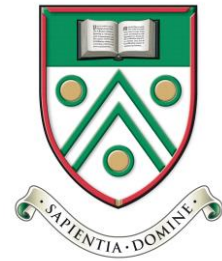


Langley Grammar School

16-19 Bursary Fund 2024-25



School policy

1. Background

In March 2011, the Government announced a new 16-19 Bursary Fund scheme to provide financial assistance to those young people who face a financial barrier to continuing in education or training post-16. The scheme was put in place as a partial replacement for the Education Maintenance Allowance, which closed to new applicants on 1st January 2011.

The 16-19 Bursary Fund has been allocated by the Education Skills & Funding Agency (ESFA), the body responsible for funding 16-19 education and training.

This policy sets out the arrangements for how the Langley Grammar School (the School) will prioritise and administer the 16-19 Bursary Fund in 2024-25.

The School is committed to ensuring the Fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning aims.

The named contact at the School for all 16-19 Bursary support or enquiries is the Head of Sixth Form.

2. Bursaries available

There are two types of Bursary available:

i. Vulnerable Bursary

A Vulnerable Bursary is available to all young people who meet the general eligibility criteria *and* who have been identified as being most in need, as set out in this policy.

ii. Discretionary Bursary

A Discretionary Bursary is available to all young people who meet the general *and* additional eligibility criteria as set out in this policy.

3. Bursary amounts

The 16-19 Bursary Fund is a limited fund determined by the ESFA. For 2024-25, the School has been allocated a total 16-19 Bursary Fund of **£24,292**. We use this money to support between 30 and 40 student annually.

The School will retain at least 10% of the 16-19 Bursary Fund to use as a hardship contingency fund to respond to exceptional or circumstantial in-year changes. The contingency fund will be reviewed in April 2024 and any remaining funds may be distributed to eligible young people.

The **Vulnerable Bursary** amounts are **up to a maximum of £1,200**.

The **Discretionary Bursary** amounts are **up to a maximum £1,200** subject to availability of remaining funds after consideration of young people in the Vulnerable Bursary Group.

A proportion of any Bursary may be retained by the School and used to support the central costs of books, equipment, and educational trips.

4. General eligibility

To be eligible to receive a Bursary, all young people must be aged 16, 17 or 18 at 31 August 2024 and meet the residency criteria in the ESFA '[Funding Guidance for Young People 2024 to 2025](#)' document.

5. Additional eligibility for Vulnerable Bursary

Young people in the defined vulnerable groups are usually living apart from their parents/carers, so can get social security benefits in their own right. The defined vulnerable groups are young people who:

- are in or recently left local authority care;
- receive Income Support or Universal Credit because they are financially supporting yourself;
- receive Disability Living Allowance in their own name and either Employment and Support Allowance (ESA) or Universal Credit;
- receive Personal Independence Payment (PIP) in their own name and either ESA or Universal Credit.

6. Additional eligibility for Discretionary Bursary

A Discretionary Bursary of **up to a maximum £1,200** is available, subject to availability of remaining funds, to all young people where:

- their **gross** annual household income, as assessed by HM Revenue & Customs, does not exceed **£27,500** and/or;
- where the young person, or a sibling, qualifies for Free School Meals (FSM).

7. Contingency eligibility

Any young person meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by submitting an application in writing.

8. Those not eligible

Applications to the 16-19 Bursary Fund are not open to young people aged under 16 or over 19 at 31 August 2024.

9. Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential and destroyed after 6 years of the young person leaving the School.

