



16-19 Bursary Fund Policy

Academic Year 2022/23

1. Introduction

The 16-19 Bursary Fund is money the government has given to local authorities, schools, colleges and other education and training providers (institutions). Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education. The School receives a limited amount of funding each year.

There are two types of 16 to 19 bursaries:

- A group one bursary of up to £1,200 a year for young people in one of the defined groups
- Discretionary bursaries that we are able to allocate as a school to meet individual needs. For example, transport, meals, books and equipment

Benton Park School's policy is based on the [Department for Education's 16-19 Bursary Fund Guidance](#).

2. Eligibility Criteria

ELIGIBILITY

To be eligible to receive a 16-19 bursary in the academic year 2022/3 the student must be aged over 16 and under 19 years on 31 August 2022 .

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP). Students aged 19 or over are not eligible for group one bursaries.

Additionally, Students must meet the residency criteria in ESFA funding regulation for post-19 provision for each academic year. Generally, this means that they must have the right of abode in the UK and have been a resident in the UK for at least the last three years.

2.1. Group One Bursary

Eligibility:

A bursary of up to £1,200 per annum is available to students if one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) or Personal Independence Payment in your name as well as Employment and Support Allowance (ESA) or Universal Credit in your own right.

Evidence of Eligibility:

- A letter setting out the benefit to which the learner is entitled
- Written confirmation of current/former 'Looked After' status from the relevant Local Authority

2.2. Group Two - Discretionary Bursary

Eligibility:

Bursaries under this heading may be awarded on an identified needs basis and at the discretion of Benton Park School. They can be for varied amounts and are targeted on overcoming the individual barriers a student faces to remain in education. Priority is given to supporting with transport costs and meals whilst at school.

To be eligible under the discretionary category the learners must be able to evidence a household income of less than £27,500 per annum (this includes earned income, tax credits and benefits).

As the bursary is discretionary there may be some flexibility, e.g. consideration may be given to the number of dependants in a household or if the student is a young carer.

To assess eligibility the Parental 16-19 Bursary Application Form needs to be completed and evidence provided that the household income falls below £27,500 per annum.

Whatever income/benefits are declared in the Parental 16-19 Bursary Application Form must be backed up by evidence (scanned copies are accepted) in order for an assessment to be made. Examples of types of acceptable evidence are shown below.

Type of Income	Evidence Required
Annual Salary for each parent/carer	P60 for last tax year, or week 52 (last week in March) payslip or month 12 (March) payslip or tax credit award notice.
Income Support/Universal Credit	Entitlement / Award letter – dated within the last 3 months

Please note that household income taken into consideration for the 16-19 Bursary follows the same criteria as that taken into consideration for government benefits. All of the above sources of income must be declared in the application.

A copy of the evidence submitted will be securely stored within school. This will be processed by the school finance office and destroyed six years after the application has been dealt with, in accordance with statutory financial regulations. The student and/or parent/carer must inform school immediately of any changes to status otherwise money may have to be paid back to the school.

Passing the eligibility threshold for a discretionary bursary does not guarantee funding. The individual circumstances of all applicants, the number of applicants, the funding available and the nature of the funding request will all be deemed relevant, differentiating factors.

3. Criteria for Payments under the Discretionary Bursary

3.1. Payments will be made according to the following criteria:

- Nature of the application – priority will always be given to essential requests related to travel and free school meal eligibility
- The finances available within the fund, i.e. should there be insufficient funding to meet all requests for bursaries then awards will be scaled down proportionally.
- Exceptional unforeseen circumstances that would affect the learner's ability to participate in their programme of study.
- To continue to receive payments from the discretionary bursary fund students must be at least making progress towards their targets in all of their reviews and attain 90% attendance or above, unless exceptional circumstances apply.
- Mid-year arrivals/applicants will receive a proportion of the bursary in line with the remaining time of their course.
- School may cover the full cost of an item; make a contribution towards the cost; or may support the student through the loan of equipment.
- Loans of specific equipment and resources made under the 16-19 Bursary remain the property of Benton Park School and must be returned to the school at the end of the academic year or on leaving school.

4. How and when do they apply?

To apply applicants must complete the **16-19 Bursary Fund Application Form** available on the school website or from the Key Stage 5 team. A completed form must be submitted with the correct supporting evidence by no later than 10th October 2022. For students whose circumstances change during the year later applications will be considered.

Students can apply for a Bursary at any point in the year but those applying before the date above will be given priority. Bursaries can only be awarded after this date if sufficient funds are available. The Bursary scheme will close when the funds allocated have been used.

Payment awards will be made up to the maximum limits set out below per student except in the most exceptional of circumstances:

Meals:	Are subsidised up to the value of £2.55 per day on the school's cashless catering system. Any unspent balances at the end of the day are reclaimed back into the Bursary fund
Travel to & from School:	Claims for travel will be considered for students living outside the LS19 postcode area. Students need a PhotoCard ID and this is topped up in school by the Finance Team periodically.
Text Books	Claims for course specific text books up to a maximum of £150 per academic year. Orders must be sent to the finance email address financeteam@bentonpark.net

Any requests for expenditure outside of the above categories, for example to buy essential books or course related equipment will be considered on a case by case basis depending on the level of remaining balances within the Bursary fund after the essential category claims detailed above have been settled.

5. How will payment be made?

In most cases payments will be made in kind, such as the meal allowance and bus pass renewal. Where this is not possible receipts must be provided prior to reimbursement. Reimbursement will not be made without a valid receipt.

Any payments made under the Bursary policy must be paid directly to the Learners bank account, evidence of which will be required prior to payment being made.

6. Publication of the Policy

This policy is published on the school website at www.bentonpark.org.uk

Also published on the website are the links to the 16-19 Bursary Application Form

The students are informed about the 16-19 Bursary Fund during their induction to the Sixth Form.