



**GUISELEY  
SCHOOL**

# *16-19 Bursary Fund Policy*

<b>Approved on</b>	13 October 2011
<b>Reviewed on</b>	June 2024 & October 2024
<b>Next review</b>	Summer 2025
<b>Governors' committee</b>	Resources Committee
<b>Responsible officer</b>	Finance Manager

## 1. Introduction

The 16-19 Bursary Fund is money the government has given to local authorities, schools, colleges and other education and training providers (institutions). Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education. The School receives a limited amount of funding each year (see point 9 for further details).

There are two types of 16 to 19 bursaries:

- A group one bursary of up to £1,200 a year for young people in one of the defined groups
- Discretionary bursaries that institutions award to meet individual needs. For example, transport, meals, books and equipment

Guiseley School's policy is based on the original guidance document produced by Leeds City Council (Guiding Principles for the consistent use of the 16-19 Bursary Funds across Leeds based schools from 2011/12) and the [Department for Education's 16-19 Bursary Fund Guidance](#).

## 2. Eligibility Criteria

### ELIGIBILITY

To be eligible to receive a 16-19 bursary in the academic year 2024/25 the student must be aged over 16 and under 19 years on 31 August 2024.

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). Students aged 19 or over are not eligible for group one bursaries.

**Additionally**, Students must meet the residency criteria in ESFA funding regulation for post-19 provision in the 2024 to 2025 academic year. Generally, this means that they must have the right of abode in the UK and have been a resident in the UK for at least the last three years.

### 2.1. Group One Bursary

#### **Eligibility:**

A bursary of up to £1,200 per annum is available to students if one of the following applies:

- you're in or recently left local authority care.
  - you get Income Support or Universal Credit because you're financially supporting yourself.
  - you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit.
  - you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit
- Please note that to qualify as eligible for a group one bursary the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they would not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.*

#### **Evidence of Eligibility:**

- A letter setting out the benefit to which the learner is entitled
- Written confirmation of current/former 'Looked After' status from the relevant Local Authority
- Leaving Care Review document

## 2.2. Group Two - Discretionary Bursary

### *Eligibility:*

Bursaries under this heading may be awarded on an identified need and at the discretion of Guiseley School. They can be for varied amounts and are targeted on overcoming the individual barriers a student faces to remain in education. This includes payments for things like transport, meals, books and equipment.

**To be eligible under the discretionary category the learners must be one of the following:**

- 1. be currently in receipt of free school meals**
- 2. be able to evidence a household income of less than £26,000 per annum (this includes earned income, tax credits and benefits).**
- 3. Primary postcode residence is in the top 27 indices of Multiple deprivation postcode**

**Students in the top 60 indices of Multiple deprivation postcodes will be entitled to the travel element of the bursary should they not be in receipt of free school meals or have household income of less than £20,000**

As the bursary is discretionary there may be some flexibility, e.g. consideration may be given to the number of dependants in a household or if the student is a young carer.

### *Evidence of Eligibility:*

If you, (the student/learner) or your siblings, are in receipt of Free School Meals, then the Parental 16-19 Bursary Application Form does not need to be completed.

If you are not currently in receipt of free school meals then the Parental 16-19 Bursary Application Form needs to be completed and evidence provided that the household income falls below £26,000 per annum.

If your postcode is in the top 60 indices of Multiple deprivation then you do not need to complete the application form.

Whatever income/benefits are declared in the Parental 16-19 Bursary Application Form **must be backed up by evidence** (scanned copies are accepted) in order for an assessment to be made. Examples of types of acceptable evidence are shown in [Appendix I](#).

A copy of the evidence submitted will be securely stored within school. This will be processed by the school finance office and destroyed six years after the application has been dealt with, in accordance with statutory financial regulations. The student and/or parent must inform school immediately of any changes to status otherwise money may have to be paid back to the school.

