

16-18 Student Bursary Fund 2023-2024 Policy



APPROVING BODY	Headteacher
DATE APPROVED	September 2023
VERSION	1
SUPERSEDES VERSION	0
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FURTHER INFORMATION / GUIDANCE	

16-18 Student Bursary 2023-2024 Policy

The 16-18 Student Bursary Fund is a cash-limited fund to support learners who would benefit from financial support to help overcome specific barriers to participation so they can remain in education. The award is dependent on DFE funds available to the Academy and individual students' personal circumstances. The bursary is a separate payment from free school meals which you may be eligible for and can apply for directly through your local authority.

There are two elements to the Bursary Fund: Vulnerable Bursary and Discretionary Bursary. Students must be aged at least 16 and under 19 years of age on 31/08/23 to be considered for an award and must be studying a state funded full-time course at an academy within Redhill Academy Trust. In addition, students must meet the Government's residency conditions.

Group 1 - Vulnerable Bursary grant up to £1,200 per academic year

Up to £1,200 per academic year is available to students who are in care, a care leaver, receiving Income Support or Universal Credit because they are supporting themselves, supporting themselves and someone who is dependent on them and living with them such as a child or partner, receiving Disability Living Allowance or Personal Independent Payments in their own right, as well as Employment and Support Allowance or Universal Credit in their own right.

Group 2 - Students eligible for discretionary award

An award may be available to students facing financial barriers to participation to help with education related costs such as cost of transport to school, equipment and books and meals. Applications are invited from students with a total household income of £27,000 or less.

Subject to available funds, the Bursary may be used to provide financial support for:

- On-going transport costs (e.g., through the purchase of a bus pass)
- Purchasing equipment or resources for identified individual learners (e.g., specialist protective or course related equipment)
- Costs of meals
- Assistance with costs of educational visits or trips (e.g., field trips, university interviews, work placements)
- One-off payments linked to specific costs where students would otherwise be prevented from participating in further education

How do I apply?

If you wish to apply for either or both of the above funds you need to:

- Check you meet the eligibility criteria within this policy or contact the 6th Form office for advice
- Complete the Bursary application form available from the 6th Form office or academy website
- Provide the necessary evidence to support your application
- Submit your application by the deadline of 18th September 2023

What will happen once I have applied?

We will aim to process your application within 28 days, and you may be contacted during this time to discuss your needs. You will be notified in writing about the outcome of your application.

Appeals can be made directly via the 6th Form office.

How will the bursary award be paid?

If the bursary application is successful an award will be made via purchase of equipment through the Trust's approved suppliers, with direct payment made to the suppliers.

If required, direct payments will only be made to students with proof of expenditure, by BACS to a bank account in the student's name unless there are exceptional circumstances.

Initially awards will be made in Term 1. Any additional awards will be made at the beginning of Terms 2 and 3 subject to conditions:

- Have achieved 95% attendance in the previous term
- Have not been the subject of any exclusion/formal warning
- Have a positive attitude to learning (as agreed by Head of Sixth Form)

BURSARY APPLICATION FORM

For learners aged 16 – 18 on 31 August 2023

Academic Year 2023/24

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**.

Answer all of the questions required – enter N/A, NO or NIL where appropriate.

Make sure you sign and date the application on page 3.

Section 1: Your Personal Details

Your first names (in full)

Your surname (in full)

Academy Name, Year
Group and Form

Your date of birth

 / /

Your home address

Postcode:

Email

Section 1 (a) Residency Questions

What is your nationality?

Have you lived in the UK for the 3 years preceding the first day of your course? **Yes**

No

Are you an asylum seeker? **Yes**

No

Section 1 (b) Which courses are you taking?

