Barton Peveril Sixth Form College

16-19 BURSARY POLICY

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1. Purpose

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers so they can remain in education. In line with Government policy, responsibility for the administration and distribution of the 16-19 Bursary Fund is devolved to the College. This policy will cover how the 16-19 Bursary Fund will be allocated. This will include the eligibility criteria and how the funding will be used and allocated to each eligible student.

2. Scope

Barton Peveril will ensure that individual students are assessed to determine actual financial needs in addition to eligibility when awarding the bursary. All decisions regarding how much bursary a student should receive must be reviewed on an individual basis. Blanket and/or fixed rate payments must not be issued.

The guidance in this document follows Government guidelines and aims to be fair and transparent in its application. There are three types of 16-19 bursaries available:

Level 1 – for defined vulnerable groups of up to £1,200 value per year

Level 2 – Student Support Fund for students who require transport and resources to allow them to stay in education

Level 3 - The College Discretionary Bursary

3. Definitions and Terminology

- **16-19 Bursary Fund**: Financial support provided by the government to help eligible students overcome barriers to remaining in education.
- **ESFA** (Education and Skills Funding Agency): The government agency that allocates bursary funding to the College and provides guidance.
- **Bursary Committee**: A group responsible for overseeing bursary administration.
- **Study Programme**: The educational courses or set of qualifications a student is enrolled in at the College.
- **Financial Need:** An assessment of a student's individual circumstances to determine their requirement for financial support to remain in education.

4. Roles and Responsibilities

Vice Principal Student and Progress

- Overall oversight and strategic direction
- Final decision-making authority
- Policy review and updates
- External liaison: Act as a primary point of contact for ESFA and other auditors regarding bursary compliance.

Director of Students and Progress

- Policy implementation and adherence
- Committee leadership: Chair Bursary Committee meetings and guide decision-making processes.

Student Services Manager

- Application processing, assessment and evidence verification
- Budget management: Monitor the bursary fund allocation and expenditure
- Staff training: Train Student Services team on bursary policy and application procedures.

Student Services Officer

- Initial point of contact for students
- Application support and gathering of evidence.
- Data entry and processing
- Information dissemination; answering student queries.

Bursary Committee

All staff listed above comprise the Bursary Committee; they are responsible for overseeing the administration and distribution of the 16-19 Bursary Fund. This includes final decision-making on applications, policy review and updates, ensuring consistent and fair application of the policy, managing appeals, and monitoring the fund's allocation and expenditure.

5. The Policy: Eligibility

To be eligible to receive a bursary the student must be aged over 16 but under 19 on 31st August 2025 for support in the 2025-2026 academic year. Students must also satisfy ESFA residency criteria (full details available on request). Applications are welcome to be submitted throughout the academic year if family circumstances change.

Level 1 – Vulnerable Bursary

The defined vulnerable groups are students who are:

• in care

• care leavers

• receiving Universal Credit in their own name

• receiving Disability Living Allowance or Personal Independence Payments in their own name as well as Employment Support Allowance or Universal Credit in their own name.

Level 2 – Student Support Fund

Students who have an identifiable financial need. As a guide, we will consider applications from families with total household income, including all benefits, of up to £37,500 per annum. The College will also provide short-term free college meals for students who are unable to provide immediate eligibility evidence.

Level 3 - College Discretionary Bursary

This bursary is not means-tested and is proposed by a Student Progress Adviser based on demonstrated need.

6. What students will receive

Level 1 - Vulnerable Group Bursary Support of up to £1,200 per annum.
Level 2 - Student Support Fund (SSF) of up to £1,000.
Level 3 - College Discretionary Bursary of up to £500.

Support above these limits may be awarded in exceptional circumstances and is at the discretion of the Bursary Committee.

As per the Government guidance, receipt of Bursary funding does not affect receipt of other means tested benefits paid to families. The 16-19 Bursary Fund provides financial support to help students overcome specific barriers so they can remain in education. Examples include:

- a bus/train pass so the student can attend College;
- a laptop so the student can complete their College work;
- an equipment pack for each of the courses such as art materials, stationery, textbooks, revision guides;
- payment for a College trip (see Section 8).