### **PLEASE NOTE:**

**Passing the eligibility threshold for a discretionary bursary does not guarantee funding. The individual circumstances of all applicants, the number of applicants, the funding available and the nature of the funding request will all be deemed relevant, differentiating factors.**

## 4. Criteria for Payments under the Discretionary Bursary

4.1. Payments will be made according to the following criteria:

- Nature of the application – priority will always be given to essential curricular requests.
- The finances available within the fund, i.e. should there be insufficient funding to meet all requests for bursaries then awards will be scaled down proportionally.
- Exceptional unforeseen circumstances that would affect the learner’s ability to participate in their programme of study.
- To continue to receive payments from the discretionary bursary fund students must be at least making progress towards their targets in all of their reviews and attain 90% attendance or above, unless exceptional circumstances apply.
- Mid-year arrivals/applicants will receive a proportion of the bursary in line with the remaining time of their course.
- School may cover the full cost of an item; make a contribution towards the cost; or may support the student through the loan of equipment.
- Loans of specific equipment, including laptops made under the 16-19 Bursary remain the property of Guiseley School and must be returned to the school at the end of the academic year or on leaving school.

4.2. Payment awards will be made up to the maximum limits set out below per student except in the most exceptional of circumstances:

<b>Meals:</b>	Are subsidised <b>up to the value of £3.00</b> per day on Guiseley School’s cashless catering system. This may be used at any of the school’s catering outlets.
<b>Books, Stationery and Equipment:</b>	<b>Up to a maximum of £200 per annum.</b> Receipts required. <i>(Payment for extended warranty cover of equipment is not eligible).</i>
<b>Travel to and from School:</b>	Variable, receipts required. Travel costs should be claimed on a weekly or monthly basis. <b>Please note that the full cost of travel</b> is claimable. This is capped at £50 per month and mileage can be claimed at 20p per mile
<b>Trips:</b>	A contribution may be made towards the cost of curriculum-based trips in exceptional circumstances

**The Group 2 discretionary bursary is capped at £1200 per student.**

**In all relevant cases receipts must be provided prior to reimbursement. Reimbursement will not be made without a valid receipt.**

**All claims must be submitted within one month of the date of the receipt.**

**See Appendix II for details on how to submit a claim.**

#### **4. Authorisation**

The payment awards decision will normally be made by the Finance Manager in liaison with the Director of KS5.

If there is insufficient funding to meet all of the requests, or if an award is rejected for reasons other than eligibility, the awards decision will be made by the 16-19 Bursary Board. This will also be the case if a single application exceeds the limits outlined above. Reference will be made to the criteria stated in point 3 above.

## 5. 16-19 Bursary Board

Guiseley School's 16-19 Bursary Board will consist of the Director of KS5, the Finance Manager and one Governor Representative.

## 6. Applications to the Discretionary Fund

- 6.1.** Books, trips and visits can be expensive in the sixth form so we encourage students to apply for funding, should they meet the criteria.
- 6.2.** Students need only apply to the Discretionary Fund once each academic year.
- 6.3.** The 16-19 Bursary Application Form, the 16-19 Bank Details Form and the Parental 16-19 Bursary Application Form (if applicable) must be submitted, along with accompanying evidence of income, by the end of the first half-term.
- 6.4.** Students experiencing a change of circumstances during the course of the year may submit an application at any time.
- 6.5.** In most cases, applications will be processed within two weeks after the half-term break and applicants will be informed in writing of the decision.
- 6.6.** If a 16-19 Bursary Board meeting is convened, payment will occur within two weeks of the decision.
- 6.7.** Reimbursements will be made in accordance with section 3 'Criteria for Payments under the Discretionary Bursary' above.
- 6.8.** Payments will be made by BACS transfer and applicants will be informed of the payments made by Leeds City Council's Business Support Centre.
- 6.9.** Sometimes payments will be made in kind, such as the meal allowance, payment for books and resources available from School.
- 6.10.** See Appendix II for details on submitting a claim.

## 7. Year 12 to Year 13 Transition Fund

Eligible learners will be able to apply for Year 12 to Year 13 Transition Fund in June of their first year in the sixth form. This will be distributed from any remaining funds in the School Bursary Allocation (this fund will not be available if the full grant has been used for the year). The criteria used will be as outlined in section 3 above.

## 8. Appeals

**8.1.** A three-stage appeals process exists:

- **Stage 1:** Appeals must be made to the Director of KS5. This will ordinarily simply provide clarification of the Award and eradicate factual errors. These will be discussed with the Director of Finance.

- **Stage 2:** Written appeal to a 16-19 Bursary Board
- **Stage 3:** Written appeal to the Governors' Panel consisting of three Governors at which both the applicant and the school have the right to be represented.

