





Blue Coat Church of England Academy

Sixth Form Bursary

Date:		September 2023
Prepared by:		J Lowe
Ratified by the Governing Body of:		28 th September 2023
	Signature	
Principal		D Smith
Chair of Governors		L Briggs
Review date:		September 2024

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Genesis 21:18 "Get up, help the boy up, and support him, for I will make him a great nation."

Blue Coat Church of England Academy is an inclusive Christian learning environment, our school values underpin all of our policies: Wisdom, Endurance, Service, Kindness and Hope.

1. Aims

Our school aims to:

Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds

Make clear to parents and students the type of support which is available and the means of applying for it

2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund for the 2022 to 2023 academic year](#).

3. Definitions

'In care' is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'

'Care leaver' is defined as:

- A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16, **or**
- A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16)

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the 16 to 19 bursary fund policy has been delegated to Sixth Form Bursary Committee (Principal, Assistant Principal (Pupil Progression), Assistant Principal (Student Welfare), Pupil Progress Leader for KS5 and Director of Student Welfare & Well-being at Post 16.

4.2 The Principal

The Principal is responsible for ensuring staff are familiar with the 16 to 19 bursary fund policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for implementing the 16 to 19 bursary fund policy consistently.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents are expected to notify staff or the Principal of any concerns or queries regarding the 16 to 19 bursary fund policy.

5. How we use the bursary fund

Support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support students aged 16 to 19 in overcoming specific barriers to participation so they can remain in education.

We use the fund to provide students with support to fund:

- Transport
- Books
- Equipment
- Field trips and other course-related costs
- The costs of attending university interviews and open days

6. Eligibility criteria

6.1 Age

To be eligible:

- A student must be aged 16 or over but under 19 on 31 August 2019

Students 19 or over must either:

- Be continuing on a study programme they began aged 16 to 18, or
- Have an Education, Health and Care Plan (EHCP)

6.2 Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assure quality (e.g. Ofsted). The provision must also be either:

- Funded directly by ESFA or by ESFA via a local authority
- Funded or co-financed by the European Social Fund
- Publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19

- In a 16 to 19 traineeship programme
- Non-employed and participating in a Prince's Trust Team Programme

Students are not eligible if:

- They are on an apprenticeship programme
- Are on any waged training

Students who are studying via distance learning may need infrequent financial help (e.g. travel to exams), if this is the case we will provide support in-kind (e.g. a travel pass)

6.3 Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

6.4 Asylum seekers

Those under 18 with an adult relative or partner and those aged 18 and above:

- Are entitled to education
- Are not entitled to public funds
- Can apply to the Home Office for suitable housing and cash for essentials

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied children:

- Are the responsibility of the local authority
- Are to be treated as 'looked after' children
- Are eligible for a bursary for vulnerable groups

When these students reach 18 we will consider their immigration status. They will still be eligible for a bursary if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

6.5 Bursaries for young people in defined vulnerable groups

Students who meet one of the following 4 criteria below, in addition to the above age and residency criteria, can apply for a bursary for vulnerable groups of up to £1,200 per year.

The defined vulnerable groups are students who are:

- In care (those who are privately fostered are **not** classed as looked after)
- 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 them such as a child or partner
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

We will look at individual cases for these students, based on needs. Students will only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount. Students eligible for bursaries under this category will be given a pro rata bursary if their study programme lasts for less than 30 weeks.

We will obtain the following **proof of eligibility** for vulnerable groups:

- 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. 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 (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- For students receiving UC/Employment and Support Allowance 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

6.6 Discretionary bursaries

In assessing an application for a discretionary bursary, we will consider:

- Level of household income
 - Distance to travel between the student's home and the institution
 - The number of dependent children in the student's household
 - Whether the student has additional responsibilities that may mean they need extra help
- Students will need to apply for bursary in Year 12 and evidence will need to be provided (in some cases we will agree eligibility based on information held on school file – Current pupil premium and Current free school meals so no additional evidence will be required). Students do not need to reapply in Y13 and where it is possible we will auto-renew their entitlement into Y13. If we cannot auto-renew we will request by letter evidence to be provided for entitlement.

To assess household income, we will ask to see:

- Proof of benefits letters
- Tax credit award notifications
- P60s
- Pay slips
- Bank statements covering a certain period (e.g. the last 3 months)
- Universal Credit award notices (e.g. the most recent 3)

7. Payment

7.1 Process

Payments are made using the following process:

- Make in-kind payments, such as travel passes or vouchers for meals or books
- Make termly payments by BACS transfer to the student's bank account

Applications should ideally be submitted by 30th September to make sure enough time is allocated to assess the overall level of demands and make discretionary awards on a fair basis. This date will be clearly stated on the application form. However, as students' circumstances may change, the

application process will remain open for the whole school year.

