

KING EDWARD VII SCHOOL POLICY



16-19 School Bursary Fund 2022-2023

Document Adopted by Governing Board

Date: June 2022

Signed (Chair):

A handwritten signature in blue ink, appearing to read 'Peter Dickson', written over a horizontal line.

Print Name: Peter Dickson, Chair of the Governing Board

Leadership Team Responsibility: Simon Cooke, Assistant Headteacher

16-19 SCHOOL BURSARY SCHEME

The student bursary fund aims to help and support students enrolled in the school Sixth Form who face barriers to learning, and to ensure that students can fully participate in and benefit from the 16-19 curriculum.

This policy has been written in conjunction with the 16-19 Bursary Fund Guide 2022-23

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>

WHAT IS THE 16-19 BURSARY?

The Government's Education & Skills Funding Agency (ESFA) provides a limited amount of money to Schools and Academies to pass on to students aged 16 to 19 in full –time education so that financial barriers to education can be reduced or removed. Bursary awards will typically be allocated to fund education related costs such as books, educational equipment, personal protective equipment (PPE) but will also be allocated to assist with transport costs, catering, field trips, university open days, UCAS fees etc. The maximum level of support is up to £1,200 per year although some applicants are not eligible and others only for a more limited award. The sum of money allocated to King Edward VII School is a finite amount and allocations to students cannot exceed the total available. It may not be possible to support every application and priority will be given to those students from families with the lowest household income and / or highest demonstrated need. The amounts paid will be subject to the number of students in the category and the availability of funds.

ELIGIBILITY FOR THE 16-19 BURSARY

Vulnerable Bursary – High Priority Group.

To qualify for this a student must meet one of the following criteria:

- In Care
- A Care leaver
- In receipt of Income Support or Universal Credit in their own right.
- A disabled young person in receipt of either Employment Support Allowance (ESA) and Disability Living Allowance (DLA).
- In receipt of Personal Independence Payment (PIP) in their name AND either Employment and Support Allowance or Universal Credit

Discretionary Bursary – Medium Priority Group.

To qualify for this a student must meet one of the following criteria:

- In receipt of Free School Meals (FSM)
- Household income below the Family Tax Credit qualifying criteria of £17,005

In the event of funds remaining within the Schools Bursary Fund allocation once all medium priority awards have been allocated, awards may be made to the following applicants:

Discretionary Bursary – Low Priority Group.

To qualify for this a student must meet the following criteria:

- Household income below £22,000.

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

Students must meet the residency criteria in [ESFA funding regulations](#) for post-16 provision. That is they are a British citizen or have been resident in the UK for three years or have the right of abode in the UK, HKBNO visa etc. This document also specifies the evidence the School must see and retain for audit.

APPLICATIONS

If students meet any of the above criteria, they should complete a bursary application. This should only be completed once students have enrolled for the Sixth Form. The initial closing date is Monday 19th September 2022. It is advisable to apply as soon as possible so that students can access the fullest support. Applications for the discretionary bursary may be accepted throughout the year, subject to available funds. We are aware that a student's circumstances and needs may change later in the year.

Applications for the 16-19 Bursary should be made via this link

<https://kingedwardviibursary.applicaa.com/1>

The application will take about twenty minutes to complete and students will need to upload evidence of household income such as Family Tax Credit, Universal Credit, P60, 3-6 months of bank statements or wage slips, etc.

Students who received the bursary in Y12 and move into Y13 **must re-apply** at the start of Y13.

PAYMENTS

Payment will be made by BACs to the **students' own bank** account only. Students will need to provide these details on their application form. Payments are subject to attendance and learning agreement conditions. The total annual amount available in any given year for discretionary bursaries depends on student numbers and demand for financial support and so payments may be subject to change.

We will try and ensure that the first payments of the academic year are made in October however, this depends on the number of applications that require assessment. Awards may be backdated so you will need to allow for this.

Once the bursary application has been approved, payments are made on or around the last Friday of each month, subject to any supporting evidence, i.e. proof of purchase, being provided by the middle of the month.

Students must notify the School of any changes in their circumstances throughout the year, they will not normally be expected to repay an award, but their entitlement to further payments may be affected. Vulnerable and Discretionary Bursary awards will be reduced by the amount of any outstanding debts.

HOW TO CLAIM

Students will need to submit evidence of their costs via their account on the Bursary+ platform.