**8.2.** At no point in the process will the circumstances of other Bursary awards be discussed for reasons of confidentiality.

**8.3.** Appeals must be made within two weeks of notification of the award decision. If the matter is unresolved, the Appeal Stage 3 will be heard, as soon as a meeting can reasonably be convened.

## 9. Budgeting and Administration

**9.1.** Guiseley School's 16-19 Discretionary Bursary Fund allocation for 2024/25 amounts to ££9130 plus an underspend of £4076 from 2023/24 makes a total available of £13,206.. Of that total:

- 20% will be held back as a contingency fund (£2641) figure changed to reflect the new total
- 5% is used to cover Administration costs (£660) figure changed to reflect the new total
- 75% is available for distribution over the academic year (£9,904) figure changed to reflect the new total.

**9.2.** Any Group One Bursaries paid to students are claimed back by School from the Education and Skills Funding Agency and do not form part of the above Discretionary Fund allocation.

**9.3.** Any Group One bursary funding claimed, but no longer required (eg. if the learner has subsequently left school) will be recycled into the discretionary bursary fund.

**9.4.** Secure records will be kept of all awards, receipts and payments for audit purposes for a period of six years in accordance with statutory financial regulations.

**9.5.** All unsuccessful applications will be confidentially disposed of after a period of six months from the date of the receipt.

**9.6.** A report on the number of awards made and the total value will be provided by the Finance Manager to the Governors' Resources committee each year.

## 10. Publication of the Policy

**10.1.** This policy is published on Guiseley School's website:

<https://www.guiseleyschool.org.uk/16-to-19-bursary>

**10.2.** Also published on the website are:

- An explanatory letter to students
- 16-19 Bursary Application Form (Students)
- 16-19 Bursary Application Form (Parents)
- 16-19 Bursary Bank Details Form

**10.3.** The students are informed about the 16-19 Bursary Fund during their induction to the Sixth Form.

**10.4.** A copy of the letter to students is included in the 'financial information' letter to parents that was published in September 2024.

## Appendix I: Evidence of Household Income

Type of Income	Evidence Required
<b>Annual Salary</b>	P60 for last tax year, or week 52 (last week in March) payslip or month 12 (March) payslip
<b>Income Support/Universal Credit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Incapacity Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Carer's Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Housing Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Council Tax Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Working Tax Credit</b>	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Child Tax Credit</b>	Child Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Child Benefit</b>	<i>This is not included as income for the purposes of the financial assessment</i>
<b>Grants or bursaries etc.</b>	Relevant paperwork detailing entitlement and amount paid
<b>Disability Living Allowance/Personal Independence Payment</b>	Entitlement / Award letter – dated within the last 3 months
<b>Any other income</b>	Relevant paperwork, e.g. evidence of income from self employment

**Please note that household income taken into consideration for the 16-19 Bursary follows the same criteria as that taken into consideration for government benefits. All of the above sources of income must be declared in the application.**

## Appendix II: How to submit a claim

1. All claims have to be submitted electronically to [finance@guiseleyschool.org.uk](mailto:finance@guiseleyschool.org.uk)
2. The subject of the email must clearly state '16-19 Bursary Claim'
3. The claim form should be completed and attached – please refer to appendix III
4. Please attach copies of the receipts to the email, preferably in a pdf format.
5. For travel claims especially, please put receipts into date order before you scan/take photo of them.
6. All claims must be submitted within one month of the date of the receipt.
7. If you wish to order books / revision guides / request additional printing credit, please email [finance@guiseleyschool.org.uk](mailto:finance@guiseleyschool.org.uk) with your request and we will order the materials for you.



