

16 -19 Bursary Fund Policy 2023/2024

Written by: Adam Ball (Assistant Headteacher, Head of Sixth Form)

Date of Publication: 6th September 2023

Date of Review: 1st September 2024

The 16-19 Bursary Fund

The Bursary Fund is designed to help support 16-19 year olds in full-time education with the costs of continuing education such as travel, books, educational visits and equipment. The scheme is funded by the ESFA (Education & Skills Funding Agency) to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

The scheme is made up of two parts:

- **Vulnerable Bursary (Level 1)** - a payment of £1,200 to a small group of the most vulnerable students
- **Discretionary Bursary (Levels 2-4)** - for schools, colleges and training providers to distribute at their discretion. The discretionary fund is allocated to eligible students and is dependent on the amount of funding and number of applications received in the academic year.

Eligibility Criteria for 16-19 Bursary Funding

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- **For Level 1** – Students aged at least 16 and under 19 years of age on who are in care, are a care leaver (defined as 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), are in direct receipt of Income Support (or Universal Credit) or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payment).
- **For Level 2** – Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.

Students who have been in care, on probation, are young parents or are otherwise considered at risk.

UASC (Unaccompanied asylum seeking children) under the age of 18. Over the age of 18, UASC who have an asylum claim in their favour can receive the bursary; UASC who have had their “Appeals Rights Exhausted” (ARE), are not eligible.

Students with a total gross household income of less than £30,000.

Applying for the 16-19 Bursary Fund

Students are encouraged to apply as soon as possible. The deadline for initial applications is 9th October 2023.

The application process is online- this can be found on your application form to Sixth Form as of 15th September 2023

Each application will be reviewed by the Bursary Fund Application Panel and successful applicants notified by October half-term.

The Bursary Fund Application Panel will consist of: A Director of Sixth Form, Sixth Form Administration Manager and School Finance Manager.

How does The Arthur Terry School assess applications and allocate 16-19 Bursary funding?

Vulnerable students eligible for Level 1 will receive their bursary funding from a central fund held by the Learner Support Service. Students eligible for a Level 2, 3 or 4 bursary will receive their bursary payment from The Arthur Terry School 16-19 Bursary Fund; this is a limited fund and the school will prioritise allocation in accordance with this policy. Payments will be made by BACS transfer directly into the student's account on a termly basis, as soon as possible after the start of each term.

What criteria do students need to meet for continued payment of 16-19 Bursary Fund?

Students' performance will be monitored and reviewed on a termly basis. Payments during each term will be based on the criteria outlined below for the previous term e.g. Spring and Summer term payment will be based on meeting the criteria throughout the Autumn term and Spring term respectively.

Level 1 Bursary – students will continue to receive the payment as long as they continue to attend The Arthur Terry School and are registered on a full programme of study (3 A Level subjects). Students will need to meet the basic expectations of all sixth form students as outlined in the code of conduct.

Level 2, 3 and 4 Bursary – students will continue to receive bursary fund payments if they:

- **Have an attendance rate of a minimum of 96%**
- Be punctual to all lessons and registration
- Attend all assemblies and enrichment sessions
- Complete a leave of absence in advance for any time you need to take off
- Meet expectations of all sixth form students as outlined in the code of conduct
- Make satisfactory progress against your targets and attend all examinations

Arthur Terry Bursary Fund at a glance:

Bursary	Amount of payment*	Frequency of payment**	Criteria for eligibility – students aged under 19 on 31/08/2021	Criteria for continued payment of bursary
Level 1 (defined vulnerable groups)	Up to £1200 per year dependant on personal circumstances	Paid on provision of receipts for good purchased in accordance with items listed as necessary to support progress on the course. Payments will be made at the end of each half term.	<ul style="list-style-type: none"> • Are currently in care (as defined by social services). • Are leaving or have recently left care after being in care for 13 weeks since age of 14. • Are in receipt of Income Support/Universal Credit in their own name. • Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (Personal Independence Payments). 	<ul style="list-style-type: none"> • No change in household financial circumstances. • Continued attendance at The Arthur Terry School. • Adhere to the Sixth Form Code of Conduct.
Level 2 (discretionary)	Dependant on number of applications and personal circumstances	In cases where funds are required before purchase a purchase order will be made by school to order requested items. These requests can be made at any time in a half term.	<ul style="list-style-type: none"> • Have a gross annual household income of below £20,000 (priority given to students who claim free school meals) 	<ul style="list-style-type: none"> • Have an attendance rate of a minimum of 96%. • Be punctual to all lessons and registration. • Attend all assemblies and enrichment sessions. • Complete a leave of absence in advance for any time you need to take off. • Meet expectations of all sixth form students as outlined in the code of conduct. • Make satisfactory progress against your targets and attend all examinations.
Level 3 (discretionary)	As per Level 2 but lower value		<ul style="list-style-type: none"> • Have a gross annual household income of between £20,000 and £25,000 	
Level 4 (discretionary)	As per Level 3 but lower value		<ul style="list-style-type: none"> • Have a gross annual household income of between £25,000 and £30,000 	

* The school reserves the right to pay pro rata for students on a part time course

** The school reserves the right to change the frequency dependant on individual circumstances

Bursary Fund appeals procedure

If a student wishes to appeal against the allocation of the 16-19 bursary fund this will need to be put in writing, along with any evidence to support the appeal and sent to Mrs Samantha Kibble, Headteacher.

The Appeals Panel will consist of: Headteacher, a Member of the Governing Body and Assistant Headteacher link for the sixth form team.

Each appeal will be reviewed on a case by case basis against the published criteria for eligibility.