



# MOSSBOURNE SIXTH FORM 16 -19 BURSARY: Policy 2022/23

This guidance document covers the period 1 August, 2022 to 31 July, 2023 and is in accordance with the 'Funding guidance for young people 2020 to 2021 Funding regulations Version 1.2' published November 2020.

## 1. Rationale

The purpose of this Bursary is to ensure that students who wish to continue their education Post-16 are not financially disadvantaged. When funding to support the Bursary, Programme is made available to the academy via the EFSA, students qualifying for the bursary according to the criteria, must adhere to the Bursary Contract to receive payment. Students are required to have a bank account in their own name, that accepts BACS payments.

## 2. Policy Aims

- To ensure that the funds received annually from the Education Skills Funding Agency (ESFA) are directed to students with the greatest need
- To ensure that any remaining funds are distributed fairly to the students whose household income may limit their educational opportunities
- To ensure financial sustainability through the flexible devolvement of the EFA bursary 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

## 3. Who is eligible?

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:

- Students aged at least 16 and under 19 years of age on 31/08/22 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Students who have been 'ordinarily resident' in the United Kingdom for the last 3 years immediately preceding the start of their course for purposes other than receiving education. Settled means having either Indefinite Leave to Enter or Remain (ILE/R) or having the Right of Abode in the UK. British Citizens and certain other people have the Right of Abode in the UK.
- Students aged under 19 on 31/08/2022 and have a gross annual household income of below £25,000

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4. Who is not eligible for 16-19 Bursary Funding

- Students under 16 years of age or over 19 years of age on 31/08/22
- Students who do not meet the residency qualifications

5. How 16-19 Bursary Fund is allocated

An annual bursary fund is allocated to the Academy by the ESFA. Students apply for the Bursary and successful applicants are classified as qualifying for the bursary at either Level 1 or Level 2.

Level 1: A student who is a Young Person in Care; a Care Leaver; a young person in receipt of Income Support; a disabled young person in receipt of Employment and Support Allowance who is also in receipt of a Disability Living Allowance. (annual bursary of £1200)

Level 2: Students whose household income is less than £25 000

The amount of bursary funding may vary for individuals and between academic years, as part of this allocation (10%) will be retained by the academy for a hardship fund to cover payments that may include, but are not limited to; book deposits, lunch costs, educational trips and visits. Each case will be considered on an individual basis. In addition, a 5% administrative cost will be applied. Eligible, in-year applicants (e.g. students affected by changes to household circumstances) will be provided for using the discretionary hardship fund.

6. Bursary applications

All students must complete the relevant bursary application form which will be made available from 11<sup>th</sup> October 2022 and must submit both the form and required evidence no later than Friday, 21<sup>st</sup> October 2022.

To receive a bursary, students must be aged under 19 on 31st August in the academic year in which they start their programme of study and must satisfy ESFA residency criteria. Other evidence is explained in the application form.

Applications are assessed by the Head of Sixth Form and Sixth Form Administrator by 30<sup>th</sup> October in the year of application.

Students allocated the bursary will receive 8 monthly payments in arrears. In November a double payment, will be received, followed by monthly payments from December to June. The amount received is dependent on the information outlined above, and the number of bursary applicants.

7. Notifying Students of Outcomes

Students will receive written notification of the outcome of their application for the Mossbourne Sixth Form Bursary via a letter published on ParentPAM.

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8. Payments

All bursary payments will be made by BACS transfer directly to the student's bank account. Students must have a bank account in their name.

9. Discretionary Fund

As an alternative to monthly payments, Mossbourne Sixth Form will operate a discretionary payment system for specific educational purposes, which may include educational visits or exceptional travel expenses to university interviews. This **Discretionary Fund** is made available to students through the 10% held back from the grant for this purpose. In some cases, funds will not be given directly to students; in lieu, payments or purchases will be made on students' behalf. Students wishing to apply for discretionary payments must inform their Head of Year. Each claim will be assessed separately by the Head of Sixth Form.

10. Security of Personal Information

All applications will be made through the Heads of Progress for Year 12 or 13; forms and information will be treated in accordance with General Data Protection Regulations. All personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

11. Internal Appeals Procedure

Students have a right to appeal against a decision should they have evidence that an error has been made on the part of the Academy. Appeals should be made in writing to the Head of Sixth Form. The deadline for a submission of an appeal is 2 weeks after the notification letter has been received via ParentPam.

12. Fraud

Parents/Person with Parental Responsibility and students must confirm that all information provided is true and must notify the academy if any circumstances change. The bursary will be provided on the basis that certain conditions set by the academy and understood that money may be clawed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

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