



Colston's Girls' School

Sixth Form Policy for the Administration of the 16-19 Bursary Fund

Reviewed and approved by:	Local Governing Body
Date Approved:	June 2019
Date of Next Review:	June 2021
Responsibility:	Senior Leader with responsibility for Sixth Form

Purpose

The purpose of the policy for the administration of the 16-19 Bursary Fund is to ensure transparency in the processes, administration and allocation of bursary funds. This guidance sets out the arrangements for administering the 16-19 Bursary Fund allocated to CGS Sixth Form for an academic year . The Fund is administered in accordance with the ESFA 16-19 Bursary Fund Guide which provides full details of the scheme.

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students>

Please find links to other related policies:

[Charging policy](#)

[Equalities policy](#)

[Complaints Policy](#)

16 to 19 Bursary Fund Summary

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

To be eligible for a bursary students must:

- be aged 16 or over but under 19
- be aged 19 to 25 and have an Education, Health and Care Plan (EHCP)
- be aged 19 and continuing on a study programme they began aged 16 to 18 (a Year 14 student)
- meet the residency criteria in ESFA of the relevant academic year funding regulations for post-16 provision

There are 2 types of 16 to 19 bursaries:

1. **A vulnerable bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups. To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- in care
- care leavers

in receipt of one of the follow benefits in their own right:

- Income Support/Universal Credit/Employment and support Allowance (ESA)
- Disability Living or Personal Independence Payments

Students do not need to live independently of their parents to be eligible for a vulnerable student payment - they can claim ESA or UC in their own right while living in the parental home. Parents are reminded that they will not be able to continue to claim Child Benefit if the student successfully applies for ESA.

The information submitted by students and their parents will be held in the strictest confidence and CGS Sixth Form will not put students in a position where they are publicly identified as receiving a vulnerable bursary.

Evidence of eligibility will be required and can be found in the Sixth Form Bursary applicant form (appendix 1)

Payments of Vulnerable Bursaries

Payments will be made directly to the student, via bank transfer of £400 usually in October and further payments of £200 at the beginning of the four half terms in January, February, April and June.

2. **Discretionary bursaries** which institutions award to meet individual needs, for example:

On-going transport costs (e.g. through a purchase of a weekly, monthly or annual bus pass, possible taxi costs for example to enable them to complete their course) :

- Financial assistance for individual purchases of equipment or resources (e.g. specialist protective or course related equipment, books, memory sticks, calculators, sports kit, items of uniform)
- Costs of Meals (e.g. through canteen credit)
- Assistance with costs of educational visits or trips (e.g. field trips or university or job interviews)

To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education.

V6 receives discretionary bursary funding allocations from ESFA that we manage directly, deciding which students are eligible for help and how much they receive, in line with the 16-19 Bursary Guide and our own policies.

As the discretionary bursary is targeted at students who most need financial help each application will be considered on an individual basis and will be awarded at the Trust's discretion.

In its administration of the Bursary Fund, Colston's Girls' School will not discriminate against students on any basis as defined in current equalities legislation.

The available funds are limited and the school must target funds to the students with the greatest needs. Eligibility cannot therefore guarantee an award.

Evidence of eligibility will be required and the details of which can be found in the Sixth Form Bursary applicant form (appendix 2).

Payments of Discretionary Bursaries

V6 will pay in-kind bursaries rather than cash, this is cited as good practice in the statutory guidance. This helps ensure that the bursary is spent for the reasons it was awarded.

V6 will specify that students must return books and equipment at the end of their study programme to be used again by other students where appropriate.

Applications for Bursaries

Most decisions about bursaries are likely to be made at the beginning of the academic year with a deadline published on the application form. Thereafter, applications will be considered as they arise if urgent, or in the early New Year and around April/May, if any funds remain. Any unused funds (resulting for example from discontinued payments) will where practicable be pooled for reallocation.

See appendix 1 and 2 for application forms

V6 will publicise details of the applications process on the school website.

Eligibility

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the Trust to provide financial evidence as required. All evidence will be treated as confidential and destroyed within 1 year of the young person leaving the Trust.

