



16 to 19 Bursary Policy –Guide for Students

The 16 to 19 Bursary Fund provides financial support to help students to overcome specific barriers to participation so that they can remain in education and training. The bursary is not intended to support extra-curricular activities that are not essential to the students' study programme.

There are 2 types of bursary:

Vulnerable Group Bursary (upto a max of £1200)

Vulnerable groups are defined as students who are:

- In care
- Care leavers
- Receiving 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
- Receiving 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

Evidence to support this application can include:

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- for students in receipt of Income Support or Universal Credit (UC), a copy of their Income Support or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates and utility bills
- for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided

(UC claimants can print off details of their award from their online account)

You may meet the eligibility criteria for a vulnerable group bursary but if financial needs are already met or you have no eligible costs then it is unlikely that you will be awarded a bursary.

Discretionary Bursary (£ - depends upon need, usually up to a max £750 but depends upon funding allocated to school)

Subject to the availability of funds and meeting criteria, a discretionary bursary maybe available for students who need financial help to overcome specific financial barriers to participation but who do not qualify for a vulnerable group bursary.

Uses could include:

- towards the cost of some or all travel to and from school
- towards the cost of food in school
- to buy essential books, equipment, specialist clothing related to the programme of study

- travel to university open days
- unforeseen expenses to enable access to course materials or fund/part fund course activities.

All awards are made dependent upon individual circumstances and actual financial need. They will vary depending upon household income, the distance travelled to school and mode of transport as well as the requirements of a specific programme of study.

To be eligible for a discretionary bursary you need to be:

- Living in a household that is in receipt of means tested benefit e.g. Universal Credit (See Appendix 2), Jobseeker's Allowance, Employment & Support Allowance, Income Support, Pension Credit, Housing Benefit or Council Tax Benefit
- In receipt of free school meals (Y11 and/or Y12)
- Living in a household where the gross annual income is:
 - Less than £25,000 per annum for families in receipt of Child Benefit for one child
 - Less than £26,500 per annum for families in receipt of Child Benefit for more than one child
 - Less than £28,000 per annum for families in receipt of Child Benefit for two or more children attending SRMS

For more information on taxable income go to www.gov.uk/income-tax/taxfree-and-taxablestate-benefits

Priority will be given to applications from households in receipt of means tested benefits or students who were on free school meals in Y11 and/or Y12.

Evidence, which must be from the last 3 calendar months can include:

- Paperwork relating to means tested benefits eg a copy of Universal Credit statement that details the benefit
- A bank statement clearly showing receipt of a means tested benefit
- Details of family income from which illustrate the annual income
- Notice of child benefit

Awarding of a bursary

All bursary awards will be determined by the panel after consideration of:

- a copy of the student's individual assessment of actual financial need (as detailed in their application)
- evidence of this financial need
- the nature of the request.

It may be paid:

- in full or instalments
- in cash, by cheque or through a bank account
- as items e.g. a travel pass, free meals, books or equipment

NB:

- Where items are purchased for a student using a bursary award the award may be on the condition that the item is returned to the school when the student leaves
- Where possible students should retain receipts for the items that they purchase
- All awards will be made direct to the student concerned, not to their parents or carers.

Where the award is received in instalments, to continue to receive the bursary the student must:

- have no unauthorised and unexplained absences from lessons
- abide by the expectations set out in the Student Learning Agreement

Application Process

Students should complete the school 16 to 19 Bursary Fund Application Form electronically and submit it to Info@srms.kent.sch.uk along with copies of their evidence of financial need. The application should explain:

- which type of bursary is being applied for
- why they think they are eligible
- what the bursary is required for
- how much each requested element is anticipated to cost

The application should also contain

- evidence of eligibility (as detailed under the bursary headings)
- details of the student bank account (sort code/account number/bank & branch name)

Applications for bursaries may be submitted at any time. However, the Student Grant Panel (Deputy Head teacher or Assistant Headteacher, School Business Manager and Student Grant Governor) will convene (if necessary) to consider applications 3 times per year (9 November, end of January and end of March). In the rare event of receiving an emergency application (likely to be under the category of Discretionary Bursary) the panel may consider an application outside of this time.

To maintain eligibility for a bursary across the academic year a student must:

- **have no unauthorised and unexplained absences from lessons**
- **abide by the expectations set out in the Student Learning Agreement**

If these conditions are not met then the bursary may be withdrawn or repayment/partial repayment expected.