

## **16 – 19 Bursary Policy and Guidance**

The 16-19 Bursary Fund offers help to students to continue in full-time education, who might otherwise be financially disadvantaged. The Fund has two parts, to be eligible for either type of bursary students must be enrolled at Beacroft Foundation School on a Post-16 course.

### **1. Vulnerable Bursary**

Awards of up to £1,200 per annum can be made if at least one of the following applies, students are:

- in care
- care leaver
- receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right, as well as Employment and Support Allowance or Universal Credit in their own right
- young carer for a parent or relative. Have had a young carer's assessment, GP can confirm the status, receive a Carer's Allowance.

### **2. Discretionary Bursary**

Students who are not eligible for the Vulnerable Bursary can apply for a discretionary award. Awards will be dependent on the funds available from the Education and Skills Funding Agency and the number of eligible students. Awards will be made on the level of household income (including all benefits).

## **APPLYING**

To apply for either Bursary you will need to complete an application form. Applications forms will be sent home at the beginning of each academic year. Applications should be made by the date on the form, however, where there has been a significant change in circumstances, applications will be considered after this date.

It is your responsibility to ensure the application is complete. Incomplete applications will not be processed. Once your application has been processed, we will inform you if you have been successful.

## **FINANCIAL NEEDS ASSESSMENT**

Please indicate on the application form, all your anticipated needs for financial support, further information may be required. Evidence and receipts will need to be provided for anything that is not paid for directly by the school.

## **EVIDENCE OF INCOME**

### **Vulnerable Bursary**

- Evidence of your looked after status such as a letter from your Social Worker or Young Persons Adviser.

- Evidence of entitlement to a named benefit, with details of the calculation of that benefit (in student's own name).
- Young carer status confirmed by GP assessment and evidence of allowance received.

### **Discretionary Bursary**

Evidence of your total household income including all benefits will need to be provided, this includes parent(s), carer(s) and partner(s), but excludes siblings and grandparents (unless they are your carer) who are earning and living within the household. Disability Living Allowance is the exception when calculating your household income, this element of funding is not included. We may also need to see and your 3 most recent monthly award statements.

*Please submit photocopies of all documentation. We cannot accept originals; we cannot be responsible for any loss of evidence. Bursary evidence will be kept securely for 6 years.*

### **PAYMENTS**

Payments can be made directly from the bursary for school meals, educational school visits and residential.

If you have contributed towards the cost of your transport, this can be refunded, evidence of payments will be required.

Where possible, books and equipment will be purchased directly by the school and will be returned to the school on completion of the course. Exceptions will be considered for specialist equipment.

Payments are subject to personalised conditions set by the school which may include good attendance, punctuality and meeting individual behaviour and academic targets from their EHCP.

### **APPEALS/COMPLAINTS PROCEDURE**

Should a student or parent/carer wish to appeal against a decision regarding financial support, the matter will be referred initially to the Finance Manager.

Due to significant demand for financial assistance, we cannot guarantee applicants will receive any or part of the funding requested.

Students must notify the school of any changes in their circumstances throughout the year, they will not normally be expected to repay an award, but their entitlement to further payments may be affected.

### **CONTACT US**

If you would like help completing the application form or have any queries, please contact the Finance Manager.

For further information please visit <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>