

Internal Use Only

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| Name: - | |
| Form: - | |
| Date Received: - | |
| Income Bracket: | |
| FSM Yes/No | |
| Bus Pass Yes/No | |



IMPORTANT INFORMATION

By completing this application, you acknowledge that you have read and understand the Bursary Policy Important Information and accept that the 2nd Bursary instalment, is conditional on the criteria as set out in this application form.

16 -19 Bursary Fund Policy and Application Form 2024/2025

**APPLICATION DEADLINE: Applications must be submitted by
Friday 11th October 2024**



SWANSHURST SCHOOL 16-19 BURSARY POLICY

2024/2025

| | | | |
|-----------------------------|----------------|--------------------------|---------------------------|
| Implementation date: | | September 2013 | |
| Last review date: | | September 2024 | |
| Next Review date: | | September 2025 | |
| Date | Version | Reason for change | Source |
| 20/08/24 | V1 | Updated version | S Rose (Business Manager) |

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This policy is based on the DfE guidance '16-19 bursary fund guide 2023-24'

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

1. What is the 16-19 Bursary Fund?

The Education and Skill Funding Agency (ESFA) provides a Bursary Fund to give financial support to help students overcome specific barriers to participation so that they can remain in education. There are 2 types of bursary:

- a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups. AND
- A discretionary bursary which is awarded to meet individual needs, for example, help with the cost of transport, books and education equipment.

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

To be eligible for either type of bursary students must meet the following criteria-

- Be aged over 16 and under 19 years of age at 31/8/2024 (students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16-18 or have an Education, Health and Care Plan)
- Meet the residency criteria in the ESFA 2024 to 2025 academic year funding regulations for post-16 provision
- If you are a young offender serving a non-custodial sentence, you have been released early from a custodial sentence (except on a temporary licence) or have been remanded to a non-secure institution
- Non-employed students aged 16-19 while participating in a Prince's Trust Team Programme
- Study at a publicly funded school or college or be on an unpaid training course.

To be eligible for a vulnerable bursary, students must be aged over 16 and under 19 years of age at 31/8/2024, be participating on a study programme that lasts for 30 weeks or more (grants will be paid pro-rata for any study programmes less than 30 weeks) and be in one of the defined vulnerable groups: -

- In or have recently left local authority care
- In receipt of Income Support or Universal Credit because you are financially supporting yourself
- In receipt of Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- In receipt of Personal Independence Payments (PIP) in your name and either Employment and Support Allowance (ESA) or Universal Credit.

Students must be facing financial barriers to participation and need help to stay in education.

2.1 Who is not eligible for 16-19 Bursary Funding?

- Students who do not meet the residency qualifications
- Asylum seekers
- Students on apprenticeship programmes or any waged training
- Young offenders who are serving a custodial sentence, have been released from a custodial sentence on temporary licence or have been remanded to a secure institution.

3. How does Swanshurst School assess applications and allocate 16-19 Bursary Funding for Discretionary Bursaries?

In accordance with the criteria issued by the ESFA, we have to set eligibility criteria to ensure funding reaches those students who are in most need of financial support and this funding **MUST** be based on actual financial need. We have to document the assessment we complete and retain the evidence obtained to support the amount awarded.

As the discretionary bursary is targeted at those students who need most financial support, we have to use household income to establish the amount of support we award to each student. The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation as follows: -

Discretionary Grants will be considered for all eligible students who fall into the following category: -

- Have a gross annual household income of below £30,000 (**Priority will be given to students who have completed a free school meals eligibility form and are confirmed as eligible to claim free meals**). Grants will be awarded to students within household income bands below this maximum financial limit in order to reach those most in need.

Eligible students in this group, if they apply to the 16–19 Bursary Fund by **Friday 11th October 2024**, may be considered for an annual bursary towards:

- The cost of bus travel (**PLEASE NOTE – if a bus pass/passes have already been purchased, these must be shown when the bursary application form is submitted. Alternatively, if a bus pass has not already been purchased, then bus tickets must be retained and attached to the bursary application form to demonstrate the daily use of public transport to travel to/from school before a grant towards a bus pass is awarded**).
- Essential course books and equipment
- Educational visits
- Support towards the cost of exam re-sit fees if aged 19 or under on 31/08/2024
- Support towards the cost of attending university interviews or open days.

To apply for a Discretionary Bursary, we will need to see evidence of family household income. Examples of the evidence which may be required are:

- A letter from the Department of Work and Pensions showing receipt of benefits
- Pay slip – (most current)
- A P60 (for the 2024/2025 tax year)
- A Tax Credit Award Notice (all pages from the 2024/2025 award)

- Income Support Statement
- Universal Credit Award notice – 3 most recent monthly award statements
- Evidence of family's annual income from self-employment (i.e. pay slip – most current or accounts for 2024/2025).

