

JKHS 16-19 BURSARY FUND GUIDANCE

John Kyrle operates a clear and transparent process for the use and allocation of 16 to 19 bursary funds. It ensures students and their parents/carers have sight of the type of support that is available and the means of applying for it. The funding guidance will also comply with the requirements of the Equality Act 2020 and will not discriminate against a student, either directly or indirectly.

This guidance is based on advice from the Education and Skills Funding Agency (ESFA) [16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2023-to-2024-academic-year)

Additional information links: [16 to 19 education: financial support for students - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students) and [16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2023-to-2024-academic-year)

1. Who is eligible?

The 16-19 bursary fund is a means tested fund via the government which is available to support students who have difficulty in meeting costs relating to their studies. To qualify the student must be under the age of 19 on the 31st August, in the academic year in which they start their programme of study.

2. What evidence is required?

Students may be able to get a bursary under the **vulnerable student criteria** if at least one of the following applies:

- The student is in or recently left local authority care ('looked after' or 'care leaver')
- The student gets Income Support or Universal Credit (they are financially supporting themselves)
- The student gets Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit (UC)
- The student gets Personal Independence Payment (PIP) in their name and either ESA or UC.

If the above applies, the student may be eligible for the maximum bursary of £1,200 per year, where participating on a study programme lasts for 30 weeks or more. The amount awarded to the individual will depend on the costs they will incur and what is required to complete the course/subjects of study. This might include money for books, equipment or travel costs to school. Students on study programmes of less than 30 weeks will be paid a pro-rata amount, as appropriate, based on an assessment of their actual financial needs. JKHS may also decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs within the course(s) being undertaken and therefore we will refuse a student's financial application on this basis. JKHS will not automatically award students the maximum value.

The school will obtain proof that the student meets the criteria for bursary funding for vulnerable groups. If they are in receipt of the specified benefits in their own name or they fully meet the definitions for in care/care leavers, we will ask for evidence and retain copies for our files and 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 benefits such as universal credit, a copy of their award notice is required. 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 UC, you must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates or utility bills

- for students receiving Employment and Support Allowance (ESA)/Disability Living Allowance (DLA)/Personal Independence Payment (PIP), a copy of the claim paperwork from the DWP will be required, and evidence of the financial receipt will also be required.

For all other students who do not meet the vulnerable bursary criteria, they can still apply for the application process for a discretionary bursary.

Discretionary bursary awards may be available to help students with the cost of travel, to buy essential books, equipment or specialist clothing (such as protective overalls for example). These items are necessary in order for the student to participate in the course/subject. The bursary fund is **not** intended to provide learning support for services that we give to students such as counselling or mentoring, or to provide extra-curricular activities where these are not essential to the student's study programme or provide living cost support.

At JKHS we will base our decision for granting students with a discretionary bursary award, on each student's individual circumstances and their actual financial need. This may vary from student to student, depending on eligibility based on household income, needs such as the distance they need to travel to the institution and the requirement of resources for their study programme. We will not make a blanket or flat fee/fixed rate payment to all students. Discretionary bursary funding will also check a student's edibility for free school meals as part of the criteria and individually assess their current needs.

If funding is approved for a student, we will recheck eligibility each year by requesting a new application form is completed via the bursary funding and evidence supplied.

The school will manage the number and size of discretionary bursary awards and keep within the budget given. JKHS can decide to retain a small emergency fund from the allocation to support students who face exceptional circumstances during the year and may experience a change in their situation, which impacts on their ability to participate in their education. In this event, evidence of the student's eligibility will be requested and held for audit purposes, as any award will be in line with the funding rules. Therefore, if a student is having financial problems, please speak with the Head of Sixth Form or the allocated Pastoral Support Officer.

3. How to apply

In September each year, the Head of Sixth Form will undertake an assembly covering the bursary application process and eligibility. It will be confirmed the deadline for when students need to apply by and how to access the electronic application form.

A letter will also be sent to parents, which confirms the process, eligibility criteria and deadline in order to support their child's application if they wish.

After the given deadline (the initial application return deadline should not be any later than the 31 October), the applications will be processed and assessed as a whole. At JKHS we set an initial deadline date so that we can assess the overall level of demand for financial assistance holistically and make discretionary awards on a fair basis.



We may check the student's attendance and punctuality for sixth form, before confirming and awarding any financial bursary.

During November/December the student will be notified of their bursary award in writing. The letter will explain to the student the value of the award and what the bursary has been awarded for. It will confirm whether the award will be purchased by the school or awarded as a payment directly to the student and the date the payment will be made to the student's bank account via BACS.

Guidance reviewed:	September 2023
Reviewed by:	Head of Sixth Form and SLT
Review date:	September 2024

