



MacIntyre Academies Discovery Academy

16-19 Bursary Policy 2023/24

Person Responsible:	Executive Principal
Date of first draft:	August 2023
Date presented to the LAB	
Date adopted by the Trust Board:	
Date of implementation:	
Date reviewed:	
Date of next review:	August 2024

16-19 Bursary Fund Policy

What is the 16-19 Bursary Fund?

The government is committed to supporting students in post 16 education and provides financial support via the 16-19 bursary fund. The 16-19 Bursary Fund provides financial support to help students overcome barriers so they can remain in education.

In line with Government policy, responsibility for the administration and distribution of the 16-19 Bursary Fund is devolved to school. The guidance in this policy follows the Department of Education's guidelines and aims to be fair and transparent in its application.

There are two types of 16-19 Bursary Fund available:

- **Level 1** – For defined vulnerable groups of up to £1200 a year
- **Level 2** – A discretionary bursary for students who require financial support to allow them to stay in education.

Eligibility

To be eligible to receive the bursary the student must be over age 16 but under 19 years of age on 31st August 2023 for support in the 2023/24 academic year. Students must also satisfy the ESFA residency criteria.

Applications are welcomed to be submitted through the academic year if family circumstances change.

Vulnerable Group Bursary (up to £1200)

The defined vulnerable groups of students are:

- In care
- Care leavers
- Receiving income support or Universal Credit in their own name
- Receiving Disability Allowance or Personal Independence Payments (PIP) in their own name as well as Employment Support Allowance or Universal Credit in their own name

Discretionary Bursary (up to £1000)

Discovery academy will award a discretionary bursary of varying amounts to students who might not be able to stay in education without financial assistance. The 16-19 Bursary is allocated to eligible students as outlined below and is dependent on the amount of funding and number of applicants received in the academic year.

- Students must be aged 16 and under 19 (as at 31.08.23)
- Students must be on a course lasting 30 weeks or more
- Students must have achieved attendance of 70% or above each term.
- Student who are eligible for Free Schools Meals
- Parents must also meet the following criteria by being in receipt of:
 1. Income Support
 2. Income based Jobseekers Allowance
 3. Income related Employment & Support Allowance
 4. Support under Part VI of the Immigration & Asylum Act 1999
 5. Receiving Disability Living Allowance or Personal Independence Payments in the students own right
 6. Universal Credit

As per the government guidance, receipt of the 16-19 Bursary Fund does not affect receipt of other means tested benefits paid to families.

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers so they can remain in education. Examples could include:

- A bus pass so the student can attend school
- A laptop so the student can complete their work
- Payment for a school educational trip
- Equipment such as art supplies, stationery, textbooks, revision guides etc
- Purchasing of school uniform

These items can be purchased on your behalf or you can be reimbursed or partially reimbursed once we have received proof of purchase/receipts. No cash payments will be made.

The 16-19 Bursary Fund cannot be used to provide learning support (e.g. tutoring or mentoring) or to pay for extracurricular activities which are not essential to a student's studies and general living costs.

The above limits are subject to available funding.

Evidence Required

Vulnerable Groups

Group	Evidence Required
In Care or a care leaver	Written confirmation of current or previous looked after status from the relevant local authority
Students in receipt of income support or universal credit	A copy of the award notice. For students in receipt of Universal Credit an additional document such as a tenancy agreement or utility bill is also required
Students in receipt of DLA or PIP	A copy of the notice award. Evidence of Employment Support Allowance or Universal Credit being paid is also required

Discretionary Bursary

- Proof of income/benefits must be submitted along with the application form when applying to claim discretionary bursary and the student's birth certificate must be received and recorded.
- Student and family should be made aware that if false or incomplete information is submitted, the matter may be referred to the DfE or the Police. Any ineligible payments made would be sought for recovery
- Parents and students must both sign to state that they agree to and understand the terms and conditions as set out in this policy

The award payments will be split across three terms: Autumn, Spring & Summer where applicable.

Applying for the 16-19 Bursary

Applications should be made by completing the 16-19 Bursary Fund Application Form (appendix 1). This policy and the application form will be distributed to students in the Autumn Term and will be made available on the school website.

Completed applications along with all supporting evidence should be emailed to the School Business Manager at discoveryfinance@macintyreacademies.org or in paper format to the school office. The information disclosed will only be shared with the Bursary Committee for decision making purposes. The application form and copies of evidence will be stored securely for audit purposes.

Each application will be reviewed and successful candidates will be notified in writing each term which will include payment amounts allocated and estimated date payment will be made.

Receiving the 16-19 Bursary

Students who meet the eligibility criteria will receive their bursary paid from Discovery Academy 16-19 Bursary Fund directly to the student by BACS into their own bank account unless special circumstances i.e., Power of Attorney / Acting on behalf of the student will be paid on a termly basis on the condition the eligibility criteria is met each term.

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation in accordance with this Policy. The School will not make any large or lump sum payments to qualifying students and discretionary bursary amounts may vary throughout the academic year.

Changes to circumstances

A student in receipt of bursary must inform the School Business Manager of any changes to family circumstances that may affect the support during the academic year.

Where a student's financial situation has changed and no longer eligible to claim 16-19 Bursary Funds such as; no longer entitled to benefits or the overall household income limit has increased, they must notify the School Business Manager in writing all relevant details as soon as possible. The School Business Manager will look into changed circumstances and may require further evidence to support it. If the evidence submitted suggests that the student is no longer eligible; the bursary payments from Discovery Academy will cease with immediate effect.

Where a student falls into financial hardship and believes they may be eligible for 16-19 Bursary fund, an application can be made providing all evidence is submitted to support their claim, however, if the student does become eligible to receive funds the award cannot be backdated to the start of the academic year and will only be eligible from the date that the student applied.

Appeals

Students have the right to appeal in all circumstances if it is felt that a payment has been withdrawn or withheld without justification. In the first instance the student should speak to the School Business Manager, if the student still feels they should appeal then the student must follow the school's complaints procedure which can be viewed on the school's website [Discovery Academy - Policies & Reports \(thediscoveryacademy.org\)](https://www.discoveryacademy.org/Reports)

Further information

If you have any queries in relation to the criteria of the Bursary or completing and submitting your application and evidence, please do not hesitate to contact the School Business Manager on the school phone number which is 02477 331070.

Communication, Governance and Monitoring

Discovery Academy will provide a policy statement on how we will administer and distribute the funds allocated. This will be available on the school website with the application form (this document). The ESFA (Education and Skills Funding Agency) allocates a specific funding to the school each year, which is the school's allocated amount of money. Money will be allocated according the eligibility criteria and will be subject to the school's normal governance and audit regimes.

The Bursary Award will be monitored through the external school financial audit, through the ESFA and through Ofsted.

Appendix 1: 16-19 Bursary Application Form

Student Details:

Forename:		Surname:	
Date of Birth:		Age as at 31/08/23	
Home Address:			
Contact Number:		Student Email Address:	

Bursary Details:

Which bursary are you applying for (indicate below):

Vulnerable Group		Discretionary:	
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Details of Support Required:

Please list the items that financial support is required for. If support is required for a bus pass please provide details of the bus service used:

Bus Service:		School Trips:		Stationery:	
Laptop:		Books:		Uniform:	
Other (please specify):					

Is this your first application in this academic year? Yes / No

Eligibility Criteria/Evidence:

If you are applying for the vulnerable group's bursary fund please complete section A and if you are applying for the discretionary bursary fund complete section B.

YOU ONLY NEED TO COMPLETE EITHER SECTION A OR B, NOT BOTH.

Section A

Vulnerable Bursary-Vulnerable Learners:	Tick	Supporting Documents needed
Young people in care or care leaver		Letter from care home/social worker/local authority
Young people in receipt of Income Support (or Universal Credit in place of Income Support) in their own right		Copies of the benefits paperwork
Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right		Copies of the benefits paperwork

Section B: Please tick the relevant box(es):

Discretionary Bursary Criteria	Tick	Supporting Documents needed
I am eligible for free school meals		This information will either be provided by the student feeder school (if student did not attend this school previously) or staff will be able to obtain this information in-house
Young people whose household receives income based means tested benefits AND/OR whose gross annual household income is below £25,000 (Household income-this includes the combined incomes, where there is more than one source of income, of parents with parental responsibility and partner living in the household. Household income does not include income from siblings who are working, or money earned by the student themselves from part-time employment)		Please supply one or more of the following: (copies) <ul style="list-style-type: none"> Award letter (less than 3 months old) for income based benefits P60 (tax year ending April 2017) or the last 3 months pay slips Evidence of self-employed earnings
Young people with significant caring responsibilities at home and who are not in receipt of a Carer's Allowance		Supporting letter from social worker or parent
Young people who have been affected by sudden exceptional changes to their financial circumstances		Supporting letter from parent/carer or please contact the Principal in confidence for advice

Section 5: Bank Details

In the majority of cases, successful applicants will receive an award 'in kind' in the form of a bus pass, contribution towards meals, or help with educational visits, for example. Where monetary payments are made, these will be made by BACS transfer into the learner's own bank account. Please insert the details below:

Account holder name (student) as shown on statement	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

Declarations

Please be aware that the funding covers only this academic year and there is no guarantee that funding will be available for future years, even if you are eligible for the current year.

STUDENT DECLARATION

I declare that all information I have provided in support of this application for the Discovery Academy 16-19 Bursary Fund for 2023/24 is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and the School will seek repayment of payments made. I undertake to notify the School Business Manager in writing of any changes to the information provided, which may affect my eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, I leave the school or fail to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Academy may withhold payments.

Signed Date

Full name (in block capitals)

PARENT/CARER DECLARATION:

I declare that all information I have provided in support of this application for the Discovery Academy 16-19 Bursary Fund for 2023/24 is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped, and the school will seek repayment of payments made. I undertake to notify the school in writing of any changes to the information provided, which may affect the eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the learner named on this form leaves Sixth Form or fails to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that future payments may withhold payments.

Signed Date

Full name (in block capitals)