



Ark Putney Academy Sixth Form: 16-19 Bursary Policy

1 Policy Statement

1.1 The 16-19 Bursary Fund is made available from the government through its funding body, the Education and Skills Funding Agency (ESFA), to provide assistance to 16-19 year old students whose access to, or completion of, education is inhibited by financial constraints or barriers.

1.2 This policy outlines the manner in which the 16-19 Bursary Fund will be managed and adheres to the ESFA guidance 16 to 19 bursary fund guide 2020 to 2021 academic year.

2 Funding Outline

2.1 Funding is split broadly in to three categories:

1. Vulnerable Bursary
2. Discretionary Bursary
3. Hardship Bursary ('Exceptional Circumstances' payment)

2.2 A vulnerable bursary of up to £1,200.00 (per academic year) is available for students who meet the following criteria:

- Is a young person in care
- Is a young care leaver (previously in care or foster care)
- Is in receipt of Income Support or Universal Credit in their own right and are financially supporting themselves and anyone who is dependent upon and living with them
- Is in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The vulnerable bursary is payable termly and will only be paid if the student has over 90% attendance.

2.3 The discretionary bursary is for students who need financial help, but do not qualify for a bursary for students in vulnerable groups.

To qualify for the discretionary bursary, your total household income must be less than £25,000.00.

Students with a total household income of less than £20,000.00 per year could receive up to £750.00 per year.

Students with a total household income between £20,000.01 and £24,999.99 per year could receive up to £350.00 per year.

The discretionary bursary is payable termly, and will only be paid if the student has over 90% attendance.



Examples of acceptable supporting evidence for the Discretionary Fund are:

- A full T602E Tax Credit Award Notice (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- 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 2017). The income will be shown as Total for the Year.
- Payslips from the previous 3 months.
- Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for selfemployed people. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards, etc.

The Discretionary Bursary is to be used for activities such as:

- Support to meet costs of materials and textbooks that are a requirement of courses.
- Support to meet the cost of travel to Sixth Form.
- One-off payments to eligible students to cover the cost of specific items or attendance at educational events such as field trips and conferences.
- Help with travel costs to attend university open days and interviews

2.4 A hardship bursary ('exceptional circumstances' payment) is available to support students in financial hardship with one-off payments throughout their time in the sixth form.

The maximum hardship bursary claim per student is £200 during a 2-year course.

The hardship bursary is to be used for activities such as:

- One-off payments to eligible students to cover the cost of specific items or attendance at educational events, such as field trips and conferences.
- Help with travel costs to attend university open days and interviews

All students are eligible to apply for a hardship bursary of any amount up to £200, regardless of household income, and all applications will be scrutinized on their merit. Applications should be made using the online bursary application form, found on the school website.



3 Eligibility

3.1 Age

3.1.a Students must meet the age and residency criteria which follow to be eligible for help from the bursary fund.

3.1.b A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year.

3.1.c Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

3.1.d These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and the Academy considers they need the support to continue their participation.

3.1.e Students aged 19 or over are not eligible for bursaries for vulnerable groups.

3.1.f The Academy will only pay bursaries to students aged 16 or over. However, in exceptional circumstances institutions may use their discretion to pay bursaries to younger students, for example, where a student is following an accelerated study programme.

3.1.g Students aged under 19 enrolled on higher education qualifications are not eligible for support.

3.2 Eligible Education Provision

3.2a Students must be participating in provision that is subject to inspection by a public body that assures quality (for example Ofsted). The provision must also be either:

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

3.3 Residency - Students must meet the residency criteria in ESFA funding regulations for post-16 provision. In line with these regulations the trust may be required to request evidence to support this.



4 Application and Payment Process

4.1 Students should apply for a bursary by Friday 24th September 2021 using the online application form on the school website.

4.2 Applications may be received after this date but in this case, payments may be delayed if the September deadline is missed. Students must apply for funds for specific educational purposes and state these at the time of application on the application form.

4.3 All applications must be submitted to the member of staff responsible for the 16-19 bursary who will then submit to the Finance Department if eligibility criteria are met.

4.4 Students will be informed in writing of the decision by email. If unsuccessful, the student will be provided with an explanation of why their bursary application has been refused.

4.5 In the case of a refused application, the student has the right to appeal this decision in writing through the Principal, Alison Downey.

4.6 The student can then use this money to support their continued education by putting it towards the cost of petrol, transport, trips, uniform, work materials etc.

4.7 Bursary payments are transferred directly into student's bank accounts. Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account. Payments may be made to a joint account, as long as the student is one of the account holders.

4.8 Bursaries may also be paid 'in kind'. Such items will be provided to the named individual by the Academy. In the case of books or equipment we ask they be returned at the end of the course.

4.9 In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.