



16 to 19 Bursary Fund Policy

Date of Issue / Adoption:	October 2023
Last Review / Amended Date:	October 2024 October 2025
Holder:	Post16 Lead
Committee Responsible:	Resources
Next Review Date:	October 2026

All pupils at Grange Park School have a Statement of Special Educational Needs or an Education Health and Care Plan and have been diagnosed as having an Autism Spectrum Condition (ASC). This policy has been written to incorporate their needs, identified in the Triad of Impairments, along with the legal guidelines and principles.

What is the 16 to 19 Bursary Fund?

The 16-19 Bursary Fund is a government led scheme to provide financial support to students who face the greatest financial barriers to continue in education after age 16. There are two types of 16 to 19 bursaries:

- Type 1 - Vulnerable Bursary
- Type 2 - Discretionary Bursary

“Bursary funding is financial help for Post 16 students to overcome specific barriers to participation so that they can remain in education”.

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The bursary offers financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

Further Information can be found - <https://www.gov.uk/1619-bursary-fund>

Eligibility

For a student to be eligible for a Bursary they must meet age and residence criteria:

- Age:
 - a) Student must be aged 16 or over but under 19 at 31 August (of the financial year in question)
 - b) Students aged over 19 are only eligible for discretionary bursary if they started a programme of study aged between 16-18 or have a EHCP
- Study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements

Type 1 - Vulnerable Bursary

Pupils most in need will be eligible to receive a vulnerable bursary of £1,200 a year.

This group includes:

- pupils in care under the Local Authority
- care leavers
- 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; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

Type 2 - Discretionary Bursary

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Those students who are not eligible for the Vulnerable Bursary may be considered for a discretionary bursary. Discretionary Bursaries are issued to families direct from school.

Grange Park offers two tiers of support

Tier 1 – Free School Meals

- Currently eligible for Free School Meals and have applied through your local authority

Tier 2 – Low Income/disadvantaged/ change in circumstance

- House hold income below £25,000
- Significant change in circumstance

The discretionary bursaries are there to provide support for vulnerable students that are suffering from financial hardship. This financial help provides for things such as meals, books and equipment.

Each bursary is granted on an individual basis so students may receive different amounts. In previous years this bursary has been used to pay for

1. Trips (linked to Independent Living Skills)
2. Cost of materials on a student's course
3. Independent travel training (including trips on longer distance buses, trains and the London Underground)
4. Work Experience (costs of independent travel and materials)

Evidence

Evidence for both bursaries must be submitted with the pupil's application. Copies shall be retained by the school in line with GDPR. Full list of appropriate evidence is in appendix 1.

Applications

FORM A for Vulnerable Bursary

FORM B for Discretionary Bursary

Applications should ideally be submitted by 8th September to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

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Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

Payments

Depending on the bursary awarded and the amount will depend on the payment schedule.

- Bursary awards maybe split over three terms.
- One off payment for consumables for their course this will be paid by October half term.

Conditions for the receipt of bursary payments

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Attendance above 95%
- Following the school and college code of conduct

All students are required to sign a declaration confirming that they agree to these conditions. (on application form)

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

Change in circumstances

If there are changes in circumstances that may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

EQUAL OPPORTUNITIES STATEMENT

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Grange Park School is committed to the positive promotion of equal opportunities for all.

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Appendix 1

Examples of acceptable supporting evidence for the Vulnerable Bursary are:

- 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
- for students in receipt of Income Support or Universal Credit, copies of the relevant award notices. They must be entitled to the benefit in their own right and the evidence must not specify any conditions that prevent the young person from being in further education or training (some young people in receipt of benefits are not allowed to participate)
- for students in receipt of Universal Credit, a copy of their Universal Credit Award notice. They must be entitled to the benefit in their own right. They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- for students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

Examples of acceptable supporting evidence of total household income for the Discretionary Bursary are:

- A full T602E Tax Credit Award Notice (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income. For Universal Credit the 3 most recent award statements should be provided.
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2023). The income will be shown as Total for the Year.
- Payslips from the previous 3 months.
- Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self employed people. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the Year.

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- Evidence of other benefits, pension awards, etc.
- Confirmation from the Local Authority of entitlement to Free School Meals (FSM).

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Appendix 2



FORM A

Vulnerable Bursary 2023/2024

Application Deadline: Autumn Term 8th September 2023

Please note the following important information:

- For more details on the 16-19 Bursary Fund, you should visit www.gov.uk/1619-bursary-fund
- Please complete all sections of the form and **make sure you provide us with copies of the evidence** we need. Your application will not be assessed without the correct evidence.
- The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.
- Payments of all bursaries are dependent on you maintaining attendance of 95% or above on all your courses and behaving appropriately

When you have completed this form please return it, fully completed **with evidence** to the school office@grangepark.kent.sch.uk.