4. What criteria do students need to meet for continued payment of all 16-19 Bursaries?

Student's performance will be monitored and reviewed on a termly basis. Payment in the Spring Term will be based on the criteria outlined below: -

Vulnerable Bursary – students will receive the payment as long as they continue to attend Swanshurst School and are registered on a full programme of study. Therefore, students will need to meet the basic expectations of all sixth form students as outlined in the Code of Conduct.

Discretionary Bursary – students will receive the first instalment of the Bursary after applications have been processed. **However, to receive the second instalment students must:**

- Have an attendance rate of a minimum of 95% (unless pastoral team know of mitigating reasons)
- Be punctual to all lessons and registration
- Attend all assemblies and enrichment sessions
- Complete a leave of absence in advance for any time you need to take off
- Meet expectations of all sixth form students as outlined in the Code of Conduct
- Make satisfactory progress against your targets and attend all examinations.

5. How do students apply for the Swanshurst School Bursary Fund?

Students are encouraged to apply as soon as possible after registration in September. Application forms can be collected from the Head of Year and the deadline for submitting applications at the Finance Hatch is **Friday 11th October 2024 at the very latest**. Applications received after that date, or any incomplete applications, **will not be considered. To receive a Bursary, students MUST have a bank account in their own name. If any students do not have a bank account, assistance will be given to open one.**

Application forms will not be considered unless they are fully complete, including bank account details and residency details and are supported by all financial evidence to prove household income i.e. if providing tax benefits statements ALL pages must be submitted as evidence. We will photocopy original documents and return them if this is a problem.

Each application will be reviewed by the Bursary Fund Application Panel. The value of any Vulnerable Bursary will be up to £1,200 or pro rata dependent upon the number of weeks of study. The final value of any Discretionary Bursary will be dependent on the total number of bursary applications received (with priority given to applications from students who are eligible to claim free school meals).

All bursary payments will be made by cheque with the first payment (50%) made in the second half of the autumn term and the second payment (50%) made in the second half of the spring term. The second instalment made in the Spring Term will only be awarded if the student has met all requirements within the Code of Conduct and, in particular, the requirements in respect of minimum attendance.

The Bursary Fund Application Panel will consist of the Assistant Head Teacher, Head of Sixth Form, and the Business Manager.

6. What is the Swanshurst School 16-19 Bursary Fund appeals procedure?

If a student wishes to appeal against the allocation of the 16-19 Bursary Fund, the reasons for the appeal need to be put in writing, along with any documentary evidence, and sent to Mr Dunn, Head Teacher.

The Appeals Panel will consist of the Head Teacher, a member of the Governing Body Finance & Staffing Committee, and SENCO to provide a link for the ECM team.

Each appeal will be reviewed on an individual basis against the published criteria for eligibility.

CONFIDENTIAL

16 – 19 BURSARY FUND 2024/2025

This form should be completed using the accompanying Guidance Notes

If you need any help, please ask your Head of Year

APPLICATION DEADLINE: Applications must be submitted by

Friday 11th October 2024

Part 1 – Student Details (all students to complete)

Your Name: _____

Your Date of Birth: _____ Age (at 31.08.24): _____

Your Address: _____

_____ Post Code: _____

E-mail Address: _____

Home Tel. No.: _____ Mobile Tel. No.: _____

Have you been resident in the UK or EU/EEA for the last 3 years? (If no, please complete attached Residency Form) YES/NO

Part 2 – Course Details (all students to complete)

Full Name of Course _____
(if AS / A2 please list subjects)

Are you in your: 1st Year 2nd Year 3rd Year

Part 3 – Eligibility for a Vulnerable Bursary (£1,200)

You will only be entitled to receive a bursary of up to £1,200 per year if you are in any of the categories described below. Please put a cross against any that apply and submit the required evidence.

| X | Category | Evidence Needed |
|---|--|---|
| | I am in care / a care leaver | Letter from your key worker or local authority |
| | I am in receipt of Income Support or Universal Credit in my own name | Letter/Award Statement confirming benefit dated after April 2024 |
| | I am in receipt of Employment and Support Allowance (ESA) or Universal Credit and either Disability Living Allowance (DLA) or Universal Credit or Personal Independence Payment (PIP) in my own name | Award notice confirming benefits dated after April 2024. Universal Credit – 3 most recent monthly award statements. |

If you have ticked any of the above categories you do not need to complete part 4 or 5 and can proceed straight to Part 6 (declaration).

Part 4 – Eligibility for a Discretionary Bursary: Income / Benefit Details

This section should be completed by the parent(s) /guardian(s) you live with.

Applications cannot be processed without proof of benefit / income.

