



# 16-19 Student Bursary Fund Policy

2019-20

Date adopted by GB: June 19  
Signed by Chair of GB: P Brown  
Review – annually

Please read this booklet prior to completing your application

# 16-19 Bursary Fund Policy 2018-19

## What is the 16-19 Bursary Fund?

The bursary fund is made available from the government Education & Skills Funding Agency (ESFA) to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

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

Students following government ESFA 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 31/08/2019 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.
- 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 or lone parents or are otherwise considered at risk.
- Asylum seekers.
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP.)

## The scheme is made up of two parts

### The Full Bursary (Level 1 funding)

The government has agreed that some students may be entitled to a grant or bursary of the maximum £1,200 per year. A student could receive this level of funding if they are in one of the following categories:

- Living in care, or have recently left living in care
- The student is receiving income support or universal credit
- The student is disabled and receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

### The Discretionary Bursary (Level 2 funding)

Students could receive support up to £1000 per year if:

- They have a gross annual household income of below the guide level of £25,000 or
- They are in receipt of Free School Meals or other means tested benefits.

## **Proof of income**

To show eligibility for this funding, a student must provide appropriate evidence of household income, which could include:

- Certified letter from the LA regarding Free School Meals
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self-Employment Income evidence
- Other means tested certification

## **Hardship**

The Misbourne School recognises that in addition to students' who qualify for a student bursary on the grounds listed above, there are other others that might need support during their time in Sixth Form. For example, students from families who are 'just about managing'; in other words, not necessarily in receipt of free school meals or benefits but from households where parents are in lower income jobs and may struggle to provide students with all the books and equipment they need or to cover all their travel costs. The bursary committee also welcomes applications from students who fall into this category.

## **How will The Misbourne assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. Students who are eligible for either level of funding, or are applying under the hardship category should complete an application form and hand it to the Sixth Form office as soon as possible after admission to the Sixth Form, in September.

A Bursary Fund Committee will meet at least once a term (ideally September, January and May) to consider applications.

Students who are deemed eligible should be aware that to continue to receive a bursary/funding they must:

- Maintain a good level of attendance of at least 95% (which may include school agreed absence such as university visits, study leave and work experience)
- Maintain a good attitude to learning (demonstrated by achieving levels 1 & 2)
- Maintain good levels of conduct
- Provide receipts or invoices for all claimed expenditure as it is incurred

With the exception of Level 1 claims, the Bursary Committee will determine the level of payment awarded up to a total of £1,000 based on the following criteria:

- The level of household income (up to a guide level of £25,000)
- The value of the claim
- Any other relevant circumstances within the household e.g. number of dependent children in the household, any unearned (savings) income

- The total value of claims received that will be funded from the fixed funding allocation

Once the reimbursement has been agreed the payment will be made directly to the student. Alternatively, the school will purchase item(s) on behalf of the student.

Variations to the above criteria may be made in exceptional circumstances at the discretion of the Bursary Committee.

The following are examples of areas of support that may be relevant to students and the way in which support may be provided.

<b>Area of support</b>	<b>How support may be provided if discretionary bursary is approved</b>
Books and equipment	The costs of books and/or equipment may be reimbursed on production of receipts or bought directly by the school
Travel to and from school	Where possible, support would be provided through the purchase of travel passes/tickets on a student's behalf or a contribution made towards travel costs, it may be necessary to allocate money to a student to be used for travel
Clothing for school max £100 per year	Costs may be reimbursed through production of receipts
Extra – curricular activities	Contribution may be covered when directly relevant to the courses studied
Field trips and additional course costs	Field trips and required visits could be paid directly by the school
School meals	Can be paid directly by the school

Payments of an equal amount will be made on a half termly basis (i.e. 6 times per year). Payments must be paid into student's bank account (not a parent or guardians). Payments are subject to review by the Bursary Fund Committee and the committee has the discretion to alter the payment plan depending on the circumstances.

Any equipment that is purchased remains the property of The Misbourne and should be returned at the end of the study period in a "fit for purpose" condition. Failure to do so will result in the individual being invoiced for a replacement.