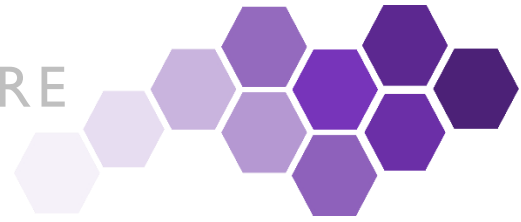




Nailsea School
16 – 19 Bursary

Headteacher Mrs D. Elliott



16-19 Bursary Fund: Application Information

What is the bursary fund?

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to ensure they can remain in education.

A bursary is money that students, or Nailsea School, can use to pay to support students' access to education. This may include transport, lunch on school days, books or other equipment for school.

The government identify two different types of bursary:

1. **Vulnerable Bursary** – young people who are defined in vulnerable groups who also require financial support
2. **Discretionary Bursary** – Nailsea School is able to award this bursary to meet individual financial needs, in line with national funding guidance

The support that the Bursary Fund can provide varies, depending on students individual circumstances and the funding available.

This policy has been developed using the government's 16-19 Bursary Fund Guidance, accessible [here](#). This policy will be reviewed annually and/or in line with government changes.

Vulnerable Bursary

Students who are identified as 'vulnerable' by the government **and** who require financial assistance, are eligible for the vulnerable bursary.

Eligible groups identified by the government include students who are:

- In care*
- Care leavers**
- Receiving Income Support or Universal Credit (UC) in their own name
- Receiving Disability Living Allowance (DLA) in their own name and either Employment and Support Allowance (ESA) or Universal Credit
- Receiving Personal Independence Payment (PIP) in their own name and either ESA or Universal Credit

Students eligible for this bursary can receive up to £1,200 per academic year, depending on their financial and individual circumstances and needs.

* *In care means children looked after by a Local Authority on a Voluntary Basis or under a Care Order.*

** *Care leaver means young people aged 16 and 17 who were previously looked after for a period of 13 weeks or more, which began after the age of 14 and ended after the age of 16. If a student is aged 18 or above, this means young people who was looked after prior to becoming 18 for a period of 13 weeks which began after the age of 14 and ended after the age of 16.*

Discretionary Bursary

These are awards made to individual students that require financial support to participate in post-16 education, but do not qualify for the vulnerable bursary. They are targeted at overcoming individual barriers to study that a student faces. Nailsea School can allocate appropriate funding to meet individual students' circumstances and decide how the funds are used to achieve this.

Students will only be eligible to claim through one of the three groups below.

Nailsea School eligibility criteria for a Discretionary Bursary:

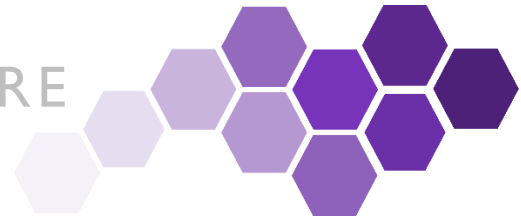
Group 1: Eligible for Free Meals in Further Education

The application for 'Free Meals in Further Education' will take place at the same time and as part of the same process as the '16-19 Bursary Fund Application'.

Students are eligible for Free Meals in Further Education if they meet the following criteria:

- Student or parents provide a **Universal Credit Award Statement** from their most recent complete assessment period. Where possible, 3 monthly statements should be provided as evidence of the household income for a quarter of the year, and therefore estimate the assumed annual income





- UC Award Statement shows that their earnings do not exceed a total annual income of £7,400. This amount is after tax and does not include any benefits received. Three consecutive statements will be required as evidence

Group 2: Students who have been eligible for Free School Meals (for Academic Year 2022-2024 only)

As a result of the transitional period of rolling out Universal Credit until March 2023, all students receiving free school meals (FSM) from 1 April 2018 will continue to receive free meals. This will apply until the end of their course that they have enrolled on. This will apply even if household financial circumstances change in this period or rise above the new threshold.

You will need to provide evidence of your eligibility of Free School Meals as part of your 16-19 Bursary Fund application. You will not be asked to provide further evidence of your eligibility during this period. For external students to Nailsea Sixth Form, their previous educational setting will need to transfer evidence of FSM eligibility. Any new Free Meals in Further Education applications for 2022-2023 will be considered for eligibility within the Group 1 guidance.

Group 3: Annual Household Incomes below £25,000

Where a student lives in a household where the total annual income is £25,000 or below, and a financial need can be shown, students can claim discretionary bursary. Evidence of total annual household income will need to be provided, for example P60.

Group 4: Students in exceptional circumstances and have a financial need

Examples of students in exceptional circumstances:

- Caregiver for relatives
- Has dependent(s)
- Student is in a family where there are lots of other children

Students applying for bursary funding in Group 4 will be successful in their applications at the discretion of the Sixth Form Leadership team and depending on available funding for the academic year.

What type of financial support does the 16-19 Bursary Fund provide?

Through the 16-19 Bursary application process, the type of financial need will be established based on individual circumstances. Therefore, the type of financial support available will be bespoke to each student.

Nailsea School receives one allocation of bursary funding per year. The actual amount an individual student is allocated will depend on the number of successful applications received each year.

