level one Bursary
	I am a student in Care
	I am a care leaver
	I am receiving Income Support (IS), or Universal Credit (UC) because I am financially supporting myself or myself and someone who is dependent on me and living with them such as a child or partner
	I am receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in my own right as well as Employment and Support Allowance (ESA) or Universal Credit

**If you have selected any of the above options, please provide supporting evidence.**

### 6.2 Eligibility for Discretionary Bursary

Tick	Criteria for discretionary Bursary
	I am eligible for Free School Meals
	The total income of the household I live in is less than £16,190.000
	I do not satisfy any of the eligibility criteria above but am experiencing financial hardship due to the following Reasons. <b>Please state reasons below or an additional Sheet:</b>

#### I understand and agree that

- I must keep the school updated of changes to my circumstances.
- Payments may be stopped or reduced if my attendance falls below 95% or I breach the schools code of conduct
- Payments will cease if I fail to attend school or pull out of the course
- Money received must be spent on supporting my studies and the purpose for which it is given

***I understand and agree that as a recipient of a 16-19 bursary, I will be responsible for maintaining high standards of attendance at school and full commitment to my A-Level and/or BTEC courses***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Applications will be returned without full supporting information. Please make sure you include:**

- 1) Copy of bank statement/Card showing account name, sort code and account number or picture of bank card showing these details.
- 2) Supporting information for proof of income/Benefits and or supporting statement around your circumstances