

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN  
ACADEMY TRUST

**University Academy Holbeach  
16 – 19 Government Bursary Fund Policy  
Academic year 2023-24**

*Please retain this guidance for your information. If you require further information or a hard copy of this policy, please contact the sixth form office on [6thformoffice@uah.org.uk](mailto:6thformoffice@uah.org.uk) or telephone 01406 423042*

**Introduction**.....Page 3

**Bursary Eligibility**

1.1. Who is eligible for the 16-19 Government Bursary.....Page 3  
1.2. When to apply.....Page 3  
1.3. How the Academy assesses applications and allocates funding.....Page 4  
1.4. Bursary Contingency Fund .....Page 4

**Priority groups**

2.1 High priority group- Sections 2&3 of the application.....Page 5  
2.2 Higher Priority Considerations and Deductions for applications .....Page 5  
2.3. Medium priority group- Sections 2&4 of the application .....Page 6  
2.4 Low priority group- Sections 2&4 of the application .....Page 6  
2.5 Submitting Evidence to support Bursary Application .....Page 6

**How 16-19 Bursary Applications are assessed?**

3.1 Assessment of 16-19 bursary applications .....Page 7  
3.2 Appealing decision of bursary applications .....Page 7

**Terms and Conditions of approved 16-19 Bursary Applications**

4.1 Attendance and Behaviour Requirements .....Page 8

**Appendices**

Appendix 1 – Vulnerable Student Bursary Post-Approved Applications. ....Page 9  
Appendix 2 – Discretionary Student Bursary Post-Approved Applications... Page 10

## **Introduction**

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

The 16 –19 Bursary Fund is available to help support young people who may face financial barriers when enrolled in further education. The 16-19 Bursary aims to support further education training providers to ensure that every young person is able to benefit from participating in 16-19 further education. The support further education training providers receive enables them to support young people facing financial barriers to learning, through providing additional financial support to help meet the costs of their participation through the use of a fixed sum from the government each academic year.

As a responsible provider, The University Academy Holbeach places heavy impetus on its accountability to uphold the Governments' decision to tackle the problem of disadvantaged young people meeting the costs of participating in education and training post-16 and to ensure that any allocations made are reasonable and equitable.

Students who are eligible must apply for a portion of these funds by completing an application form and by supplying the required original documentary evidence to support their application.

The deadline for all applications made before the start of the academic year is **Friday 22<sup>nd</sup> September 2023**. We will however continue to receive and assess any other applications made after this deadline. All applications are treated in strict confidence and students' personal information only shared with members of the Bursary committee.

### **1.1 Who is eligible for the 16-19 Government Bursary?**

To be eligible to receive a bursary, students must be aged 16 or over and under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study. The student must be enrolled on a full-time course with the University Academy Holbeach for a minimum of one academic year.

A bursary application must be submitted for each academic year, with relevant evidence, for each year the student, parent or carer wishes to apply for consideration of support from the 16-19 bursary.

Students must also satisfy the residency criteria set out by the Education Funding Agency guidance – a person on 1<sup>st</sup> September who is settled in the UK, and has been ordinarily resident in the UK for the three years preceding the 1<sup>st</sup> September. For applicants who have been settled or obtained residency, evidence of residency must be submitted with the application. Confirmation of residency will be retained with the application submitted.

### **1.2 When to apply?**

To apply for the 16-19 bursary for the relevant academic year, a new application for the 16-19 bursary must be completed each academic year that it is wished to be claimed for. A copy of the bursary policy and application can be found on the University Academy Holbeach Sixth Form website for 16-19 learners.

Please note that bursary applications should not be made for the upcoming academic year, until after the **1<sup>st</sup> of June**. We will continue to receive bursary applications for the current academic year, until the end of that academic year in July. In which after the end of the academic year, we will begin to process applications for the new academic year.

### **1.3 How does the Academy assess applications and allocate 16-19 bursary funding?**

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation based on household income and needs of the student. There are 3 priority groups categorised as high, medium and low, we will use these to allocate which priority group an application is in. For indication on what is referred to as a high, medium or low category, please see below.

The Sixth Form Bursary committee will meet to assess each bursary application on an individual basis and will award financial support based on the evidence submitted and the financial needs of the individual.

First priority for allocated funding will be applications that are assessed to fall into the high priority group (Vulnerable Students, see criteria below), then medium and then low. If an application is deemed to be of low priority, the Bursary Committee will aim to offer as much financial support for the student, from the funds available after offering financial support to those of high and medium priority groups.

Once an application is approved, the bursary committee will contact the parent of the child by letter, confirming what financial support the Academy can offer from the 16-19 bursary, and what further evidence is needed (e.g. Confirmation of LAC status, receipts from purchases for reimbursements).

We will continue to receive applications for the current academic year until 1<sup>st</sup> June. Therefore any funds remaining after all applications have been assessed by the deadline in September, will be used to form a contingency fund or for other bursary applications submitted after the deadline in September throughout the academic year.

### **1.4 Bursary Contingency Fund**

Students who become eligible to apply for assistance from the 16-19 Bursary Fund throughout the academic year but who did not meet the **Friday 22<sup>nd</sup> September 2023** deadline, will be able to access a small emergency fund in exceptional circumstances if they can show an identifiable financial need.

To be considered for assistance from the contingency fund, a completed bursary application and evidence will need to be submitted as part of the application process.

## **2.1 High Priority Group- Sections 2&3 of the application**

Students aged **under 19 on 31/08/2023** and who fall into one of the following categories:

- Are currently in care (as defined by Social Services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name
- Are disabled and in receipt of both Employment Support Allowance and Personal Independence Payments.

Eligible students could be awarded up to £1,200 bursary which will be paid in three instalments directly to the student throughout the academic year. Applicants in the higher priority group will need to submit evidence of the category above that they meet in order for the application to be complete. Without this information, the application may be rejected.

## **2.2 Higher Priority Considerations and Deductions for applications**

Payments will be subject to review by the Bursary committee to ensure that all criteria's are being met and the student is eligible to claim from the bursary funds for the duration of their studies with us.

The Bursary Committee will consider the following when making a decision on the financial award for a Vulnerable Student Bursary application:

<b><i>Essential Considerations:</i></b>	<b><i>Additional Considerations (These will be deducted from the total amount paid to the student during the academic year):</i></b>
<b>Hours of course study</b>	<b>Uniform-</b> Students are expected to pay for this using their Vulnerable Student Payments where possible.
<b>Course duration</b>	<b>Free School Meals</b>
<b>Total amount of benefits currently being received by student</b> ( <i>Applicable if student is claiming Universal Credit/ PIP/Employment Support Allowance/ Incapacity Benefits</i> )	<b>Transport-</b> Students are expected to pay for this using their Vulnerable Student Payments where possible.
<b>Details of Eligibility-</b> Does the student meet the criteria to be considered as Vulnerable Student? E.g. Looked After Child, In receipt of Universal Credit, PIP, Employment Support Allowance, Incapacity Benefits.	<b>Books/Equipment</b> - Students are expected to pay for this using their Vulnerable Student Payments where possible.
	<b>Educational Trips/University/ College Interviews</b> - Students are expected to pay for this using their Vulnerable Student Payments where possible.

### **2.3 Medium Priority Group- Sections 2&4 of the application**

Students who are in receipt of free school meals and/or have a total household income of less than £24,999 can apply for a contribution towards the following:

- Transport costs for getting to and from the Academy
- Meals in school
- Books and equipment
- Uniform
- Educational trips
- Costs associated with visiting University/college interviews or open days.

Payments will be made 'in kind' e.g. payment/purchase of transport passes, addition of funds to a students' lunch account to enable purchase of meals. The Academy will always consider how best to achieve value for money, for example, by purchasing equipment through existing arrangements with suppliers instead of providing cash for students to purchase equipment themselves, or arranging facilities for students to purchase second hand books and equipment. For any payments made 'in kind' receipts will need to be obtained and submitted to the sixth form office.

### **2.4 Low Priority Group- Section 2& 4 of the application**

Students who have a total household income of over £25,000 but under £30,999 can apply for a contribution towards the cost of essential course equipment, uniform and transport costs. Students who fall into this group will be considered for funding once allocations have been made to those in the High and Medium groups.

Please note only one option will be paid for applications approved as 'Low Priority'.

Payments will be made 'in kind' e.g. payment/purchase of transport passes, addition of funds to a students' lunch account to enable purchase of meals. The Academy will always consider how best to achieve value for money, for example, by purchasing equipment through existing arrangements with suppliers instead of providing cash for students to purchase equipment themselves, or arranging facilities for students to purchase second hand books and equipment. For any payments made 'in kind' receipts will need to be obtained and submitted to the sixth form office.

### **2.5 Submitting Evidence to support Bursary Application:**

For any application made, all applicants must submit relevant evidence of their household income or confirmation of their vulnerable status. Any evidence submitted will be retained with the bursary application and information will only be shared with the bursary committee for the purposes of assessing the financial need of the applicant to confirm their eligibility.

For evidence to assess applications for the vulnerable and discretionary bursary, evidence of overall household and vulnerable status income must be submitted. Failure to provide evidence or incorrect evidence may result in the application being

rejected. For information on suitable evidence to submit for the vulnerable and discretionary bursary, **please see section 3 and 4** of the application.

Hard copy evidence to support applications is preferred, however we will accept electronic copies of evidence which can be sent securely to the Sixth Form office using the email [6thFormOffice@uah.org.uk](mailto:6thFormOffice@uah.org.uk) along with the name of the student who the bursary application is for and which type of evidence is being submitted.

Any false, incorrect or fraudulent evidence provided that leads to incorrect/over-payments made, may result in funds being re-claimed or stopped. Any evidence of fraud or knowingly providing false information in a deliberate attempt to be of greater financial need, may be referred to the police with the possibility of prosecution.

