

Tewkesbury School Sixth Form

Proposed 16-19 Bursary Fund Policy 2022/23

1. What is the 16-19 Bursary Fund?

- 1.1. The 16 to 19 Bursary Fund provides financial support to help students overcome the specific barriers to participation they face so they can remain in education. For example, this can include financial help with essential course costs or transport to and from school.
- 1.2. The 16 to 19 Bursary Fund is not in place to help with living costs, extra-curricular activities or learning support (e.g. mentoring, counselling or extra tutoring).
- 1.3. There are two types of 16-19 Bursary Funding available;
 - 1.3.1. Bursary for vulnerable groups
 - 1.3.2. Discretionary Bursary
- 1.4. The 16-19 Bursary Fund is a limited fund and the School will prioritise allocation.

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

- 2.1. To be eligible to receive a 16-19 Bursary in the 2022/23 academic year, the young person must be aged 16 or over but under 19 on the 31 August 2022.
- 2.2. Students over the age of 19 on 31 August 2022 can apply for a discretionary bursary if they are continuing with a programme of study they started when aged 16-18 OR if they are on an Education, Health and Care Plan (EHCP) as long as their financial eligibility continues and we consider they need the support to continue their participation. They cannot apply for a vulnerable student bursary.
- 2.3. In exceptional circumstances, students under 16 who are on a 16-19 programme of study (e.g. accelerated learners) can be awarded discretionary Bursary funding if we deem there is a need.
- 2.4. Students must meet the residency criteria in [ESFA funding regulations](#).

3. What are the eligibility criteria for bursary funding for young people in defined vulnerable groups?

- 3.1. Young people who meet the eligibility requirements could qualify for bursary funding of up to £1200 if they are aged under 19 on 31st August 2022 and fall into one of the following categories:
 - Are in care
 - Are care leavers
 - Are receiving Income Support (IS), or Universal Credit (UC) in their own right because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them (e.g. a child or partner).
 - Are receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC).
- 3.2. Young people will be asked to provide appropriate evidence to prove their status e.g. a copy of their UC or IS award notice or written confirmation of the young person's current or previous-looked after status from the local authority which looks after them or provides their leaving care services. If no such evidence is included the School will write to the applicant asking for such evidence before accepting their application.
- 3.3. Once evidence has been received the School will then make an application to the Student Bursary Support Service (SBSS) to secure the additional funding.

4. What are the eligibility criteria for discretionary bursary funding?

- 4.1. Young people who meet the eligibility requirements will be eligible for a discretionary bursary (amount dependant on the number of eligible applications plus evidence provided) if they:
 - Have a gross annual household income of below £25,000
- 4.2. Young people will be asked to provide appropriate evidence to prove their household status e.g. Parent/Guardians P60, last 3 UC award notices, or evidence of self-employment income. If no such evidence is included the School cannot process the application.

5. Applications

- 5.1. Applications should be made via the online portal at <https://tewkesburyschoolbursary.applicaa.com/1>. (This portal is provided by Applicaa),
- 5.2. Young people should submit their applications and supporting evidence via the portal by Friday September 23rd 2022. These will be processed by the Finance Department. The application date is to help the School best allocate the resources we have been awarded for this purpose by the EFA.
- 5.3. Applications made after the 23rd September 2022 will be considered as we are aware that financial circumstances can change throughout the year. A contingency will be held back to meet these needs.
- 5.4. Successful applicants will receive a letter notifying them of their success. They will be allocated an amount of funding. Students should then use the portal to make requests as to how they want that funding spent (e.g. help towards transport, help toward course costs, help towards educational visits, help towards in school meal costs). They will then be notified
- 5.5. Unsuccessful applicants will also receive a letter notifying them. They have the right to appeal. Firstly, to the Sixth Form leadership team. Secondly, to the Senior Leadership Team (SLT). Thirdly, to the governing body's welfare committee.

6. Allocation of bursary funding

- 6.1. Students will be allocated an amount of bursary funding based on their need determined by the evidence they have provided.
- 6.2. Successful applicants can request how their funding is spent via the on line portal (<https://tewkesburyschoolbursary.applicaa.com/1>). This will be monitored once a week by PJO, CTH and Finance.
- 6.3. Funding can be allocated to help students with financial costs that are presenting barriers to their education e.g. helping toward travel costs to and from school, helping toward meal costs in school, helping toward course equipment and resource costs, helping towards educational visit costs, etc).
- 6.4. Students will receive notification of their requests, if they have been successful and how much funding will be awarded.

7. Terms and conditions

- 7.1. Successful applicants are expected to meet certain terms and conditions in order to access their Bursary funding.
- 7.2. These conditions are;
 - 7.2.1. Students are attending registration and lessons, including timetabled private study.
 - 7.2.2. Students are applying themselves to their studies particularly in regard to effort.
 - 7.2.3. Students are meeting the deadlines set by individual subject staff.
 - 7.2.4. Students are conducting themselves in accordance to the expectations of the Sixth Form.
- 7.3. Further clarification of these conditions can be found here ([HERE](#)) or by asking CTH if unsure.
- 7.4. Whether a student is meeting these conditions will be taken into account when the student makes requests regarding their Bursary funding. Failure to meet these conditions could result in access to Bursary funding being declined.

8. End of year surplus

- 8.1. In the event of an end of year surplus in 16-19 Bursary, funding not allocated in the academic year 2022-23 can be held over and allocated the following academic year.
- 8.2. 5% of the total allocated to the School for the 16-19 Bursary can be retained to cover administration costs.

9. Further clarification

- 9.1. If any of the above needs further clarification, please refer to the Gov.Uk document '[16 to 19 Bursary Fund guide 2022 to 2023 academic year](#)' (last updated June 15 2022 at time of writing).