



# THE KING'S SCHOOL

GRANTHAM

## 16-19 Bursary fund, Policy and Guidance

The Department for Education (DfE) established the 16-19 Bursary Fund in 2011. The aim of the Fund is to help 16- to 19-year-olds continue in education, where they might struggle for financial reasons. It enables those students to access additional funds to support learning; participation in activities to enrich their learning experience; and pursue applications to Higher Education.

### 1. Eligibility Criteria

For students to be eligible for the bursary fund, students must meet the age and residency criteria as listed below:

- Be aged over 16 and under 19 on 31st August 2021 or 19+ with an Education, Health and Care Plan (EHCP) or continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- Be enrolled on a full-time course
- Meet the ESFA's residency criteria as set out in the ESFA Funding Guidance

### 2. Bursary Groups

This policy meets the requirements of the Education and Skills Funding Agency (ESFA)'s 16-19 Bursary Fund Guide 2020-21, providing pupils with the opportunity to benefit from the fund at different levels according to individual circumstances.

#### Bursary Level 1 – Vulnerable Student Bursaries

The school can approve bursary funding which will be paid to students who are in one of the following 'vulnerable group' as defined by the EFSA:

- In Care or Care Leaver
- Income Support or Universal Credit in their own right
- Receiving Disability Living Allowance or Personal Independence Payment in their own right and Employment Support Allowance or Universal Credit in their own right

#### Bursary Level 2 – Discretionary Bursaries (household income below £25,000)

This is based on the financial position of the student's family, and their needs to continue in education. To be eligible, the student's family household income must be below £25,000 per annum, to include income from employment, pensions payments, jobseekers allowance, all tax credits including child tax credit and working tax credit but child benefit may be excluded.

#### Bursary Level 3 – Discretionary Bursaries (for pupils not in the above category)

The 16-19 Bursary Fund is limited. If funds remain after the above bursaries, students not in receipt of these may apply towards the costs of transport, equipment, school trips in the UK, visits to universities etc. Decisions will be made on a case-by-case basis and must demonstrate a real need for assistance. Students applying will be required to provide evidence of family income. Evidence of payment of costs will be required (please ensure you keep receipts where possible).



### 3. Assessment Procedure – Level 2 Discretionary Bursary

The distribution of the Discretionary Bursary fund will be dependent on the number of eligible students.

The awards listed below are the suggested maximum payments which can be made subject to the numbers of students who are accepted and are not guaranteed. They will be determined according to family income and costs expected by the student.

The school will seek to ensure total payments do not exceed funding provided by the ESFA.

*The school reserve the right to retain 20% of the 16-19 Bursary amount provided. This is to accommodate changes in circumstance and ensure that requests for funding from students following such changes can be accommodated. 5% may also be retained for administration of the fund.*

<b>Tier</b>	<b>Eligibility Criteria for Level 2 Bursaries</b>	<b>Suggested Maximum Bursary award for whole year</b>
A	Students with Family household income below £25,000	£1200
B	Students with family not in the above categories (The 16-19 Bursary Fund is limited. If funds remain after the above bursaries, students not in receipt of these may apply)	£850

*For Tiers A and B -evidence of household income for all parent(s) is required to support the application*

### 4. How to Apply

Students are required to complete the online 16-19 Bursary Funding application form in the presence of their parent/guardian. The Bursary Application Form on the school website.

Details required:

- Student details
- For vulnerable bursary applications –confirmation of status
- For discretionary bursary applications –confirmation of income
- Student Educational Needs
- Declarations
- Student bank details –in their own name

Following the completion of the bursary application, the relevant evidence must be emailed to [Suzanne.Hutchins@Kings.lincs.sch.uk](mailto:Suzanne.Hutchins@Kings.lincs.sch.uk) for the application to be assessed and processed.

Please include the school and student's name in the title.

List of possible evidence:

- Letter from H M Revenue & Customs -Tax Credit Award for 2020/21



- Current Benefit Letter from the Department for Work and Pensions (DWP)
- Proof of earnings from Employer -P60 for 20120/21
- Self-Assessment Tax Return (if self-employed) for 2020/21
- Universal Credit Monthly Award Notices for June, July and August 2021
- Confirmation letter from Local Authority of current or recent looked after status (vulnerable group)
- Other confirmation of income

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Students and their parent/guardian must take great care to ensure information provided to the school is true and complete. If information is found to be false or incomplete (i.e. undeclared income) we will request that the money awarded be repaid in full. Failure to repay the award may lead to police involvement / court action.

The bank account details provided must be in the student's own name.

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## 5. Payments

### Level 1 - Vulnerable Bursary Payments:

The frequency and amounts of payments will be agreed between the student and school. Payments will usually be made at regular intervals directly to the student's own bank account via BACS. Level 1 applicants will also be required to present evidence as listed below.

### Level 2 & 3 - Discretionary Bursary Payments:

As part of the online bursary application, students are required to indicate how much they may need to spend on items to help them stay in education (i.e. Tier A student eligible for potential £1,200 award but with needs of only £400, the amount made will be limited to £400).

The list below is an example of the costs that students may receive bursary support for:

- Public transport to and from school –termly or monthly bus passes.
- School uniform / sports kit
- Trips and UK education visits -we may fund up to £100 for overseas trips for curriculum related trips.
- University visits / interviews
- Curriculum materials / equipment –books, revision guides, consumables, etc.
- Examination fees including re-sit if applicable
- Music tuition fees–for tuition organised by the school.
- School meals –depending on the Tier awarded. Tiers B & C may be awarded a daily sum towards their meals (unless in receipt of FSM)
- Contribution towards the cost of other activities to support a UCAS or employment application
- Other items

In order for students to be paid, they must complete the following steps:



- A) Students are required to complete the Bursary Application claim form (Annex 1) to confirm their claims.
- B) The completed form and receipts must be emailed to [Suzanne.Hutchins@Kings.lincs.sch.uk](mailto:Suzanne.Hutchins@Kings.lincs.sch.uk) for the claims to be processed. Please include your name and school in the title of the email.
- C) If a bursary is awarded towards school meals, a weekly amount will be reimbursed to the amount spent in the week with a max spend of £2.75 per day (not cumulative) by BACS. credited to the student's meal account. Unused amounts cannot be carried forward. Students may have to top their account up for additional food.
- D) In certain instances, the school will make payments on behalf of the students. Please also note that some items may not be fully funded.
- E) Payments are issued to students five times per year; claim forms and receipts must be submitted by the dates below for payments to be processed.

#### Claim Forms and Receipts Due Dates

Application 1	Friday 15 October
Application 2	Friday 10 December
Application 3	Friday 4 February
Application 4	Friday 25 March
Application 5	Friday 20 May

It is imperative that all claims and receipts are emailed to [Suzanne.Hutchins@kings.lincs.sch.uk](mailto:Suzanne.Hutchins@kings.lincs.sch.uk) within the deadlines above for payments to be made. Any claims made after the claim dates will be rolled over to the next claim period.

Claims may only be made with receipts.

Full payment of the bursary to the student is dependent on the delivery of the Conditions listed in the next section.

## 6. Conditions

Students must meet the following criteria to receive their bursaries:

- Have a target attendance of 95%. Students with below 95% attendance are at risk of their bursary payments being withheld.
- Students with below 90% attendance will receive no bursary payments. (Some allowance may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that the school has previously been made aware of.)
- Be punctual to all lessons.
- Demonstrate good behaviour.
- All work required by teaching staff will be submitted to the deadline set.



## 7. Complaints or Appeals

All students have the right to appeal the decision not to award a 16-19 Bursary and must submit a letter to the school within two weeks of receiving their decision letter.

Any student or parent who is unhappy with the handling of application for bursary funding or wish to make an appeal should follow the school complaints procedure.

## 8. Confidentiality

The School will ensure that applications are handled confidentially. For audit purposes, however, computerised copies of all documentation for learner support will be kept for a period of six years and will be held securely and in compliance with the Data Protection Act. The information will be made available for audit purposes.

## 9. Equal Opportunities

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## 10. Review

This policy will be reviewed on an annual basis, taking into account the views of The Mercian Trust, young people and their parents and statutory guidance from the Department for Education (DfE) and the Education Funding Agency (ESFA).

If you would like some further information a guide for students and their parents is available on the 16 to 19 Bursary Fund page (<https://www.gov.uk/1619-bursary-fund>)