



16-19 Bursary Fund Policy

1. Purpose

- 1.1. The 16-19 Bursary Fund was introduced in the 2011/12 academic year. It is money the government has given to local authorities, schools, colleges and other education and training providers to give to disadvantaged students.
- 1.2. Springboard Project will comply with the regulations set out in the 16-19 Bursary Fund - Guide for 2021-22 published by the ESFA

2. Scope of Policy

- 2.1. This policy provides guidance for students and parents about making a claim to the 16-19 Bursary Fund

3. Reason for Review

- 3.1. This is an amended policy implemented as part of a Group audit.

4. Aim(s)

- 4.1. The aim of this policy is to:
 - 4.1.1. The Bursary Fund is designed to help those young people between the ages of 16-19 who face the greatest barriers to continuing in Post-16 Education.
 - 4.1.2. To be eligible to receive a bursary the young person must be over 16 on 1st September and be under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is the sooner.

5. Procedures and practice

- 5.1. There are 2 types of 16-19 bursaries:
 - 5.1.1. **Vulnerable bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups
 - 5.1.2. **Discretionary bursaries** that institutions award to meet individual needs. For example, transport, meals, books and equipment.
 - 5.1.3. Both bursaries **are payable in kind** and may only be used to cover the cost of:
 - 5.1.3.1. School meals
 - 5.1.3.2. After school clubs
 - 5.1.3.3. Holiday clubs
 - 5.1.3.4. School uniform for pathways
 - 5.1.3.5. Specialist equipment
 - 5.1.3.6. Bus pass
 - 5.1.3.7. Books
 - 5.1.3.8. Educational visits
 - 5.1.3.9. Residential visits
 - 5.1.3.10. Transition visits
 - 5.1.4. Students who want to apply for support from the bursary fund should read this document.
- 5.2. **Vulnerable Bursary**
 - 5.2.1. The Vulnerable Bursary is available to students who fall in one of the following vulnerable groups:
 - 5.2.1.1. Young person in care or leaving care



- 5.2.1.2. Young person in receipt of Income Support or Universal Credit
- 5.2.1.3. Disabled young person in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment & Support Allowance (ESA) or UC.
- 5.2.1.4. *NB. This refers to benefits and status of the young person in their own name and not to benefits claimed by parents/carers.*
- 5.2.1.5. *The Government have made a commitment that all students who are eligible for this Bursary will receive up to a total of £1,200 for the academic year 2021/22. Springboard Project will be dependent on receipt of sufficient allocation of funds in order to meet all of the applications.*

5.3. Eligibility for the Vulnerable Bursary

- 5.3.1. This group covers young people who are looked after, care leavers, those in receipt of income support, and disabled young people in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance.
- 5.3.2. *NB. This refers to benefits received in the young person's own name and not to benefits received by parents/carers.*
- 5.3.3. Supporting evidence will be:
 - 5.3.3.1. Letter from Job Centre Plus or from the Department of Work and Pensions setting out the benefit to which the young person is entitled;
 - 5.3.3.2. Written confirmation from the Local Authority of the young person's current or previous looked after status.

5.4. Discretionary Bursary

- 5.4.1. This group covers young people whose annual household income falls in one of the following bands.
 - 5.4.1.1. Band 1 - annual household income of £16,190 or less. Students with annual household incomes of less than £12,000, and between £12,000 and £16,190.
 - 5.4.1.2. Band 2 - annual household income between £16,190 and £20,817. These students receive the same allowances as Band 1 - but smaller contributions.
 - 5.4.1.3. Band 3 - annual household income between £20,817 and £25,521.
- 5.4.2. Supporting evidence will be:
 - 5.4.2.1. Proof of income for working families
 - 5.4.2.2. Proof of household benefits for non-working families
 - 5.4.2.3. Springboard Project will also look at individual family circumstances which may affect household income. For example whether the young person lives in a single parent household, or other young people living in the household.

5.5. Payments from the Bursary Fund

- 5.5.1. In line with government recommendations for good practice, all payments will be made 'in kind' and will cover the costs awarded for the areas in 5.1.3. If none of these areas are applicable then no bursary fund can be applied for.
- 5.5.2. Any further payments awarded from the bursary fund will be made on the last school day of each of the three terms – Autumn, Spring and Summer after deduction of 'in-kind' costs.



5.5.3. Any payment will be made to the student in their own name, unless parents/carers provide evidence that they are acting as Power of Attorney in the form of a letter confirming this status from the Department of Work and Pensions or Job Centre Plus.

5.6. **Complaints**

5.6.1. If a student feels aggrieved about how their request for access to Springboard Project 's Allocation of the 16-19 Bursary Fund was handled, they should follow the school's complaints procedure.

Appendix 1 – Application to the Vulnerable Bursary Fund

This form should be completed and returned to Springboard Project for the attention of the finance office.

16-19 Vulnerable Bursary Assessment Form

Students defined as a Vulnerable Learner by the government are entitled to up to a £1,200 Bursary over the year.

Name of Student: _____

Date: _____

Do any of these categories apply to you?

I am a young person in care.....	<input type="checkbox"/>
I am a care leaver	<input type="checkbox"/>
I receive Income Support or Universal Credit.....	<input type="checkbox"/>
I receive both Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment & Support Allowance (ESA) or UC.....	<input type="checkbox"/>



Appendix 2 – Application to the Discretionary Bursary Fund

This form should be completed and returned to Springboard Project for the attention of the finance office.

16-19 Discretionary Bursary Assessment Form

Name of Student: _____

Date: _____

Do any of these categories apply to you?

Family on income band 1.....

Family on income band 2

Family on income band 3.....

