



**Ormiston  
Sheffield**  
Community Academy

# **16-19 Bursary Fund Policy**

## **2023-24**

**Policy reviewed: September 2023**

**Next review: September 2024**

**M. Shillam**



## 1. Summary

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

There are 2 types of 16 to 19 bursaries:

- **Vulnerable Bursary** For young people in one of the defined vulnerable groups.
- **Discretionary Bursary** Awarded by the academy to meet individual needs i.e. help with the cost of transport, meals, books and equipment.

You can find all the files required and the online application form using the following link: <https://scacademy.co.uk/sixth-form/sixth-form-bursary>

## 2. Eligibility Criteria

For students to be eligible for the bursary fund, students must meet the age and residency criteria as listed below:

- Be aged over 16 and under 19 on 31st August 2023 or 19+ with an Education, Health and Care Plan (EHCP) or continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- Be enrolled on a full time course
- Meet the ESFA's residency criteria as set out in the ESFA Funding Guidance

## 3. Bursary Groups

This policy meets the requirements of the Education and Skills Funding Agency (ESFA)'s 16-19 Bursary Fund Guide 2023-24, providing pupils with the opportunity to benefit from the fund at different levels according to individual circumstances. There are three groups at whom the academy policy is directed:

- **Bursary Level 1 – Vulnerable Student Bursaries**

The academy can approve up to £1,200 of bursary funding which will be paid to students who are in one of the following 'vulnerable groups' as defined by the EFSA:

- In Care or Care Leaver
- Receiving Income Support or Universal Credit in their own right
- Receiving Disability Living Allowance or Personal Independence Payment in their own right and Employment Support Allowance or Universal Credit in their own right

If extra help is still required for the vulnerable student to remain in education they can apply for a discretionary bursary.

- **Bursary Level 2 – Discretionary Bursaries (household income below £35,000)**

This is based on the financial position of the student's family, and their needs to continue in education. To be eligible, the student's family household income must be **below £35,000** per annum, to include income from employment, pensions payments, jobseekers allowance, universal credit, all tax credits including child tax credit and working tax credit, however, child benefit may be excluded.

- **Bursary Level 3 – Discretionary Bursaries (for pupils not in the above category) \*\* Applications / Requests accepted from February 2024 only\*\***

The 16-19 Bursary Fund is limited. If funds remain after the above bursaries, students not in receipt of the above bursaries may apply towards the costs of transport, equipment, school trips in the UK, visits to universities etc. Decisions will be made on a case by case basis, and must demonstrate a real need for assistance. Students applying will be required to provide evidence of family income. Evidence of payment of costs will be required (please ensure you keep receipts where possible).

#### **4. How to Apply**

Students are required to complete the online 16-19 Bursary Funding application form in the presence of their parent/guardian via the following link [Bursary Application](#)

Details required:

- Student details
- For vulnerable bursary applications – confirmation of status
- For discretionary bursary applications – confirmation of income



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- Student Educational Needs
- Student bank details – in their own name
- Declarations
- See Section 7 – Student Education Needs

## Important

- Students and their parent/guardian must take great care to ensure information provided to the academy is true and complete to the best of their knowledge and belief. Giving false or incomplete information (i.e. undeclared income) may result in future payments being stopped and any incorrectly paid funds being recovered. It may also result in a referral to the police with the possibility of the student and/or their family facing prosecution.
- The bank account details provided must be in the **student's own name**.

Following the completion of the bursary application, the relevant evidence must be emailed to [finance@scacademy.co.uk](mailto:finance@scacademy.co.uk) in order for the application to be assessed and processed. Please include the student's name in the title.

## 5. Evidence required:

### Bursary Level 1

- **You** are living in care
- **You** have recently left care
- **You** are receiving Income Support or Universal Credit because you are financially supporting yourself, or financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner
- **You** are receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as Employment and Support Allowance of Universal Credit in your own right

### Bursary Level 2

- Most recent award notices of any benefits received (this must clearly state the name of the person receiving the benefit).
- Payslips covering the 3 months prior to the application
- Tax Credit Award Notice (3 months' payslips also required as proof of earnings)
- Universal Credit Award Notice covering the 3 months prior to the application (include last 3 months payslips)
- If self-employed: authorised evidence of income
- Please give details of any unearned income i.e. shares/investments, savings and rental income

## Important

All applications and evidence must be submitted by **Friday 27th October 2023**. Late applications will always be considered depending on funds remaining to be allocated, but payment cannot always be back dated.

