



16-19 BURSARY FUND APPLICATION

STUDENT FULL NAME

Please provide the required attachments:

- 3 most recent payslips for all adults living at the same address, or
- P45/P60
- Full Universal Credit statement (most recent assessment period), if receiving benefits.
- Evidence of other benefits received
- Self-employment evidence (latest Tax Calculation/SA302 or tax return)
- Evidence of foster care or care leaver status (if applicable)

The school/college reserves the right to request additional evidence where necessary to support an application.

Incomplete applications or applications submitted without the required supporting evidence will NOT be considered. No evidence-> application will be rejected.

All applications and bursary awards are subject to final approval by the Head of Sixth Form.



NIA6 16-19 Bursary Fund Policy 2024/25

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body – the Education and Skills Funding Agency (ESFA) for 16–19-year-olds - to provide assistance to students who need financial support to stay on in further education. It could help with any education-related costs that arise during the year, including transport to school, help to buy books, clothing or equipment or to pay for educational visits, including independent University Open Days in Year 13.

The information below is regarding the government’s 16 to 19 Bursary scheme which provides schools and colleges with funds to assist a small number of identified pupils with the costs of continuing in post-16 education.

There are two types of 16 to 19 bursary:

- a bursary for a defined vulnerable group
- a discretionary bursary

Both types will be in the pupil’s own name and any requests for support must come directly from them. Payments or reimbursements can only be made to the pupil and not to the parent or carer.

Bursary for a Defined Vulnerable Group

The bursary for vulnerable **groups can pay UP** to £1,200 per year to a pupil if that level of support is found to be required. **Pupils may only receive the amount they *actually* need to participate, and we are not permitted to automatically award students the full amount if we cannot evidence their needs.**

IMPORTANT: Please note that this does not mean students will automatically receive £1,200. Awards may be significantly lower depending on individual circumstances and available funding. The £1,200 figure represents the **maximum** possible award, not a guaranteed amount.

The school reserves the right to suspend or withdraw bursary payments at any time if available funds are exhausted.

If a student is deemed eligible for this type of bursary, a meeting will be arranged with the NIA6 Team to discuss their needs for the year and create a financial plan.

The defined vulnerable groups are students who are:

- in care (as defined by social services)
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit in their own right

Please inform the NIA6 Team, in confidence, if your child is in any of the categories listed above. The supporting evidence required is listed on the application form.

Discretionary Bursary

We are also permitted to make discretionary bursary awards to help pupils with the cost of travel, educational trips and to buy essential books, equipment, specialist clothing and materials. These are items students would otherwise need to pay for to participate in their programme of study. The bursary fund cannot be used to support general household living expenses.



Pupils who are members of households with a gross annual household income of below £30,000 or who are facing other financial constraints may be eligible for a discretionary bursary. All applications require proof of entitlement through supporting documentary evidence of household income or the allowances received by the student is required.

Schools are encouraged to pay discretionary bursaries in-kind rather than cash as far as possible. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment. We are required to assess the needs of the individual students when awarding bursary and the value of the bursary awarded to students will vary depending on their circumstances, taking into account the financial barriers to participation. This is to ensure the funds go to those who genuinely need them. Schools are not allowed to pay bursary as a regular monthly allowance into student bank accounts.

The amount provided to the school by the ESFA to finance the 16-19 Bursary Fund is limited and the school will prioritise allocation. Learners who are eligible funding should complete an application form and hand it to the NIA6 Team as soon as possible.

Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- **There must be no unauthorised absences during the school day**
- **They must maintain acceptable levels of behaviour and effort, including punctuality to school and lessons**
- **97%+ → full bursary payment**
- **95–96% → reviewed / warning stage**
- **Below 95% → bursary will stop**

Students are expected to maintain at least 90% attendance to remain eligible for discretionary bursary payments. Exceptional circumstances and authorised absences will be considered on a case-by-case basis.

Students and their parents must sign the declaration confirming that the evidence provided is correct and complete to the best of their knowledge and belief. Giving false or incomplete information that leads to incorrect/overpayments may result in future payments being stopped and incorrect funds being recovered.