7.2 Conditions for the receipt of bursary payments

Payments are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Attendance above 95%
- Following your sixth form code of conduct

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld.

We will consider the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return).

As much as possible, we will avoid sanctioning a student to the extent that their bursary funding had been stopped for a whole term.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so.

8. Monitoring arrangements

This policy will be reviewed by Assistant Principal annually. At every review, the policy will be approved by the Governing Body.

9. Links to other policies

- Accounting Policy
- Financial Procedures

Appendix 1 : 16 to 19 Bursary Fund 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 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.

Appendix 2: 16 to 19 Bursary Fund: Summary



Education & Skills
Funding Agency

16 to 19 Bursary Fund: Summary

This is a list of the most important things that institutions should and shouldn't do when administering the 16 to 19 Bursary Fund.

This does not replace the [16 to 19 bursary fund guide](#) which institutions must read in full.

Institutions should:

- Publish a policy or statement setting out how they will use their bursary fund and what eligibility criteria they use.
- Consider the relevant local authority's transport statement when setting their bursary fund policy.
- Ensure application forms, bursary policies and any supporting information are clear that the bursary fund is intended to help students with their actual costs of participating. Institutions should ensure their forms avoid any terminology such as 'guaranteed bursary' or wording such as 'you will automatically get a bursary of £1,200 if you are in one of the defined groups'.
- Base all decisions about which students receive help from the bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student. Institutions must carry out a financial assessment for each student to establish their household income, whether there is an actual financial need and what kinds of costs the student has.
- Fully verify each student's eligibility and need for a bursary for vulnerable groups before submitting any funding claim to the [Student Bursary Support Service](#).
- Consider whether they can provide support to students in-kind – by buying a bus pass or books, providing a credit or voucher for a meal, for example.
- Retain evidence to show how they have awarded the amount of bursary they have to each student.
- Ensure students are eligible for the bursary fund each year – their circumstances and needs can change.
- Retain copies of any documents the student has signed to give formal agreement to their bursary fund conditions, including the impact on payments if they don't attend and the institution's rules about returning equipment paid for from the bursary funds.
- Consider having more than one person who can process bursaries, with segregation of duties or a contingency plan if that person was absent.

Appendix 3



Blue Coat Church of England Academy 16-19 BURSARY FUND APPLICATION FORM 2021 - 2022 ACADEMIC YEAR

PROTECTION OF PUBLIC FUNDS

We must protect the public funds we handle and we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

DATA PROTECTION

The data controller is Blue Coat Church of England Academy. The data you provide will be used to assess and facilitate your entitlement to financial support from the 16-19 Bursary Fund. The information given on this form will be subject to the provisions of GDPR 2018. Please refer to our website for our Privacy and Data Retention Policies.

SECTION A: STUDENT PERSONAL DETAILS

Surname/Family name

First name(s)

Date of birth

Present Home address

(If your address changes please notify us)

Telephone number

Email address

Subject(s) being

studied and level. I.e.

A level/As level/

BTEC/Cambridge

Tech/GCSE L2

Year group from September 2021: Y12: Y13:

SECTION B: STUDENT CIRCUMSTANCES

Who do you live with? Please tick all that apply:

- | | | | |
|---|------------------------------------|--|---|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Parent's spouse/partner | <input type="checkbox"/> Grandparent(s) |
| <input type="checkbox"/> Foster parents | <input type="checkbox"/> On my own | <input type="checkbox"/> My spouse/partner | <input type="checkbox"/> In care/looked after |
| <input type="checkbox"/> Other, please explain: | | | |

SECTION C: RESIDENCY

Have you always lived in the UK? Yes No

Please tick the answer that applies to your own personal situation

- I am a **British Citizen/EU national** and have been living in Britain/EU for the past 3 years
- I have **settled** status and have been **ordinarily** living in the UK for the past 3 years
- I am recognised as a **refugee** by the UK government
- None of the options listed above

SECTION D: STUDENT'S INCOME

Part time job £ weekly

Other £ weekly

Benefits £ weekly

SECTION E: SUPPORT REQUIRED

I am applying for the following level of bursary:

Level 1 bursary (A guaranteed annual bursary of £1200 for eligible students) Currently living in care (includes fostering) or living independently (on your own away from home), Please attach supporting evidence.

