



## **16-19 Bursary Fund Guidance**

# HAILEYBURY TURNFORD 16-19 BURSARY FUND

## WHAT IS THE 16-19 BURSARY FUND?

Haileybury Turnford is provided with funds by the ESFA (Education and Skills Funding Agency) specifically for the provision of bursaries to 16–19 year olds continuing their education at the school.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year
- Discretionary bursaries which Haileybury Turnford awards to meet individual needs

Haileybury Turnford will need to reserve 20% of the 16-19 Bursary amount provided. This is to accommodate changes in circumstance and ensure that requests for funding from students following such changes can be accommodated.

The school is permitted to use up to 5% of their allocation for administrative costs.

## ELIGIBILITY FOR BURSARY AWARDS IN 2024/25

To be eligible to receive a bursary the young person must be aged under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to end of the programme of study, whichever is the sooner. Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Young people must satisfy the residency criteria as stated in the document ESFA Funding Guidance for the 2024 to 2025 academic year and must be undertaking a full-time course at Haileybury Turnford funded by the ESFA.

The following groups of young people are eligible to apply for bursaries:

1. Vulnerable students (outlined below)
2. Young people who were eligible for free school meals at any point in Year 11 and/or become eligible during the academic year 2024/25
3. Those students facing genuine financial barriers to education (outlined below)

## **BURSARIES AVAILABLE FOR 2024/25**

### **Bursary 1 - Bursary for Vulnerable Young People**

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. All students who meet the vulnerability criteria (below) may receive a £1,200 annual bursary (either full or pro-rata, depending on the number of week's attendance in the year).

The defined vulnerable groups are students who are:

- In care
- Care leavers
- Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- Receiving Disability Living Allowance or Personal Independence Payments in their own right **as well as** Employment and Support Allowance or Universal Credit in their own right

Definitions of students in Vulnerable Groups can be found in the ESFA guidance

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

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. The school can refuse a student's application on this basis. Similarly, students will only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

### **Bursary 2 - Discretionary Bursary**

In order to directly target barriers to education Haileybury Turnford School may also provide discretionary bursaries to support students where they face a barrier to education that is preventing them fair access.

Students who were eligible for free school meals at any point in Year 11 and/or become eligible during the academic year 2024/25 or are facing financial hardship **and** whose family income is below the threshold of £25,000 are invited to apply for assistance with school course-related costs, for example:

- Transport to or from Haileybury Turnford
- Meals at Haileybury Turnford
- Equipment - calculators, art equipment, stationary etc.
- UCAS fees and travel to open days
- Course-related protective clothing - sportswear, lab/art coats, safety goggles etc.
- Trips, visits and sports activities directly relevant to a course of study
- Sixth Form attire

The maximum amount payable as a discretionary bursary will be dependent on the number of applicants in the school year as well as each student's individual circumstances and their actual financial need. Meeting the eligibility criteria below does not guarantee payment of the discretionary bursary.

Eligibility for a discretionary bursary is based on the following criteria:

- Student is eligible for free school meals now or was in year 11
- Students living in a household where the parent(s)/guardian(s) are in receipt of income support / housing benefit
- Students living in a household where the gross annual household income is less than £25,000

Parents will need to provide proof of entitlement to the benefits or household income prior to payment of a discretionary bursary.

Examples of types of acceptable evidence (photocopies accepted) are shown in the table below.

- P60 for last financial year
- Wage slips for last 3 months
- Self-employment income evidence for last financial year
- Copies of online statements for Universal Credit

If a family's financial circumstances change during the year a student is able to apply for a discretionary bursary at a later date.

#### **Discretionary Bursary (one off application)**

Students can apply for a discretionary bursary (subject to the criteria for financial hardship above) to cover the cost of a barrier to education. Students must fill in an application form for financial support and provide appropriate evidence that the help is needed to overcome a significant barrier to education (or advancement to further education). Whilst every endeavour will be made to cover the cost, it is clear that with a limited value of the fund, we may only be able to provide support for part of the cost.

All decisions about which students receive a discretionary bursary and how much bursary they receive will depend on each student's individual circumstances, and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to school and the requirements of their study programme.

No payment will be made to cover the cost of travel where the student owns or has been provided with a car.

## **EXPECTATIONS**

Students eligible for the 16-19 Bursary **must** meet the following criteria

- 95% attendance.
- No behaviour or conduct issues
- Responding positively to course criteria - completing modules in line with expectations
- Completion of examination year

## **PAYMENT**

Each bursary will be paid in 10 monthly payments in arrears (subject to meeting appropriate attendance and attitude to learning targets), directly to the student via BACS.

## **APPLICATION PROCESS (full and discretionary bursaries)**

1. Parents / Students will make a written request (using the application form) to the Head of Sixth Form with the appropriate evidence by Monday 23<sup>rd</sup> September 2024.
2. Students will receive a letter confirming receipt of their application to the '16-19 Bursary Fund' along with the support allocation awarded by the school and, if appropriate, a payment scheme.
3. Students will then sign an expectations agreement.
4. Information will then be passed to the finance team for processing on a monthly basis by BACS, in arrears, subject to meeting the requirements of the expectations document.

Unconscious bias can result in assumptions being made around students based on any aspect of their identity, such as race, ethnicity, gender, socio-economic status or even their ability. It can influence how school staff perceive individual students and lead to favouritism or underestimating their ability to achieve success, potentially affecting educational outcomes. It is the role of the senior team to ensure that the school recognises and identifies this unconscious bias to help negate its affects and ensure an equal opportunity of success for all students.

## **APPEALS**

Any student wishing to appeal against the Support Level allocated should do so in writing within two weeks of receiving their letter of allocation. Appeals should be made to the school Sixth Form Administrator. It is expected that further evidence to support the funding request will be provided by the student if called upon.

## **DATA PROTECTION**

The process of application and payments will remain confidential to the Head of Sixth Form, the Principal and the School Business Manager.