



Salesian College 16-19 Bursary Fund Policy

Responsibility: Head of Salesian College

Approved: July 2023

Next Review: July 2024

Salesian School Chertsey Policy Statement



16-19 Bursary Fund

Last reviewed: July 2023

The 16-19 Bursary Fund is provided by the Central Government to facilitate financial support for young persons to overcome specific barriers to participation so they can remain in education. This policy sets out the arrangements as to how Salesian School will prioritise the 16-19 Bursary Fund. We are committed to ensuring the fund is used to support financially disadvantaged young people taking up or continuing in their education or training Post 16.

Bursaries Available

There are two types of 16-19 Bursary available:

- Vulnerable Bursary for students in defined vulnerable groups – which is available to all young people who meet the general eligibility criteria as set out in this policy and who have been identified as being most in need.
- Discretionary Bursary – which is available to all young people who meet the general and additional eligibility criteria as set out in this policy.

General Eligibility

To be eligible for the bursary in 2023/24, all students must:

- Be aged 16 or over but under 19 at 31 August 2023
- Be aged 19 or over at 31 August 2023 and may have an Education, Health and Care Plan (EHCP)
- Be aged 19 or over at 31 August 2023 and continuing on a study programme they began aged 16-18 ('19+ continuers').
- Meet the residency criteria in Education and Skill Funding Agency, (ESFA) 2022/23 to 2024 academic funding regulations for post 16 education.

Additional Eligibility Requirements for a Vulnerable Bursary

To be eligible for the Vulnerable Bursary in 2023/24, the student must meet one or more of the following criteria:

- Currently In Care¹, including unaccompanied asylum-seeking students
- A Care Leaver²
- In receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments, in their own right

In some cases, a student might be eligible for a vulnerable bursary because they are in one or more of the defined groups above but, their financial needs are met already and/or they have no relevant costs. For example, a young person in local authority care whose educational costs are covered in full by the local authority. In this case a student would not qualify for a financial bursary.

Additional Eligibility Requirements for a Discretionary Bursary

Salesian School is awarded an amount of discretionary bursary money each year by the Education and Skills Funding Agency (ESFA), which is for students who are not eligible for a vulnerable bursary. It is the School's responsibility to determine the fairest way of distributing this money to ensure funding reaches those young people who are most in need of financial support. The discretionary bursary awards are made to help students with the costs of

- Travel to / from College
- Essential books, equipment or specialist clothing for their courses
- Compulsory curriculum trips

¹A student in care is defined as children looked after by a local authority on a voluntary basis, or who has been placed in foster care by the local authority.

²A care leaver is defined as a young person aged 16 and 17 who was 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; or a young person aged 18 or above who was looked after prior to becoming 18 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.



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- Attending open days, FE Interviews and/or Industry Placements

The bursary fund is not intended to:

- Provide learning support e.g. counselling, mentoring or tutoring
- Support extra-curricular activities where they are not essential to the study programme
- Support general household incomes

The School will use household income to help establish the amount of support we award to a student. This will be used in conjunction with other factors, such as distance to travel from the College as well as the actual participation needs the student has.

Funds allocated to discretionary bursary students is limited by the demand and overall funds available.

- All bursary allocations will be made on the needs of the individual and students will not automatically awarded a flat rate payment.
- There is no set limit for the amount of discretionary bursary that can be awarded to students. The School can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum if it has been clearly identified that an individual student requires this level of funding
- The School will require the student to meet expectations regarding behaviour, attendance and performance to be eligible for bursary payments

Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential and destroyed after 6 years of the young person leaving the School. Photocopies will be requested, not original copies.

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

- A statement from the Local Authority confirming the student's current looked after status.
- Recent Entitlement or Award Statement in the student's own name setting out the benefits to which the student is entitled.

Acceptable supporting evidence for the **Discretionary Bursary** will one or more of:

- Recent Entitlement or Award Statement setting out the benefits to which the student is entitled.
- Latest Tax Credit Award Notice for the student's household. This document from HM Revenue & Customs details entitlement to Tax Credits and the Total Income for the correct (previous) Tax year. For Universal Credit, the last 3 months of statements will be required.
- P60 End of Year Certificate for all adults in the student'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 the correct Tax Year. The income will be shown as total for year.
- Self-Assessment Tax Calculation 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)

The School may ask for further evidence as required in support of the application.

Application

Applications for a Bursary must be made using the on-line application form and should be submitted to the College Office Lead as named on the form with the appropriate supporting evidence.

Method of Payment

The School will liaise with the student to discuss how the funding can provide the best support possible, based on an individual basis. Where possible, the School will buy resources directly (in kind) e.g. travel passes tickets, books, equipment. When these payments are made we will explain the value of the payments to the student and how they have been deducted from their



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total bursary award. Where payments are made directly to a student, this will be done via a BACS transfer directly into the student bank account, on production of the necessary receipts where requested.

Change of Student's Financial Circumstances

Any young person in receipt of a bursary has a duty to inform the school should their financial circumstances change, or those of their parent/carer.

Student Transferring

Where a student in receipt of a bursary transfers out of Salesian to another education/training provider in-year, the school will liaise with that provider to achieve continuity of bursary payments.

Student Withdrawing

Where a student in receipt of a bursary withdraws and does not transfer to another education/training provider, bursary payments made prior to the date of withdrawal will not be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

Underspends

The School is permitted to carry any unspent funds over to the next academic year. Any unspent funds that are carried forward cannot be added to general institution funds and must continue to be used to support students in Post 16 education.

Removing bursary funding

The School will make payments for the bursary fund - both for the bursary for vulnerable groups and the discretionary bursary - conditional on the student meeting agreed standards of attendance, performance and behaviour. The School will ensure any standards they set are clear, accessible and understood by students. The School will obtain and retain evidence a student has seen and agreed to the conditions through the signed declaration that forms part of the School's bursary fund application form.

The School will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return) and where students have made a decision to withdraw from a study programme. The School can also take money back from students if they have not spent it for the reasons it was awarded to them. However, we will consider the impact of such an action on the individual student before taking a final decision to do so.

Emergency Food Support

The School may use the bursary fund to support students in individual cases of severe hardship to provide food support whilst a student attends their study programme, on a short-term basis. Students receiving emergency food support will not have to undergo the checks on household income that are normally required for eligibility for bursary funding.