



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 Fund aims to provide 16 to 19-year-olds with financial support to help them overcome specific financial barriers to participation they face so they can remain in education. 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:

- aged over 16 and under 19 on 31st August 2023 or 19+ with an Education, Health and Care Plan (EHCP) or continuing a course which was started aged 16 to 18 (known as being a '19+ continuer')
- be enrolled on a full-time course
- meet the ESFA 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 2023-24](#), allowing pupils to benefit from the fund at different levels according to individual circumstances.

Bursary Level 1 – Vulnerable Student Bursaries

The school can approve funding which will be paid to students who apply for a bursary for vulnerable groups, if they meet the criteria and have a financial need.

The defined vulnerable groups are students who are:

- in care
- care leavers (as defined in the ESFA Bursary Fund Guide)
- 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
- receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own right and Employment Support Allowance (ESA) or Universal Credit in their own right

Students who have a financial need and meet the criteria for a bursary for vulnerable groups may be eligible for a pro-rata bursary up to £1200 (the actual amount depends on the assessment of individual financial need).

For example:

- For a student who attends a full-time course and has been assessed as having financial needs that require the full £1,200, the bursary may be $\text{£1,200} \div 38 = \text{£31.58}$ per week.



- If a student has already received financial support for a specific purchase, such as a travel pass, this amount will be deducted from the £1200 before weekly allocations are calculated.

Discretionary Bursaries

Discretionary bursaries will be awarded to students who meet the school's criteria to help with the cost of travel, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example).

The bursary fund is not intended to provide learning support such as counselling or mentoring, to support extra-curricular activities that are not essential to the students' course or to support the cost of living.

The King's School sets its own criteria for the discretionary bursary allocations but must comply with the eligibility conditions and funding rules set out by the ESFA. The King's School must ensure that students are eligible for the discretionary bursary in each year they require support.

The King's School bases all decisions about which students receive a discretionary bursary and how much they receive on each student's circumstances and financial need. These will vary from student to student, depending on, for example, eligibility based on household income and their actual financial needs such as the distance they need to travel to school and the requirements of their study programme. The King's School will not make blanket or flat rate/fixed rate payments without considering the actual needs of each student. For example, although many students who had previously benefitted from a free school meal may have financial needs, these will vary depending on personal circumstances so an individual assessment of actual need will be made. It is important to note that the administrators will treat all such evidence and any application to the fund in the strictest of confidence.

Students must apply for an award and applications should be submitted by the end of October for each school year. Applications submitted after this date will be considered in exceptional circumstances or if the student has changed circumstances during the school year.

Any student whose total gross household income is less than £30,000 per annum may be eligible for a bursary to help them access their post-16 education. When assessing whether students should receive a discretionary bursary, the King's School will consider any benefit payments and unearned income such as shares/investments, savings, pension income and rental income.

The King's School insists that students must only spend the bursary payments they have been allocated on the support that they identified as necessary to help them participate in education. This means students can only use the funds to pay for travel costs and/or a meal during the day, to buy equipment or any other support that has been agreed by the school.

The King's School will make the value of the award and any terms/conditions clear to the student and their parents/carers in their award letter.

Receipts for expenditures and purchases made with bursary funding form part of the audit and assurance of the scheme. They confirm that funding is being used for the reasons it was awarded. For standard weekly costs like travel and food, collecting receipts for every transaction may not be practical, so costs may be evidenced initially by receipts then paid linked to attendance. Students may be asked to provide receipts. If books or equipment is purchased for a student, they should



be returned to the school at the end of their study programme so they can be used again by another student.

The King's School have decided on two key groups who may be eligible for a discretionary bursary award:

Bursary Level 2 – Discretionary Bursaries (household income below £30,000)

This is based on the financial position of the student's family, and their needs to enable them to continue in education. To be eligible, the student's family household income must be below £30,000 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.

3. Assessment Procedure – Level 2 Discretionary Bursary

The distribution of the discretionary bursary fund will depend on the number of eligible students.

The awards listed below are the suggested maximum payments which can be made subject to the number 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 reserves 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.

Tier	Eligibility Criteria for Level 2 Bursaries	Suggested Maximum Bursary award for a whole year
A	Students with family household income below £30,000	£1200
B	Students with family income not in the above categories but requiring financial support for educational purposes. (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 can be located on the school website and will require the student's login details.

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 name

If evidence is not uploaded directly when completing the application form, please send any relevant evidence via email to 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 2023/24
- Current Benefit Letter from the Department for Work and Pensions (DWP)
- Proof of earnings from Employer -P60 for 2022/23
- Self-Assessment Tax Return (if self-employed) for 2022/23
- Universal Credit Monthly Award Notices for July, August and September 2023
- Confirmation letter from Local Authority of current or recent looked-after status (vulnerable group)
- Other confirmation of income

Students and their parent/guardian must take great care to ensure that the information provided to the school is accurate 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.

5. Payments

Level 1 - Vulnerable Bursary Payments:

The frequency and number of payments will be agreed between the student and the school. Payments will usually be made at regular intervals directly to the student's bank account via BACS. Payments in cash will only be made in exceptional circumstances. Where possible payments for: travel passes, required books or equipment will be made in kind. If appropriate, the value of these payments will be deducted from the student's total bursary award.



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 a 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 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.

For students to be paid, they must complete the following steps:

- A) Students are required to complete the Bursary Application Form to confirm their entitlement and identify the required support.
- B) The completed form will be sent to the Sixth Form Admin Team and Finance for the application 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 £2.85 per day (not cumulative) by BACS and 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) Where possible, the school will make payments for travel passes, required books or equipment on behalf of the student. If payments are paid directly to the student, this will be processed via BACS into the student's own bank account. Students must only spend the bursary payment received on the support identified on their application form as necessary to help them participate in education.

Applications must be submitted by Thursday 31 October 2023 to be considered for the current school year.

Any applications made after the deadline will only be assessed and allocated in exceptional circumstances or where a student has changed circumstances during the school year.

Full payment of the bursary to the student depends 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 96%. Students with below 96% 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 exceptional 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 by 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 unhappy with the handling of the bursary funding application or wish to 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. They 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 annually, taking into account the views of The King's School students and their parents and in line with statutory guidance from the Department for Education (DfE) and the Education Funding Agency (ESFA).

If you would like further information a guide for students and their parents is available on the [16 to 19 Bursary Fund](#) page.