SECTION A: PERSONAL INFORMATION

Student Full Name:

Date of Birth:

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Your current address:	Your parent(s)/carer(s) name(s) and addresses <i>(If different to your address):</i>
Telephone Number:	Email Address:

SECTION 2: RESIDENCY

Please select which of the following applies to you:			
British Citizen	<input type="checkbox"/>	EU/EAA Citizen	<input type="checkbox"/>
Asylum Seeker	<input type="checkbox"/>	Refugee	<input type="checkbox"/>
Indefinite Leave to Remain specify) _____	<input type="checkbox"/>	Other (please	
Have you been resident in the UK or EU/EEA for the last 3 years?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 3: COURSE DETAILS

Where are you studying this academic year?	
Wrotham <input type="checkbox"/>	College <input type="checkbox"/>
If at College what course are you studying? _____	

SECTION 4: VULNERABLE STUDENT

Are you (the student):	<i>Please only tick a box if you are answering "yes"</i>
In Care <input type="checkbox"/>	Care Leaver (Recently left Care) <input type="checkbox"/>

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In Receipt of Income Support or Universal Credit

In receipt of Employment Support Allowance and Disability Living Allowance

Evidence will need to be supplied with the application

SECTION 5: STUDENT BANK DETAILS

Name of Account:

Account Number:

Sort Code:

SECTION 6: ADDITIONAL INFORMATION

Please use this space here to give us any additional information you think may support your application:

SECTION 7: STUDENT & PARENT/GUARDIAN DECLARATION

This declaration must be signed by all students. If the income evidence provided belongs to parent(s)/guardian(s) then we must also have a parent/guardian signature.

- I/We certify that the information given is, to the best of my/our knowledge and belief correct
- I/We understand that payments may be delayed or stopped if I do not maintain at least 90% attendance on all my courses
- I/We undertake to inform the Academy immediately if I, the applicant, decide to leave my course

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- I/We understand that if the applicant leaves their course of study before completion, the Academy will attempt to re-claim any monies allocated
- I/We understand that it may be necessary for Sixth Form staff use information given, or share the information provided within the Academy to prevent and detect fraud

Student's Signature Date:

Parent/Guardians Signature Date:
.....

STAFF USE ONLY

AUTHORISATION

APPROVED

REJECTED

SLT signatureDate.....

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Appendix 3



FORM B

Discretionary Bursary 2023/2024

Application Deadline: Autumn Term 8th September 2023

Please note the following important information:

- For more details on the 16-19 Bursary Fund, you should visit www.gov.uk/1619-bursary-fund
- Please complete all sections of the form and **make sure you provide us with copies of the evidence** we need. Your application will not be assessed without the correct evidence.
- The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.
- Payments of all bursaries are dependent on you maintaining attendance of 95% or above on all your courses and behaving appropriately

When you have completed this form please return it, fully completed **with evidence** to the school office@grangepark.kent.sch.uk.

SECTION A: PERSONAL INFORMATION

Student Full Name:

Date of Birth:

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Your current address:	Your parent(s)/carer(s) name(s) and addresses <i>(If different to your address):</i>
Telephone Number:	Email Address:

SECTION 2: RESIDENCY

Please select which of the following applies to you:			
British Citizen	<input type="checkbox"/>	EU/EAA Citizen	<input type="checkbox"/>
Asylum Seeker	<input type="checkbox"/>	Refugee	<input type="checkbox"/>
Indefinite Leave to Remain specify) _____	<input type="checkbox"/>	Other (please	
Have you been resident in the UK or EU/EEA for the last 3 years?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 3: COURSE DETAILS

Where are you studying this academic year?			
Wrotham	<input type="checkbox"/>	College	<input type="checkbox"/>
If at College what course are you studying? _____			

SECTION 4: DISCRETIONARY BURSARY (you only have to provide evidence for one of the target groups but please answer all questions)

Did you receive free school meals last academic year?	Yes	<input type="checkbox"/>	<input type="checkbox"/>
Are you, or your parent(s)/guardian(s), in receipt of one or more of the following benefits: <i>Please tick all that apply:</i>			
Universal Credit		<input type="checkbox"/>	

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Employment and Support Allowance	<input type="checkbox"/>
Personal Independence Payment	<input type="checkbox"/>
Council Tax Reduction	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>
Evidence will need to be supplied with the application	

Are you, or your parent(s)/guardian(s) not in receipt of one of the benefits listed above but are employed or self-employed with a gross household income of :

Please tick which applies to you:

Less Than £21,000	<input type="checkbox"/>
Between £21,000-£25,000	<input type="checkbox"/>
Between £25 000- £ 30 000	<input type="checkbox"/>

If you live with two parents or guardians we take the income of each person into account.

How many dependent children do you have living within the household?

.....

Evidence will need to be supplied with the application

Are you a young parent?:

Are you a young carer?:

Has your household been affected by redundancy
In the last 12 months? Y

Has your household experienced a change in
Financial or personal circumstances within the last 12 months? Yes No

SECTION 5: STUDENT BANK DETAILS

Name of Account:

Account Number:

Sort Code:

SECTION 6: ADDITIONAL INFORMATION

Please use this space here to give us any additional information you think may support your application:

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SECTION 7: STUDENT & PARENT/GUARDIAN DECLARATION

This declaration must be signed by all students. If the income evidence provided belongs to parent(s)/guardian(s) then we must also have a parent/guardian signature.

- I/We certify that the information given is, to the best of my/our knowledge and belief correct
- I/We understand that payments may be delayed or stopped if I do not maintain at least 90% attendance on all my courses
- I/We undertake to inform the Academy immediately if I, the applicant, decide to leave my course
- I/We understand that if the applicant leaves their course of study before completion, the Academy will attempt to re-claim any monies allocated
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Student's Signature Date:

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Category	Amounts Awarded		
	Autumn Term Summer Term	Spring Term	
<u>Tier 1</u> – Free School Meals (FSM)			
<u>Tier 2</u> - <ul style="list-style-type: none"> • House hold income below £25,000 • Significant change in circumstance 			
Other Costs (please state)			

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