



16 – 19 BURSARY

POLICY & APPLICATION FORM

2022 - 2023

1. Introduction

The 16-19 Bursary Fund is paid by the Education and Skills Funding Agency (ESFA) to Schools and Colleges so that they may provide financial support to students whose access to or completion of education might be inhibited by financial constraints.

Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund (this will vary from school to school based on demographic information).

Students who are eligible must **apply by 17th September** and must also supply the required evidence to support the application. Students who are eligible and who meet the requirements of the funding will be allocated a sum of money that they can access to support their post 16 education. This is subject to satisfactory attendance and conduct.

You must read this document carefully to ensure that you fully understand the requirements of the grant and that you do not miss important application deadlines which are non-negotiable. To further assist you, a frequently asked questions (FAQ) document is attached at the back of this application form and should hopefully answer any queries or concerns that you may have.

2. Criteria and Eligibility

To be eligible to receive a bursary the student must be:

- Aged over 16
- Under 19 on 31st August in their final year of study
- Students must meet the residency criteria set out by the EFA (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.)
- Aged 16 or over and have an Education, Health and Care Plan (EHCP) due to their high needs.

If a student turns 19 during their programme of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

The only students aged 19 or over who are eligible to receive a bursary from the 16 to 19 Bursary Fund are those who have an Education, Health and Care Plan (EHCP) due to their high needs.

Rushden Academy follows the methods of distribution of the funding in line with ESFA guidance which states that 5% of the total funding will be held back for administration. In addition to this, 10% of the total funding will be held back for applications that are received after the deadline of 17th September (i.e. change of circumstances & new students). It is therefore **vital** that those who are eligible now, apply before the deadline of 17th September to avoid a substantially lower ratio of funding. To be considered for the first round of Bursary applications this deadline must be met and is non-negotiable.

(A) Bursary for Defined Vulnerable Group:

These students may receive up to £1,200 for the year based on enrolling on a Full Time (ESFA funded) course and meeting the Student "Commitment Condition" stated below.

Funding for students in this group is held centrally by the Education and Skills Funding Agency and will be drawn down on demand once appropriate evidence has been seen.

Defined Vulnerable Group Bursary students are those who meet the criteria below and have a financial need:

- Young people in care
- Care leavers
- Young people **personally** in receipt of income support or Universal Credit
- Young people **personally** in receipt of Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit.

Please note: Original sources of evidence will be required by the school at the point of application. Please refer to the application form to determine the evidence required.

Meeting the above criteria is not a guarantee of vulnerable bursary funding and will be assessed on overall financial need.

(B) Discretionary Bursary Group:

Of the funding delegated directly to the school, 85% will be prioritised and allocated as follows:

Step 1: Eligible applicants are identified as those who have a financial need and fall under one of the three Student Tiers of Need below:

- **Student Tier A** – Students who have successfully claimed Free School Meals* for the current academic year whose home Household income is less than £16,480.
- **Student Tier B** – Students whose home Household income is between £16,481 - £21,589.
- **Student Tier C** - Students whose home Household income is between £21,590 - £26,554.

Please note: Original sources of evidence of household income will be required by the school at the point of application. Please refer to the application form to determine the evidence required.

Each Tier then has a specific weighting multiple for a share of this residual fund.

***Free School Meals**

Existing Rushden Academy students who have claimed free school meals in Year 11 can continue to do so into the Sixth Form, subject to the usual periodic re-assessment of eligibility.

External students into our Sixth Form who have been eligible for free school meals at their previous school, or whose circumstances have changed and who feel that they may now be eligible, will need to apply for FSM. The free school meal entitlement is currently £2.30 per day and can only be used to offset items purchased at lunchtime; purchases above this value or items purchased at break times will require payment.

Step 2: Size of payment depends upon the student tier, number of applicants and of course the total amount of funding available.

It may be possible for students to apply for additional funding in the Summer Term for specific items to support their studies provided there is sufficient funding available after the allocations have been made following the first deadline.

Any additional funding will need to be in agreement with, and authorised by, the Director of Sixth Form and will be allocated on the basis of need and availability of the funds.

3. Conditions of Funding

Students will be reviewed termly regarding their attendance, timekeeping and general conduct at pre-set dates throughout the year. In order for payment of receipts to be authorised, students must have zero unauthorised absences since the last review or since the start of the course (if term 1).