Finally, if a pupil is not currently eligible for Bursary support but their circumstances change during the course of the academic year, please let us know as we may be able to offer some assistance.

Supporting Documentation Required

Evidence of eligibility for a bursary for a defined vulnerable group

Institutions must obtain proof that students are eligible for a bursary for vulnerable groups. Institutions should ask for evidence from each student and retain copies for audit purposes. For example:

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
- for students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. **This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right.** The evidence must not state any conditions that prevent them from participating in further education or training. For students



in receipt of Universal Credit, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.

- for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

Acceptable conditions to be awarded the discretionary bursary:

- Free school meals
- Eligible for pupil premium in year 11
- Gross annual household income of below £30,000
- Evidence of other exceptional circumstances – please attach an explanatory letter with this form.

Please supply proof of your family's income including details of any benefits received by your parents, in the form of:

- A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £30,000; and/or
- Evidence of income from self-employment, a P60, or 3 to 6 months' worth of bank statements as evidence; and/or
- 3 most recent monthly award statements for Universal Credit

When complete, please hand the attached form, along with supporting documentation, to a member of the NIA6 Team for processing. Further guidance is available at <https://www.gov.uk/1619-bursary-fund/overview>

Applications should be made by 6th October to enable us to allocate funds on a fair basis. Late applications may still be considered; however, this is not guaranteed.

Should your application be successful, you will be contacted and invited to claim for specific support for your study programme.

Appeals

Students have the right to appeal a bursary decision. Students, or their parent/carer, will be required to put an appeal in writing within 21 days of receiving confirmation of an award or a rejection.

The letter should set out the reasons for the appeal, which must prove that the student has been wrongly assessed as falling outside the eligibility criteria, plus any further evidence to support the Appeal. It should be submitted to the NIA6 Team.

The decision of the Appeals Panel is final and will be given in writing within 14 days of the decision.

The Appeals Panel will consist of:

- Executive Headteacher
- Director of Sixth Form

The Appeals Panel meeting will be clerked by a member of the school's administrative/finance team.



16-19 Bursary Fund Application

(Both Student and parent/carer forms are required plus the appropriate appendix form)

Student Form

Prior to completing this form please read the guidance available on the GOV.uk website. Proof of entitlement must be included when the form is returned.

Student Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
Means of transport to school	
e-mail address (school)	

Student Bank or Building Society Details

To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form. **If you change your account details during the Academic year please advise the NIA6 Team.**

Name of Account Holder	
Name of Bank	
Sort Code	
Account Number	

I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.

Student Signature		Date	
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16-19 Bursary Fund Application – Parent/Carer Form

Prior to completing this form please read the guidance on the GOV.uk website (link above). Proof of entitlement must be included when the form is returned.

Parental/Carer Details

Surname/Family Name:	
First Names:	
Address	
Post Code	
National Insurance Number	
Phone	
Household Income (Please attach required evidence to this application form)	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of (*please tick as appropriate*):

Vulnerable (Please see NIA6 team to arrange a meeting and provide required supporting evidence)		Discretionary (Please complete Appendix 1 and submit to NIA6 Team long with this form and supporting evidence)	
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Declaration:

I confirm that the details on this application and the evidence provided are true and accurate. I understand that if any false or incomplete information is submitted the matter may be referred to the Department for Education or the police. The student could face prosecution and recovery will be sought for any payments that the student is not eligible for.

Parent/carers Signature		Date	
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The application forms and appropriate appendix need to be handed to the NIA6 Team by October 6th 2024, after admission to Year 12 for consideration in the first allocation of funding.



Appendix 1

Application for Discretionary Bursary

This should be completed in addition to the main application forms and should be submitted with appropriate evidence.

Student's full name:

Date of birth:

I wish to apply for funding under the following criteria (please tick as appropriate):

- My gross household income is below £30,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

Specific need (i.e. travel, suit purchase, textbooks etc.)	Funding requested (£approx)

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Student)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by NIA6 Team:

Outcome:

Head of Sixth Form signature