



16-19 Bursary Fund Policy 2021-23

September 2022

Principles and Objectives

Waingels is committed to being an excellent school, striving for excellence for all of its students. This policy aims to ensure that students who are eligible for the 16-18 Bursary funding are given the opportunity to succeed in the pursuit of academic achievement and personal development. Thus, ensuring that the funding is spent effectively and that staff and governors make decisions that aim to narrow the achievement gap between disadvantaged students and those that are not disadvantaged.

Review terms

This policy will be reviewed every three years unless there are relevant statutory or funding changes before this.

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1. Aims

This policy aims to:

- Have a clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents and students the type of support which is available and the means of applying for it
- Make clear to parents and students the attendance and behaviour conditions for receiving the funds

2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund for the 2022 to 2023 academic year](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

- ‘In care’ is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989).
- ‘Looked after child’ is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (Section 22 of the Children Act 1989).
- ‘Care leaver’ is defined as:
 - A young person aged 16 and 17 who was previously looked after 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, **or**
 - A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16)

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the Head Teacher.

The governing board also has overall responsibility for monitoring the implementation of this policy. In our school, the Finance and Resources Committee has responsibility for approving the 16 to 19 bursary fund policy annually.

In our school, monitoring the implementation of this policy has been delegated to John O’Keefe, Business Manager.

4.2 The Head Teacher

The Head Teacher is responsible for ensuring staff are familiar with the 16 to 19 bursary fund policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for implementing the 16 to 19 bursary fund policy consistently.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents or Carers

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the 16 to 19 bursary fund policy.

5. How we use the bursary fund

Support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education. There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups; and
 - Discretionary bursaries
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- We use the fund to provide students with support to fund:
 - Transport
 - Books
 - Equipment
 - Field trips and other course-related costs
 - The costs of attending university interviews and open days

6. Eligibility criteria

6.1 Age

To be eligible for either bursary in the 2022 to 2023 academic year, students must be at least 16 years old but under 19 years old on 31 August 2022.

Students 19 or over are eligible only for a discretionary bursary if they:

- Are continuing on a study programme they began aged 16 to 18, or
- Have an Education, Health and Care Plan (EHCP)

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

6.2 Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assure quality (e.g. Ofsted). The provision must also fall into one of these groups:

- Be funded directly by ESFA or by ESFA via a local authority
- Be funded or co-financed by the European Social Fund
- Be otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19
- Be a 16 to 19 traineeship programme

Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

Students are not eligible if:

- They are on an apprenticeship programme; or
- Are on any waged training

6.3 Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

6.4 Asylum seekers

Accompanied asylum seekers under 18 with an adult relative or partner and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied **asylum-seeking** children:

- Are the responsibility of the local authority
- Are to be treated as 'looked after' children
- Are eligible for a bursary for vulnerable groups, **where they have a financial need**

When these students reach 18 we will consider their immigration status. **They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim** is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

6.5 Bursaries for young people in defined vulnerable groups

Students **with a financial need who** meet one of the following four criteria below, in addition to the **criteria in sections 6.1, 6.2 and 6.3 above**, can apply for a bursary for vulnerable groups of up to £1,200 per year.

The defined vulnerable groups are students who are:

- In care (those who are privately fostered are **not** classed as looked after); or,
- Care leavers; or,
- Receiving Income Support (ISI), 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; or,
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and base the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

6.6 Discretionary bursaries

In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary, which will be assessed on the basis of the following criteria:

- Level of household income
- Distance to travel between the student's home and the institution
- The number of dependent children in the student's household
- Whether the student has additional responsibilities that may mean they need extra help

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

6.7 Evidence

All applications for 16 to 19 bursaries must be supported by appropriate evidence.

Examples of acceptable evidence we may request are:

- A copy of the UC or IS award notice, in the student's name
- Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills
- Written confirmation of the student's current or previous looked-after status from the relevant local authority
- A copy of the UC claim from Department of Work and Pensions

7. Application and Payment Process

7.1 Applications

Applications should ideally be submitted by 30th September to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

7.2 Payment Process

Payments are made using the following process:

- Make in-kind payments, such as travel passes, clothing and tutoring
- Purchase of books and equipment for educational use
- Support with the financial costs of field trips and other course related costs

7.3 Conditions for the receipt of bursary payments

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Attendance above 90%
- Following our Sixth Form code of conduct as outlined in the Sixth Form Contract

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld, but we will always take students' circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where the students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

8. Monitoring arrangements

This policy will be reviewed by the Business Manager every three years unless there are relevant statutory or funding changes before this. At every review, the policy will be approved by the Head Teacher.

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