In order to access the funding, the student must submit receipts for items purchased which will then be refunded in to the nominated bank account. In some circumstances if this is not possible due to hardship, the academy will purchase the items for the student.

Payments

Payments will be made to reimburse course related costs with a receipt and completed payment request form. Examples of these costs are:

- Textbook and other resources for learning
- School uniform
- Stationary
- UCAS application cost
- School trips
- University open days
- University & apprenticeship interview travel costs
- Work Experience risk assessment and travel/uniform costs

Wellbeing

Bursary funding will be used to finance resources and experiences to benefit student wellbeing. These will include:

- Chamber wellbeing presentations and practical PT sessions
- Furnishings to improve communal areas – common room
- Rewards
- Staff training and resources for student medical needs in receipt of bursary

Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs.

Students will also be required to inform the school of changes in their financial circumstances.

Applications to the 16-19 Bursaries will be accepted from 1st September each academic year through to the end of the academic year or until the funding has been fully allocated, whichever is sooner.

Students must complete the application form in full providing evidence of household income and/or benefits as requested.

We reserve the right to request repayment of all or part of any payment received and/or return equipment provided if a student withdraws from their course. Students may be asked to return books or equipment at the end of their course.

Students may make more than one application to the fund in an academic year if their circumstances change or they apply for a secondary course during the academic year.

Where the student's circumstances change in-year and they become eligible as a vulnerable learner, they will receive a pro-rata amount of the vulnerable learner bursary, which will be from the date the student became eligible to the end of the academic year.

Where a student is enrolled on a course of less than 30 weeks, the vulnerable learner bursary will be adjusted to an appropriate pro-rata amount.

The final decision will be at the discretion of the Director of Sixth Form and is non-negotiable

4. In year applications and the contingency fund

Applications outside of “Window 1” (17th September 2021) will be from the Contingency Fund (10% of total Bursary Fund allocation). An estimate of the “residual funds” figure will be made by the Bursary Fund Panel and Steps 1, 2 and 3 applied as above. This means that Discretionary Bursary Group student allocations may vary according to the “residual funds” available in Windows 1 and 2 and during the year. Applications outside of Window 1 will also be pro rata based on the student enrolment date and academic year.

Any unallocated funds from the Discretionary Bursary Contingency Fund will be spent at the discretion of the Director of Sixth Form solely for the benefit of those students in receipt of the bursary.

Depending upon the amount of unallocated funds available, it may be possible to contribute towards the costs of school trips as follows: Essential Curriculum Trips – 45% contribution Non-Curriculum Trips – 20% contribution.

5. Procedure for application

To make an application, a student should first obtain advice from the Sixth Form support team. Students are advised to clarify they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.

Evidence of income will be required for each application, e.g. Evidence of benefits, P60, tax credit award notice and evidence of self-employment. At the Bursary Panel’s discretion, the above criteria may be waived in the event of students facing a unique financial barrier to learning. Each case will be considered individually and further information may be required to support the application.

Once the application form is complete with the evidence of eligibility attached, these should be placed in an envelope marked ‘Private and Confidential’ and handed in to the 6th form office.

All applications for a Bursary will be assessed by the Bursary panel, consisting of:

- *Head of Sixth Form*
- *Vice Principal*

The claim forms will be sent to the finance team who will then administer the appropriate payment to each student. The panel will meet termly to review the bursary fund to ensure it is being optimised to support all students that are eligible.

Appeals

The student or their parent/guardian/carer have the right to appeal against the decision made about their application. The appeal should be in the form of a letter to the head of sixth form who, with the bursary panel and Sixth Form designated Governor or Chair of Governors, will consider and respond to the appeal within two weeks of receipt.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

6. Timing and Amount of Payments

Applications for 2022/23 Bursary Funds may be made in the time periods below:

- **Window 1:** For a response by 24th September applications should be received by **17th September with original evidence attached**
- **Window 2*:** Applications with evidence received after the Window 1 deadline but before 1st October will receive a response before 8th October 2021.
- **In Year Applications*:** Beyond Window 2 applications will receive a response within 10 working days of submission.

* All applications outside of Window 1 will also be pro rata based on the student enrolment date and remaining academic year.

Important Notes

- All payments will be made via BACS to the nominated bank account.

Next review:	June 2023
Abbie Owen (Director KS5)	

Scroll down for the application form...

