



NATIONAL  
CHURCH OF ENGLAND  
ACADEMY

## 16-19 Bursary Policy

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<b>Associated documents:</b>			
National Bursary Application Form			
<b>Links to:</b>			

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## General Bursary Information

### Introduction

This policy aims to provide information and guidance for 16-19 year old students applying for a bursary at National C of E Academy. It details who is eligible for the 16 – 19 Bursary Fund, what support may be available, how to apply and how the payments will be made. Please read the information in this policy carefully before filling in the application form. This policy applies to National Church of England 6<sup>th</sup> form students who are based at Hucknall Sixth Form Centre.

### How this policy reflects our Christian vision ‘Life in all its fullness’ John 10:10

A key priority for the government is to close the gap in attainment between those from poorer and more affluent backgrounds and to ensure every young person benefits from a place in 16 – 19 education and training.

### Who is eligible for 16-19 bursary funding?

- Students studying at a publicly funded school or college, or be on an unpaid training course
- Students who are at least 16 years and under 19 years of age on 31/08/2023
  - Students who meet the residency requirements
- Students who satisfy the financial criteria outlined on the following pages. Supporting evidence will be required for each application to show the criteria has been met.

### What can the bursary allowance be used for?

If your application is approved and you receive an allowance from the bursary funding, the balance can be used for the following:

<b>PURCHASE TYPE</b>	<b>CRITERIA</b>
Books & Equipment for school	Must be related to your school studies
Educational school trips	Only applicable for trips arranged by the school
Clothing for school	Must conform to the Post-16 dress guidelines and be purchased in time to wear during the school year.
IT Equipment	Only by prior agreement
Food during the school day	Food & drink purchased from the school canteen
University Interviews	Only by prior agreement
Transport to/from school	By public transport
Subject specific expenses	Only by prior agreement
UCAS Applications	Only by prior agreement

The 16-19 Bursary Fund is a limited fund and therefore we will prioritise allocation.

## **Management of the Bursary Fund**

All students are able to apply for the bursary funding and each application is assessed on an individual basis in line with the criteria outlined on the following pages. If eligible, students will have access to a bursary allowance to use for their educational needs. This allowance will be dependent upon the total funding the school receives and the number of applications approved.

The allowance is split into three equal balances, one for each term of the academic year. This ensures that the funding is sufficient to meet educational needs for the entire year. In order to access the funding, students have to complete a claim form. Claim forms can also be obtained from HSFC Reception.

Wherever possible, we will aim to pay bursaries in-kind rather than cash. Where this is not possible, we will provide students with the money in advance of the purchase being made, to avoid undue financial pressure. The claim form will involve specifying the amount being claimed and the details regarding how the money will be spent. If the claim is approved, a payment will be made directly to the student for the balance.

**It is essential that students submit receipts for each purchase from the bursary allowance. The school require this for audit purposes and failure to do this will result in no further payments being made.**

## **Bursary Options Available**

The level of support which the school can offer is dependent on the total funding received and the number of applications it receives. The level of funding may vary during the academic year. The ESFA recommends that we should be clear in our bursary fund application form that there is a possibility of no award or a limited award. This ensures all parties understand that meeting the criteria for a bursary does not automatically mean funding will be given. There are two bursaries available and these are as follows:

### **Bursary for students in vulnerable groups**

The bursary for students in vulnerable groups can pay up to £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more and only if they need that amount of support. Students will only receive an amount dependent on the specific financial needs they have and the financial support that they actually need to participate in their course. This might include money for books, equipment or travel costs to school. The school will not automatically award students the full amount. Students on study programmes of less than 30 weeks or studying less hours could make claims for a pro-rata amount.

You could get up to £1,200 if at least one of the following applies:

1. You are in or recently left local authority care.
2. You get Income Support or Universal Credit because you're financially supporting yourself.
3. You get disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit.
4. You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

## **Discretionary Bursary**

The school may also use their discretion to make awards to young people in ways that best fit the needs and circumstances of the students. The school will give priority to young people facing financial barriers to Post 16 study, such as the cost of travel, to buy essential books, equipment, or specialist clothing (such as protective overalls for example). We welcome applications from:

- Students living in a home where there is a gross annual household income of less than £31,500 are encouraged to apply (proof of income must accompany the application e.g. P60 or wage slip/s which states the annual household income, see application form for list of evidence required).
- Students eligible for free school meals.
- Students with an Education, Health and Care Plan (EHCP)

The amount of money available to each eligible student will depend on their individual circumstances and their actual financial need. This is a limited fund and we will prioritise allocation. As a guide:

- those with household incomes of less than £21,000 will be high priority;
- those with household incomes of less than £25,000 will be medium priority;
- those with household incomes of less than £31,500 will be low priority

## **Application Process**

If this is something you feel you may be eligible for, please complete the following application form for assessment. You will receive a letter notifying you of the outcome of the application. Please note that all bursary applications are confidential. Copies of the supporting evidence will be held with the application form, but originals will be returned for your records. If you would like any further information, please contact the School Finance Office or email [finance@nationalacademy.org.uk](mailto:finance@nationalacademy.org.uk)

## **Fraudulent Claims**

We must protect funds from the possibility of fraudulent claims. We ask for detailed information and may invite applicants for interview so we can distribute funds fairly. If your claim is considered fraudulent during our spot checks or auditing processes, we will request that the money awarded to you is repaid in full. If you fail to repay your award, we may take court action.

## **Appeals and Complaints**

Any student or parent who is unhappy with how their application for bursary funding has been managed should follow the concerns and complaints policy which is available on our website.