



16 -19 BURSARY FUNDING STATEMENT 2022/23

Beyond Schools Trust is provided with a limited amount of Government funding from the Education & Skills Funding Agency (ESFA) specifically for the provision of bursaries that may provide targeted support for students who are financially disadvantaged or facing other financial barriers or hardship. The funding may be used to support 16- to 19-year-old students who stay on in the sixth form in full time education so they can achieve their full academic potential and should be used to purchase resources such as the cost of transport, food or equipment.

Priority will be given to applications from students who, without extra financial support, would find it difficult to continue with post16 education. Students will therefore need to demonstrate the reason why support is required and should attempt to access all other funding sources available prior to making an application.

There are two elements of bursary available

1. **Vulnerable Bursary** – This is for students in the following groups:
 - **In Care** (LAC or under a Care Order - those in private foster care are not classed as LAC)
 - **Care Leavers** (see below for definition)
 - **Receiving Income Support (IS) or Universal Credit (UC)** because they are supporting themselves or themselves and a dependent who lives with them (Child/Partner)
 - **Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs)** in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

2. **Discretionary Bursary** – The school may make a **discretionary** bursary award for any authorised amount to an eligible student depending on their individual needs and circumstances following a needs-based assessment. This will be based on the following criteria:
 - Level of household income
 - Distance to travel between the student’s home and the institution, or a location for a placement
 - The number of dependent children in the student’s household
 - The requirements of their study programme
 - Whether the student has additional responsibilities that may mean they need extra help

Eligibility Criteria

Age Criteria:

Students must be 16 or over but under 19 years old as at 31/08/2022.

Students 19 or over may receive a **discretionary** bursary if

- they are still on a programme they began between 16-18 or
- they have an EHCP (Education, Health & Care Plan)

Students over 19 are not eligible for a 'Vulnerable Groups' bursary.

These 2 groups of 19+ Students above may be awarded a discretionary bursary while they continue in education as long as their eligibility continues and the school considers they require support to continue their participation.

Students between 14-16 may be awarded a discretionary bursary in exceptional circumstances if they are on funded 16 to 19 study programmes (e.g. following an accelerated study programme) but NOT if they are attending another institution who also receive public funding for that student (e.g. where they are attending college as part of a KS4 programme).

Students aged under 19 enrolled on Higher Education qualifications are NOT eligible for support from the 16-19 Bursary Fund

Educational Eligibility:

Students must be undertaking provision that is subject to inspection by a public body that assure quality e.g. Ofsted and it must also fall into one of the categories below:-

- Be funded by the ESFA either directly or via a Local Authority
- Be funded or co-financed by the European Social Fund
- Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA's list of qualifications approved for funding 14 to 19
- Be a 16 to 19 traineeship programme

Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

Students who are studying via distance learning may be eligible for 16 to 19 bursary but are likely to require financial help on a more infrequent basis (e.g. travel to exams). If this is the case, we will provide support in-kind, such as a travel pass, details of which shall be decided on a case-by-case basis.

Students are **not eligible** if they are on Apprenticeship Programmes, on any waged training, or are employed rather than in education.

Residency:

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#)

Asylum Seekers:

Accompanied asylum seekers under 18 with an adult relative or partner and asylum seekers aged 18 and above are entitled to education but are not generally entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

We may provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied asylum-seeking children are the responsibility of the local authority and should be treated as 'looked after' children. They are eligible for a bursary for vulnerable groups, where they have a financial need.

When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

Bursary Funding Levels

Level One – Vulnerable Groups

Students who are deemed to be in ‘Vulnerable Groups’ should be awarded the amount of support they need based on an individual assessment of the type of costs they incur but this should be no more than the maximum of £1200 per year.

Definitions of Vulnerable Groups are as follows: -

- **In Care** (LAC or under a Care Order - those in private foster care are not classed as LAC)
- **Care Leavers** (see below for definition)
- **Receiving Income Support (IS) or Universal Credit (UC)** because they are supporting themselves or themselves and a dependent who lives with them (Child/Partner)
- **Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs)** in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

Students who meet the criteria for a bursary for vulnerable groups are **not automatically entitled to a bursary**. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the outcome based on a particular student’s needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if it would be necessary in all the circumstances, for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds, but if paid from the discretionary bursary, all the usual eligibility criteria and assessment processes must still be met and followed,

If a student’s study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student’s study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student’s eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

We will provide this support for students from the bursary fund by making payments in kind where possible. It will not be provided as regular payments for living costs.

Level Two – Discretionary

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on **each student’s individual circumstances and their actual financial need**.

