

**St Gregory's Catholic Science College
EFSA 16 to 19 Bursary Fund**

Information for Students

The Department for Education (DfE) has delegated to schools responsibility for management of an educational bursary scheme.

The DfE website provides the following outline in relation to the scheme:

There are 2 types of 16-19 bursaries – the first for defined vulnerable groups and the second is a discretionary fund for schools and colleges to distribute:

The 'most vulnerable' 16 to 19 olds will be given a bursary of up to £1,200 per year.

This group is made up of children in care, care leavers, those on Income Support or Universal Credit and those receiving a 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.

Schools and colleges can distribute the rest of the money in the form of a **Discretionary Bursary** to support any student who faces financial barriers to participation such as costs of transport or equipment. They will have the freedom to decide the scale of the Bursaries; how often to pay them; and link it to behaviour or attendance.

There is further information on the following websites:

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students> -
[check link](#)

In managing the scheme:

- Allocations will be made within guidelines set out by the DfE and ESFA (Education and Skills Funding Agency). Consequently, "flat rate" payments will not be made.
- Other than for the defined vulnerable group of students, the school will use 'entitlement to free school meals' as the principal determinant of eligibility for financial support.
- The school will link payment to attendance, punctuality and adherence to the VI Form Code of Conduct for 'eligible' students.
- The school will maintain an 'emergency fund' for exceptional circumstances.
- The school will retain a fund to support eligible students with participation in activities that promote access to Higher Education.
- Those who are eligible for a bursary will be paid every two weeks in arrears

(based on attendance and punctuality of 95% and adherence to the VI Form Code of Conduct) directly into a bank account or by cheque.

- The Sixth Form Administration Officer will authorise payment based on checks of the above.
- The amount of money available for eligible students will depend upon: – the number of students who fall into the defined vulnerable category of young people entitled to receive up to £1,200 per year.
- To apply for the Bursary please complete (**in absolute confidence**) the form attached (Application for Sixth Form Bursary) and bring it to the VI Form Reception office (Mr Ryan) with your evidence of entitlement.

Please note:

- The Brent Local Authority website gives information about free school meals and how to apply: www.brent.gov.uk/frm/FRM. (any student in receipt of a Free School Meal will not be eligible to receive a credit for a meal).
- If you have any queries about the Bursary Fund, please contact Mr Dannie (Head of SixthForm).

16 to 19 Bursary Fund: a summary

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. bursaries for defined vulnerable groups of up to £1,200 a year
2. discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, books and equipment

When making an application under the vulnerable group categories, it should be noted that:

- This category is defined as a student who is receiving Income Support or Universal Credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner.
- The vulnerable group category refers to a student being in receipt of Disability Living Allowance or Personal Independence Payments plus Employment and Support Allowance or Universal Credit in their own right.

Eligibility criteria

Age

- To be eligible to receive a bursary in the 2023 to 2024 academic year a student must be aged 16 or over but under 19 at 31 August 2023
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).
- These 2 groups of aged 19 plus students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19).
- Students aged 19 or over are not eligible for bursaries for vulnerable groups.
- Students aged 14 to 16 who are attending college as part of their key stage 4 programme are not eligible for a bursary.

Residency

- Students must meet the residency criteria in the ESFA Funding regulations for post-16 provision in the 2023 to 2024 academic year.

Bursaries for young people in defined vulnerable groups

- Students who meet one of the 4 criteria below (plus the other criteria for age and residency) and who have a financial need can apply for a bursary for vulnerable groups of up to £1,200 per year (if they are participating on a study programme that lasts for 30 weeks or more).

The defined vulnerable groups are students who are:

1. In care
2. Care leavers
3. 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.
4. 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.

Please note that:

- The 16 to 19 Bursary Fund defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act

1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.

- A 'care leaver' is defined as: a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16.
- A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after.

Students who meet the criteria for a bursary for vulnerable groups are eligible for a bursary of up to £1,200 if they are on a study programme which lasts for 30 weeks or more in the academic year. Students who meet the criteria and who are on study programmes lasting for less than 30 weeks should be given a bursary on a pro-rata basis.

Discretionary bursaries

- The school can make discretionary bursary awards to students to help them overcome the individual barriers to participation they face, for example, help with the cost of transport, meals, books and equipment.
- The school can decide which students receive a discretionary bursary.
- The school manages the number and size of discretionary bursary awards to keep within their budget. They may decide to retain a small emergency fund from their allocation to support students who face exceptional circumstances during the year that impact on their ability to participate.
- There is no set limit for the amount of discretionary bursary that can be awarded to students. The school can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum as long as they have clearly identified an individual student requires this level of funding.
- In order to establish the amount of support awarded to a student, the school will take into account the household income of students.

Please note, in line with ESFA guidance, bursaries will wherever possible be paid in kind, e.g. travel passes, vouchers, credit for meals, required books or equipment etc.

Any student or parent who is unhappy with how bursary funding is managed by the school should make a complaint via the Schools Complaints Procedure (which is available via the school website or on request from the school office).

**St. Gregory's Catholic Science College
Application for Sixth Form Bursary**

Name	
Address	
Date of Birth	
Courses	
Please indicate (tick) if you are applying for:	
Guaranteed bursary <input type="checkbox"/>	<p>Evidence required to be shown to Finance Officer: Either a letter from your Local Authority to confirm:</p> <ul style="list-style-type: none"> • You are living in care • You are leaving care <p>Or a letter from your benefit provider to confirm:</p> <ul style="list-style-type: none"> • You are claiming Income Support • You are in receipt of Universal Credit • You are disabled and receive Employment and Support Allowance, Disability Living Allowance or Personal Independence Payments

Discretionary bursary <input type="checkbox"/>	Please make an appointment to see Mr Dannie (Head of Sixth Form)
Name on Bank Account	
Bank	
Bank Account Number	
Branch Sort Code	
I declare that the evidence I have provided is to the best of my knowledge correct and complete.	
Your signature	
	Please note that all documentary evidence will be retained for 6 years and then securely destroyed
School use	I authorise that this student is: <ul style="list-style-type: none"> • Eligible for a defined vulnerable group bursary • Eligible to receive a discretionary bursary Name: Signature: Date: