



ENERGY COAST UTC

16-19 BURSARY FUND POLICY

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Signed: Barbara J. Stephens

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Revision History:

Revision	Date	Owner	Summary of Changes
0	June 2020	KL	Policy created
1			
2			
3			
4			

What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund is a fund of money made available from the government through its funding body, the Education and Skills Funding Agency (ESFA), to provide financial support to help students overcome specific financial barriers to participation in sixth form education. There are two types of bursaries available – a vulnerable bursary and a discretionary bursary (detailed below). The 16-19 discretionary bursary fund is a limited fund and the school will prioritise allocation according to the criteria, household income where appropriate and the availability of remaining funds.

Further information on the 16-19 Bursary Fund can be found at <https://www.gov.uk/1619-bursary-fund>

How we use the Bursary Fund

We use the fund to provide students with financial support to fund their:

- Transport
- Books and equipment
- Meals
- Field trips and other course related costs
- The costs of attending university interviews and open days

A 5% administrative cost and a 10% contingency fund to meet urgent exceptional financial circumstances will be applied. To provide for these costs, 15% will be withheld from the total ESFA allocation.

16-19 Vulnerable Bursary (High Priority) Fund

Who is eligible to apply for 16-19 Vulnerable Bursary (High Priority) Funding?

Students who are attending government funded full time courses at the UTC and who are aged 16 to 19 years of age on 31 August in the year of application and who satisfy one or more of the following criteria:

- Are in or have recently left local authority care
- Are in receipt of Income Support or Universal Credit in their own name.
- Are in receipt of Disability Living Allowance (DLA) and either Employment and Support Allowance (ESA) or Universal Credit in their own name
Are in receipt of Personal Independence Payment (PIP) and either ESA or Universal Credit in their own name

For students qualifying for a Vulnerable Bursary, ECUTC will receive a fixed award of £1,200 (which will be pro-rated for any students starting later in the course), payable in instalments, providing students continue to meet the criteria, over the duration of the course. ECUTC will agree with the student how the award can be best used to support them. The criteria for the award are set by the ESFA and must be strictly adhered to. The Energy Coast UTC cannot alter the criteria. Proof of eligibility must be provided to the school to confirm eligibility for this award.

Proof of eligibility for vulnerable groups

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority. The evidence could be a letter or an email but must be clearly from the local authority on headed paper / local authority email address.
- For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's own name and confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in full time further education or training
- For students in receipt of Universal Credit (UC), proof of identity and residence will also be required: a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their award from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

16-19 Discretionary Bursary (Medium and Low Priority) Fund

Who is eligible to apply for 16-19 Discretionary Bursary (Medium and Low Priority) Funding?

Students who are attending government funded full time courses at the UTC and who are aged 16 to 19 years of age on 31 August in the year of application and who satisfy one or more of the following criteria:

- Face financial barriers to participation in the full times courses at the UTC and need financial help in order to access or stay in education
- Medium Priority – Have a gross **household** income of below £20,000
- Medium Priority – Identified as eligible for free school meals
- Low Priority – Have a gross **household** income of between £20,000 and £30,000. This is strictly subject to availability, students in this category will only be eligible should funds remain after those in high and medium priority groups have been awarded.

Required evidence of household income

If the student lives with their parents/carers **full details of their household income must be provided.** This must include evidence of all types and amounts of income received **for a full three months before the date of the application.** An assessment can only be made once all this information has been supplied. **Please ensure that any letters of proof/award notices provided are original documents and that no pages are missing. Original documents will be scanned and returned to students.**

Type of household income	Suitable Evidence
Income Support/Universal Credit	Letter of award, award notice or entry on bank statement

Employment Support Allowance and Disability Living Allowance/PIP	Letter of award, award notice or entry on bank statement
Working Tax Credits/Child Tax Credits	Letter of award, award notice or entry on bank statement
Adult Learning Grant	Letter of award, award notice or entry on bank statement
Job Seekers Allowance	Letter of award, award notice or entry on bank statement
Maintenance/Child Support	Letter of award, award notice or entry on bank statement
Wage – Parents/Carers	Weekly/monthly pay slips or entry on bank statement. Self-employment accounts.
Other – to illustrate total income please include all sources of income – eg any pension, investment income, rental income etc	Bank statement

