



Settle College

16 – 19 Bursary Policy

1. General

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation, so they can remain in education.

Settle College will administer the Bursary within the Education Funding Agency's 16-19 Bursary Fund Guidelines. We aim to have clear and transparent processes including an appeals procedure. All recording along with evidence of eligibility will in addition follow the Education Funding Agency's procedures and guidelines.

The main contact for 16-19 Bursaries is the Head of Sixth Form.

2. Bursaries

Two types of bursary are available to students aged 16-19 and who meet the residency criteria:

Vulnerable Bursary

This category includes young people in care, care leavers, young people in receipt of Income Support/Universal Credit and disabled young people in receipt of both Disability Living Allowance/Personal Independence Payments and Employment Support Allowance or universal credit. These students could be eligible to receive a bursary of up to £1,200 per year. Evidence to support the application will be needed such as a letter setting out the benefit to which the student is entitled or written confirmation of current/previous 'Looked After' status from the relevant Local Authority or their Leaving Care Review Document.

Discretionary Bursary

This may be awarded on an identified needs basis, and at the discretion of Settle College to cover costs such as: books/equipment, transport, meals, accommodation, exam re-sit fees and other miscellaneous items associated with being in learning. To be considered applicants should first meet the following assessment criteria:

- Applicants must be 16, 17 or 18 at 31 August of the beginning of the school year (e.g. 31/8/2021 for academic year 2021-2022) or be aged 19 or over and have an Education, Health, and Care Plan (EHCP) due to their high needs and meet the EFA's residency criteria
- Evidence of Household Income below **£30,000** must accompany the application prior to assessment
- Students in exceptional circumstances suffering financial hardship who meet the general EFA eligibility criteria but not the specific criteria for bursaries may apply in writing to justify their application.

Each application is individually assessed considering individual circumstances

Based on the information received and if financial hardship is identified, the student will be awarded an amount of money to be determined by Settle College depending on individual circumstances and availability of funding.

Applicants should be clear that meeting the criteria for bursaries does not lead to automatic entitlement, particularly if it is deemed they do not have financial needs and/or their financial needs are covered from other sources. Re-imburement of some costs such as travel cost may depend on submission of evidence e.g. Travel Tickets/Weekly Pass. In addition, if other barriers are identified, students assessed as being eligible for the discretionary element, can also request financial assistance. This could be for clothing, equipment etc. In both cases the student will complete an application form and will provide the required evidence as listed on the Bursary Fund Application Form 2021/2022. The application will be processed in a timely manner by Settle College (upon receipt of the required evidence) and the student will be made aware of the outcome in writing.

Receipt of the bursary will be conditional on the student meeting Settle College's standards of attendance and conduct and returning a signed agreement.

3. Applications and Evidence

Applications for bursaries are submitted to the Head of Sixth form and determined based on individual circumstances. All applications must be submitted within 4 weeks of the start of Autumn Term, unless in exceptional circumstances, and where authorised by the Head of Sixth Form.

A detailed Application Form is provided for this purpose and must be completed, including the declaration. All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. The school shall retain copies of evidence to provide financial assurance as required. All evidence will be treated with the strictest confidence.

4. Attendance and Behaviour

Receipt of both vulnerable and discretionary bursaries is dependent on meeting conduct and attendance targets and school policies, as detailed in the relevant school documents.

- The student agrees to follow Settle College's code of conduct at all times
- Attendance must be at least 95% (with no unauthorised absence)

Settle College will consider withholding or cancelling payments if agreed standards are not continually met.

5. Queries and Appeals

Queries/disagreements over applications will be handled by the Head of Sixth Form in the first instance. Any further appeals must be submitted to the headteacher in writing detailing background and reasons for the appeal. The headteacher will nominate a panel to determine the appeal. If the student/carer is still unsatisfied with the outcome of the appeal, the matter may be passed to the EFA. Queries/disagreements over agreed standards of attendance and behaviour will be handled by the Head of Sixth Form in the first instance and appeals by the headteacher.

6. Payments

Subject to meeting the condition requirements and being awarded a bursary, no cheques will be issued as in previous times. Instead payments will be made by BACS to a nominated Bank Account by the Finance Department once the student has provided a receipt of purchase. In other situations, we will purchase the required item. Students must complete and return the appropriate form. Unless in exceptional circumstances, this bank account, this bank account should be in the applicant's name.

7. Changes to Circumstances

It is students' and parents' responsibility to notify Settle College immediately of any relevant changes in circumstances (which may result in changes to the claim) and provide valid payment details.

8. Confidentiality

Applications and supporting evidence will be confidential. If it is necessary to share information or to obtain additional information to reach a decision, the student and/or their parent will be told the reasons why this is necessary prior to sharing any information further.

9. Further Information

Further national information on the 16-19 Bursary Fund can be found as follows on the Department for Education website: <https://www.gov.uk/1619-bursary-fund>