6th Form Bursary Fund Application Form

Part 1: Student Details	
Name:	Date of Birth:
Address:	
Post Code:	
Contact Number:	

Please complete Part 2 or Part 3 to confirm your eligibility:

Part 2: Defined Vulnerable Bursary Group	Mark (X)	Evidence Required
Young People In Care		Written confirmation of students' current looked after status from the relevant local authority.
Care Leavers		Written confirmation of students' previous looked-after status from the relevant local authority.
Young people personally in receipt of income support or Universal Credit		Income support or Universal Credit award notice in the student's name.
Young people personally in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment and Support Allowance or Universal Credit.		Universal Credit Claim in student's name from DWP plus evidence of receipt of DLA or PIP.

Part 3: Discretionary Bursary Group	Mark (X)	Evidence Required
Student Tier A - Students who have successfully claimed Free School Meals for the current academic year or whose home <u>Household income</u> is less than £16,480		Original Local Authority Free School Meals letter /school transition data / Original Tax Credit Award Notice annual statement for the period 06/04/2022 to 05/04/2023 from HMRC clearly showing household income / Universal Credit award notices for the 3 most recent months.
Student Tier B – Students whose home <u>Household income</u> is between £16,481-£21,589		Original Tax Credit Award Notice annual statement for the period 06/04/2022 to 05/04/2023 from HMRC clearly showing household income / Universal Credit award notices for the 3 most recent months.
Student Tier C - Students whose home <u>Household income</u> is between £21,590-£26,554		Original Tax Credit Award Notice annual statement for the period 06/04/2022 to 05/04/2023 from HMRC clearly showing household income / Universal Credit award notices for the 3 most recent months.

Part 4: Living arrangements	Mark (X)	Part 5: My house is in receipt of Evidence will be required, this may include the following: P60, recent payslip, free school meal eligibility)	Mark (X)
Living with both parents		Universal Credit	
Living with single parent		Working tax credit	
Living alone or in shared accommodation		Job seekers allowance	
Living in care or leaving care		Employment support allowance	
		Council tax benefit	
		Housing benefit	
		Guaranteed Element of Pension Credit	
		Not in receipt of any of the above	

Please note: **Original sources of evidence will be required by the school at the point of application.** These will be returned to you.

To allow us to set you up a refund payment system, please complete the information below:

Applicant Name:	
Name of Bank:	Branch & Address:
Sort Code: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> </div>	Account Number:

I declare that the statements made on this form are true, and to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing.

I agree to repay the school in full and immediately any sums/resources advanced to me if the information I have given is shown to be false or deliberately misleading.

I am aware that should my attendance, general conduct and/or punctuality drop below that which is required and expected, my grant payments can be significantly reduced, or even fully withdrawn.

I am aware that the funding covers only this school year and that I must reapply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Students and their families should be aware that if false or incomplete information is submitted, or if they do not tell institutions about any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The student and/or their family could face prosecution and institutions will seek to recover any payments the student is not eligible for.

- I have read and agree fully to the terms and conditions of this grant

☐
☐

- I have attached original evidence as required

Signed:

Date:

Print Name:

Signature from a Parent/Carer

Please return this completed application in an envelope marked Private & Confidential to The Head of Sixth at your school.

Authorised:		Date:
Counter signed:		Date:
Amount awarded:		

Frequently Asked Questions (FAQ's)

Q:	How much money will I receive?
A:	Unless you fall into the Defined Vulnerable Group, the amount of funding you will receive will be dependent on which tier you fall into, but also how many students apply for the funding as the calculation used is split between the numbers of applicants. Those students who fall into the Defined Vulnerable Group may receive an annual payment of goods and services of up to £1,200 provided they meet the criteria and have a financial need.
Q:	I qualified for the Bursary last year – do I still need to apply?
A:	Yes – to qualify for any funding from September 2022, everyone will need to submit a new application with original HMRC evidence for this current year. You will also need to bear in mind that if you still qualify, the amount of monetary support you receive may differ to what you received last year.
Q:	Who has decided the income thresholds for eligibility for the different Tiers of funding?
A:	The income thresholds have been agreed based on the first threshold of the tax credit rates published by HMRC.
Q:	When will I get my allocation?
A:	<ol style="list-style-type: none"> 1. You will need to check with the 6th Form finance team that the items you wish to purchase are eligible. 2. Purchase the items and then provide the receipts to receive a refund. Only goods or services covered in the policy will be reimbursed.

Further guidance can be obtained by looking on the website: www.gov.uk/1619-bursary-fund