



TOOT HILL

SIXTH FORM COLLEGE

16-19 Bursary Fund Policy 2023-24

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body – Education and Skills Funding Agency (ESFA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The Bursary Scheme for 16 – 18 year olds has been put in place as a partial replacement for Education Maintenance Allowance (EMA).

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/23 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Students who are asylum seekers.
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Students who are lone parents.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/23.
- Students who do not meet the residency qualifications.
- Students who do not fulfil any of the criteria described above.

Residency qualifications

- Please refer to:
[16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2023-to-2024-academic-year)

Proof of income

Proof of evidence will be required to support this application and could include:

- Certified letter from the LA regarding Free School Meals
- certified letter from the DWP.
- P60 (additional evidence will also be required).
- Self-Employment Income evidence.
- Other means tested certification.
- Universal Credit (Income Support)

How will Toot Hill Sixth Form College assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a very limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the College Office as soon as possible, after admission to Toot Hill Sixth Form College, in September. A Bursary Fund Committee will meet to consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- **THERE MUST BE NO UNAUTHORISED ABSENCES DURING THE SCHOOL DAY.**
- **THEY MUST MAINTAIN ACCEPTABLE LEVELS OF BEHAVIOUR AND EFFORT.**

The Bursary Fund Committee

- The Bursary Fund will be reviewed three times per year (September, January and May to consider and review applications).
- The Bursary Fund Committee will be made up of the Achievement Leader KS5, Support KS5 and the Head of College.
- The Head of College will make decisions about applications based upon information about a student's circumstances, well-being, behaviour, progress and attendance.
- **Students and their parents/carers should understand that the available fund is limited.** Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

Financial support for College Students in 2023/24

The following information applies to students aged 16 to 18 on 31st August 2023 taking a fulltime further education course in 2023/24.

We will be operating three levels of bursary funding: High, Medium and Low priority groups.

£1200 Bursary (High priority group)

The government has announced that some students will be entitled to a grant or bursary of £1200* next year. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care.
- You, the Student, are receiving income support.
- You, the Student, are disabled and receiving both Employment Support Allowance and Disability Living Allowance.

Payments will be made over 8 months in line with the academic term.

1. September -£150.00
2. October -£150.00
3. November -£150.00
4. January -£150.00
5. February -£150.00
6. March -£150.00
7. May -£150.00
8. June -£150.00

Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this **£1200 bursary**, please complete the main application form and **appendix 1**.

£800.00 Bursary (Medium priority group)

You could receive this level of funding if:

- You have a gross annual household income of below £20,000.
- OR
- You are in receipt of Free School Meals.
- OR
- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for up to **£800.00 per annum** support, please complete the main application form and **appendix 2** as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources.

Payments will be made over 8 months in line with the academic term.

1. September -£100.00
2. October -£100.00
3. November -£100.00
4. January -£100.00
5. February -£100.00
6. March -£100.00
7. May -£100.00
8. June -£100.00

Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this **£800.00 bursary**, please complete the main application form and **appendix 2**.

£200.00 Bursary (Low priority group)

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000.
- OR
- You have an identifiable financial need and do not fall into high and medium priority groups.

If you think you are eligible for up to **£200 per annum** support, please complete the main application form and **appendix 3** as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources.

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded. Payments may not be made until after 31 December 2019.

- **Payments will be made on an as needed basis after consideration by Toot Hill Bursary Fund Committee.**
- **If you are late with your application – back-dated payments will not be made.**
- **This information is subject to final government decision and the details may change.**