



Ernest Bevin College 16-19 Bursary Policy

2022-2023

Statement of Intent

At Ernest Bevin College we are committed to improving outcomes for all our students but are aware that some of our students are impacted by disadvantage. This disadvantage can lead to student underachievement or students feeling less able to engage fully in college life. The 16-19 Bursary Fund allows us to financially support those who face the greatest barriers to continuing in education in the Sixth Form and helps reduce the impact of financial difficulties on student academic outcomes and engagement.

- The college will allocate the discretionary 16-19 Bursary Fund to those students in most need first.
- The college recognises that the 16-19 Bursary Funds are limited and must be used strategically, carefully and efficiently to impact on as many disadvantaged students as possible.
- The college recognises that the system to allocate the 16-19 Bursary Fund must be well publicised, clear, simple and sensitive to the students and the families that may wish to access it.
- The college recognises that student circumstances can change quickly and dramatically and will endeavour to respond to such circumstances to support students.
- Students making a 16-19 Bursary application must clearly identify how any bursary award provided will be spent.
- Where necessary, payments will be via BACS (Banker's Automated Clearing Services) to a Bank Account in the name of the student.
 - Receipts should be obtained and retained.
 - **Receipts must be provided** as evidence to support the original request.
- Students must meet the college's expectations on attendance, behaviour and academic progress, or Bursaries may be withdrawn.

All curriculum related items purchased MUST be returned once your study programme has been completed so it can be used by another student.

1.0 Overview of the 16-19 Bursary Fund

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are two types of 16-19 bursaries:

- A **Vulnerable Bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups
- **Discretionary Bursary** available to those students in our sixth form who meet the College's eligibility criteria as set out in this policy. The eligible student can apply to use their bursary award to meet the need to cover the cost of travel, books, equipment. The student can make a request to the College, for consideration, if the request is required to meet their educational needs staying within the ESFA guidelines.

Ernest Bevin College is responsible for managing both types of bursary.

Funding is provided by the Education & Skills Funding Agency (ESFA) and the College is regulated by the ESFA in the administration of these benefits. The 16-19 Bursary Fund Guide:, 2022 to 2023 academic year sets out the guidelines for institutions and can be found here:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>

2.0 Eligibility Criteria: bursaries for Vulnerable Students

- I. **Age** - A student must be aged 16 or over but under 19 at 31 August 2023 to be eligible for help from the bursary fund in the 2022 to 2023 academic year.
- II. **Residency** - Students must have the legal right to be resident in the United Kingdom at the start of their study.
- III. **Defined vulnerable group** are students who are:
 - in care
 - care leavers
 - receiving Income Support (IS), or 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
 - receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right
- IV. **Evidence of eligibility** –
 - For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
 - For students in receipt of IS or UC, a copy of their IS or UC 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 UC, institutions must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on.
 - For students receiving UC/ESA and Disability Living Allowance (DLA) and Personal Independence Payments (PIP), a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.

We may decide that although a student may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. We may refuse a student's application on this basis.

Students will only receive the amount they actually need to participate in their studies and will not automatically be awarded £1,200 if they do not need the full amount.

A new application will need to be made for each academic year for the 16 – 19 Bursary Fund.

2.1 Eligibility Criteria: Discretionary Bursaries

- I. **Age** - A student must be aged 16 or over but under 19 at 31 August 2022 to be eligible for help from the bursary fund in the 2022 to 2023 academic year.
- II. **Residency** - Students must have the legal right to be resident in the United Kingdom at the start of their study.
- III. **Gross Household income** –
 - Band 1 gross household income is less than £16,190 per annum. The parents are in receipt of benefits and the student is entitled to free school meals.
 - Band 2 gross household income is more than £16,190 – less than £20,817
 - Band 3 is more than £20,817 less than £25,521
- IV. **Evidence of eligibility** – Please see appendix 1. 16 – 19 Bursary Fund Overview
- V. **Financial need** – Students will need to provide a list of each item they will require financial assistance which the College will consider. The student will need to explain why they need the items which will enable them to attend Sixth Form and participate in their studies. Funding will be considered for:
 - Uniform to meet the Sixth Form dress code
 - Fees for university entrance tests, such as BioMedical Admissions Test (BMAT) and similar entrance tests
 - Textbooks
 - Specialist equipment such as graphical calculator, scientific calculator or the loan of a laptop/Chromebook
 - Trips / visits that are essential to the student's course subject.
 - Travel to and from Sixth Form which will be dependant on:
 - The distance the student lives from College.
 - The statutory transport duty local authorities have. Each local authority must publish an annual transport statement that sets out the arrangements they will make to facilitate participation in education for students aged 16 – 19.
 - The following support will be awarded in kind and will be purchased on behalf of the student where possible:
 - books or equipment
 - Large resource items or costs (over £100) will not be considered (i.e. laptops, hotels, musical instruments)

The bursary fund is not intended to provide learning support, counselling or mentoring, or to support extra-curricular activities where it is not an essential part of the student's studies.

A new application will need to be made for each academic year for the 16 – 19 Bursary Fund.

3.0 Conditions

Students must also satisfy the following conditions, at the discretion of the College:

- The student's level of unauthorised and unexplained absence from all lessons in the previous year must be no greater than 5% (unless there are satisfactory mitigating circumstances). The College reserves the right to withdraw funding if **attendance falls below 95%**;
- Prolonged absence must be supported by medical evidence (if attendance falls below 95%);
- The student must be up-to-date with all work commitments;
- The student must not **have broken the terms of the Sixth Form Agreement.**

Students must inform the Sixth Form team in writing of any changes to their personal or financial circumstances.

