



## 16-19 Bursary Fund Policy / Statement

The following information applies to students aged over 16 and under 19 on 31<sup>st</sup> August 2020 taking a full-time further education course in 2020/21. 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 or have an Education, Health and Care Plan (EHCP). *Please note that applications are confidential.*

**If a student's family household income is less than £26,000, then that student may be entitled to financial support from the 16-19 bursary. There are three different levels: high, medium and lower priority. Please read pages 2-3 for details of each level.**

### What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body – Education Funding Agency (EFA) for 16-19 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The new bursary scheme has been put in place as a partial replacement for Education Maintenance Allowance.

### Who is eligible to apply for the 16-19 Bursary funding?

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

- Students aged at least 16 and under 19 years of age on 31/08/2020 who are in care, are leaving care, are in direct receipt of Income Support (or Universal Credit in place of Income Support); or are disabled and in receipt of **both** Employment Support Allowance (or Universal Credit) **and** Disability Living Allowance (or Personal Independence Payments) in their own right.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group 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.
- Unaccompanied Asylum Seeking Children.
- Refugees (who will have access to 16-19 Bursary funding if they are in receipt of supportive evidence from DWP).
- The student is a lone parent.



## Who is not eligible for 16-19 Bursary funding?

- Students under 16 years of age or over 19 years of age on 31/08/2020.
- Students who do not meet the residency criteria in EFA 2020 to 2021 academic year funding regulations for post-16 provision.
- Accompanied Asylum Seeking Children (i.e. those under 18 with an adult relative or partner), who can apply to the Home Office for support.

## How does the Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation. From this year, the Academy will assess bursaries in 3 priority groups, categorised as high, medium and low.

### High priority group

Students aged under 19 on 31/08/2020 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support or Universal Credit in their own name
- Are disabled and in receipt of both Employment Support Allowance (or Universal Credit) and Disability Living Allowance (or Personal Independence Payments).

Please note: You do not need to be living independently to be able to claim ESA or Universal Credit, but your parents will not be able to claim Child Benefit if you qualify for these.

Eligible students will be awarded a bursary of up to £1200 including support for other costs such as transport, equipment, essential books, or specialist clothing. All applicants must be aware that there is a possibility of no award or a limited award if they do not have financial needs and/or their financial needs are covered from other sources.

*Payments will be made on a termly basis (i.e. 6 times per year)*

If the claim is for the High priority group, please forward the following evidence of eligibility to enable the application to be processed:

- For students in receipt of qualifying benefits, a letter from DWP which states the benefit the young person is entitled to, or a copy of their award notice (they must be entitled to the benefits in their own right), which should confirm that they can be in further education or training as some young people in receipt of benefits are not allowed to participate. Universal Credit claimants should be able to print off details of their award from their online account.
- 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 which looks after them or provides their leaving care services and could be a letter or an email as long as it is clearly from the local authority.

## **Medium priority group**

Students who fall into **either** of the following categories:

- Have a gross annual household income of **below £21,000** (see list of acceptable evidence below).
- Was eligible for Free School Meals during their Year 11.

Students who meet either of these categories are also encouraged to look at the support available for those who apply for a Kent 16+ bus pass. Information can be found in the 'parent and student guide' here: <https://www.kent.gov.uk/education-and-children/schools/school-transport/16-travel-saver>

## **Low priority group**

Students whose gross house hold income is **between £21,001 and £26,000** (see list of acceptable evidence below) will fall into this category **and** will be eligible for support in the costs of educational course equipment, uniforms and transport, and may at the discretion of the Academy also receive a cash bursary.

## **Evidence for applying for the 16-19 bursary**

If the claim is for the Low or Medium priority group, please forward evidence of your household income from any of the following documents to enable the application to be progressed:

- A certified letter from Kent County Council regarding Free School Meals eligibility
- A certified letter from the DWP
- Current pay slips
- Recent family P60s
- Self-employment income evidence
- Universal Credit award notices – the three most recent monthly award statements can be printed from an online account
- Other means-tested certification

## **Criteria for claiming bursary**

Students who fall into the medium or low priority groups and wish to claim bursary payments from the fund should be able to demonstrate the following:

- Attendance – students must attend all lessons and achieve a 95% attendance record, unless absent due to illness.
- Good behaviour – there must be no serious SIMS entries.
- Attitude – students must be polite at all times and demonstrate a willingness to learn.
- Attainment – students must complete all work set in class by the deadline given.

## Other areas considered for financial support

The Academy will consider financial support in other areas relating to education and student welfare as follows:

- Uniform/clothing subsidy
- Transport subsidy
- School meals subsidy
- Books and educational resources
- Trips and visits
- Mentoring
- Any other educational expenses

Payment for the above expenses will be considered if you fall into either of the three groups mentioned earlier, or if you have been eligible for free school meals at any time during your secondary school education.

Consideration will also be given to students who have siblings also in post-16 education at the Academy, single parents or where their family can demonstrate that they are currently in a period of hardship and that the support will benefit the students' progression in education.

A separate financial support application form for any of the above must be completed for the Head Teacher's approval.

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**RESILIENCE** CONFIDENCE **INTEGRITY**  
COMPASSION **CURIOSITY**