



16-19 Bursary Fund Policy 2024 - 2025

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is money that the government provides to support students who face the greatest barriers to learning, and need financial help to stay in education. Bursaries can only be awarded to a student who meets the eligibility criteria and who is facing genuine financial barriers to participating in education.

Further national information about the 16-19 Bursary Fund can be found at:

<https://www.gov.uk/1619-bursary-fund>

This policy sets out the arrangements that Knightsfield School uses to prioritise and administer the 16-19 Bursary Fund in the 2024/25 academic year. All enquiries regarding applications to the fund should be addressed to the School Business Manager, Mrs L.Pope.

1. Qualification criteria for a guaranteed (vulnerable) bursary:

A **Vulnerable Bursary** can pay up to £1200 a year. It is for students in one of the defined vulnerable groups listed below who are unlikely to receive financial support from parents/carers. Benefits must be in their own name, not their parent/carers. It includes:

- Students in care or who have recently left local authority care
- Students receiving Income Support or Universal Credit because they are financially supporting themselves
- Receive Disability Living Allowance and either Employment and Support Allowance (ESA) or universal credit
- Receive a Personal Independence Payment (PIP) in their own name and either ESA or Universal Credit.

The school can pay a bursary to a vulnerable group student of more than £1200 if they are assessed to need extra help to remain in education. Any payments over £1200 must be paid from the school's discretionary bursary allocation or from the school's own funds.

Evidence of eligibility is required to prove the student is in receipt of the specified benefits in their own name and/or they meet the definition for in care/care leaver. This could be a letter or an email from the Care Services Department of their local authority, a copy of their Income Support or UC award notice, evidence of receipt of Disability Living Allowance or Personal Independence Payment.

The amount that can be given depends on the costs the student may have and what they may need for their course. This may include lunch, money for books, equipment or travel costs to school/college

2. Qualification for a Discretionary Bursary

Students (other than category 1) who need help to stay in education, can apply for a Discretionary Bursary. It is a discretionary amount. This award is to help a student with the costs of travel, to buy essential books and equipment or specialist clothing,



There are 3 grades to the Discretionary Bursary. Students and/or their families must meet one of the following criteria to be eligible to apply to the fund:

1. For those with a household income of £16,000 or less an application can be made for financial help towards, for example, transport costs to school; school meals; educational visits; essential books, equipment and specialist clothing.
2. For those with a household income of £16,001 and £21,000 an application can be made for financial help, however awards will be lower to those eligible in category 2.1.
3. For those with a household income of between £21,001 and £26,000, an application can be made for financial help, however awards will be lower than 2.1 and 2.2.

The Discretionary Bursary amounts available to apply for are subject to availability of funds.

Evidence

All applications to access either of the 16-19 Bursaries must be supported by appropriate evidence.

Acceptable supporting evidence for the **Vulnerable Bursary** will be either:-

1. A statement from the Local Authority confirming the students current or previous looked after status.
2. A recent Entitlement of Award Statement setting out the benefit to which the student is entitled.

Acceptable supporting evidence for the **Discretionary Bursary** will be either:-

1. Part 1 of the latest Tax Credit Award Notice for the students household. This document from HMRC details Tax Credits and the Total Income for the year 8th April 2024 to 5th April 2025.
2. P60 End of Year Certificate for all adults in the students household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the Tax Year to 5th April 2024.
3. Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the Tax Year to 5th April 2024.

Eligibility

To be eligible to receive either Bursary students must:-

1. Be aged 16 or over but under 19 on the 31st August 2024.
2. If 19 or over they must be continuing on a study programme they began age 16 to 18 supported by Knightsfield School.
3. Be on the Knightsfield School roll.

To apply, students/parents/carers must complete the attached form and return it to the school with the appropriate evidence.



Unspent Bursary Funds

The school must inform the ESFA of the total amount of any unspent funds that have not been previously reported from any year up to and including the 2023-24 academic year by emailing enquiries.esfa@education.gov.uk no later than 31st March 2025. The ESFA will recover unspent funds.

Approved by the Resources Committee of Knightsfield School

Policy Date: November 2024

Review : November 2025

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Chair of Resources & Audit Committee

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Date



BURSARY APPLICATION FORM

Student details:

| | |
|---------------|--|
| Surname | |
| