



Anthony Gell
— School —

16-19 BURSARY POLICY

	Date	Minute No.	Review Date
Written	17 th September 2015		September 2016
Reviewed by Governors	17 th October 2017	1331/17	October 2018
Reviewed by Governors	14 th October 2020		October 2021
Reviewed by Governors	13 th October 2021	1570/21	October 2022
Reviewed by Governors	16 th June 2022		October 2023
Reviewed by Governors	27 th November 2024	1709/24	November 2025

17th October 2017 – reviewed and updated – inc to 27k

27th November 2024 – reviewed – new logo, added study subjects to application and supplier no in staff section of application

Contents

Overview.....	2
Types of Bursary	3
Acceptable requests.....	3
Application.....	3
Assessment and evidence of entitlement	4
Payment of bursaries	4
Conditions of payment.....	5
Decisions.....	5
Audit.....	5
Appendices	5
Sixth Form Bursary Application Form.....	6

Overview

The fund is from the government department called the Education and Skills Funding Agency (ESFA) for 16-19 year olds. It is designed to support students whose access to, or completion of, education is inhibited by financial constraints. This policy describes how the school will distribute funds allocated by the government to support students in undertaking Sixth Form study.

For all bursaries, students must be aged between 16 and 19. Students over the age of 19 may be eligible for a discretionary bursary if they are continuing a study programme they began aged 16 to 18, or have an Education Health and Care Plan (EHCP).

Students on apprenticeship programmed are not eligible as this is classed as employment.

Types of Bursary

There are two types of Bursary available:

1. **Guaranteed** - Bursaries of up to £1,200 for all young people in the following nominated vulnerable groups:
 - Students in care
 - Care leavers (students that were previously looked after for a qualifying period defined by Government document '16 to 19 Bursary Fund guide')
 - Students claiming Income Support or Universal Credit
 - Disabled young people who receive Employment Support Allowance and Disability Living Allowance

Students have to be aged at least 16 and under 19 years of age on 31st August. If the student falls into this category, then they should speak to the Head of Sixth Form. Evidence will need to be collated for this bursary. The funding is guaranteed, but evidence of how much funding required will need to be kept by the school.

2. **Discretionary** – bursary paid out to students facing genuine financial difficulties which may affect their participation in education. This is where the household income is below £27,000. Applications can also be made within this funding where household income is below £29,000 but more than £27,000. Further details on this is below.

Discretionary Bursary – Information

Application

Students with an annual family income of less than £27,000, or a family income of less than £29,000 but more than £27,000, can apply for a discretionary award on the [form provided](#). The form requires details of expenditure and the family income. The student's family is defined as the combined income of those people with whom the student usually lives.

The form asks about what costs are required for the bursary to fund. This should include books and materials to complete the course, transport arrangements to school and home, university visits and UCAS costs, and some educational visits within the courses studied. Be as specific as possible to assist the application process. This information will be used in a meeting between the School Business Manager and the student, to determine the level of support to fund and ensure all costs have been considered. Please see the section on acceptable requests for further information.

The school recognise that family and individual circumstances can change, therefore applications can be made at any point within the school year. The school encourages all students to apply where a change in circumstances has occurred.

The application form requires proof of income. Failure to provide this may result in the refusal of an award, as this evidence is required as part of the funding conditions.

The school encourages applications at the start of the year, but they can be made at any time during the year.

[Assessment and evidence of entitlement](#)

The application form will be assessed by the School Business Manager and Head of Sixth Form. A meeting will take place with the student to discuss requests made and ensure all student costs are covered in the application. This meeting will determine the value of the grant payment. A letter confirming entitlement will follow within two weeks of the meeting and include any conditions or paperwork outstanding to ensure payment. Changes to the request may be made where the value of the request is incorrect or where the school is able to resource a request from its own budget/supplies.

The maximum award will be dependent on individual circumstances, but will not exceed £1,200. The total awards will not exceed the funding made available to the school in any one financial year. Should valid requests exceed the amount the school has, then a scaling will be applied to awards.

If an application is received part way through an academic year, the value agreed will be split over the remaining months of study to the end of the year (last payment made in June).

The Government checklist will be used when assessing student applications for support, from the 16 to 19 bursary fund.

[Information for all bursary requests](#)

[Acceptable requests for support for a bursary](#)

The level of bursary support provided will be dependent on the costs students can demonstrate they incur through their Sixth Form study. Documentary evidence of these costs must be provided unless the cost is a charge made by the school. Examples of costs would include (but are not limited to)-

- Travel to and from school
- Personal Protective Clothing or necessary clothing required for a course.
- Books, materials and equipment needed for a particular course (such as for art or other practical subjects)
- The cost of educational visits related to courses.

Some requests for support can be met through the school resources such as equipment or laptop loans.

[Payment of bursaries](#)

Payments will be made by direct bank payment to the student following the appropriate DCC systems. Payment cannot be made to other family members.

In some cases, the school will be able to source resources from the school budget/supplies due to the price being significantly lower for the school. The school will also be able to arrange transport passes for school buses and support trips relating to the student's study. Where this is possible, the value to the student will be taken off the grant and the school will make payment on the student's behalf.

Payments begin in October (with September and October paid together), then monthly to the end of term (June).

Conditions of payment for all bursaries

Payment is conditional on the following grounds:

- **good attendance** including punctuality. Good attendance means that student's average attendance remains above 95% for the year. All absences must be properly notified and authorised by the school. Known absences (e.g. medical appointments, University visits etc.) should be notified to the student's tutor. Holidays during term time and prolonged medical absences (unless the student is remote learning) will not be paid as the bursary is awarded to support participation in education.
- **good approach to study**. A good approach means that a student works consistently hard in class and endeavours to meet all independent study expectations and deadlines. Once a student has applied for a bursary their study habits will be monitored through the Sixth Form Centre and Teaching Staff.
- **Behaviour** in lessons, around the school and the local community in school hours are also conditions of payment. If there are concerns raised by staff or the local community then the bursary payments will be in question.

A positive approach to attendance and study are expected by all students in our sixth form regardless of their eligibility for a bursary award. If the student falls short on the expectations of the school and grant, in terms of behaviour and/or attitude to learning, then future Bursary payments may be stopped/withdrawn.

If the student leaves the roll of the school, they will no longer be eligible for bursary support. No further payments will be made, and any resources or equipment must be returned to school.

Decisions made about Bursaries

An appeal about any decision in the first instance needs to be made to the School Business Manager (SBM). Following a response from the SBM, the appellant may wish to contact the Headteacher and the relevant AGS governing body committee.

Audit and record retention

All application forms including the decision made will be kept for the appropriate period and an audit trail will be maintained on the finance system.

Appendices

Application form

Further information on the bursary scheme can be found at <https://www.gov.uk/1619-bursary-fund>



Sixth Form Bursary Application Form

Once completed, this application should be passed to the Head of 6th form or reception, who will let you know the outcome as soon as possible. All information on this form is confidential and will not be revealed to anyone else.

Application for a Discretionary Bursary

I am a student who permanently lives in a household whose parents/guardians receive a total annual family income under £29,000 per year. Please note that discretionary awards may be 'in kind' e.g. laptop loan. Such items will be provided to named individuals and may be required to be returned at the end of the course.

SECTION 1 – Student Details (please print details and complete in black ink)

Name:	
Year:	Tutor Group:
Date of application:	Student Date of Birth:
A Levels studying:	

These are the adults with whom I live:

	Adult 1	Adult 2
Surname		
First Name		
Relationship to applicant		

Have you been a resident of the U.K for more than 3 years: YES / NO (delete as appropriate)

Details of support required e.g. Books, stationery, help with transport, overalls, temporary support with domestic emergencies, course field trips that you require assistance with etc

	£
	£
	£
	£
	£
	£

SECTION 2 – Proof of Income/Benefit Submitted

We need to have some proof of family income in order to assess your application.

The form below is to be filled in by the parents/carers who are mainly responsible for the student making the application for a bursary and with whom the student normally lives.

This is a necessary requirement for the assessment of the student's eligibility and the size of any discretionary bursary.

The tables below show the evidence you will need to bring with this application form.

Please complete **all** that apply to you and provide the evidence stated. *(Copies are acceptable)*

Type of Income	Evidence Required	Does your household receive Y/N	Annual Amount
Annual Salary	P60 for tax year ended in previous March, or last week in March payslip or month 12 payslip		
Income Support / Universal Credit	Entitlement / Award letter – dated within the last 3 months		
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months		
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months		
Incapacity Allowance	Entitlement / Award letter – dated within the last 3 months		
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months		
Any other benefit	Entitlement / Award letter – dated within the last 3 months		
Working Tax Credit	Working Tax Credit Award Notice dated within last year .Must be for full year and not partial awards (FULL AWARD NOTICE)		
Child Tax Credit	Working Tax Credit Award Notice dated within the last year. Must be for full year and not partial awards (FULL AWARD NOTICE)		
Universal Credit	Entitlement / Award letter – dated within the last 3 months		
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid		
Disability Living Allowance	Entitlement / Award letter – dated within the last 3 months		
Child Benefit Allowance	Entitlement letter - dated within a year		
Any Other income	Relevant paperwork		
	Total Household Income		

By signing the declaration you are confirming you have declared all your current household income.

SECTION 3 – Student Bank Account Details

Please note that this must be an account in the **name of the student**.

Bank Name (e.g NatWest)

Branch Location (e.g. Chesterfield, Derby Road,

Name of Account Holder

Sort Code

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Account Number

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Roll Number (Building Society Account)

SECTION 4 – Further Information

Please give any details below of any other circumstances that you would like us to know about to help with your application

Privacy notice

The information that you provide on this form will be used to assess student eligibility for a 16-19 Bursary payment.

Anonymous statistical information may be shared with other organisations such as the Department for Education or the young Peoples Learning Agency, but personal information will not be disclosed. Anthony Gell School is registered under the Data Protection Act 1998.

SECTION 5 – Declaration

Please read the declaration below carefully before signing:

1. I/We declare that the statements made on this form are true and to the best of my/our knowledge and belief are correct in every respect. I/We undertake to supply any additional information that may be required to support this application. I/We understand that if I/we refuse to provide information relevant to this claim the application may not be accepted. I/We also undertake to tell the school of any change in circumstances in writing. I/We agree to repay the school in full and immediately any sums advanced if the information I/We have given is shown to be false or deliberately misleading.

2. I/We am/are aware that the funding covers only this school year and that I/We must re-apply next year; there is no guarantee that funding will be received for future years even if the student is eligible for the current year.

Signed (Student):	Date:
Signed (Parent 1 or Carer 1 named above):	Date:
Signed (Parent 2 or Carer 2 named above):	Date:

For School use only:

Date Received:

Type of Bursary: Vulnerable / Discretionary 1 / Discretionary 2

Meeting Date:

In attendance: JH / HWR / JB

Authorised By:

Amount of Award:

Letter and acknowledgement sent:

Supplier Ref Number:

Additional Notes: