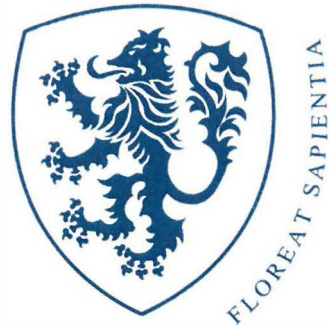


WYMONDHAM COLLEGE



16-19 BURSARY FUND POLICY GUIDANCE AND STATEMENT 2021-2022

Policy Consultation & Review

This policy is available on our school website and is available on request from the College.

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and updated in February 2022. It is due for review during September 2022.

Signature

Headteacher

Date: 7 February 2022

Signature

Chair of Governors

Date: 7 February 2022



16-19 BURSARY FUND POLICY GUIDANCE AND STATEMENT 2021 – 2022

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged students – those who most need help with the costs of staying on in education.

Wymondham College will determine the eligibility criteria for discretionary bursaries. It will only be awarded to a student that is eligible and facing genuine financial barriers to participating. A link to the government website can be found here - <https://www.gov.uk/1619-bursary-fund>

The purpose of this policy is:

- To ensure that the funds received annually for the Bursary and Discretionary Fund are targeted towards students that have the greatest need
- To ensure that funds are distributed fairly to students whose household income or exceptional circumstances may limit their educational chances
- To ensure financial sustainability through the flexible development of funds received, thereby preventing an overspend in any annual cycle of funding
- To ensure that any personal financial details remain secure and confidential
- To minimise the risk of fraudulent claims

Eligibility

You must:

- be at least 16 and under 19 on 31 August 2021
- study at Wymondham College
- have been a resident in the UK for three years preceding 31 August 2021

Bursary types

There are 2 types of 16 to 19 bursaries:

- a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, university visits, meals, books, and equipment



Vulnerable student bursary

You may be entitled to £1,200 if at least one of the following applies:

- you're in or have recently left local authority care
- you receive Income Support or Universal Credit because you are financially supporting yourself
- you receive Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you receive Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

You'll be told what evidence you need such as benefit confirmation correspondence.

Discretionary bursary

The discretionary bursary is based on individual circumstances and household income.

You may also apply for a discretionary bursary if you're over 19 and either:

- continuing a course, you started aged 16 to 18 (known as being a '19+ continuer')
- have an [Education, Health and Care Plan \(EHCP\)](#).

The 16 to 19 Bursary Fund provides financial support to help UK resident students overcome specific barriers to participation so they can remain in education.

To be eligible for the discretionary bursary, a student's household income should fall into one of the following bands:

£1,200	Category 1	LAC, or other vulnerable category - Guaranteed Bursary or other need
£1,100	Category 2	Receives Free School Meals, (or would qualify - income of £16,190 or below)
£1,000	Category 3	Medium Priority: (income limit of £20k) Low income, evidence provided – e.g., NHS Exemption certificate, Child Tax Credits
£900	Category 4	Lower priority: (income between £20k - £22k) Universal Credit, Working Tax Credits, other income
£800	Category 5	Lower priority: (income between £22k - £25k) Child Tax Credits, other income

Evidence Required for Application

Evidence of household income no more than £28,000 per annum by way of a P60, receipt of benefit notification, tax credit award notification, self-employed income notification, pension credit, income related employment support allowance or universal credit statements, income-based job seekers allowance or asylum seekers NASS letter, must be provided along with the complete application form.



Residency

Students must meet the residency criteria in [EFA funding regulation](#) for post-16 provision. This document also specifies the evidence institutions must see to confirm eligibility.

For more details, please visit: <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

Conditions

Your 16-19 Bursary Fund payment will be made via BACS payable to you, the student, therefore you will need to have a bank/building society account to receive payments.

Attendance

To receive your bursary your attendance will need to be always at 95% or above with no unauthorised absences.

How to apply

Complete the 16-19 Bursary application form which can be downloaded from the College website - <https://www.wymondhamcollege.org> or collected from the College Office.

Please attach any relevant evidence of income (photocopies please, not the originals) then submit your application by sending it to the College Office by hand or via email on collegeoffice@wymondhamcollege.org before the final deadline of 31 October.

Award Timeline

Awards are allocated termly. The schedule for awards is as follows:

Award 1 November (Autumn term)

Award 2 February (Spring term)

Award 3 May (Summer term)

Block payments are no longer made, students will need to complete a claim form and provide receipts for any items required. Alternatively, students may ask the College to purchase the items on their behalf using funds from their award.

Please note that awards 2 and 3 will not be made unless the student has provided full and appropriate evidence of previous award expenditure.

Queries

Queries concerning any aspect of the 16-19 Bursary Fund must be discussed with Mrs Hockley at the earliest opportunity.

Appeals

If a decision has been taken that you should not receive a payment, you may appeal by writing to the College within 10 days of the outcome letter stating fully your reasons for appeal. The Head of Sixth Form will call a Bursary Fund Appeals Panel within 14



working days of receiving the appeal. Final decisions for appeals will be made by the appeals panel. The applicant will be informed of the panel's decision within 10 working days of that meeting. The panel's decision is final.

Important Notes

The budget for the Bursary fund is limited: students who are eligible for support are not automatically entitled to it. If demand exceeds the available funds, reduced awards may be given.

In its administration of the Bursary fund, Wymondham College will not discriminate against students on any basis as defined in current equalities legislation.

Students will need to re-apply for financial assistance at the beginning of the second year. Awards made in the second year may differ from first year awards.

All awards are dependent on the student always maintaining satisfactory attendance of 95% or above, with no unauthorised absences.

If false or incomplete information is submitted, or if parents do not declare any part of their income that is relevant, the matter may be referred to the Education Funding Authority or the police. The parent/student could face prosecution and Wymondham College will seek to recover any awards the student is not eligible for.

Exceptional Circumstances

Applications from students who are eligible for government funding, but whose household income is more than the stated threshold and are experiencing financial difficulty due to a significant and unexpected change in personal circumstances during their time at Wymondham College, may be considered for a Bursary Fund Emergency award.

Wymondham College may also award a Bursary to any student who faces genuine financial barriers to staying on in education (at the discretion of the College) such as a young carer who is providing care to a sick or disabled relative.

Wymondham College will operate a contingency fund which will be used for one-off awards to help students who are experiencing exceptionally challenging circumstances, attend school trips, interviews etc

Students may apply for the Bursary fund anytime during the year if their circumstances change but the award(s) would be limited to the term in which the application has been submitted and any following terms.

Security of Personal Information

All applications will be made through College Office. All personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.