These items will either be purchased on the students' behalf or they will be reimbursed or partially reimbursed following production of receipts/proof of payment. No cash payments will be made.

The 16-19 Bursary Fund cannot be used to provide learning support (e.g. tutoring, mentoring, counselling), extra-curricular activities which are not essential to a student's studies and general living costs. The above limits are subject to available funds.

7. Evidence Required

Level 1 – Vulnerable Group Bursary 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.

For students in receipt of Universal credit:

• A copy of the award notice.

For students in receipt of Universal Credit, an additional document such as a tenancy agreement, utility bill etc. is also required.

For students in receipt of Disability Living Allowance or Personal Independence Payments:

• A copy of the award notice.

Evidence of Employment Support Allowance or Universal Credit being paid is also required.

Level 2 – Student Support Fund

Evidence of total household income below £37,500 is required and this could be in the form of:

• Universal Credit award notice – monthly statements for the last 3 months at least

• P60/pay slip or SA302 for self employment

• Tax Return

• Last 3 months of bank statements

• Benefit Statement for the current tax year

Level 3 - College Discretionary Bursary

The College can provide funds from its own budget (outside of the 16-19 allocation) for students facing financial hardship who cannot provide Level 1 or 2 evidence. The College would need to procure items on behalf of the student or the student would need to provide receipts for purchases.

8. **College trips and visits**

The bursary fund can be used to support learning activities and experiences that are linked to at least one of the qualifications in a student's study programme and help to break down barriers to opportunity. (Recommended guidance from the SFCA)

- Bursary funding can only be used to support the costs of field trips that are an essential part of achieving a student's study programme goals/qualification/s or supports the course objectives. This means learning activities and experiences must be clearly mapped to show the link between the activity and the student's study programme goals or course objectives.

- Bursary funding should not be used to pay for foreign/overseas field trips where the content can be found in England at a cheaper cost. Neither should bursary funding be used to support field trips that are not an essential part of achieving a student's study programme goals/qualification/s. The bursary fund can only be used to support learning activities and experiences that are linked to the study programme.

9. How to apply

Applications should be made on the 16-19 Bursary Fund Application Form via the website. This digitally completed application form, along with uploaded copies of the required evidence should be submitted via the website or, in exceptional circumstances, via paper format to Student Services.

The information disclosed will only be shared with the Bursary Committee for decision making purposes. The application form and copies of the evidence will also be digitally kept for audit purposes.

10. Ongoing Support

The Bursary Committee appreciates that additional support, outside of the original application, may be needed during the academic year. If additional support is required, please contact Student Services. If the total amount exceeds the student's allocation (see Section 6 of this policy) then the Bursary Committee must review this application, taking into account the spend to date for the academic year and the available funds.

11. Withdrawal of support

The College reserves the right to withdraw bursary support from students who fail to maintain an attendance rate of above 80% on their study programme. This measure is in place to ensure that bursary funds are allocated to students who are consistently engaged in their education and actively working towards their academic goals. Students whose attendance falls below this threshold may have their bursary benefits suspended or terminated, following a review by the Bursary Committee.

12. Appeal and complaints

Students have the right to appeal our decision (e.g. if the household income is above £37,500) which will then be reviewed by the Bursary Committee. If a student is dissatisfied by how their bursary request has been handled, they should follow the College's normal complaints procedure. All other decisions made by the College are final.

13. Communication, Governance and Monitoring

This document constitutes a policy statement on how the College will administer and distribute the funds allocated. This will be available on the College website with the application form. The ESFA (Education and Skills Funding Agency) allocates a specific funding to the College each year, which is the College’s allocated amount of money. Money will be allocated according to the eligibility criteria and will be subject to the College’s normal governance and audit regimes. If a student feels aggrieved about how their request for a Bursary has been handled then they should follow the normal complaints procedure for the College. The Bursary Award will be monitored through the external College financial audit, through the ESFA and through Ofsted.