



Policy Title:	Sixth Form (16-19) Bursary Fund
Policy Reference:	S5
Version:	1.6
Member of Staff Responsible:	Director of Sixth Form
Status:	Statutory
Date adopted by Governing Body	13 July 2020
Date for review:	July 2021
Date reviewed:	22 March 2012 March 2013 (completed Jul 13 and Jul 14) July 2015 23 June 2016 16 May 2017 (No changes) 15 May 2018 (No changes) 11 December 2019

Change Record

Version:	Date	Description
1.1	03/10/12 (Community Comm)	Delete reference to YPLA – add in EFA
1.2	03/07/12 (Full Gov)	Amendment to Category A – inclusion of documentary evidence requirements
1.3	03/07/14 (Full Gov)	Amendment to title of 'Head of Sixth Form' to 'Director of Sixth Form'. Removal of 2012-13 from heading
1.4	23/06/16	Changes to Category A, B, C
1.5	11/12/19	Changes to Category A, Administration
1.6	13/07/2020	Changes to all sections

“Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the “Safeguarding Policy”.

16-19 Bursary Fund Policy

The purpose of the fund

The fund is made available from the Government through its funding body – The Education and Skills Funding Agency (ESFA) - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 bursary funding?

There are three categories for funding. Some students are entitled to the funding (Category A), some are eligible (Category B) and for some it may be possible (Category C).

The money can only be allocated to students on an individual basis against the criteria set out below. All students aged 16 or over but under 19 at 31st August 2020 are eligible to apply if they feel they meet the criteria.

Receipt of student bursaries are conditional on the student meeting agreed standards.

The criteria for each category is as follows:

Category A – Bursary for young people in defined vulnerable groups

Students aged under 19 at the start of their course and who fall into one of the following categories:

- in care
- care leavers
- receiving Income Support, or Universal Credit 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
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Students will be able to apply for a full bursary of up to £1200.

Documentary evidence is required in the form of written confirmation from the appropriate authority:

- a letter setting out the benefit to which the young person is entitled, ideally confirming that the terms of their benefit entitlement allow them to participate in further education or training (students should be aware that there are circumstances in which a young person on benefit is prohibited from participating and the authorising letter should confirm that this is not the case)
- 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

Categories B and C – Discretionary bursaries

Alongside the vulnerable bursary, there will also be two discretionary bursaries (Category B and Category C) which will be awarded to students who can demonstrate a genuine need for

financial support. Funds are limited and the number of bursaries allocated and the size of payments will depend on the amount of money available.

The total amount of the discretionary bursary will be received from the ESFA in September. Students will be able to apply for a discretionary bursary once the amount has been received.

75% of this amount will be available for the students who apply for a category B discretionary bursary. On their application they will indicate whether they want to have their school meals/transport/other equipment costs paid, with any amount awarded and unable to be paid in kind divided by 10 and paid by BACS each month for 10 months.

20% of the bursary amount will be retained for category C discretionary bursary applications.

Category B

- Students who have a gross annual household income of below £20,817.
- The exact amount awarded will vary from student to student, depending on, for example, household income, the distance needed to travel to the Academy, the number of siblings in the household and the requirements of their study programme. Once all applications have been received, a decision will be made and students will be informed.
- Proof of income will be required in the form of Universal Credit award notice, evidence of income from self-employment, a P60, or 3 months' worth of bank statements/payslips as evidence.

If there is a huge demand for the bursary in a given year, students will be prioritised on household income.

Students applying for a Category B bursary must apply by the first Friday in October.

Category C

- Students who have a gross annual household income of less than £25,521, or who encounter financial difficulty and may require a small cash bursary or a contribution towards books, equipment, travel, visits, etc. can apply for this bursary. This can be applied for throughout the year for specific costs.
- Proof of income will be required in the form of tax credits forms, evidence of income from self-employment, a P60, or 3 months' worth of bank statements/payslips as evidence.

How to Apply

Applications for Category A will be accepted at any time during the year.

Applications for Category B must be received by the first Friday in October (unless circumstances change)

Applications for Category C can be accepted at any time

Administration

Payment for the full Bursary (Category A) will be made by BACs into the student's bank account in three instalments; November, January and April.

Payment for Category B will either be paid in kind or monthly for 10 months and C will be discussed and arranged on an individual basis.

Books and equipment will remain the property of the school.

50% of the fund will be available for distribution in the autumn term and 25% in each subsequent term.

5% of the Bursary Fund will be retained to assist with administration costs.

The school will not spend over and above the amount of the bursary fund.

Applications should be made to the Director of Sixth Form.

Any remaining monies not allocated within a financial year, may be used at the discretion of the Director of Sixth Form, in accordance with the Education Funding Agency for 16-18 year olds directive to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers, as a hardship fund to support a student whose learning may be limited by financial constraints. Records and evidence of such use must be retained for inspection.

Monitoring and Evaluation

The Director of Sixth Form will be responsible for ensuring students meet targets and objectives.

The Director of Sixth Form will be responsible for maintaining records in accordance with the requirements of the ESFA.

The Director of Sixth Form will be responsible for reporting to the ESFA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Governing Body.

Appeals procedure

Applicants should be aware that funding available for Category B and C is limited. The school will consider all applications received but reserve the right to award funding it sees appropriate. The school cannot make awards once the fund has been used up. In the first instance, queries and concerns should be addressed to the Director of Sixth Form.

The Governors' Appeal Committee will receive and determine upon any appeals where funding is refused. Appeals should be addressed to the Clerk to the Governors' at the school.