



16 – 19 Bursary Fund Policy: KNGS and Sixth Form

Reviewed:	September 2024
Review Date:	September 2027
Cycle:	Every 3 years
Author:	SLE
Committee:	Resources

PURPOSE

The Bursary Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post 16. There are two types of 16-19 Bursaries:

VULNERABLE BURSARY:

A bursary of up to £1,200 a year for young people in one of the defined vulnerable groups:

If you are in one of the groups below, you can apply for a vulnerable bursary:

- in care
- care leaver
- getting Income Support or Universal Credit in place of Income Support in your own name
- getting Employment Support Allowance (or Universal Credit in place of ESA) and Disability Living Allowance or Personal Independence Payments in your own name

DISCRETIONARY BURSARY:

Kings Norton Sixth Form will then award bursaries to students who face genuine financial barriers to participation in education to help with costs such as transport, meals, books and equipment. The level of support which the Sixth Form can offer is dependent on the total funding received from the EFA (Education Funding Agency) and the numbers of applications it receives. The level of support offered may vary during the academic year and is dependent on the amount of funds available. On the basis of the current School's ESFA funding allocation we will apply a family earnings threshold of £30,000 per annum. Students will need to complete an application form and supply evidence of need or eligibility as appropriate before assistance is provided. Evidence of eligibility can include:

Free School Meals	Certified letter from your local authority confirming receipt
Income Support	Letter confirming benefit from previous tax year
Universal Credit	Letter confirming benefit from previous tax year
Employment Support Allowance (ESA)	Letter confirming benefit from previous tax year
Jobseeker's Allowance	Letter confirming benefit from previous tax year
Pension Credit (Guarantee credit)	Letter confirming benefit from previous tax year



Child/Working Tax Credit + annual income under £21,000	ALL pages of previous tax year Tax Credit Award (TC602)
Other benefit/s (not included above)	Letter confirming benefit from previous tax year

Applications can be made through the academic year and with supporting evidence also provided annually. Applications and evidence will be reviewed by the Head of Sixth Form and the Senior Leadership Link.

Any regular payments will be made via a BACS payment, with additional funds being available in exceptional circumstances (such as to help pay for a residential trip). The payments must be made directly into an account bearing the student's name, not a parent or carer. Assistance may be withheld if the student does not comply with the expectations on, behaviour, effort or attendance. The payment is to cover basic costs associated with education (books, stationary, trips and clothing). Additional payments in-kind include travel vouchers, clothing vouchers and free meals. All eligible students receive free meals, whilst travel vouchers are awarded according to need. All eligible students will also be offered a lap-top loan for the duration of their courses.

Awards will fall into three categories of need, dependent upon household income and any other relevant circumstances that indicate need. Household income will be assessed as part of the application form, with relevant supporting evidence being required. The awards relating to each category will be reviewed and set on an annual basis. Awards will ensure basic costs can be met whilst also retaining a sufficient contingency to support with one-off or additional costs.

High Priority (Category 1)	Household income below £10,000
Medium Priority (Category 2)	Household income between £10,000 and £20,000
Lower Priority (Category 3)	Household income between £20,000 and £30,000

ADDITIONAL HELP

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. For example, if a student faces genuine financial barriers to staying on in education (at the discretion of the Sixth Form) such as a young carer who is providing care to a sick or disabled relative.