



# Bideford College

*Part of the Launceston College Multi Academy Trust*

## 16-19 bursary fund statement

At Bideford College Sixth Form, we provide 16-19 bursaries for students to ensure they have access to their studies, where they would otherwise be unable to do so for financial reasons. We are committed to closing the attainment gap between students from disadvantaged and more affluent backgrounds, ensuring that every student participates in, and benefits from, a place in 16-19 education and training.

There are two types of bursaries available: discretionary and vulnerable. Each bursary is allocated based on students meeting the eligibility criteria. The government sets out specific criteria for the vulnerable bursary which can support students, whilst the eligibility criteria for the discretionary bursary is determined by our school. In **both** cases, the school is responsible for determining whether a student's application has been successful.

We are dedicated to:

- Distributing 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood.
- Ensuring that information regarding the application, award and administration of 16-19 bursaries is available to all.
- Widening access to, and participation in, sixth form education.
- Ensuring all students who are eligible for funding have access to it.

### Eligibility

Students who are aged 16 or over and under 19 years old on 31 August of the academic year of study will qualify for bursaries. Students aged under 16 will only receive bursaries in exceptional circumstances.

Students aged 19 or over are **not** eligible for the **vulnerable groups bursary**, although the school may decide the student is eligible for a discretionary bursary.

Where a student's circumstances change, they can apply more than once. In this case, the student will be reassessed, including a one-to-one interview to determine if there are any exceptional circumstances to consider.

All students will be assessed individually for either bursary. Evidence must be provided to support applications – a full list of supporting evidence is outlined in our 16-19 Bursary Application Form.

### Vulnerable bursaries

To be eligible for a vulnerable bursary, students must meet one of the following criteria:

- The student is in care
- The student is a care leaver
- The student receives Income Support or Universal Credit because they are financially supporting themselves and/or someone who is dependent on them and living with them, such as a child or partner
- The student receives Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment Support Allowance (ESA) or Universal Credit in their own right

Any student who meets these criteria can apply for a vulnerable bursary of up to £1,200: funding is not automatic and this may be reduced where the school deems it appropriate to do so.

We are responsible for determining whether a student is eligible for a vulnerable bursary. If a student meets the above criteria, but we believe a bursary is not required as they do not have any financial need and do not need further support, we may decide not to distribute a bursary to this student. This may include, for example, where:

- A student attends a specialist residential provision that covers their education costs in full.
- A student undertakes a distance learning programme and there are no financial barriers to participation, e.g. no travel or food costs.
- A student is in LA care and education costs are covered in full by the LA.
- A student is financially supported by their partner or parent/carers

If a student is not eligible for the Vulnerable bursary please see details below regarding the discretionary bursary.

### **Discretionary bursaries**

We allocate discretionary bursaries based on those who are most in need of financial support. Discretionary bursaries may be awarded up to value of £1,200. Our eligibility criteria for a discretionary bursary includes the following:

- Students living in a low-income household (outlined below)
- Students whose parents/carers receive Universal Credit
- Students whose parents/carers receive incapacity benefit
- Students who qualify or have previously qualified for free school meals
- Students who have additional responsibilities, such as being a young carer or parent
- Students who are from a single-parent family or have one or more dependent siblings in their family
- Students who travel greater than eight miles to the institution

Discretionary bursaries may be awarded for students from low-income households. The amount awarded will be dependent on the amount of income, relevant to the following levels:

Level	Minimum	Maximum
L1	£0	£20,000
L2	£20000	£40000
L3	£40000	£50000

If none of the above apply to your circumstances or household, but you feel that you have a need for financial assistance to access your education, please write a letter to the Head of Sixth Form that outlines your circumstances.

### **Applying for a bursary**

Students must complete the application form (available from Mrs Gilbey, Sixth Form Manager) and provide the necessary supporting documentation. All applications should be submitted as soon as possible so support can begin. Once accepted for a bursary, students can apply for assistance from the bursary at multiple times throughout the year as the need arises.

We do understand, however, that needs may arise throughout the academic year. As such, we do not implement a cut-off date for applications.

### **Conditions for receiving the bursary**

All students must meet the agreed standards set by us to be eligible for the funds – these are explained to all students during the application process. Students must continue to meet these criteria after receiving the bursary. We may withhold payments where students breach these conditions.

The conditions are as follows:

- Students must not have an unauthorised attendance figure of more than 5%
- Students that are absent due to sickness must contact the Sixth Form Manager on each day of absence before 9am
- Student who are absent due to sickness for longer than three days must present a note from a qualified medical practitioner
- Students must abide by the Sixth Form Code of Conduct set out in the Survival Guide

Payments will be stopped where:

- A student is absent for a period of four continuous weeks or more, excluding holidays or if there is evidence that they do not intend to return
- A student withdraws themselves from a study programme
- A student breaches any of the conditions for payment

### **Paying the bursary**

Wherever possible funds will be allocated in-kind rather than in cash, e.g. travel passes, vouchers/credits for meals. Books or equipment that have been paid for by a student can be

refunded after proof of receipt. However, items purchased by a student before bursary funding has been approved may not necessarily receive automatic reimbursement. In addition to this the student can request the above from the Sixth Form Manager who will arrange for the order to be placed after the application has been accepted

Bursary funds will not be given to students in lump sums.

### **Using the bursary**

Upon receiving a bursary, students will receive help based on their areas of need. The Sixth Form Manager will meet with each student to access their needs.

### **The following priority areas will be addressed first:**

- Travel to college, e.g. bus passes and travel cards\*
- Books, stationery or any other equipment recommended by subject specialists.
- Revision guides and revision resources
- Meals where students are not eligible for free school meals
- Any other educational support, e.g. attendance at university open days and interviews
- Help towards the cost of extra-curricular activities such as UCAS Convention, Ten Tors and Duke of Edinburgh activities
- UCAS registration fees (Year 13)
- SD Cards for Photography students
- Specific equipment and uniforms for vocational courses
- Exam remarking and resits when approved by subject leads
- Expenses incurred through participating in work experience

This list is not exhaustive and you are encouraged to ask your teachers for any items that they may feel will be useful for your courses or college run extra-curricular activities.

*\*It is the responsibility of the students to organise their own transport arrangements to College. However, the bursary can be used to finance these arrangements.*

### **Laptop Loans**

In Sixth Form there is a supply of laptops that can be loaned to students to take home, please see Mrs Gilbey Sixth Form Manager if you feel you would benefit from this.

### **Appeals process**

We strive to ensure that the bursary is dispensed fairly to meet the needs of students to remain in further education. If you feel you have not received the bursary you require please see Mrs Gilbey, Sixth Form Manager.

### **Further information**

More information on the use and allocation of 16-19 bursaries can be found at <https://www.gov.uk/1619-bursary-fund>. You can also contact Mrs Gilbey, the Sixth Form Manager at Bideford College for any individual help and guidance