



Desborough College Academy Trust

16-19 Bursary Policy

Policy reviewed and adopted	Jan 2024
Review frequency	Annually
Date of next review	Jan 2025
Responsible officer	Andy Murdoch



The 16-19 Bursary Fund is specifically aimed at students aged 16 and under 19 on the 31st August 2023, who are facing financial hardship in education. Bursary Support will be responsible for awarding bursaries to our students. The awards will be based upon proven hardship need. Evidence will be retained in accordance with audit requirements. This policy is written in line with the EFA 16-19 Bursary Fund Guidance 2023-24.

Desborough College will determine the eligibility criteria for Vulnerable or Discretionary bursaries and the frequency and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student who is eligible and facing genuine financial barriers to participating.

The named contact at the School for all 16-19 Bursary support/enquiries is Mr Furmage

2. General Eligibility

To be eligible to receive a bursary, all young people must be aged 16-18 at 31st August 2023 and must satisfy the EFA residency requirements for 2023-24. Please see the EFA funding guidance for young people 2023 to 2024:

<https://www.gov.uk/1619-bursary-fund/eligibility>

3. Bursaries Available

Bursaries are separated into two categories:

Level One - Vulnerable Bursaries are considered a high priority as detailed overleaf

Level Two - Discretionary Bursaries are awarded by the school to meet individual needs and are aimed at students who need financial assistance to remain in education; see Medium/Low priority overleaf

Level One Vulnerable Bursary

The bursary for vulnerable groups can pay up to £1,200 per year to a student. Students should only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

Payable to young people who are:

- In care
- Care leavers
- Receiving 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



3. Bursaries Available continued

Level Two Discretionary Bursary

Payable to students to help them overcome the individual barriers to participation they face. This means to help with the cost of travel, to buy essential books, to pay for school trips related to the school curriculum, equipment or specialist clothing (such as uniform, for example). These are items that the student would otherwise need to pay for in order to participate.

There is no set limit for the amount of discretionary bursary that can be awarded to students. Desborough College can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum, as long as they have clearly identified an individual student requires this level of funding.

The level of funding will be determined on the amount of household income to include those in receipt of Universal Credit (UC), the 3 most recent monthly award statements will be required.

4. Contingency Fund

The 16-19 Bursary Fund is a limited fund determined by the EFA. The School will retain up to 10% of the 16-19 Bursary Fund to administer the fund and to use as a hardship contingency fund to respond to exceptional or circumstantial in-year change. The contingency fund will be reviewed in April 2024.

5. Contingency Eligibility

Any young person meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by submitting an application in writing.

6. Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential and destroyed within 1 year of the young person leaving the School.



6. Evidence continued

Are you eligible for a vulnerable bursary?	
Target Group	Evidence Required
<p>Young people 'in care' or 'care leavers' i.e. young people who are, or have been, cared for by the Local Authority 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. Most Looked After children have, or will have had, a social worker.</p> <p>Foster care, including privately arranged foster care. A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They meet the criteria for the 'in care' vulnerable group where they need financial support to participate</p>	<p>A letter or email from your Social Worker, Key Worker, or the Local Authority</p>
<p>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</p>	<p>A copy of your Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of Universal Credit, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills, etc.</p>
<p>Young people with a disability and in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, as well as Employment and Support Allowance (ESA) or Universal Credit in their own right</p>	<p>A copy of your UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided</p>



6. Evidence continued

Are you eligible for a discretionary bursary?		
	Target Group	Evidence Required
1	<p>Your * parent(s)/carer(s), are in receipt of the following benefits:</p> <p>Universal Credit (replacement of Housing Benefit, income-related Employment and Support Allowance (ESA), income-based Jobseeker's Allowance (JSA), Child Tax Credit, Working Tax Credit, Income Support)</p>	<p>A full T602ETax Credit Award Notice (TCAN) for the young person's household.</p> <p>This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.</p> <p>Other Income Support or Universal Credit award letters that show evidence of income. For Universal Credit the 3 most recent award statements should be provided.</p>
2	<p>You, or your * parent(s)/carer(s), are NOT in receipt of one of the benefits listed in Target Group 1 but are employed, or self-employed, with a gross household income of less than £27,500 p.a.</p> <p><i>* If you live between two homes, we only need information from the person you live with for the majority of the time.</i></p>	<p>We need one of the following for each parent/carer:</p> <p>P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2023). The income will be shown as Total for the Year.</p> <p>Payslips from the previous 3 months.</p> <p>Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2023). The income will be shown as Total for the Year. Evidence of other benefits, pension awards, etc.</p> <p>Confirmation from the Local Authority of entitlement to Free School Meals (FSM).</p>
3	<p>You are a young parent</p>	<p>Birth certificate of child, Child Benefit Award notice or Tax Credit Award with Child Tax Credit element. If you cannot find your Child Benefit or Tax Credit evidence</p>