We will review the student’s eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

The Award amount will be determined by the Assessment Panel according to the eligibility and needs based assessment they will undertake following receipt of an application with supporting evidence. It is available to students not eligible for the Level One bursary but who satisfy the following criteria and whose gross family household income is below **£25000 per annum**. This category can also be used to apply for 'one-off' applications. The criteria used to determine an award will be based on the following:

- Level of household income
- Distance to travel between the student's home and the institution, or a location for a placement
- The number of dependent children in the student's household
- The requirements of their study programme
- Whether the student has additional responsibilities that may mean they need extra help
- If they are currently or have in the past 6 years been receiving Free School Meals (FSM) (Ever 6)
- If they become eligible for FSM during the course of the academic year
- Are children of Service Personnel (Ever 4)
- Are a Young Carer as designated by the Children's Support Team.

FSM entitlement applies if parents of students or students themselves receive any of the following

- Income Support, Income based job seekers allowance or Income related Employment & Support Allowance
- Support under Part VI of the Immigration & Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (providing they are not entitled to Working Tax Credit) and have an annual income of less than £16190
- Working Tax Credit run-on (paid for 4 weeks after you no longer qualify for Working Tax Credit)
- Universal Credit (If you applied on or after 1st April 2018 your household income must be less than £7400 a year after tax and excluding any benefits received)

Conditions of Awards

These conditions are applicable to both levels of grants and must be satisfied throughout the academic year otherwise any grants awarded may be withdrawn or reduced.

- Students must maintain the levels of standards and behaviour as detailed in each School's Sixth Form Code of Conduct'
- All deadlines for submission of work should be met (both internal and external)
- A high level of academic attainment/commitment should be maintained throughout the period of study including punctuality and attendance at all lessons.

All students are required to sign a declaration as part of their application form confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded, however we will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

Use of the Bursary Fund

Funding can be used to support the student's participation in their learning programme paying towards:

- The cost of travel passes (to/from school)
- Essential books / equipment (If purchased through the school these items will be provided 'on loan' to the student and should be returned once they have completed their course of study)
- Uniform & clothing (as per 6th form dress code)
- School trips/visits/activities (if directly relevant to the course of study/learning programme)
- The cost of attendance at industry placements
- The cost of attending University Interviews and Open days
- UCAS Fees
- Vouchers or credits for meals (including school meals)
- Course related protective clothing (sportswear, lab/art coats etc.)
- Examination re-sit fees
- Emergency Food (In cases of severe hardship)

Students who apply for/receive funding and are subsequently found to have made a fraudulent application will be required to refund any payments/resources already received, may be prosecuted and will be subject to the School's disciplinary procedures.

The funding **cannot** be used to support:

- Counselling or Mentoring
- Extra-curricular activities that are not essential to the student's learning programme
- Low household/family incomes
- Bonus payments for rewarding attendance or achievements
- General living costs of the student
- Block canteen subsidies
- Block equipment/book/resource provision
- Block travel subsidies

We will provide bursary awards in kind where possible and will not make flat rate bursary payments to students, without considering the actual needs of the student.

Applications

Applications should ideally be submitted by **26th September 2022** to allow enough time for schools to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

We do acknowledge however that students' circumstances may change and therefore the application process will remain open for the whole school year.

All applications will be assessed by a panel of 3 consisting of the following:

- **Senior leader in charge of Sixth form (AHT or Director of Sixth form)**
- **Executive Business Manager**
- **Sixth form Administrator**

The panel will meet as required to assess any applications received at the start of and during the academic year. As funds are limited there are no guaranteed awards. All awards will be allocated on the basis of the funding available at the time of the application.

A case by case needs based assessment of the individual student will be undertaken and any allowances for other additional sources of financial support will also be considered when deciding on a bursary award. Other exceptional circumstances may also be taken into account when assessing applications that do not necessarily contain the evidence requested within the previously listed requirements.

Applicants will be notified in writing (either via email or via letter) within 1 month of the deadline date (or the date of submitting their application mid year) confirming receipt of their application and advising them whether their application has been successful or not, together with the amount of funding awarded.

Application forms are available from the **6th Form Office** or from the school website. All supporting evidence required must be submitted at the same time as the application forms and handed in to the 6th Form Administrator.

All application forms and documentation submitted as evidence will remain confidential and be retained for a period of 6 years.

Appeals

All students have the right to appeal against any decision made in respect to a bursary award or non-award. **Appeals must be made in writing to the Head teacher** within 10 term time working days of the decision letter being received.

If the student wishes to appeal against the decision of the Headteacher, they may contact the Local Chair of Governors, and their appeal may be considered by the Local Governing Body whose decision will be final.

The ESFA will only get involved if there is an allegation that the criteria or content of the Bursary Fund Guide 2022/23 is being disregarded.

