



## **Aylesford School & Sixth Form College 16-19 Bursary Fund Policy**

### **What is the 16-19 Bursary Fund?**

The 16 to 19 Bursary fund is a scheme made available from the government through the Department for Education for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

There are two types of 16 to 19 bursaries:

1. Vulnerable bursaries of up to £1,200 a year for young people in one of the defined vulnerable groups
2. Discretionary bursaries that institutions award to meet individual needs (discretionary bursaries are targeted on students who cannot stay in education without financial help for things like transport, meals, books and equipment)

### **Who is eligible to apply for Vulnerable Bursary Funding?**

**Students following government (EFSA) funded courses which last for more than 30 weeks, who are:**

- Young people in care, including unaccompanied asylum-seeking children, unless in local authority care and students costs are covered
- Young care leavers
- Young people getting Income Support or the equivalent Universal Credit (UC) in their own right
- Young people getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right

### **Who is eligible to apply for Discretionary Bursary Funding?**

- 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.
- Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents

### **Who is not eligible for 16-19 Bursary Funding?**

- Students under 16 years of age or over 19 years of age at the time of their application.
- Students who have a family income of more than £30,000

### **How and when do applications need to be made to the Vulnerable Bursary Fund?**

Applications may be made at any time and a claim form can be obtained via the School Finance Manager in the Finance Office. However, students are advised to apply as early as possible in the school Academic Year as only **limited funding is available each year**. As such, please also be aware that the **bursary funds allocated each year may change**.

The completed form together with documentary evidence of entitlement should be provided to the School Finance Manager who will process the application and agree an appropriate schedule of payment which may include the value of in-kind payments such as essential equipment and trips.

### **How and when do applications need to be made to the Discretionary Bursary Fund?**

The School will allocate the discretionary funding available to applicants who apply as follows:

End of September annually - Initial deadline for receipt of applications for funding

October half term annually – Notification of initial bursary allocations

Application forms are available via either the 6<sup>th</sup> Form Office or Finance Office.

Further applications may be made at any time after this date but will be subject to funding availability.

### **Who will consider applications?**

The Finance Manager will process all applications and if necessary interviews will be held with applicants to review individual circumstances. This interview may also be attended by the head of 6<sup>th</sup> form if you wish.

### **How does the School assess applications and allocate Discretionary 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the School will prioritise allocations. There will be 2 priority groups, categorised as medium and low.

#### **Medium priority group**

Students who fall into any the following category:

- Have a gross annual household income of below £20,000.

Eligible students in this group may be eligible for:

- A termly bursary towards the cost of transport, essential course equipment, school events and trips, materials, etc.
- Financial support towards UCAS registration and travel costs to attend university visits

### **Low priority group**

- Have a gross annual household income of between £20,000 and £30,000

Those in the low priority group will be considered for funding as above based on the School allocation and subject to available funding after those in the medium priority groups have been awarded.

### **Withdrawal of funding**

Students in receipt of a bursary should notify the School Finance Manager in the event that their circumstances of eligibility change.

The school also reserves the right to withdraw funding in the event of unsatisfactory attendance, behaviour and progress.

### **Appeal process**

In the event of a disagreement regarding the application or allocation process, complaints should be made in writing following the school's normal complaints procedure.

**Please note:** If cash bursaries have been issued then receipts **MUST** be provided for all purchases made and payment will only be made for appropriate purchases.

### **Applying**

When applying, it would help if you could make us aware of how we can help you. What is it you would like help with? This could be course books, art or other equipment, travel, meals etc. A costed spreadsheet or word document would be particularly helpful in considering your application.