### **3.1 Assessment of 16-19 bursary applications**

The Bursary committee will assess each application with supporting documentation in the strictest confidence. Any student who believes that they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and submit this to the Sixth Form Office as soon as possible and at the latest by **Friday 22<sup>nd</sup> September 2023**. A student in receipt of any level of bursary award must inform the Sixth Form Student Manager, *Miss English*, of any changes to family circumstances that may affect ongoing support during the academic year. Students who become eligible during the academic year should contact the Sixth Form Student Manager and make an application.

Once the application and evidence has been submitted, the bursary committee will assess the overall household income and base a decision of the financial support offered from the bursary funds from the application and evidence. The purposes of this procedure will be to assess the financial needs of the student.

Once the application has been assessed, the applicant will receive a confirmation letter confirming the financial support that will be offered from the 16-19 bursary fund (including what support will be made 'in kind'). The confirmation letter will also outline any terms and conditions of the financial support offered from the 16-19 bursary.

Payments will be subject to review by the Bursary committee to ensure that all criteria's are being met and the student is eligible to claim from the bursary funds.

### **3.2 Appealing decision of bursary applications**

Students and Parents/Guardians have the right of appeal to the Bursary Committee in all cases if it is felt that an application has been withheld without justification or the application has been unfairly assessed. An Appeal should be made in writing and addressed to Miss A English, Sixth Form Student Manager outlining the concerns and their reason for why the application or decision made should be reviewed.

Appeals must be made within 10 days of the initial decision made from the date of letter confirming the outcome of the application.

Any appeals made will be assessed by the bursary committee within 14 working days and the decision will be sent to the parent/guardian in writing confirming the outcome of the appeal.

#### **4.1 Attendance and Behaviour Requirements**

- Students must abide by the standards of behaviour and effort as agreed at the start of their course and as detailed in the Sixth Form Code of Conduct (Please see Sixth Form Student Handbook or website for further details).
- Students should maintain a **minimum of 95% attendance at all timetabled lessons, study and tutor periods**. Should the student's attendance drop below 95% or the student be removed from their course, any bursary payments made, equipment or resources provided to the student may be withdrawn or re-claimed by the academy.
- Students should arrive at lessons on time and be dressed according to Academy uniform regulations.

All Academy students are expected to adhere to the above criteria and if these expectations are not met the Academy reserves the right to withdraw future Bursary support/request the return of goods or services already obtained on the students behalf.



### ***Appendix 1- Vulnerable Student Bursary post-approved applications***

Please read carefully below any information or evidence that will need to be submitted to the Sixth Form Office if your application is approved by the bursary committee.

For applications that are approved as a Vulnerable Student Bursary, please provide the following information to the Sixth Form Office:

- Bank Account Number
- Sort code of account
- Name of persons on the account

When applications are approved as Vulnerable Student Bursaries, the student/carer/guardian will receive a letter confirming the status of the approved bursary application and requesting the information above. Please submit the information above to the sixth form office by returning the slip with the requested information.

## **Appendix 2- Discretionary Bursary post-approved applications**

If the submitted bursary application is approved as Discretionary Bursary, the following table will be included within the confirmation letter approving the application and any financial assistance from the options below that are awarded:

<b>Heading under which Award granted</b>	<b>Action/Information required</b>	<b>Method of payment/reimbursement</b>
<b>Course related equipment</b>	<b>Equipment will be provided by the school to the value of £100</b>	Please speak to Miss English in the Sixth form Office.
<b>Course related books</b>	<b>Reimbursement to the value of £100</b> will be made when receipts are provided or orders can be made through school	Please take receipts to Miss English in the Sixth Form Office or advise her which books you would like ordering – ISBN's required.
<b>Transport costs- Contracted buses organised by Lincolnshire County Council (LCC)</b>	Please apply to LCC Post16 Transport for this service. If application is approved, please forward <b>confirmation of transport award email/letter and Transport TRA reference number to the 6<sup>th</sup> form office.</b>	This option is paid for by UAH from the 16-19 Bursary funds
<b>Transport costs- Public Service buses (e.g. Stagecoach 505)</b>	A bus pass will be ordered by the school for public service buses (e.g. 505 Stagecoach bus pass)	Please submit photo ID to 6 <sup>th</sup> form office. This option is paid for by UAH from the 16-19 Bursary funds
<b>Meals whilst in school</b>	<b>You have been awarded a daily allowance of £2.</b> If you spend more than this you will need to pay the difference. If you spend less than this, any balance will be cleared and you will only have £2 available on the following day.	Your cashless account will be credited with £2 every day.
<b>Uniform</b>	<b>An allowance of £150 has been approved.</b>	Reimbursement to the value of £150 will be made when receipts are provided. Once receipts have been obtained, please send these to Miss English and a cheque will be raised to reimburse you.
<b>Educational trips</b>	Apply on an individual basis for trips you need funding for.	The Academy will meet the cost of approved trips. Speak to Miss English in the Sixth Form Office.
<b>University visits</b>	Reasonable costs for university visits will be reimbursed.	Please discuss your plans with Miss English in the Sixth Form Office.