<https://kingedwardviibursary.applicaa.com/1>

This evidence could be a picture of a bus ticket, a receipt or will be obvious from their study programme (e.g. geography students will need to complete fieldwork and may go on the fieldtrip). Please note it is not the responsibility of the School to place orders for any resources on behalf of students. Students are required to purchase these upfront and provide proof of purchase to facilitate reimbursement. If students wish to check whether items are eligible for reimbursement please contact pluspost16admin@kes.sheffield.sch.uk

Students will be able to keep track of their application, requests for financial support and payments on the Bursary+ platform.

WHAT COSTS CAN BE CLAIMED?

We make discretionary bursary awards to help students with the cost of travel, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for to participate. The bursary fund is not intended to provide learning support (for example, counselling or mentoring) or to support extra-curricular activities (where these are not essential to the students' study programme) or provide living costs support.

Subject to the overall allocation to a student they can claim financial assistance to meet the cost of:

Transport

Contribution towards travel expenditure may be made. Once a weekly cost has been established this can be carried forward assuming attendance is above 90%.

Textbooks (including revision guides)

Textbooks loans are provided to all students. The bursary fund will cover the cost of the textbook loan. Where students need additional resources, please contact your subject leader, as any additional needs will need approving by them. We will need proof of purchase to reimburse students for direct purchases.

Educational equipment

Where students need to purchase essential educational equipment for example, a scientific calculator, design technology or art materials, students will need to have agreed these with their subject leader, and we will need proof of purchase to reimburse them. We have some laptops for loan so students should ask about these first if they need some IT kit to support their study.

Personal Protective Clothing and Equipment (PPE)

In most instances, this will be provided during lessons for all students, at no cost. If it is not, we will need proof of purchase to reimburse you.

Field trips

Where there is a charge for field trips the bursary fund may meet a maximum of 50% of the cost of any field trips that form part of your course of study. See also the separate Charging Policy.

Progression costs

UCAS Fees

Once eligibility for the Bursary is determined, we may reimburse your UCAS or CUCAS fee.

Additional admission tests

With a receipt we may reimburse you for the cost of your UCAT, BMAT etc

University Open Days

We may meet up to 50% of any reasonable travel costs incurred for up to three university open days. We will need confirmation of the travel dates, location and travel costs to facilitate the refund.

ATTENDANCE

Eligibility for all bursary payments will be withdrawn for any students whose attendance falls below 90% without the appropriate authorisation. Any absences need to be evidenced by an appointment card or letter. We will stop payments where students have been absent for a period of 4 continuous weeks or more.

DECISION MAKING

Each application will be reviewed on its own merits. In extenuating circumstances, we reserve the right to make awards to individual students who do not necessarily meet all of the listed criteria, as long as they meet the base criteria set by the ESFA. Bursaries will be granted based on the information provided. Funds will only be granted where a genuine need for assistance has been demonstrated. Not all applications will be successful. The funding available is limited, and with the exception of the guaranteed bursaries, awards will not be guaranteed. Students who apply later in the year after the budget has been allocated may not receive the same level of support, unless they are eligible for the Vulnerable Guaranteed Bursary.

APPEALS AND COMPLAINTS PROCEDURE

An appeals process exists so that if a student or parent / carer wish to appeal against a decision regarding support, they are treated equally and given the right to appeal. If any student or their parent / carer are not satisfied with the outcome of their application they should write to the Head of Sixth Form outlining their reasons why. The matter will be considered by the Bursar and Head of Sixth Form. We aim to respond within two weeks and decisions will be confirmed via email. If the appeal is not upheld the appealing party will be directed to the School's Complaints Procedure.

FRAUDULENT CLAIMS

Where an application has been found on investigation to have been made on false information payment may be discontinued. The individual concerned may be subject to disciplinary action and referral to external agencies. We may seek to recover any funds or goods obtained.

CONFIDENTIALITY

The School will ensure that applications are handled confidentially. For audit purposes, however, copies of all documentation for bursary funding will be kept for a period of six years. The information will be made available for audit purposes. The records will be held securely and in compliance with the Data Protection Act.

EQUALITY ACT 2010

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

USEFUL LINKS

The Education and Skills Funding Agency (EFSA) has issued national guidance and a Questions and Answers for Young People and Parents, which should be read in conjunction with this policy and can be found at:

<https://www.gov.uk/1619-bursary-fund>