

# BURSARY POLICY

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## Introduction

**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.**

Attached is a link to the Government guidance for all institutions administering the 16 to 19 Bursary Fund in the 2022 to 2023 academic year : <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>

The scheme is made up of two parts:

1. Those most vulnerable students (those in most need of financial support) may be eligible for a **Vulnerable Bursary of UP TO £1,200 a year.**

or

2. A **Discretionary Bursary** is available for those in need of finance to help meet specific costs to enable them to stay in education and complete their courses, e.g. transport, equipment, fieldwork costs, specialist clothing.

The Bursary Fund will be administered by the Sixth form and the Sixth form will decide the eligibility criteria that will apply along with the requirements to be made of students regarding attendance, academic performance and conduct.

This document sets out the details relating to the Bursary Fund scheme for the academic year 2023/24.

## Eligibility

To be eligible to receive a bursary the 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.

Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. Bursaries will only be paid to students who have reached the statutory school leaving age.

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).

These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues, and their institution considers they need the support to continue their participation.

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

Students must be on a full-time programme of study.

## The Vulnerable Bursary

The most vulnerable young people will be eligible for a bursary of UP TO £1,200 (pro-rata for courses lasting less than 30 weeks a year). This includes: students in care; care leavers; students receiving Income Support or Universal Credit in place of Income Support in their own right; and students receiving one of either Employment and Support Allowance or Universal Credit (apart from where this replaces Housing Benefit) along with Disability Living Allowance or Personal Independence Payments in their own right.

The Academy is responsible for identifying students who are eligible for this payment. In doing so the Academy will seek appropriate evidence from the student, for example:

- A letter setting out the benefit to which the student is entitled;
- Written confirmation of the student's current or previous looked after status from the Local Authority which looks after them or provides their leaving care services.

## The Discretionary Bursary

Eligibility for discretionary bursaries is based on annual household incomes and is divided into three bands. To be considered eligible for the bursary payments at Ashfield Post 16, the total household income (**employment and government assistance income included**) must be below £27,000.

This is a **limited fund** and the Post 16 centre will prioritise allocation. Eligibility does not guarantee an award. Early application is essential.



**Band A**  
**Household income less than £17,000 and/or**  
**students in receipt of free school meals.**

- Support with bus travel if you live over 4 miles away from college.
- Food - £2.30 per day credit will be put on the student's account for the POD. (Where student is not in receipt of FSM)
- College will pay cost of equipment/clothing associated with vocational courses. I.e. Hairdressing cutting kit/Uniformed services boots.
- Full cost of any compulsory course trips. I.e: Geography/Biology fieldwork trip.
- Support with University Open Day visits/Apprenticeship opportunities.
- UCAS fee £26 and any admissions tests.
- Contribution towards an additional trip and support towards the cost of purchasing additional educational items such as revision guides, device, data (inclusive £250 to cover all).
- £41 Resource and Go deposit paid.

**Band B**  
**Household income less than £27,000**

- Full cost of any compulsory course trips. i.e. Geography/Biology fieldwork trip
- College will pay the cost of stationery throughout the year.
- Contribution towards an additional trip and support towards the cost of purchasing additional educational items such as the cost of equipment/clothing associated with vocational courses, revision guides, device, data (inclusive £250 to cover all).
- Support with University Open Day visits/Apprenticeship opportunities. (Inclusive £70 to cover all).
- UCAS fee £26 and any admissions tests.
- £41 Resource and Go deposit paid

## Conditions

The Post 16 centre reserves the right to withhold the bursary if students fail to meet expectations for attendance and behaviour.

Receipt of the fund will be conditional on a satisfactory progress report each term, in particular:

- Attendance will need to be at 97% or higher.
- All effort and homework grades will need to be rated at E or G.

## How do I apply for financial support from the fund?

The form is available in paper format from the Post 16 pastoral team. See Miss Santoro or Mrs Draper.

The form will ask your family to provide details and evidence of household income.

### All applications will be treated in the strictest confidence.

All free meals applications should be completed through your local council using these links:

Once all the applications have been processed, emails will be sent to inform students of the outcome. If you have any questions please do not hesitate to contact Miss A Santoro at Post 16.

