



16 – 19 Bursary Policy 2023-2024

What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The Bursary Scheme has been put in place as a partial replacement for Education Maintenance Allowance (EMA). This policy should be read in conjunction with the government's [16-19 bursary fund guide](#).

There are two types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year
- Discretionary bursaries to young people in the sixth form facing financial barriers to participation, such as the costs of transport, books, and equipment.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:

- A student must be aged 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP)
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group also includes students with physical or other disabilities, medical conditions and/or learning difficulties.

- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Students who are asylum seekers.
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Students who are lone parents.
- Students must meet the residency criteria.

Evidence of Eligibility

To assess eligibility, the Sixth Form will require information relating to all aspects of household income. For audit purposes, copies of all documentation for the Bursary Fund should be kept for a period of three years. You will need to submit your evidence at the time of application, this can include:

- Certified letter from the LA regarding Free School Meals
- Certified letter from the DWP.
- P60 (additional evidence will also be required).
- Self-Employment Income evidence.
- Other means tested certification.
- Universal Credit - 3 most recent monthly award statements.

If you cannot provide evidence, we cannot process your application for bursary payments.

There are Three Categories of Bursary Payment

Bursary Group	Max Annual Award	Eligibility Criteria	Evidence
High Priority for Defined Groups	£1200	<p>The defined vulnerable groups are students who are:</p> <ul style="list-style-type: none"> • In care • Care Leavers • Receiving income support, or Universal credit because they are financially supporting themselves (or themselves and 	Please speak to us about the required evidence in this case.

		<p>someone who is dependent on them)</p> <ul style="list-style-type: none"> • 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. 	
Level 2	£800	<p>You have a gross annual household income of £20,000 or less.</p> <p>OR you are entitled to Free School Meals.</p> <p>OR Your household is in receipt of other income based means tested benefits.</p>	<ul style="list-style-type: none"> • Certified letter from LA regarding FSM. • Certified letter from the DWP. • P60 (additional evidence will also be required). • Self-Employment Income evidence. • Other means tested certification. • Universal Credit – 3 most recent monthly award statements, in order to estimate assumed income for a full year.
Level 3	£200	<p>You have a gross annual household income of between £20,000 and £35,000.</p> <p>OR Your household is in receipt of other income based means tested benefits.</p>	<ul style="list-style-type: none"> • Certified letter from LA regarding FSM. • Certified letter from the DWP. • P60 (additional evidence will also be required).

			<ul style="list-style-type: none"> • Self-Employment Income evidence. • Other means tested certification. <p>Universal Credit – 3 most recent monthly award statements, in order to estimate assumed income for a full year.</p>
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How will Kirk Hallam Sixth Form Assess Applications and Allocate Bursary Funding?

The 16-19 Bursary Fund is a very limited fund and the Sixth Form will prioritise allocation. Students who are eligible for any level of funding should complete an application form by the deadline of 6th October 2023. A Bursary Fund Committee will meet to consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- They attend all timetabled sessions and briefings punctually.
- Discuss with their tutor in advance if they need to be absent from school for a good reason.
- Provide a letter or email from their parent/carer to support any unexpected absence.

It should be noted that the maximum award indicated in the table above is not a guarantee of an amount if you are successful in applying for the bursary. The amount available for each student is decided on an individual basis following assessment and is also subject to the total funds available in the 16-19 Bursary Fund.

Applications can be made by completing the form accessed through the QR code on the next page.

Kirk Hallam Sixth Form Bursary Application 2023-2024



The Bursary Fund Committee

The Bursary Fund Committee will be made up of the Director of Sixth Form and the Academy's Business and Operations Manager. Decisions will be based upon information about a student's individual circumstances, well-being, behaviour, progress and attendance, and the amount awarded based on actual financial need.

Within 2 weeks of the committee meeting, we will write to students to confirm if their bursary application has been approved.

A new application must be made at the start of each academic year.

Where the bursary is awarded to support the cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days or other school resources, we will require you to provide us with receipts for such.

Consideration will always be given in the first instance to the Sixth Form providing support in-kind by buying a bus pass, books, meal vouchers for example, as a preferred alternative to cash awards.

Changes in Circumstance During the Academic Year

A small contingency amount is retained by the academy from the overall bursary fund so that some support may be available in the event of a sudden deterioration in the financial circumstances of a student. In these circumstances, students can submit in year applications and the Bursary Fund Committee will meet to assess these applications on an ad-hoc basis.

Confidentiality

We understand that some students may be reluctant to apply for a bursary because we are asking for sensitive personal information. We wish to assure students that we protect the confidentiality of the information provided under the Data Protection Act 2018. We store the application forms and supporting documentary evidence securely and access to this information is carefully controlled. Only a small number of staff will have access to your applications.