## 6. Assessment Procedure

The awards listed below are the maximum payments which can be made subject to the numbers of students who are accepted and **are not guaranteed**. They will be determined according to family income and costs expected by the student.

The amounts awarded to each student eligible for a level 2 bursary will also be determined by the total number of students who apply successfully before the deadline. The Bursary fund is a finite amount and, in cases where there are high numbers of eligible students, each student may receive less than the maximum. The Academy will seek to ensure total payments do not exceed funding provided by the ESFA.

| Tier | Eligibility Criteria for Level 2 Bursaries                          | Maximum Bursary Awarded for whole year |
|------|---------------------------------------------------------------------|----------------------------------------|
| A    | Students in receipt of Free School Meals                            | £1,000                                 |
| B    | Students with family income below £16,190, not on free school meals | £800                                   |
| C    | Students with family household income between £16,191 - £35,000     | £600                                   |

## Important

- For Tiers B and C - evidence of household income for all parent(s) is required to support the application.
- Students who are in receipt of Free School meals (Tier A) will not be required to provide evidence of income – subject to confirmation from Walsall Council. You can find out if you are entitled to free school meals by visiting the Walsall Council website [https://go.walsall.gov.uk/free\\_school\\_meals](https://go.walsall.gov.uk/free_school_meals)
- You will be notified by the academy finance team as to whether your application has been successful and how much bursary funding you have been allocated

## 7. Student Educational Needs

The list below is an example of the costs that students may receive bursary support for:

- Travel to place of education
- Academy uniform / sports kit
- Trips and UK education visits - we may fund up to £200 for trips
- University visits / interviews
- Curriculum materials / equipment – books, revision guides, consumables, etc.
- Examination fees including re-sit if applicable
- Music tuition fees – for tuition organised by the school.
- School meals – depending on the Tier awarded. Tiers B & C may be awarded a daily sum towards their meals
- Other equipment – we may be able to contribute up to £200 for a laptop used solely by the student
- Any other costs that will help students overcome financial barriers to participation in education

## 8. Payments

In order for students to be paid, they must complete the following steps:

- a) Students are required to upload their receipts via the following link [Claims](#)
- b) If a bursary is awarded towards school meals, a daily amount is credited to the student's meal account. Unused amounts cannot be carried forward. Students may have to top their account up for additional food
- c) The academy will endeavour where possible to make payments on behalf of the students. Please also note that some items may not be fully funded e.g. payment for an academy trip
- d) Payments are issued to students on a monthly basis. At the end of each month receipts will be reviewed to ensure they meet the criteria of the bursary fund you were awarded. A BACS payment will be made the following month.

### Important

- It is imperative that all receipts are uploaded via the claims form above at the end of each month in order for payments to be made. Any receipts uploaded **after** the end of the month will be rolled over to the next claim period
- Payments may only be made with receipts
- Full payment of the bursary to the student is dependent on the delivery of the **Conditions** listed in the next section

## 9. Conditions

Students must meet the following criteria in order to receive their bursaries:

- Have a target attendance of **95%**. Students with below 95% attendance are at risk of their bursary payments being withheld. Students with below 90% attendance will receive no bursary payments. *(Some allowance may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that the school has previously been made aware of.)*
- Be punctual to all lessons.
- Demonstrate good behaviour.
- All work required by teaching staff will be submitted to the deadline set.



## **10. Confidentiality**

The academy will ensure that applications are handled confidentially. For audit purposes, however, computerised copies of all documentation for learner support will be kept for a period of six years and will be held securely and in compliance with the Data Protection Act. The information will be made available for audit purposes.

## **11. Equal Opportunities**

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.