

## **Context**

This statement forms part of our commitment to ensuring all sixth form students have access to high quality provision. The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. The fund is allocated to post-16 providers by the Education and Skills Funding Agency (ESFA). Students may experience financial difficulties with costs such as transport, offsite educational activities, equipment or other course related costs. Eligibility is based on the student meeting residency requirements and being on a means-tested or disability benefit.

## **The Bursary Scheme**

There are two types of 16 to 19 bursaries:

- i. Higher-priority claimants (defined vulnerable groups)
- ii. Discretionary bursaries awarded to meet individual needs.

All Saints Sixth Form is responsible for managing both types of bursary. Students who wish to apply for support from the Bursary Fund must complete and submit an application form.

## **Eligibility Criteria**

To be eligible for either type of bursary the student must:

- Be aged over 16 and under 19 at the end of the academic year.
- Be aged 19 or over at the end of the academic year and continuing on a study programme they began aged 16 to 18 ('19+ continuers'). If students are over the age of 19 at the end of the academic year, they must have an Education, Health and Care Plan (EHCP).
- Meet the residency criteria in section 3 of the ESFA document 'Funding Regulations for Post-16 Provision'. Section 3 of this document also specifies the evidence the academy must see to confirm eligibility.

In addition, the student must also meet one of the criteria listed below:

### 3.1 Criteria for Higher Priority Claimants (defined vulnerable groups)

Students must fall into one or more of the categories below to be able to apply for a vulnerable bursary:

1. In care; (See Appendix 1 for definition)
2. Care leaver; (See Appendix 1 for definition)
3. Young person in receipt of Income Support or Universal Credit (See Appendix 2) 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;
4. Young person in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right (See Appendix 2).

In some cases, a young person might meet the eligibility criteria for a bursary for vulnerable groups but their financial needs are already met. Therefore, they have no relevant costs or do not need the maximum award.

Students aged 19 or over are not eligible for the bursary for vulnerable groups.

### 3.2 Criteria for Discretionary Bursaries

Students with household incomes of less than £25000 may apply for a lower level of support determined by their specific needs.

The following evidence will be required for students in this group:

- A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £25000; or
- Evidence of income from self-employment, a P60, or 3 to 6 months' worth of bank statements as evidence; or
- 3 most recent monthly award statements for Universal Credit.

See section 5 below regarding how both of the funds are allocated.

#### **Application form**

The application form is available on the Apply section on the All Saints Sixth Form Website

The link to apply is here: [Click here](#)

#### **Allocation**

The decision is made by the Head of Sixth Form regarding which students receive a discretionary bursary and how much they receive, following an analysis of each student's individual circumstances and their documented financial need. This will vary from student to student depending on, for example, household income, number of dependent children in the household, distance travelled to college and requirements of individual study programmes.

#### **Appeals**

Students have the right to appeal a decision. Students, or their parent/carer, will be required to put an appeal in writing within 21 days of receiving confirmation of an award or a rejection.

- The letter should set out the reasons for the appeal, which must prove that the student has been wrongly assessed as falling outside the eligibility criteria, plus any further evidence to support the Appeal. It should be sent to the Sixth Form
- The decision of the Appeals Panel is final and will be given in writing within 14 days of the
- The Appeals Panel will consist of:
  1. Headteacher – Ms Sing
  2. Deputy Headteacher – Mr Lloyd

The Appeals Panel meeting will be clerked by a member of the college's administrative/finance team.

#### **Payments**

All Saints Sixth Form will base all decisions about which students receive a discretionary bursary and

how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme. The College will not make bursary fund payments as regular payments for living costs as this is out of scope of the bursary fund.

The college will provide, wherever possible, cost of college bus or public bus, books and essential equipment relating to post-16 courses, exam retake fees, UCAS fees, costs relating to university visits/interviews/open days/admissions tests, educational visits/trips. Any other requirements will be considered on an individual basis, at the college's discretion. Students will need to itemise their requirements and seek approval from the college for spend. Where the college cannot provide the services directly, students must provide a receipt of evidence and the college (if approved) will make payment via BACS transfer.

**The college reserves the right to cease bursaries where a students' attendance and/or punctuality is deemed unacceptable.**

### **Audit**

The fund will be audited in line with the college's standard audit procedures.

### **Monitoring and review**

The Head of Sixth Form will oversee the operation of the Bursary Fund on a termly basis.

This fund, and its operation, will be reviewed by the Finance Manager at the end of each academic year to review the allocations and criteria for awards for the 16-19 Bursary Fund.