



16-19 Bursary Policy

Review Body:	Local Governing Body
Leadership Group Responsibility:	Deputy Head Teacher
Type of Policy:	Non-Statutory
Review Period:	2 yearly
Reviewed:	January 2024
Next Review:	January 2026

Introduction

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

The scheme is funded and regulated by the Education and Skills Funding Agency (ESFA). Further details on this can be found here: www.gov.uk/1619-bursary-fund

Who Is Eligible?

All students are eligible to apply for the scheme if they:

- Are aged over 16 but under 19 years of age on the 31 August in the academic year in which they start their programme of study. However, students over 19 years old may still be eligible if they are continuing on a course started aged 16 to 18 (known as being a '19+ continuer'), or have an Education, Health and Care Plan (EHCP)
- Meet the Educational Funding Agency (EFA) residency criteria for post 16 education.
- Are participating in an educational course provided by Newstead Wood School.
- Have financial needs to enable participation in education which cannot be met by household or other third-party income.
- Satisfy other conditions set by the school related to attendance, work commitments, and a Sixth Form Agreement.
- Their family's taxable household income is £30,000 or less (most benefits are not included).

** Please note that if a student had free school meals in Year 11 or was entitled to Pupil Premium they are probably eligible.*

Please note students must meet all the criteria to be eligible.

If any of the following apply, students should complete the Vulnerable Bursary application form:

- student is in care
- student is leaving care
- student receives Income Support or Universal Credit themselves
- student is a disabled person in receipt of Employment Support Allowance (or Universal Credit) and Disability Living Allowance

Demonstrating Financial Need

There are two ways that students (and their families) can demonstrate a need for financial assistance through the scheme. One is for the vulnerable students, and the other is for all other students.

In all cases, students will only receive the funding based on their application and specific needs.

Blanket payments are not made.

Bursaries Specifically for Vulnerable Students

Up to £1,200 financial support per year is available if a student is in one of the following defined vulnerable groups:

- Currently in care or leaving care.
- In receipt of Income Support or Universal Credit in their own right because they are financially supporting themselves and/or a dependent e.g., child or partner.
- In receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP) as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.

Bursaries for All Other Students in Need

For all other bursaries the level of funding per year is dependent on the funds available and the number of students eligible. It will therefore vary from year to year.

Due to the limited funds available, priority will be given to those whose combined household income is below £30,000 and have the greatest need.

Use of Funding

The purpose of the scheme is to address financial difficulties in accessing education in the Sixth Form. Applicants must specify on their Application Forms (Appendix 2) what they want to use the funding for.

The ESFA has provided general guidance for the type of expenditure that may fall within the remit of the scheme:

- Public transport costs for getting to and from school.
- Essential books and equipment relevant to the courses being studied and not already provided.
- Educational trips necessary for the curriculum being studied.
- Clothing to meet the Sixth Form dress code and/or specialist clothing.
- Meals during school hours (provided on site by the canteen).
- Travel to university open days, or similar events.

- Fees for university entrance tests, such as Bio Medical Admissions Test (BMAT), UK Clinical Aptitude Test (UKCAT) and similar entrance tests.

Other expenditure will be considered if it is directly related to supporting the student in overcoming specific barriers to participation so they can remain in post-16 education.

Application Process

Applications will usually open at the start of each academic year and close in the last week of September, with the Bursary Panel meeting the following week. Students will be advised of deadlines for applications and decisions as part of the induction process.

We will promote the scheme to incoming Year 12 and Year 13 students. Training sessions or individual support will be provided to students / parents / carers where needed.

For late applications and exceptional circumstances, students, parents or carers may apply in writing directly to the Headteacher for a discretionary bursary, outlining the specific circumstances with supporting documentation. Any decision will be taken by the Bursary Panel, at the sole discretion of the school and will be dependent on funds being available.

Supporting Information

Supporting information must be provided as part of the application to establish financial need. Individuals will be required to sign to confirm that this documentation is accurate, and informed that any false submissions may be referred to the Department for Education, or the Police.

Clear guidance will be provided for students, parents and carers as to what counts as sufficient documentation to support an application.

Bursary Decision

We will establish a Bursary Panel to:

- Review applications
- Determine eligibility of applications
- Award funding
- Monitor the uptake and impact of the scheme

The Bursary Panel should normally comprise of at least three members, one of whom should be a senior member of staff within the school to act as Chair.

The Bursary Panel should meet at least three times per academic year to allocate and monitor the impact of the scheme.

Appeals relating to any decision made by the Bursary Panel should be made to the Headteacher. Further appeals should be made using the School Complaints Policy.

