



*Motivate, Develop, Inspire*

# 16-19 BURSARY FUND POLICY

## **Introduction**

The Government has set aside some money for schools, colleges and training providers to allocate to young people who need financial support to participate in post 16 education or training. This is called the 16-19 Bursary Fund. There are two elements to the fund: a nominated vulnerable learner bursary and a discretionary award both of which must be applied for.

The Bursary Fund could help with any education-related costs that may arise during the college year, including essentials like a meal during the day or transport to and from college or a training provider. Extra help might be needed to buy additional resources, clothing or IT equipment or to support the cost of educational visits. It is good practice to allocate the fund 'in kind' rather than as a cash payment. This means that where possible the college will purchase items or make payments from the bursary on a student's behalf.

## **Vulnerable Learner Bursary**

This bursary is only available for students aged 16- 19.

## **Discretionary Awards**

Young people must be aged 19-25 with an EHCP to apply. In order to have the greatest impact on learners, the administering of the discretionary element of the fund will be targeted at those student's facing the greatest financial hardship. All students applying for a discretionary award need to make their needs and the financial support clear on the application form. Guidance on a student's needs and any costs can be discussed with the college at any stage of the process.

The following priority groups will be used to manage applications:

## **Priority One:** Students in receipt of Free Meals

- **Priority Two:** Learners who may not be in receipt of Free Meals but are from a low income family. An assessment of household income will be used to help establish the amount of support awarded to a student. Evidence of current benefits may be required to support applications.

All applications should be submitted to the Director of Support Services and will be treated in strictest confidence.

Satisfying these eligibility criteria cannot guarantee funding to any learner and the college will need to consider other factors including the purpose for which the funding support is requested and the budget available. In the first instance discretionary awards will be allocated to help learners meet costs in relation to transport to and from college and other essential items related to their individual course of study such as equipment, trips and meals whilst attending college.

## **Conditions**

Receipt of a discretionary award will be conditional on the student meeting certain agreed standards:

- At least 95% authorised attendance, although all applications will be taken into consideration and reviewed.
- Acceptable standards of behaviour including no fixed term or permanent exclusions.

In respect of discretionary awards, it should be noted that the college must establish the number of students who have applied for financial support and then match this with the funding available. Inevitably some students will not qualify or will not receive the level of discretionary funding we would like to provide. Funds will be allocated in line with current 16-19 Bursary Guidance.

## **Administration costs**

The college will retain 5% of the total discretionary bursary allocation to administer the scheme.

## **Monitoring and reporting**

The Director of Support Services reports through the Board of Trustees on all matters relating to finance. Should a young person or family feel displeased about how their request for a bursary has been handled then they should follow the college's normal complaints policy which is available on request.

**Additional Information about the 16-19 Bursary Fund can be found at:**

[www.direct.gov.uk/16-19\\_bursary](http://www.direct.gov.uk/16-19_bursary)

**16-19 Bursary**  
**Application Form for a Discretionary Award**

**Applicants are reminded that this form is for consideration only and does not guarantee entitlement.**

**The deadline for initial applications is included in the letter inviting your application, however applications made after this date will still be considered.**

Students are reminded that their application will be treated in the utmost confidence and we would encourage students to maintain this confidentiality with other members of the college community.

Funds will be made available in line with the 16-19 Bursary Policy and attendance and behaviour criteria.

Name of student	Date of Birth
Please refer to guidance when responding to the following questions.	
Do you receive free school meals?	Yes/No
<ol style="list-style-type: none"> <li>1. Are you in receipt of any income related state benefits, such as: Income Support</li> <li>2. Income Based Job Seekers Allowance</li> <li>3. Employment Support Allowance (Income Related)</li> <li>4. Universal Credit</li> </ol>	Yes/No  If so, which benefit/s are you in receipt of? .....
Is your family facing financial hardship?	Yes/No  If yes please provide details in support of your application on the back of this form.
What do you need the award for? Please provide as much detail as possible.  Item or service?  Cost?	

If you have stated that you are in receipt of one of the benefits listed then please also support your application with original documentation showing entitlement to the allowance that is dated within 12 months of this application.

Parent or Carer's signature.....

Name..... (please print)

Date .....

**Please return the completed form to the Director of Support Services via the college office.**

This documentation is treated in accordance with GDPR

Date Accepted by Board of Trustees: July 7th 2022

Signed:

A handwritten signature in cursive script that reads "C. Lane".

**Chair of Trustees: Caroline Lane**