Acceptable supporting evidence for the Vulnerable Bursary will be either a:

- Statement from the Local Authority confirming the young person's current or previous looked after status. This may be a letter or an e-mail.
- Recent entitlement or award statement setting out the benefit to which the young person is entitled.

Acceptable supporting evidence for the Discretionary Bursary will be either:

- Latest Tax Credit Award Notice (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and the Total Income for the relevant tax year.
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for

the correct adult(s) and for the correct Tax Year (to 5 April). The income will be shown as Total for year.

- Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self employed people. It must be for the correct adult(s) and for the correct Tax Year). The income will be shown as Total for year.
- Confirmation from the Local Authority of entitlement to Free School Meals (FSM).

Conditions

Students in receipt of all bursaries will be expected to comply with CGS Sixth Form policies in respect of attendance (at least 85%), punctuality and behaviour, and will be expected to demonstrate commitment to their course through completion of work and engagement in class activities. If a bursary student does not meet these requirements (reviewed termly) V6 may discontinue payment.

Appeals

Any student or parent who is unhappy with how an institution has handled an application for bursary funding should follow the CGS complaints procedure.

Fraud and misuse of funds

Students and/or their families will sign a declaration when they apply for either a vulnerable or discretionary bursary confirming that the evidence they have provided is correct and complete to the best of their knowledge and belief. Students and their families are made aware that giving false or incomplete information which leads to incorrect or overpayment may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

Appendix 1 Sixth Form Vulnerable Bursary application form

V6 16-19 Vulnerable Bursary Fund Application Form

Prior to completing this form please read the V6 Sixth Form Policy for the Administration of the 16-19 Bursary Fund

Learner Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Approx. Household Income	

I have enclosed proof of entitlement of qualifying for the Vulnerable Bursary (please tick one):

- Statement from the Local Authority confirming the young person’s current or previous looked after status. This may be a letter or an e-mail.
- Recent entitlement or award statement setting out the benefit to which the young person is entitled. This should also confirm that they can be in education or training.

Sixth Form bursary declaration

Data Protection: The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent.

- I agree to regularly attend at least 85% in order to make good progress on my course. If I fail to do this, my award may be withdrawn.
- I agree to inform Colston’s Girls’ School if my household financial circumstances change.
- I agree any evidence given in support of the application is correct and complete to the best of my knowledge and belief.
- I agree that by signing this declaration I am aware of all the conditions and eligibility criteria of the Bursary Scheme
- I accept that giving false or incomplete evidence or information that results in an overpayment will result in payments being stopped and repayment sought. The matter may also be referred to the Police.

Student signature Date

Parent/Carer/Social Worker signature Date

Appendix 2 Sixth Form Discretionary Bursary application form

V6 16-19 Discretionary Bursary Fund Application Form

Prior to completing this form please read the V6 Sixth Form Policy for the Administration of the 16-19 Bursary Fund

Learner Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

Please circle your main method of travel to school:

Bus Train Car Walk

If bus, please name the bus provider (e.g. First bus, Badgerline etc):

If you wish to claim back money already spent on educational materials (e.g. textbooks) please submit a list of all items seeking to be refunded with receipts stapled to this application form.

Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Approx. Household Income	

Evidence to be submitted with application

I have enclosed proof of entitlement of qualifying for the Discretionary Bursary (please tick one):	
Latest Tax Credit Award Notice (TCAN) for the young person’s household.	
P60 (End of Year Certificate) for the young person’s household	
Self-Assessment Tax Calculation (SA302) for the young person’s household	
I confirm I am in receipt of Free School Meals (FSM)	

Sixth Form bursary declaration

Data Protection: The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent.

- I agree to regularly attend at least 85% in order to make good progress on my course. If I fail to do this, my award may be withdrawn.
- I agree to inform Colston’s Girls’ School if my household financial circumstances change.
- I agree any evidence given in support of the application is correct and complete to the best of my knowledge and belief.
- I agree that by signing this declaration I am aware of all the conditions and eligibility criteria of the Bursary Scheme
- I accept that giving false or incomplete evidence or information that results in an overpayment will result in payments being stopped and repayment sought. The matter may also be referred to the Police.

Student signature Date

Parent/Carer/Social Worker signature Date