Accessing Funding

Most funding will be provided directly to the student 'in kind', which means the school will purchase or pay for items up front where possible. This shall be done through the normal purchasing routes.

Funding for food and subsistence shall be made available through the established catering provider at the school. This shall normally be through the contactless payment system.

Some funding will be provided on the basis of a claim, where students are required to purchase an item and claim against this.

A portion (not exceeding £150 except for exceptional circumstances) of any bursary award may be made upfront in cash to enable a student to incur expenses where the school is unable to pre purchase items on their behalf. In these circumstances, students will be required to provide receipts once purchases have been made.

Specific arrangements shall be made for those students transitioning from Year 12 to Year 13, reflecting the fact that course teaching often starts before the start of the next academic year.

Appendix 1

Bursary Identification and Payment Process – 2023/24

05-09	Sixth Form Team advertise bursary scheme to Year 12 & 13 students
15-09	Sixth Form Team collect data from Arbor to see who is eligible for Vulnerable Bursary
29-09	Deadline for Bursary applications
03-10	Bursary Panel meet and review attendance and behaviour of eligible students and send spreadsheet with approved students to finance team and payment plan for year.
Oct Half Term	Finance Team to process payment round one
25-01	Bursary Panel meet and review attendance and behaviour of eligible students and send spreadsheet with approved students to finance team
Feb Half Term	Finance Team to process payment round two
05-05	and review attendance and behaviour of eligible students and send spreadsheet with approved students to finance team
June	Finance Team to process payment round three

Appendix 2

Bursary Application Form 2023-24

Please read the Newstead Wood School Bursary Fund Guidance document prior to completing this form.

Application Details

Please tick the type of Bursary you are applying for:

- Vulnerable Bursary
- Discretionary Bursary:

Student Details:	
Surname:	First Names:
Date of Birth:	
Address:	
Post Code:	
E-mail address:	
Home Phone:	Mobile Phone:

To receive payments, you (the student) 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.

Name of Account Holder:	
Name of Bank:	
Branch:	
Sort Code:	
Account Number:	

Eligibility Vulnerable Bursaries Please enclose or upload proof of your status in one of the following categories: tick

- You are living in care
- You have recently left care
- You are receiving Income Support or Universal Credit
- You are disabled and receiving both Disability Living Allowance and either Employment Support Allowance, Personal Independence Payments or Universal Credit Discretionary Bursaries:

Please provide proof of earnings for each adult in the household. Please tick and enclose/upload all that apply:

Income Source	Evidence	Total Annual Household Income	Tick all that apply and enclose/upload copies of evidence
Earnings	P60, self assessment return, or bank statements for 3 months		
Universal Credit	3 most recent award statements		
Spousal Maintenance	Court/private agreement/bank statement		
Child Benefit	Award Notice/bank statement		
Tax Credit	Award Notice		
Other Benefits	Benefit Decision Notice		
Other Income (please specify)			
Total Household Income			

Please state the number of adults in the household:

Please state the number of dependent children in the household:

Statement of Need:

Please briefly outline below what you require the funding for, giving estimated costs wherever possible:	
Travel (please give details of public transport journey and the costs)	
Essential books and equipment, including ICT (please give details of books/equipment required for your course and estimated cost)	
Specialist clothing (please give details such as protective clothing or specialist sports kit, and estimated costs)	
Support with Examination Fees / UCAS administration fees	
Trips (please give details of any visits relating to your course which may require a contribution)	
Other (please specify, giving estimated costs)	

Student Declaration:

I have read and understand Newstead Wood School 16-19 Bursary Fund Guidance 2023-24 and confirm that I meet the criteria for the type of bursary that I am applying for. The information contained within my application is true to the best of my knowledge and I will advise Newstead Wood School of any change in circumstances during the academic year.	
Signature of Student:	Date:

Parent Declaration (discretionary bursaries only):

I have read and understand Newstead Wood School 16-19 Bursary Fund Guidance 2023-24 and confirm that I meet the criteria for the type of bursary that I am applying for. The information
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contained within my application is true to the best of my knowledge and I will advise Newstead Wood School of any change in circumstances during the academic year.

Signature of Student:

Date:

Please return completed forms to: Sixth Form Office, Newstead Wood School, Avebury Avenue, BR6 9SA or email sixthform@newsteadwood.co.uk

Appendix 3 – 16-19 Bursary Checklist



Education & Skills
Funding Agency

16 to 19 Bursary Fund checklist

You should use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- Appropriate evidence seen and copies retained to confirm student's eligibility.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.