6. Evidence continued

4	You are a Young Carer (this means that you live with, and help to care for, someone with a disability or long-term illness, including mental illness and/or medically diagnosed addiction)	Letter from relevant Local authority, local carers' organisation or GP OR Evidence that someone you live with receives Disability Living allowance, Employment and Support Allowance, Personal Independence Payment or Universal Credit (limited capability for work element,
5	You're currently of No Fixed Abode. For example, students who are travellers, living in emergency accommodation, homeless or insecurely housed.	Please talk to your Key Stage Coordinator, or the Director of Student Welfare, urgently about your circumstances

7. Payments

Payments will be via BACS (Banker's Automated Clearing Services) to a Bank Account in the name of the young person. The young person must have a valid account in their name unless there are exceptional reasons which mean an appointee has been named to manage the affairs of the young person.

Bursaries may also be paid in-kind rather than BACS. This applies to all students, so both the discretionary and defined vulnerable group bursary. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment.

8. Student Responsibilities

Eligible young people will need to complete a qualifying learning period of half a term before they are able to receive bursary payments. However, any eligible young person can make an application ahead of the six-week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the six-week period.

All young people in receipt of a bursary must meet these conditions:

- Be punctual to lessons every day
- Maintain at least 96% attendance (unless we have medical evidence)
- Maintain appropriate standards of behaviour
- Submit work of an appropriate level and to required deadlines
- Abide by the terms of the Sixth Form Contract

If a student fails to meet these requirements the school reserves the right to withdraw or suspend bursary payments.



These conditions will not be additional to those expected of any young person within the School.

9. Application

Applications for a bursary must be made using the correct application form and should be submitted in full by 31st October in that academic year. Applications made after this date will be considered as long as sufficient funds are available. However, once the Bursary Fund has been used, it will not be possible to consider further applications. Consideration will be given to assisting any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability.

Consideration will also be given to assisting any young person in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/guardian/carer(s).

A single application form will be required at the start of Year 12. A signed and dated self-declaration form must be completed at the start of Year 13 to confirm the household circumstances have not changed and you are still entitled to the post-16-19 Bursary Fund.

10. Process

All applications for a bursary or to access the contingency fund will be assessed by a 16-19 Bursary Application Panel, consisting of:

- **Head of Sixth Form**
- **Desborough Finance assistant**

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and young people will be notified of the outcome within two weeks of receipt.

11. Appeals

If any young person or their parent/guardian/carer(s) wish to appeal against any decision they should write to the Principal outlining how you feel that we have not followed our guidelines or made an error. When preparing the appeal, you can include letters of support from people who understand your situation. For example, teachers, support worker, GP, etc.

The Headteacher will convene a 16-19 Bursary Appeals Panel, consisting of:

- **Headteacher**
- **Governor**

The Panel will consider and respond to appeals within two weeks of receipt. Their decision will be final. Please note that appeals cannot be considered where a refusal has been made due to the Fund being exhausted.



12. Confidentiality

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event

of an appeal, the 16-19 Bursary Appeals Panel. The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information further.

13. Change of Young Person's Financial Circumstances

Any young person in receipt of a bursary has a duty to inform the School should their financial circumstances change, or if those of their parent/guardian/carer(s) change (e.g. increase in household income that would affect the young person's entitlement to Free School Meals). This does not automatically mean any future bursary payments will be stopped, but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.

14. Young Person Transferring

Where a young person in receipt of a bursary transfers *out of* the School to another education/training provider, in-year, the School will liaise with that provider to ensure continuity of bursary funding to enable the young person to complete the learning aim(s).

Where a young person in receipt of a bursary transfers *in to* the School from another education/training provider, in-year, the School will liaise with that provider to ensure continuity of bursary funding to enable the young person to complete the learning aim(s).

15. Young Person Withdrawing

Where a young person in receipt of a bursary withdraws from the School, and does not transfer to another education/training provider, bursary payments made prior to the date of withdrawal will *not* be recovered, but any scheduled payments to be made after the date of withdrawal will not be made.

16. Further Information

Further national information on the 16-19 Bursary Fund can be found here:

<https://www.gov.uk/1619-bursary-fund>