

## Queen Elizabeth's School Sixth Form 16-19 Bursary Fund – Policy 2022 - 2023

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

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation they face so they can remain in education. Its aim is to distribute the funds allocated by the government in the fairest possible method that takes into account the household income of students and the extra costs they incur by undertaking Sixth Form Study.

There are two types of 16 to 19 Bursaries:

- a) Bursaries for defined vulnerable groups of up to £1,200 a year
- b) Discretionary Bursaries for students who require additional financial support to meet financial costs to allow them to stay on in education

All Applications are handled confidentially. Hard copies of all documents will be kept for a period of five years, for audit purposes.

### ★ Who is eligible for 16 - 19 Bursary Funding

*All students must be at least 16 years old but under 19 years old at the start of their full time academic programme (31st August 2022) and fall into one of the categories below:*

- The student meets the criteria in one of the 4 defined vulnerable groups (**see Defined Vulnerable Group/category 1 for more information**).
- The student is in receipt of Free School Meals (**see Discretionary Bursary/category 2a**)
- The student's family have gross annual household income (including benefits) below £32,000 (**see Discretionary Bursary/category 2b**)

#### ● **Defined Vulnerable group Bursary: Category 1**

The 4 defined vulnerable groups are students who are:

- In care
- Care leavers
- Receiving Income Support/Universal credit in their own right

- Receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.

Eligible students will receive up to £1,200 bursary per year.

Queen Elizabeth's may provide essential textbooks for courses and printing /photocopying /lunch credit.

Students in this group could also get a contribution towards the cost of transport to/from school/meals/exam retakes/UCAS fees/clothing or essential equipment for courses/educational trips and visits

### ★ Discretionary Bursary: Category 2a

This support is aimed at students whose family have a gross annual income (including benefits) who are in receipt of **free school meals**

Queen Elizabeth's may provide essential textbooks for courses and printing /photocopying /lunch credit.

Students in this group could also get a contribution towards the cost of transport to/from school/meals/exam retakes/UCAS fees/clothing or essential equipment for courses /educational trips and visits.

NB: The amount of support awarded will be dependent on the funding received from the Education and Skills Funding Agency (ESFA) and the number of applications received for eligible students.

### ★ Discretionary Bursary: Category 2b

This support is aimed at students whose family have a gross annual income (including benefits) below £32, 000

Queen Elizabeth's may provide essential textbooks for courses and printing /photocopying /lunch credit.

Students in this group could also get a contribution towards the cost of transport to/from school/meals/exam retakes/UCAS fees/clothing or essential equipment for courses /educational trips and visits.

NB: The amount of support awarded will be dependent on the funding received from the Education and Skills Funding Agency (ESFA) and the number of applications received for eligible students.

## ★ Who is not eligible to apply for 16 - 19 Bursary Funding?

- 1) Students under 16 years old or over 19 years old at the start of their full time or part time academic programme (31st August) unless they are continuing on a study programme they began aged 16 - 18 (19+ continuers) or have an Education, Health and care Plan (EHCP).
- 2) Students on a waged Apprenticeship or any learning or training undertaken while a wage is being drawn.

## ★ How does Queen Elizabeth's assess applications and allocate the 16 - 19 Bursary

It is important to note that the 16 - 19 Bursary Fund is limited as it is dependent on the funds we are allocated. Therefore, the Head of Sixth Form will have to prioritize allocation. Applications are assessed and allocated to one of three categories; vulnerable groups, Discretionary based on free school meals that the individual is already receiving or Discretionary based on income being below £32,000 including benefits.

Appeal from any decision would lie with the Head of Sixth Form and must be made in writing.

## ★ How to Apply

Those who feel they meet the criteria must complete Queen Elizabeth's Application form available from the website and can be picked up from the Sixth Form Office.

Applications must be returned to the Sixth Form Office as early as possible in the first term, with the relevant supporting evidence. Applications during any time in the school year will be considered if funds are still available, or if there are any changes in circumstances over the academic year.

## ★ Evidence to support an Application for the 16 - 19 Bursary

You need to have evidence to support eligibility.

- **Defined Vulnerable group Bursary: Category 1**

- In care
- care leavers (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)
- 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

- **Discretionary Bursary: Category 2a**

Students who are in receipt of free school meals are automatically entitled to receive a Discretionary bursary although we will need evidence that the individual is receiving them

- **Discretionary Bursary: Category 2b**

This could be a letter from the Department of Work and Pensions confirming the types of benefit you are receiving, a P60, Tax Credit Award Notice / Universal Credit Award Notice (at least 3 of the most recent monthly award statements), or evidence of your family's annual income if they are self-employed.

## ★ Queries

Any queries relating to an application should be directed to the Sixth Form Office Manager in the first instance. Telephone Mrs Glover, office manager, on 01202 856330

## ★ Awards and payments

The amount of support awarded will be dependent on the funding received from the ESFA and the number of eligible applications received.

Financial support may be paid by 'in kind' i.e. travel passes / meals / books / equipment / course materials or via half-termly installments to the student, by BACS.

Payments will be made subject to full attendance; the award will be on a pro-rata basis should attendance be less than 97%.

Payments may be withheld if absences are not reported to Queen Elizabeth's School meaning the individual has unauthorised absences.

## ★ Changes in circumstances over the Academic Year

A small contingency amount will be retained from the overall Bursary Fund (Exceptional Circumstances) so that some support is available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

Students/parents/guardians are duty bound to inform Queen Elizabeth's School of any change in circumstances that would affect the entitlement to the Bursary Award.

Giving false or incomplete information that leads to incorrect/overpayment may result in future support being withdrawn and any incorrectly paid funds being recovered.

## ★ Under-allocation of Funds

The Head of Sixth Form may also extend support to students who would otherwise be eligible for support, but whose family income is between £28-30,000 and there is a demonstrated need that is eligible for funding and that if support is not paid this could prevent the student from accessing education at the school. This can only be offered towards the end of the school year of 2022-2023.

## ★ Method of Payment

If the Bursary is awarded for vulnerable groups, the payment will be made payable to the **student** by a BACS transfer at the end of each half term. For discretionary payments, resources and equipment and/or travel passes will be issued to the student. They may also be allocated a set amount per term for stationary, but this will depend on our total allocation of funds.

Where the school will make an in-kind payment (e.g. where the school has paid for the bus pass, or equipment), the school will evidence the value to the student and how this has been deducted from the bursary award.

Payments for both the bursary for vulnerable groups and the discretionary bursary are conditional on the student meeting agreed standards of attendance. Non-attendance may result in loss of financial support.

### **Full Guidance from EFSA**

The full guidance published by the EFSA for all institutions administering the 16 to 19 bursary fund in the 2022 to 2023 academic year can be found here:

<https://www.gov.uk/1619-bursary-fund>