

16-19 Bursary Fund Policy 2023/2024

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The new Bursary Scheme for 16 – 19 year olds has been put in place as a partial replacement for Education Maintenance Allowance (EMA). The DfE publish a guide for schools, which we have used to produce this policy. This is located online here: <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/23 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Students who are asylum seekers.
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Students who are lone parents.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/23.
- Students who do not meet the residency qualifications.
- Students who do not fulfil any of the criteria described above.

Residency qualifications

Please refer to the residency requirements here

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

Proof of income

Proof of evidence will be required to support this application and could include some of the following:

- Tax credit statement letter (whole letter)
- Certified letter from the LA regarding Free School Meals · certified letter from the DWP.
- P60 (additional evidence will also be required). Or 3 months' wage slips
- Self-Employment Income evidence.
- Other means tested certification.
- Universal Credit (Income Support)
- 3 months' full bank statements.



How will The Garibaldi School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a very limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and return it to The Garibaldi School as soon as possible.

Students and their parents/carers should understand that the available fund is limited and any amounts available are not maximum amounts of entitlement, rather a pot that can be used to pay for education-related costs that they may incur.

Students must not buy anything without speaking to the school first, who will buy it on their behalf. We will not reimburse costs. It is important to remember that it is only applicable when students incur costs of participating. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

As per the funding guidance, reimbursements for benefits in kind are dependent on the following conditions:

- The student receiving the benefit in kind has an ATL or 1.5 or better, as per the standards agreed for Sixth Form students
- The student receiving the benefit in kind has an attendance of 96% or better, as per the standards agreed for Sixth Form students.

In cases where students do not meet the above conditions, decisions will be made on a case-by-case basis as to how the school will proceed. In some cases, this can include withholding payments, but this will always be considered alongside a student's personal circumstances. Where a student has been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme, we will stop payments of benefits in kind.

If the bursary money is used to purchase books or equipment for a student, we can specify that these must be returned at the end of their study programme so that they can be used again by another student where appropriate. If we purchase equipment, e.g. a laptop, that is necessary for a student to complete a programme of study, we can specify that this is returned at the end of a study programme. We may ask that equipment is stored centrally at school and is booked out on a loaned basis where needed.

Students in receipt of any benefit must sign in agreement to the above conditions.

Financial support for The Garibaldi Sixth Form Students in 23/24

The following information applies to students aged 16 to 19 on 31st August 2023 taking a full-time further education course in 2022/23. We will be operating three levels of bursary funding: High, Medium and Low priority groups.

The information below provides a breakdown of the three levels of priority groups. The amounts of money quoted are paid to the school and we then use this as a benefit in kind to purchase a range of different items that may be needed to allow your son/daughter to participate in Sixth Form. This means that instead of receiving money directly, your son/daughter could get a public transport travel pass, free meals or course equipment, for example. **A list of these are provided in the next section.**



- **Up to £1200 Bursary (High priority group) – Vulnerable Student Bursary**

The government has announced that some students will be entitled to a grant or bursary of up to £1200. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care.
- You, the Student, are receiving income support
- You, the Student, are disabled and receiving both Employment Support Allowance and Disability Living Allowance.

If you think you are eligible for this **£1200** bursary, please complete the main application form and **appendix 1**.

- **Medium Bursary (Medium priority group)**

You **could** receive this level of funding if:

- You have a gross annual household income of below £20,000.

OR

- You are in receipt of Free School Meals.

OR

- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for a maximum of/up to **£800** per annum support, please complete the main application form and **appendix 2** as you may be eligible for a contribution towards the following specific educational purposes (we will pay for this as a benefit in kind):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources.
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/23

If you think you are eligible for this bursary, please complete the main application form and Appendix 2.

- **Up to £200 Bursary (Low priority group)**

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000.

OR

- You have an identifiable financial need and do not fall into high and medium priority groups.

If you think you are eligible for up to **£200** per annum support, please complete the main application form and Appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources.
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/23.

If you think you are eligible for this bursary, please complete the main application form and appendix 2.



The school will hold the bursary money within a fund that students can request from to pay for the following benefits in kind:

- The cost of transport
- Essential course equipment, e.g. revision books, essential stationery,
- Meals in school
- Course-related trip/residential
- Fees incurred to access and/or travel to University open days or summer schools
- UCAS fee
- Course-related sporting activities
- Uniform
- Other school resources – please ask and we will answer these on a case-by-case basis.

Students must not buy anything without speaking to the school first, who will buy it on their behalf. We will not reimburse costs. For example, if a student wishes to attend an open day at a university and requires a train ticket, we will not reimburse the cost of train ticket, but we will purchase the ticket for them.

Please note that the actual amount will depend on the number of applications received and the amount of money available. Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded.

This information is subject to final government decision and the details may change.

If you need help, advice or guidance when completing the attached forms, please do not hesitate to contact the school. We can provide support for this where it is requested.

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NG19 0JX
01623 464220***

office@garibaldischool.co.uk



16-19 Bursary Fund Application – Student's Details

(Both Student and parent/carers forms are required plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information. Proof of entitlement must be included when the form is returned to The Garibaldi School, Forest Town, MANSFIELD, Nottinghamshire NG19 0JX

PLEASE USE CAPITAL LETTERS

SURNAME:

FIRST NAMES:

DATE OF BIRTH:

ADDRESS:

POST CODE:

EMAIL ADDRESS:

HOME PHONE:

MOBILE PHONE:

STUDENT BANK OR BUILDING SOCIETY DETAILS

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder:

Name of Bank::

Branch:

Sort Code:

Account Number:

Roll Number:

I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.

Student Signature:

Date:

The application form and appropriate appendix needs to be returned to The Garibaldi School as soon as possible.



16-19 Bursary Fund Application - Parent/Carer's Details

(Both Student and parent/carers forms are required plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information. Proof of entitlement must be included when the form is returned to The Garibaldi School, Forest Town, MANSFIELD, Nottinghamshire NG19 0JX

SURNAME:

FIRST NAMES:

DATE OF BIRTH:

ADDRESS:

POST CODE:

NATIONAL INSURANCE
NUMBER:

HOME PHONE:

MOBILE PHONE:

HOUSEHOLD INCOME
(Please attach required
evidence to this application
form).

HIGH (APPENDIX 1 FORM)		MEDIUM (APPENDIX 2 FORM)		LOW (APPENDIX 3 FORM)	
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(Please tick one category and fill in the relevant form)

I confirm that the details are true and accurate.

Parent Signature:

Date:

The application form and appropriate appendix needs to be returned to The Garibaldi School as soon as possible.

Bursary Eligibility Checklist

- Disability Allowance/Personal Independent Payments
- Universal Credit (Income Support)
- P60
- Tax Credit Awards
- Self-Employment Income
- Free School Meals
- Residential Criteria



APPENDIX 1 APPLICATION FOR HIGH PRIORITY FUNDING

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for High Priority funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of income support
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Student)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by The Garibaldi School:

Outcome:

The application form and appropriate appendix needs to be returned to The Garibaldi School as soon as possible.



APPENDIX 2 APPLICATION FOR MEDIUM/LOW PRIORITY FUNDING

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for Medium Priority funding under the following criteria (please delete as appropriate):

- My gross household income is below £20,000
- My gross household income is between £20,000 and £25,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

SPECIFIC NEED (I.E. TRANSPORT)	AMOUNT APPLIED FOR	TOTAL

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Student)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

The application form and appropriate appendix needs to be returned to The Garibaldi School as soon as possible.