

**BROMLEY  
BEACON  
ACADEMY**



**Bromley Beacon Academy  
Bromley Campus**

**THE 16-19 BURSARY POLICY**

<b>Responsible post holder</b>	Heads of Sixth Form
<b>Approved by / on</b>	Headteacher October 2023
<b>Reviewed</b>	
<b>Reviewed</b>	
<b>Publication Method</b>	Website

**Aims**

The aim of this policy is to ensure transparency and fairness in the distribution of the 16 to 19 Bursary. It has been written to show how funds will be distributed to the designated vulnerable groups plus any other student within the school that may suffer hardship and thus not be able to access post 16 education successfully.

### **Objective**

The key objective of the 16 to 19 Bursary is to provide financial support to young people aged between 16 to 19 (must be under 19 on 31<sup>st</sup> August of the academic year they start course) who face financial barriers that may well stop them accessing education. The bursary can be used to pay for things like

- Clothing, books and other equipment for your course
- Transport and lunch on days you study or train

### **16 – 19 Bursary**

There are two types of 16 -19 Bursary

- A bursary for students in vulnerable groups
- A discretionary bursary

### **Vulnerable Groups**

“Vulnerable groups” have been highlighted as the key recipients of this bursary to ensure that they are not disadvantaged. The list below clearly states what constitutes a vulnerable group and is specific to the student and not the parent/carer.

A student may be able to get a bursary if at least one of the following applies:

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

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

### **Discretionary Bursaries**

Institutions 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 – services that institutions give to students, for example, counselling or mentoring – to support extra-curricular activities where these are not essential to the students' study programme or provide living costs support.

Institutions set their own eligibility criteria for the discretionary bursary but must comply with the eligibility conditions and funding rules set out in this guide. Institutions must ensure that students are eligible for the discretionary bursary in each year they require support.

Institutions must base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, eligibility based on household income, and their actual financial needs such as the distance they need to travel to the

institution and the requirements of their study programme. Institutions must not make blanket or flat rate/fixed rate payments:

- to all students
- to students in particular income bands
- to students whose families are in receipt of particular benefits

without considering the actual needs of each student. For example, although many students who had previously benefitted from a free school meal may have financial needs, these will vary depending on personal circumstances so an individual assessment of actual need should be made.

### **The School Procedures**

All sixth form students will be notified of the Bursary Fund via letter at the start of the academic year, which requires them to notify the school if they meet any of the criteria listed within the policy. From this initial letter an application form will be sent to the students who are deemed to fall within the school's set criteria. An initial deadline date will be set for the return of the form to be received in order that applications may be processed quickly and avoid delays in payments. Students can apply at any time throughout the academic year for a discretionary bursary. Each student will be assessed on an individual basis to ensure transparency and fairness. An agreement/contract has to be signed between the student, parent if under 18 and school before the first payment is made to ensure all parties are very clear about the regulations surrounding the bursary.

Attendance, for students to be eligible for payments, must be 95% or above unless there is medical evidence to support absence. Behaviour should also be at an acceptable standard, If students are placed on Cause For Concern then a review will take place before their next payment is due and a decision will be made as to whether the student should receive their payment for the duration of the monitoring period.

### **Payments**

Payments will be made on a monthly basis to ensure that students meet the attendance and work criteria however, if circumstance requires some flexibility, we will look at each case on an individual basis requesting evidence to support the payment.

### **Appeals Process**

The school operates a complaints procedure for students to contest a decision about payment. The complainant must be a student and not the parent/carer. The student should firstly raise any concern with their form tutor. If the matter cannot be rectified or the student is dissatisfied, they should then write to the Head of School setting out clearly the nature of the complaint. At this stage the procedures should follow the same format as the school's policy on Formal Complaints. Should the matter still not be resolved then the appeal will be presented to the Executive Head teacher. In the event the complainant is still dissatisfied, the matter will be forwarded to London South East Academies Trust and Education Funding Agency.

### **Fraud**

Any information given to the school will only be used for the purpose of processing an application for the 16 -19 Bursary Fund. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public money.

### **Further information**

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

[16 to 19 Bursary Fund: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-overview)

[16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2023-to-2024-academic-year)

**Reviewed by: Senior Leadership Team BBAB**

**Approved and Adopted by: LSEAT Board**