

POLICY TITLE: Sixth Form Bursary

STATUS: Non-Statutory

DATE of REVIEW: July 2024



Introduction

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face to enable them to remain in education.

The Latimer Arts College has been allocated a fixed amount of money to administer as the 16-19 Bursary Fund for the academic year 2024-25. Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by the School.

The School carries out a financial assessment of each applicant and administers the bursaries in line with the [ESFA's Bursary Fund Guide 2024/25](#)

The bursary fund is intended to support students with their actual costs of participating such as travel to and from school or college, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example) that are required for their study programme. These are items the student would otherwise need to pay for, in order to participate. The bursary fund is not intended to provide learning support or to support extra-curricular, or non-compulsory activities that are not essential to the students' study programme, or to provide living costs support.

There are two types of 16 to 19 bursaries:

- **Discretionary Bursary** - an award which can be made to students who face financial barriers to participation in education. Requests for assistance are assessed on an individual basis and awarded by the school.
- **Defined Vulnerable Groups Bursary** – an award of up to £1,200 a year for young people in the following defined vulnerable groups
 - Students in care
 - Students who are care leavers
 - Students in receipt of Income Support or Universal Credit in their own right
 - Students in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right **as well as** Employment and Support Allowance (ESA) or Universal Credit (UC), in their own right.

Eligibility

To be eligible to receive a 16-19 bursary in the academic year 2024-25, applicants must:

- 1) Be aged 16 or over but under 19 on 31st August 2024, except for the following exceptions:
 - Students aged 19 or over are eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers)
 - or**
 - Have an education, health and care (EHC) plan
- 2) Satisfy the Government's residency criteria for post 16 provision

Applications

Vulnerable Groups Bursary

Students in the defined vulnerable groups will need to complete an application form and provide appropriate written evidence of their circumstances.

*Students who meet the criteria for a bursary from the vulnerable groups **are not** automatically entitled to a bursary, if they do not have financial needs and/or their financial needs are covered from other sources. The school will conduct a financial needs assessment to confirm actual financial need and the amount of support required. Students do not automatically receive £1,200*

Discretionary Bursary

Students who wish to apply for the discretionary bursary will need to complete an application form detailing the financial costs where assistance is required. Examples of where financial help towards the cost of participation may be provided are:

- Transport
- Books and Equipment
- Clothing to meet the sixth form dress code
- Field trips and other course related costs
- Cost of attending university interviews and open days
- School meals
- Exam fees if applicable

Documentation will be required to provide evidence of financial circumstances. All applications and supporting evidence will be treated in strict confidence.

Assessment Criteria and Payments

Each **discretionary bursary** application is assessed by a senior member of staff. Payment levels will be assessed for each individual learner using the Income Bands identified in the table below:

Household & Learner Income	Initial Maximum Annual Support
Up to £16,999	£500
£17,000 - £19,999	£250
£20,000 - £21,999	£200
£22,000 - £23,999	£150
£24,000 - £29,999	£100
£30,000 +	To be reviewed on an individual basis, in exceptional circumstances.

For the **Discretionary Bursary**, consideration is given to all circumstances regarding the amounts requested and payments are based on assisting with the actual costs involved. Please bear in mind the school is allocated a set amount of money for the fund each academic year and disbursements have to be managed equitably. The school will assess applications in line with the eligibility criteria and will notify applicants if they have been successful or not. Successful applicants will be issued a Bursary Award letter notifying them of the amount of their award together with a reminder of the payment conditions. In most cases, the school will purchase items on behalf of the student, to avoid the student needing to be out of pocket or awaiting reimbursement. Alternatively, funds will be paid by bank transfer to the student's bank account when deemed appropriate.

Conditions to be met by Students

Receipt of a bursary is conditional on the student meeting the following standards:

- Continuation with studies until the end of the academic year
- Adherence to the Sixth Form Learning Agreement regarding attendance, behaviour and progress. (This document is signed by all students and parents/carers as they are enrolled in Year 12).
- Receipts to be provided where applicable.

These conditions will be reviewed termly and failure to meet the agreed standards could result in further funding being declined.

Bursary application forms are available from the Sixth Form Team office and via The Latimer Arts College Website.

***N.B.** Any significant change in financial circumstances will be considered at any time during the school year, following written notification of the change.*

More information about the 16-19 Bursary can be found here:

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