Level 2 bursary (An annual bursary of up to £300 for eligible students)

Please provide details of how you intend to spend the bursary fund and the likely costs below (e.g. travel passes, textbooks, educational visit costs etc.)

WHY YOU ARE APPLYING FOR BURSARY FUNDING

We will not be able to award any funding from the bursary unless you provide us with your reasons for applying. For example:

- *You are part of a lone parent family.*
- *Your family has a low income.*
- *Someone has recently been made redundant.*
- *You have brothers/sisters that are still in school/college.*

SECTION F: PLEASE TICK BELOW ONE OR ALL THAT APPLY

A – I am or my family are in receipt of Free School Meals

We will check your details with the School Benefits section.

B – I am or my family are in receipt of Asylum Seeker Funding from the Home Office

Please provide proof e.g. Home Office letter

C – I am or my family are in receipt of Income Support / Jobseekers Allowance

Please provide proof e.g. benefits books or bank statement

D – I am a looked after child

Please provide a letter from your social worker

E – I am a care leaver

Please provide a letter from your social worker

F – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance

Please provide proof e.g. benefits books or bank statement

SECTION G: HOUSEHOLD INCOME/BENEFITS

	Parent/Carer 1	Parent/Carer 2	Evidence – APPLICATION MUST BE SUBMITTED WITH ORIGINAL DOCUMENTS AS EVIDENCE
Gross taxable annual salary / wages	£	£	Weekly/Monthly pay slips or entry on bank statement.
Self-employment / property income	£	£	Self-employment accounts
Private / Occupational pension	£	£	Letter of proof of entry on bank statement
State pension	£	£	Letter of proof of entry on bank statement
Benefits <i>(Please specify)</i>	£	£	Letter of proof or entry on bank statement
Bank or building society interest	£	£	(Evidence only required if over £250.00 for the year) Bank / Building society statement
Share dividends	£	£	(Evidence only required if over £250.00 for the year) Tax vouchers
TOTAL INCOME	£	£	

SECTION H: DECLARATION BY PARENT/CARER

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above in Section G.

- The information I have given on this form is accurate.
- I will inform you immediately of any change in my personal circumstances as they occur.
- I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.

Signed: _____ Date: _____

SECTION I: DECLARATION BY STUDENT

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.

- The information I have given on this form is accurate.
- I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.
- I understand that if I provide false or incomplete information I will have to return any items given to me to help me study.
- I understand that all bursary awards are discretionary and where educational trips/visits are concerned, bursary funding will not cover 100% of the course costs and I will have to pay any balance outstanding.
- I will provide relevant original documents to the Bursary Team providing proof of household income.
- I may not get all the funding/equipment I have requested as awards from the Bursary are discretionary and I will only receive funding/equipment if there are sufficient funds available.
- If circumstances change I must let the Directors of Sixth Form know as soon as possible.
- If I leave my course early I will have to return; if not all, the funding/equipment I have been awarded.
- I will not receive any award in Term 2 and 3 if my progress on my course is not satisfactory and/or my attendance at School is less than 95%.
- I confirm that all the information given on this form is correct.

Signed: _____ Date: _____

Appendix 4: Bursary Funding Request (Additional Expenditure)

This request form needs to be submitted in advance of any purchases being made. In exceptional circumstances cash payments can be made to students for partial reimburse of expenditure, students must provide copies of purchase receipts as proof of purchase. These will be held on file. Any unspent money will be retained by the School.

Category	Tick	Further Details – including estimated costs where relevant (with evidence where available)
Travel to/from Sixth Form		Method of transport Distance between The Sixth Form & home If bus, please confirm bus route/bus operator Expected Cost of bus pass
Free School Meals		
Books for the subject you are studying		Details of books required:
IT/specialist equipment/materials/specialist clothing for subjects studied		
Subject-Specific Educational Visits – a contribution of a maximum of 50% from bursary will be awarded unless there are exceptional circumstances authorised by the Principal. One residential trip will be subsidised per year.		
Exam Re-sit Fees		
UCAS Application, University Interviews/Open Days, Preparation courses		
Other educational needs (please give details) eg financial contribution towards the dress code		
Student Signature: _____ Print Name: _____ Date: _____ Signature (Recommended for Approval) : _____ Print Name: _____ Date: _____ Signature (Final Approval - SLT) : _____ Print Name: _____ Date: _____		