Section 1 (c) Student Bank details for payments

Bank Account Name

Sort code

Account number

Section 2a: About the other people living in your home

Surname	First Name(s)	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2b: How many brothers / sisters live with you (under the age of 18 and unwaged)

Section 3: Household Income – to be completed by parent(s) / carer(s)

	Parent / Carer (1)	Parent / Carer (2)
Please enter names:		
Employment income (please provide latest P60)		
Self-employment income (please provide tax return)		
Income from savings, shares, investments, trusts, dividends etc. (please provide official evidence)		
Pension income (please provide latest P60)		
Any other household income (please provide evidence)		
Tax credit (please provide official evidence)		
Child Support Maintenance (please provide evidence)		
Other benefits – please specify <i>Evidence must be submitted with the application form – failure to provide evidence will result in the application being declined</i>		

Section 4: How you are planning to get to / from Sixth Form

Public Bus School Bus Car Cycle Train Walk Other

School or public bus name/number

Cost of travel
Please state if Weekly, Monthly
or Termly

Section 5: Learner Status

The school prioritises applications for some groups of people. Please tick **Yes** or **No** to the following statements:

	Yes	No
I am in receipt of Disability Living Allowance/Personal Independence Payments	<input type="checkbox"/>	<input type="checkbox"/>
I am in receipt of Income Support or Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
I am in care / classed as a 'looked after child' by the Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
I have been in care and am now classed as a 'care leaver'	<input type="checkbox"/>	<input type="checkbox"/>
I am in receipt of Employment Support	<input type="checkbox"/>	<input type="checkbox"/>
I receive free school meals	<input type="checkbox"/>	<input type="checkbox"/>

Section 6: Additional costs

Please use this box to provide details of any further discretionary payments you may require e.g. contribution to travel over 2 miles, specific equipment, books, trips, etc

Section 7: Learner and Parent(s) / Carer(s) Declaration

The declaration below must be signed by all students and by the Parent(s) / Carer(s) if income details have been provided.

I / we certify that the information given is, to the best of my / our knowledge and belief, correct. I / we will inform the school of any change in circumstances and I / we understand that money may be claimed back if information provided is known to be false.

I / the student also understand that completion of this application does not guarantee that I will receive the financial support that I have applied for and that any delays caused in providing evidence will delay my application.

I / the student understand that my attendance and attainment at school will be monitored and if I leave school without completing my course, I must repay all or part of the funding awarded to me. I understand that all applications are processed subject to availability of funds and eligibility criteria.

I / the student understand that I may be asked to return books and / or equipment purchased with Bursary funds. Where possible receipts must be provided for expenditure incurred

Awards can only be made to students who have met the following conditions:

- Have achieved 95% attendance in the previous term
- Have not been the subject of any exclusion/formal warning
- Have a positive attitude to learning (as agreed by Head of Sixth Form)

Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.

Student signature		Date	
Parent(s) / carer(s) signature		Date	

Type of income evidence that will be required to support an application (Please hand in all evidence with this application)

Annual Salary - P60 for tax year, or week 52 pay slip or month 12

Universal Credit award – dated within last three months

Income Support - Entitlement / Award letter – dated within the last three months

Job Seekers Allowance - Entitlement / Award letter – dated within the last four weeks

Disability Living Allowance - Entitlement / Award letter – dated within the last three months

Employment Support - Allowance Entitlement / Award letter – dated within the last three months

Incapacity Benefit - Entitlement / Award letter – dated within the last three months

Carer's Allowance - Entitlement / Award letter – dated within the last three months

Housing Benefit - Entitlement / Award letter – dated within the last three months

Any other benefit - Entitlement / Award letter – dated within the last three months

Working Tax Credit - Working Tax Credit Award Notice

Child Tax Credit - Working Tax Credit Award Notice

Child Benefit - Award letter

Grants or Bursaries etc. - Relevant paperwork detailing entitlement and amount paid

Any other income - Relevant paperwork

Office use only		Date received:		Signature:	
Unsuccessful: <input type="checkbox"/>	Successful: <input type="checkbox"/>	Referred for further evidence: <input type="checkbox"/>	Amount	Date:	Signature:
Student informed <input type="checkbox"/>	Head of Post 16 informed <input type="checkbox"/>	Payment details set up <input type="checkbox"/>	Date:	Signature:	
Courses Confirmed			Date	Signature	
Notes					