Payment Process

Payments are made using the following process:

- The purchase of any resources/services should be made directly through the school via an order form but in some situations, it may be necessary that the student purchases the service/equipment themselves. They can be reimbursed by the school upon completion of a Bursary Claim Form (authorised by the Sixth Form Manager) supported by the production of the appropriate receipts/invoices and proof of payment being made.
- In accordance with the ESFA guidance documents, any bursary amounts awarded should be paid 'in kind' rather than as a fixed amount cash payment (unless there are exceptional circumstances)
- In the event of a cash payment being required, payments can only be made to the student's bank account and not to a third party. Bank details must therefore be completed on the application form. (The only exception to this is where a student is unable to

manage/administer their own bank account. In these circumstances the School must ensure any nominated person is suitable to manage the Student's funds on their behalf)

- Any Payments made to students will be made on a regular basis in arrears upon submission of an authorised claim form and receipt/invoice for eligible purchases.

Changes in Circumstances

If there are changes in circumstances which may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

Additional Information

Further information regarding Bursary Funding, which should be read in conjunction with this statement, may be found at: <https://www.gov.uk/1619-bursary-fund>

School Contacts:

Fort Pitt Grammar School

6th Form Manager Mrs. C Freemantle
Email: cfreemantle@fortpitt.medway.sch.uk
Executive Business Director: **Mrs D Zlateva**
Email: dzlateva@beyondschools.co.uk

The Robert Napier School

6th Form Manager Miss.R.Gray
Email: rgray@robertnapier.org.uk
Executive Business Manager: **Mrs V Gabriel**
Email: vgabriel@beyondschools.co.uk

The Thomas Aveling School

6th Form Manager : Mrs D.Humphrey
Email: dhumphrey@thomasaveling.co.uk
Executive Business Manager: **Mr B Norville**
Email: bnorville@beyondschool.co.uk



16-19 BURSARY FUNDING APPLICATION FORM 2022/23

Prior to completing this form, please read the eligibility criteria attached to ensure you are eligible to apply and understand the conditions of the funding, if awarded.

Important Information:

- Please complete all sections of the form applicable and make sure you provide copies of the required evidence to support your application. **Your application will not be assessed if the form is incomplete or there is missing evidence**
- The closing date for applications is **26th September 2022** If you are in financial hardship after this date please inform the 6th Form Administrator.
- Please bear in mind the funding we have is limited so we cannot guarantee we will be able to provide you with the financial support you have requested.
- Payment of the bursary is dependent upon your behaviour, attainment and compliance with the 6th Form Code of Conduct
- The decision of an award will be made by a **panel of 3 members** of staff
- Financial support in the form of a cash payment is rare and would only be made in exceptional circumstances supported by documented evidence

SECTION 1 – PERSONAL DETAILS

Student Name:	Year Group:
School:	Date of Birth:
Home Address (include postcode):	
School Email:	Home Phone:
Alternative Email:	Mobile Phone:
Bank Account Number:	Sort Code:
Account Holders Name:	

SECTION 2 – BURSARY APPLIED FOR

(please tick as appropriate and complete relevant section)

Vulnerable groups bursary grant
(please complete section 3)

Discretionary bursary grant
(please complete section 4)

SECTION 3 –VULNERABLE GROUPS (Up to £1,200 of financial support)*(please tick as appropriate and provide the Evidence required)*

<input type="checkbox"/>	Student Status I am Living in Care / A Care Leaver	Evidence to be provided Please supply supporting letter from your keyworker or social worker or your discharge from care documentation
--------------------------	--	--

<input type="checkbox"/>	Student Status I am receiving Income Support or Universal Credit in my name because I am financially supporting myself and/or a dependent who lives with me	Evidence to be provided Benefits paperwork dated within the past 8 weeks e.g. Entitlement/Award letter
--------------------------	---	--

<input type="checkbox"/>	Student Status I am receiving Disability Living Allowance and either Employment Support Allowance or Universal Credit	Evidence to be provided Benefits paperwork dated within the past 8 weeks e.g. Entitlement/Award letter
--------------------------	---	--

<input type="checkbox"/>	Student Status I am receiving Personal Independence Payments and either Employment Support Allowance or Universal Credit	Evidence to be provided Benefits paperwork dated within the past 8 weeks e.g. Entitlement/Award letter
--------------------------	--	--

SECTION 4 – DISCRETIONARY*(please tick as appropriate and provide the Evidence required)*

<input type="checkbox"/>	Student Status I am currently receiving or have in the past 6 years received Free School Meals (Ever 6)	Evidence to be provided FSM Entitlement/Award Letter from the school
--------------------------	---	--

<input type="checkbox"/>	Student Status I am eligible for FSM because my parents/guardians receive one of the following benefits: <ul style="list-style-type: none"> • Income Support • Income based Job Seekers Allowance or Employment & Support Allowance • Support under part VI of the Immigration and Asylum Act 1999 • The Guarantee element of state pension credit • Child Tax Credit (but not entitled to working tax credit) with an annual income below £16190 per annum • Working Tax Credit Run-On • Universal Credit with household income below £7400 per year (after tax and excluding benefits) 	Evidence to be provided Benefits paperwork dated within the past 8 weeks e.g. Entitlement/Award letter
--------------------------	---	--