4.0 Specific Educational Purposes

The purpose of the 16-19 Bursary is to address financial difficulties in accessing education in the Sixth Form. **Applicants must specify on their Application Forms what they want to use the bursary funding for.** Examples include:

- Essential books and equipment relevant to the courses being studied and not already provided
- Educational trips relevant to the curriculum being studied.
- Transport costs (i.e. getting to College)
- Costs of clothing to meet the Sixth Form dress code and/or specialist clothing
- Fees for university entrance tests, such as BioMedical Admissions Test (BMAT) and UK Clinical Aptitude Test (UKCat) and similar entrance tests
- Fees for outside agency practice interviews for university
- Travel to university open days, or similar events

Students must upload copies of receipts to evidence the proper use of bursary funds in accordance with the specific educational purposes above.

5.0 Application Process

5.1 Timing

Students should apply for a 16-19 Bursary as soon as possible after admission in September. The deadline (autumn term) for receipt of applications is 14th October and the Bursary Panel will aim to sit as soon as possible thereafter.

Applications received later in the academic year will be reviewed subsequently, and subject to remaining funds being available. The 16-19 Bursary is funded every year via the Education Funding Agency. Once the funding has been allocated during the year, the College will not be able to make any further grants until new funding is received in the new academic year.

5.2 Application Forms & Supporting Documentation

Applicants should complete the 16-19 Bursary Application Forms. The Application Form comprises 3 sections that are required for every application:

- (1) Student Information
- (2) Parent/Carer Information
- (3) Income
- (4) Evidence/ documentation supporting income declaration
- (5) Sibling information

5.3 Supporting Documentation

Supporting documentation must be provided to establish financial need, as set out in the Application Forms.

If false or incomplete information is submitted, or if we are not informed about any part of income that is relevant, the matter may be referred to the Department for Education or the police. The student could face prosecution and we will seek to recover any payments for which the student is not eligible.

5.4 Submitting the Application Form & Supporting Documentation

Forms should be completed and submitted using the link <https://ernestbevinbursary.applicaa.com/1> which can also be found on our website.

5.5 Decision

The Bursary Panel will review all applications and determine the eligibility (or otherwise) of applications and the Level of any award to be made. Students will be notified as soon as possible.

Bursary Panel & Appeals

6.0 Bursary Panel

The Bursary Panel is responsible for deciding who receives the awards based on the criteria outlined. The Panel consists of:

- Director of Learning – KS5,
- Director of Sixth Form,
- Assistant Director of Sixth Form,
- Pastoral Support Manager
- Finance Officer

6.1 Appeals

Appeals relating to any 16-19 Bursary matters should be made to the Bursary Panel and addressed to the Director of Learning – KS5 in the first instance.

6.2 Exceptional Circumstances

It is recognised that the college cannot cover every eventuality in this procedure. Therefore, in exceptional circumstances, parents/carers may apply in writing to the Director of Learning – KS5 for a discretionary bursary, outlining the specific circumstances with supporting documentation. A decision will be taken by the Bursary Panel, at the sole discretion of the College and will be dependent on funds being available.

Reviewed September 2022 by Ms Iweha - Director of Learning – KS5

Policy for review annually.

Appendix 1. 16 – 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILITY CRITERIA	DOCUMENTATIONS REQUIRED
<p>High Priority</p> <p>For defined vulnerable groups</p>	<p>The defined vulnerable groups are students 16 – 19 who are in:</p> <ul style="list-style-type: none"> ● In care or a care leaver ● Receiving income support or universal credit in their own name as they financially support themselves. ● Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) or Employment Support Allowance (ESA) <p>In some cases, a student may meet the eligibility criteria for the defined vulnerable group, however, they are not in need of the financial support or may not have any relevant costs.</p>	<ul style="list-style-type: none"> ● In care or a care leaver are required to provide written confirmation of their current or previous status from the relevant local authority. Either a letter or email clearly showing it from the local authority. ● Copy of Income Support or Universal Credit notice in the student's name from the DWP must be provided. ● A copy of DLA or PIP or ESA must be provided.
<p>Medium Priority</p> <p>Discretionary Bursary Fund - Band 1</p>	<p>For students aged 16 – 19</p> <p>Have a gross household income less than £16,190</p> <p>OR</p> <p>Are entitled to Free School Meals</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> ● P60 AND last 3 months' payslips ● Self-employment income evidence ● Benefit award notice from DWP dated in the last 6 months. Older notices accepted if accompanied with recent bank statements naming benefit received ● Working Tax Credit/Child Tax Credit award notice ● Universal – 3 most recent monthly award statements to estimate assumed income for the full year ● Company or private pension statement if in receipt ● Support under VI of the Immigration Act 1999 award letter <p>Certified letter from the Local Authority regarding Free School Meals</p>
<p>Low Priority</p> <p>Discretionary Bursary Fund – Band 2</p>	<p>For students aged 16 – 19</p> <p>Have a gross household income more than £16,190 and less than £20,817</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> ● P60 AND last 3 months' payslips ● Self-employment income evidence ● Benefit award notice from DWP dated in the last 6 months. Older notices accepted if accompanied with recent bank statements naming benefit received
<p>Lower Priority</p> <p>Discretionary Bursary Fund - Band 3</p>	<p>For students 16 – 19</p> <p>Have a gross household income more than £20,817 and less than £25,521</p>	<ul style="list-style-type: none"> ● Working Tax Credit/Child Tax Credit award notice ● Universal – 3 most recent monthly award statements to estimate assumed income for the full year ● Company or private pension statement if in receipt ● Support under VI of the Immigration Act 1999 award letter

Students may submit an in-year application form if their personal circumstances changes, however, this will be subject to what bursary funds are left.