## Appendix III: Claim form to be completed



### 16-19 Bursary Claim Form

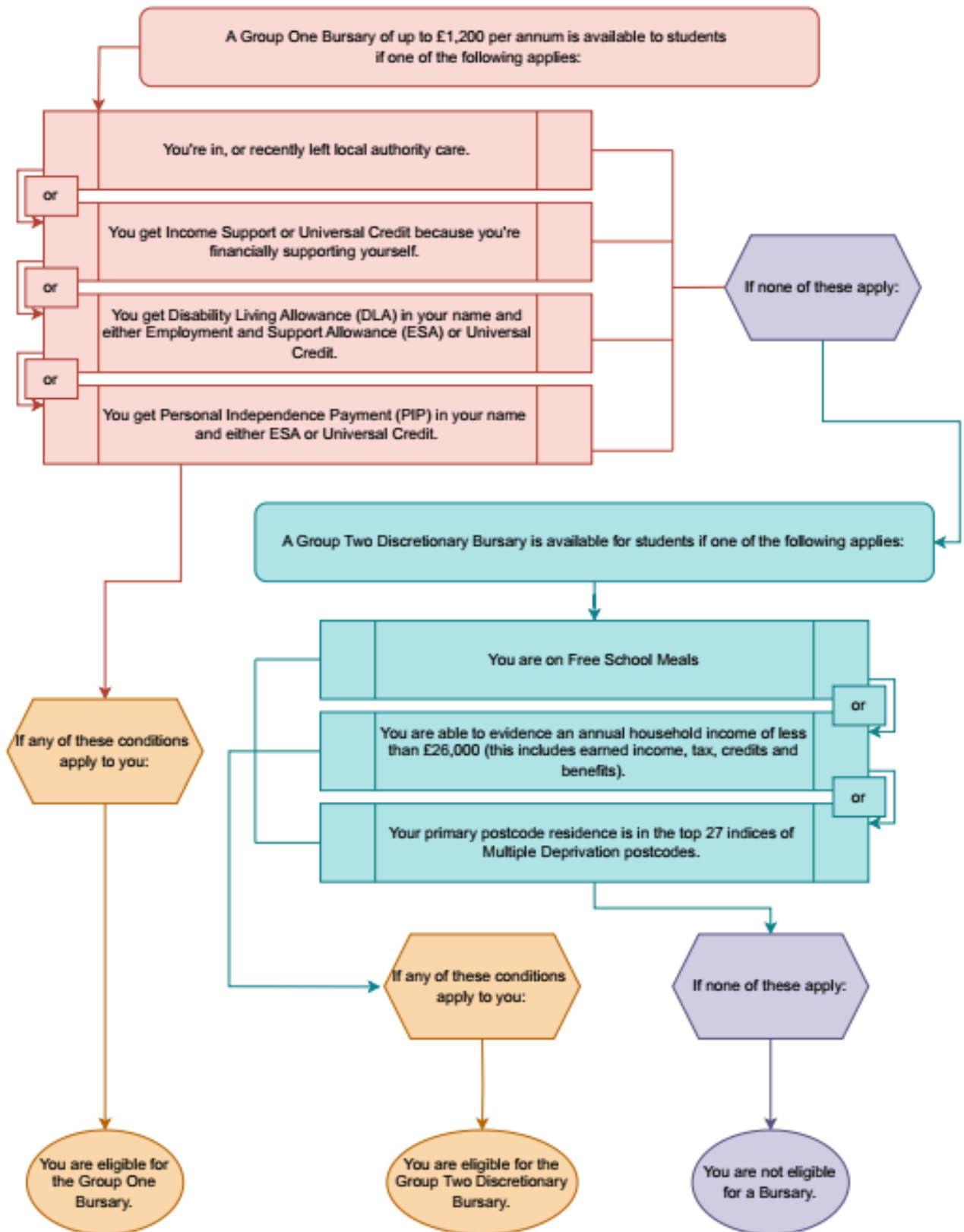
<b>Name of claimant:</b>  (CAPITALS)			
<b>Item description:</b>	<b>Amount</b>		
<b>Travel costs:</b> from and to, dates etc.  Please provide details e.g.			
<b>Books, stationery &amp; equipment</b>			
<b>Meals:</b>			
<b>Total amount</b>			

**Please ensure receipts are attached for travel costs and books, stationery & equipment.**

I confirm that this claim relates to items purchased for my own use to enable me to remain in learning in accordance with the terms of the 16-19 Bursary Fund Policy:

<b>Signed by claimant:</b>		<b>Date:</b>	
<b>For Office Use Only:</b>			
Authorised by:		Date:	
<b>Payment reference:</b>			

## Are you eligible to receive a 16-19 Bursary?



Students in the top 60 indices of Multiple Deprivation postcodes will be entitled to the travel element of the bursary should they not be in receipt of free school meals or have a yearly household income of less than £20,000.