Parent / Guardian Name: _____

Please indicate whether MARRIED / SEPARATED / DIVORCED / WIDOWED / SINGLE / CO-HABITING

National Insurance Number _____

Address (if different from that shown overleaf) _____

_____ Post Code _____

How many other dependent children are there in your household? _____

Are you eligible for free school meals (YES / NO)? _____

Have you made an application for free school meals (YES / NO)? _____

Please mark with an "X" ALL benefits you and / or your partner receive

| Type of Benefit | X | Evidence Required |
|--------------------------------------|---|---|
| Free School Meals | | Certified letter from your Local Authority confirming receipt |
| Income Support | | Award letter confirming benefit from April 2024 |
| Universal Credit | | 3 most recent monthly award statements. |
| Employment Support Allowance (ESA) | | Award letter confirming benefit from April 2024 |
| Jobseeker's Allowance | | Award letter confirming benefit from April 2024 |
| Pension Credit (Guarantee Credit) | | Award letter confirming benefit from April 2024 |
| Child / Working Tax Credit Statement | | ALL pages of 2024/2025 Tax Credit Award (TC602) |
| Other benefit(s) not shown above | | Letter confirming benefit from April 2024 |

| Employment / Self Employment | Adult 1 | Adult 2 |
|--|----------|----------|
| Are you and / or your partner working? | YES / NO | YES / NO |
| Is your daughter/son working? | YES/NO | |
| Please state Gross Annual Income | £ | £ |

You MUST attach a copy of ALL pages of the Tax Credit Award (2024/2025) or P60 (2024/2025) or Self-Assessment Tax Calculation (2024/2025) for each adult in the household.

Financial Assessment – Income

To be completed by the person(s) responsible for the household bills

| Family income per annum – please tick the appropriate box | | |
|---|---------------------------|---------------------------|
| Less than £10,000 | Between £10,001 - £20,000 | Between £20,001 - £30,000 |

| | |
|---|--|
| X | Part 5 – What do you need assistance with? - Please mark with an “X” in the box next to all sections / items for which assistance is required |
| | BUS PASS – (16-18 PHOTOCARD) – Please refer to Section 3 – proof of purchase must be provided |
| | DBS (Disclosure and Barring Service) |
| | Expenses for University Open Days |
| | Stationery |
| | Course Books |
| | IT Equipment |
| | Other (Please Specify) _____ |

Part 6 – What benefit will the financial assistance have on your studies at Swanshurst?
Please give a short statement to support your application

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Part 7 – Student Bank/Building Society Account Details
This section should be completed by the student and proof of bank accounts details will be required e.g. bank card, letter from bank, bank statement etc.

| | |
|---|----------------------|
| Bank/Building Society Name | <input type="text"/> |
| Address of Bank/Building Society | <input type="text"/> |
| Name on Account | <input type="text"/> |
| Sort Code | <input type="text"/> |
| Account Number | <input type="text"/> |

We must protect the public funds we handle and we may use the information you have provided in this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.

Part 8 – Declaration (all students to sign)

- I declare that the information I have given is accurate and correct to the best of my knowledge
- All income / benefit sources are shown and documents requested are enclosed
- I understand that any assistance is subject to maintaining satisfactory levels of attendance, behaviour and progress / attainment
- I will inform my Head of Year immediately if the details I have given on this form change
- I have a personal bank account
- I understand that all or part of any payment may be repayable if I withdraw from my course for whatever reason during this academic year and that I must re-apply next year. There is no guarantee that I will receive funding future years even if I am eligible in the current year
- I give my consent to Swanshurst School recording and processing the information recorded on this form (see additional note about Data Protection below).

Student signature _____ Date _____

Parent / Guardian signature _____ Date _____

Returning your application

Applications should be returned to the **Finance Office (between the hours of 13.10pm and 13.50pm only) by Friday 11th October 2024**. If you need help completing your application form or need advice from the Finance Team, please email us on payment.queries@swanshurst.org and arrangements will be made for you to speak to a member of staff who will offer support.

ONLY APPLICATIONS WITH ALL REQUIRED SUPPORTING DOCUMENTATION (SEE BELOW) WILL BE CONSIDERED: -

- **Application Form**
- **ALL pages of evidence to support household income**
- **Bank Card/Proof of Bank Account in Student's name**
- **Bus Passes/tickets if seeking reimbursement of cost incurred**
- **16-18 Photocard**
- **Passport if not living in EU/EEA for the last 3 years**

General Data Protection Regulations (GDPR)

(Further details are available in the School's GDPR Policy)

The information on this form is required by Swanshurst School to assess your eligibility for financial support with your studies. The information will be processed solely for this purpose. It will be treated as confidential but may be passed to Government funding agencies. Your application will be retained by the School for six years.