

## **Tiffin School 16-19 Bursary Fund Policy 2022/2023**

### **What is the 16-19 Bursary Fund**

The fund is made available from the government through its educational funding body – the Education & Skills Funding Agency (ESFA) for 16-19 year olds to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Further information is available online at <https://www.gov.uk/1619-bursary-fund>

### **Who is eligible to apply for 16-19 Bursary Funding?**

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over but under 19, meet the residency qualifications and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/21 who are in care, are leaving care, are in direct receipt of Income Support or Universal Credit or a student receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right
- 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 are unaccompanied asylum seeking children
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from Department of Work and Pensions)
- Students who are lone parents

### **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
- Students who do not fulfil any of the eligibility criteria above

**Proof of evidence** will be required to support this application and could be one of:

- Proof of parental eligibility for Free School Meals
- Proof of Universal Credit
- Certified letter from the DWP
- Self Employment Income evidence
- Other means tested certification

### **How will Tiffin School assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an online application form and hand hard copies of evidence to the School Office in a sealed envelope marked for the attention of Mrs O’Sullivan, by Friday **30 September 2022**. If the cumulative level of funding applied for exceeds the funding provided to the school a Bursary Fund Committee will meet to consider applications at all levels.

Students who are deemed eligible should be aware that any award is discretionary and payment may be withheld if:

- There are any unauthorised absences during the school day
- They must maintain acceptable levels of behaviour and effort are deemed to be unacceptable

Pupils will receive a warning in writing before payment is withheld.

The school may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. Institutions can refuse a student's application on this basis.

### **The Bursary Fund Committee**

The Bursary Fund Committee will meet to consider and review applications. Additional meetings may be held as necessary. The Bursary Fund Committee will be made up of a Deputy Headteacher (Chair), Head of Sixth Form, and the Finance Director. The Committee may consult with other members of staff to seek information about an applicant's circumstances, well-being, behaviour, progress and attendance. Any decision will rest with the Committee. The Committee will allocate funds up to the value of the funding received from the government for the Bursary scheme. Where there are more claims in priority groups High & Medium we will consider applications by order of need and low priority groups might not receive a bursary.