How to Apply for 16-19 vulnerable or discretionary bursaries

Qualifying Condition Requirements

All young people who wish to apply for the bursary must meet the following conditions:

- **Attendance:** students must be on roll in full time education at the UTC, with attendance at or above school target (98%) unless there is a valid reason why this level of attendance cannot be achieved – in which case the student’s own attendance target must be met. All students must meet punctuality and attendance requirements.
- **Behaviour:** All young people must behave appropriately and submit work of an appropriate level and to the required deadlines.
- All students must adhere to the terms of the UTC **Sixth Form Home School Agreement**

All students who make an application for one of the bursary awards will be required to sign a declaration confirming that they agree to these conditions, as part of the application process. Payment may be stopped if these conditions are not met.

- Applications must be made on the ‘16-19 Bursary Fund Application Form’ which is available from reception or by emailing finance@energycoastutc.co.uk
- Applications should be made to the UTC Business Director at the start of the autumn term and by 2nd October in the year of study. However, as students’ circumstances may change during the year, the application process will remain open for the whole school year.
- The bursary fund is a finite amount of money which the UTC receives. Late applications will be considered but once the fund is fully utilised no more awards will be made in that academic year.
- Students who apply for the bursary will need to provide documentary evidence to show that they fall into one of the nominated groups. An assessment can only be made once all this information has been supplied.

- Student's bank account details must be included with their application so that payments can be made directly to the student's account.
- All applicants will be advised of the outcome of their application by letter.

Payment

Subject to meeting the condition requirements as detailed above, a successful application and an award being made, payments are made using the following process:

- Direct payments or payment in kind for equipment, books, meals, trips etc
- A monthly amount paid in arrears by BACS to a bank account in the name of the student. The timings of the payments will be at the school's discretion.

Additional Information

- Emergency payments of small sums may be available for any student in need at times of crisis, e.g. homelessness. The Energy Coast UTC withhold a small amount of the fund for these circumstances.
- Students who apply for funding from the 16-19 Bursary Fund must reapply each year as funding does not automatically continue into the new school year.
- The bursary funds are not intended to provide learning support e.g. counselling or mentoring, or support extra-curricular activities if these are not essential to a student's study programme.
- The bursary funds can not be used to support general household incomes.

Appeals against non-qualification for support

Appeals can be sent in writing to the Assistant Principal (AP) (Pastoral and Inclusion) by emailing enquiries@energycoastutc.co.uk and marking the email as for the attention of the Assistant Principal (Pastoral and Inclusion). The AP will consider the grounds for appeal, against the ESFA criteria and this policy and will only overturn a decision should the decision be found to have incorrectly applied the criteria. The AP's decision will be final and will be communicated in writing to the student.

Appeals against non-payment

In the case of a student who has been awarded the bursary, but where there are concerns re non-payment, or if a student is not satisfied with the decision to withhold or defer payment they should take the following steps:

- Send an email to the Business Director in the first instance. This email should identify that the student believes an award has been made but that payment has not been received – evidence of non-payment must be provided.
- If this does not resolve the situation, send an email to the Head of Sixth Form. This email should identify that the student believes an award has been made but that payment has not been received – and include evidence of communication with the Business Director. Evidence of non-payment must be provided.

- If the student still believes payment which should be received has not been, the student should put their case in writing to the AP, who will investigate the matter and report their decision to the student in writing within five days of receipt.

Confidentiality

Energy Coast UTC will ensure that applications are handled confidentiality. For audit purposes, however, scanned copies of all documentation for will be kept for a period of six years. These records will be held securely and in compliance with the Data Protection Act.

Fraud

Parents/carers, together with the student, are required to sign the application form to confirm that the details given are correct and that they will notify the school of any change in circumstances. Parents and students are made aware that, in signing the application form, they understand that monies may be reclaimed and eligibility withdrawn should they knowingly provide information which is discovered to be false. An application found to be false or incomplete may be referred to the Department for Education and the Police. The student /parents / carers could face prosecution as a result.