A bursary allowance may take the form of:

- Regular purchases made to the student or made on behalf of the student for travel costs to school (such as bus passes), or money on student's cards to purchase a lunch from school for each school day
- Purchases on behalf of the student, or one-off payments to cover equipment such as books, trips, travel for interviews

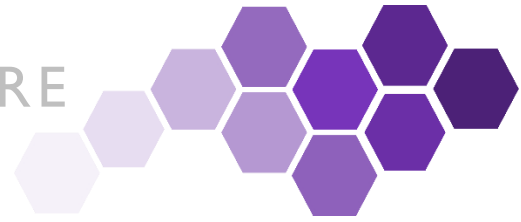
Examples of how funding has been allocated:

- Textbooks, books and revision guides as required by the curriculum
- Field trips and visits, linked to the curriculum
- University or apprenticeship trips, including open days and fairs
- Transport costs to school (such as a bus pass), that are not covered by the North Somerset Home to School Transport Scheme, as outlined in their [Policy Statement](#)
- Day to day needs and equipment
- Free lunchtime meals, where students meet the Free Meals in Further Education [government eligibility criteria](#).
- Other associated costs with learning, such as printing

Eligibility

Students must apply for the 16-19 Bursary Fund at the beginning of the academic year, and by the deadline specified





on the application form. **For the academic year 2022-2023, the deadline is Friday 9th September 2022.**

If a student's circumstances change during the academic year, they may apply for the Bursary Fund at any time.

A student must be aged 16 or over, but under 19, on 31st August 2022 to be eligible for help from the bursary fund in the 2022-2023 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing with a study programme that they began aged 16-18 (Year 14) or have an Education, Health and Care Plan (EHCP).

What evidence is required to support the application?

Nailsea School will require proof that a student is eligible. This will be uploaded to the application form, at the time of application. This proof could be, for example:

- Letter stating the benefit the student or family are entitled to
- Copy of Universal Credit Award Notice
- Written confirmation (letter or email) of a student's current or previous looked after status from the Local Authority
- Pay Slip or P60
- Free School Meals eligibility confirmation

Applications can only be considered with appropriate evidence uploaded with the application.

Conditions of Bursary

Bursary financial support may be withheld if the following conditions are not met:

1. Students must have no unauthorised or unexplained absence from school
2. Complete compliance with the Nailsea School Sixth Form Learning Agreement
3. All progress effort grades achieved to be 'good' or 'outstanding' in reports

Any equipment purchased through the 16-19 Bursary Fund, such as textbooks, resources and laptops, must be returned to school when the student's study programme has finished.

Making an Application for the 16-19 Bursary Fund

All applications for the 16-19 Bursary Fund must be made on the Nailsea School 16-19 Bursary Fund application form. The application form can be accessed here: nailseaschoolbursary.applicaa.com

Applications must be made each academic year in order to receive payments. Applications made at the start of Year 12 do not carry forward to Year 13. Students should log into their bursary account to do this.

If a student's circumstances change during the academic year, they may apply for the Bursary Fund at any time.

Once a successful application has been made, how is financial support requested?

At the time of application, students will create an account at nailseaschoolbursary.applicaa.com

Students will use this account to log in and check the status of their application. They can also use this account to request financial support from their awarded allocation, for example requesting a bus pass or a textbook for one of their subjects.

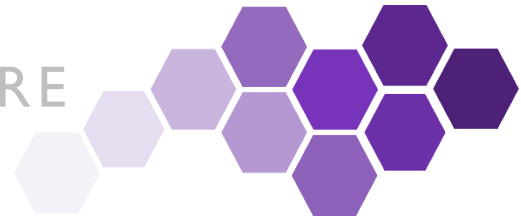
Students are able to purchase their own equipment and request the funds are paid back to them. In these instances, students use their bursary account and will need to upload receipts and evidence of purchase. However, please check with the Sixth Form Leadership Team prior to agreeing to any costs to check that they can be covered by the Bursary Fund. Such requests for payments that have been paid up-front by the student should be made within two weeks of the cost being incurred.

Students will be able to see the status of their request and when a request has been completed.

In some circumstances, students may be eligible to receive payments into their own bank accounts. Where payments are made, a BACS will be set up and will be paid directly into the student's bank account.

Please note, that all payments to students need to be paid into the student's own bank account and the 16-19





Bursary Fund application form will require this information.

Appeals

Any disagreement over allocation (or non-allocation) of payment should initially be raised informally with the Head of Sixth Form.

If the matter is not resolved at this stage, then a written appeal should be sent to Assistant Head Teacher (Inclusion and Aspiration).

If the matter is not resolved at this stage, then a written appeal should be sent to the Chair of Governors.

Is there any further financial support available to me?

There may be further support that you can claim for independently, including the Care 2 Learn fund.

For further guidance and support regarding 16-19 funding, please speak to a member of the Sixth Form Leadership Team.

Application Form Link: nailseaschoolbursary.applicaa.com

Author:	Mr D Truan, Head of 6 th Form, Nailsea School,
Date:	July 2022
Governor signatory:	J Hopkinson
Date:	November 2022
Next review date:	November 2023