Examples of acceptable supporting evidence for the **Vulnerable Bursary** are:

- 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 - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- for students in receipt of Income Support or Universal Credit, copies of the relevant award notices. They must be entitled to the benefit in their own right and the evidence must not specify any conditions that prevent the young person from being in further

education or training (some young people in receipt of benefits are not allowed to participate)

- for students in receipt of Universal Credit, a copy of their Universal Credit Award notice. They must be entitled to the benefit in their own right. They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- for students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

Examples of acceptable supporting evidence of total household income for the **Discretionary Bursary** are:

- **A full T602E Tax Credit Award Notice (TCAN)** for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other **Income Support** or **Universal Credit** award letters that show evidence of income. For Universal Credit the 3 most recent award statements should be provided.
- **P60 End of Year Certificate** for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2024). The income will be shown as Total for the Year.
- **Payslips** from the previous 3 months.
- **Self Assessment Tax Calculation (SA302)**. This is the equivalent of the P60 for self employed people. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2024). The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards, etc.
- Confirmation from the Local Authority of entitlement to **Free School Meals (FSM)**.

10. Payments

Subject to meeting the condition requirements as detailed below, payments will be made in the following instalments:

- By 31 October 2024 (50%)
- By 31 January 2025 (30%)
- By 30 April 2025 (20%)

Payments will be via BACS payment to a bank account in the name of the young person. The young person must have a valid account in their name unless there are exceptional reasons which mean an appointee has been named to manage the affairs of the young person. Please be aware the School can choose to pay Bursary awards 'in kind', e.g. by purchasing any equipment required or providing students with a travel pass.

11. Qualifying condition requirements

Eligible young people will need to complete a qualifying learning period of 6 weeks before they are able to receive Bursary payments. However, any eligible young person can make

an application ahead of the six week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the six week period.

All young people in receipt of a Bursary **must meet punctuality and attendance requirements of 90%** to ensure continued support. In addition, all young people in receipt of a Bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the School reserves the right to withdraw or suspend Bursary payments.

These conditions will not be additional to those expected of any young person within the School.

Application

Applications for a Bursary must be made using the correct Application Form and should be submitted in full by **30 September 2024**. Applications made after this date will be considered provided sufficient funds are available. However, once the Bursary Fund has been exhausted, it will not be possible to consider further applications.

Consideration must be given to assisting any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability.

Consideration must also be given to assisting any young person in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/guardian/carer(s).

12. Process

All applications for a Bursary or to access the contingency fund will be assessed by a 16-19 Bursary Application Panel, consisting of:

- Director of Sixth Form
- School Business Manager
- A member of the Student Support team or the Admissions Manager, or any other appropriate member of staff

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and young people will be notified of the outcome by mid-October for initial applications and within **two weeks** of receipt for any subsequent applications (or of any further application deadlines the School may have set).

13. Appeals

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. The Headteacher will convene a 16-19 Bursary Appeals Panel, consisting of:

- Headteacher
- A member of the Governing Body

The Panel will consider and respond to appeals within **two weeks** of receipt. If the appeal is upheld or partly upheld it will be referred back to the 16-19 Bursary Application Panel with recommendations. If the appeal is not upheld the appealing party will be signposted to the School's Complaints Procedure.

14. Confidentiality

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event of an appeal, the 16-19 Bursary Appeals Panel. The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their

parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information further.

15. Change of young person's financial circumstances

Any young person in receipt of a Bursary has a duty to inform the School should if their financial circumstances, or those of their parent/guardian/carer(s) change (e.g. increase in household income, Free School Meals being withdrawn for a sibling). This does not automatically mean any future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.

16. Young person transferring

Where a young person in receipt of a Bursary transfers out of the School to another education/training provider in-year, the School will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aims.

Where a young person in receipt of a Bursary transfers in to the School from another education/training provider in-year, the School will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aims.

17. Young person withdrawing

Where a young person in receipt of a Bursary withdraws from the School, and does not transfer to another education/training provider, Bursary payments made prior to the date of withdrawal will not be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

18. Supporting documents

In addition to this policy being openly shared with all young people and their parent/guardian/carer(s), the following documents will be used in the 16-19 Bursary process:

1. Application Form
2. Information for students
3. Information for parent/guardian/carer(s).

19. Further information

Further national information on the 16-19 Bursary Fund can be found on the ESFA website.

[16 to 19 Bursary Fund](#)