<input type="checkbox"/>	Student Status I am the child of a member of Service Personnel (Ever 4)	Evidence to be provided Paperwork to support the employment status of your parent/guardian
--------------------------	---	--

<input type="checkbox"/>	Student Status I am a Young Carer	Evidence to be provided Children's Team to verify student status as a Carer and provide written evidence
--------------------------	---	--

<input type="checkbox"/>	Student Status The family gross household income is below £25,000 (including Universal Credit)	Evidence to be provided Parent/Guardian to complete table below
--------------------------	--	---

Name of Father:	Father's Occupation:
Name of Mother:	Mothers Occupation:
Name of Guardian/Carer:	Guardian/Carer's Occupation:
Number of dependents in the household under the age of 19 and in full time education:	

Details of your family income for the last financial year (6th April 2021 to 5th April 2022). Please complete all boxes stating the income amount or entering 'N/A' if not Applicable

	£
Fathers gross Income from main/self employment	
Fathers gross income from additional / part-time work	
Mothers gross Income from main/self employment	
Mothers gross income from additional / part-time work	
Guardian/Carer's gross Income from main/self employment	
Guardian/Carer's gross income from additional / part-time work	
Child Benefit	
Income Support/Job Seekers Allowance (income based)	
Employment Support Allowance/Job Seekers Allowance (contribution based)	
Working Tax Credit	
Child Tax Credit	
Widows Pension / Widowed Mothers Allowance	
State Pension	
Total of Other Employers Pensions	
Disability Pension / Benefit	
Separation Allowance/Maintenance/Child Support	
Universal Credit	
Any Other Income (please provide details) e.g. Investment/Savings Income	
TOTAL	

SECTION 5 – PURPOSE OF FUNDING

Please state below the individual item details and cost of the required resources you are applying for in the relevant section. If the section is not applicable leave it blank.

Resource/Service	Details	Estimated Cost in £'s
Home to school transport (Please investigate the most economical method)	e.g. annual/termly travel pass	
Books/Revision Guides (Your subject teachers may be able to assist/advise)	e.g. state ISBN reference and title of the book(s) (List on a separate piece of paper if required)	
Equipment	e.g. Laptop / Instruments / Stationary	
Sixth Form Uniform / Dress		
Course related Protective Clothing	e.g. Lab/Art Coat / Sportswear for PE	
School Trip/Visit/Activity (Your subject teachers may be able to assist/advise) *NB – Must be a requirement of your course of study*	e.g. Theatre trip for English to support coursework	
UCAS Fees		
Travel to / from University Open Days		
School Meals (Current allowance of £2.50 per day during term time only)		
Any Other Items NB – Must be eligible under the terms of the 16-19 Bursary Funding		

SECTION 6 – SUPPORTING STATEMENT

Please state below any additional information relating to your financial / family circumstances that you wish to be taken into consideration when your application is being assessed by the panel and how you feel this funding will support you in your studies.

SECTION 7 – PARENT/GUARDIAN DECLARATION (not required for Level One Applications)

Please ensure this section is signed and dated by a parent/guardian otherwise your application may not be assessed

I declare that the information provided on this form is correct and true to the best of my knowledge in every respect, and I undertake to inform the school of any changes in the particulars given concerning my financial circumstances.

If for any reason the student making this application leaves the school before the end of their course of study or fails to comply with the conditions given in the Trusts 16-19 Bursary Funding Statement for which they have been granted an award, I undertake to inform the 6th Form Administrator / School Office immediately.

I understand that if I knowingly provide misleading or false information I may be liable to prosecution.

Name of Parent/Guardian (Block Capitals)

Signature **Date**

SECTION 8 – STUDENT DECLARATION

Please read the declaration carefully before signing

I declare that the information provided on this form is correct and true to the best of my knowledge in every respect, and I undertake to inform the school immediately of any changes in the particulars given concerning my circumstances.

I also undertake to supply any additional information that may be requested to support my application if requested and understand that if I refuse to provide the relevant documents it will not be accepted.

I have read and understood the conditions of the 16-19 Bursary Funding Statement and am aware of the requirements for behaviour, attainment and compliance with the 6th Form Code of Conduct.

I understand that if I knowingly provide misleading or false information I may be liable to prosecution and disciplinary procedures.

Name of student (Block Capitals)

Signature Date

For Office use:

Date Application Received	
Date of Assessment	
Signed by Assessment Panel	
Name:	Signature
Name:	Signature
Name:	Signature
Date Award/Non-Award Letter Sent	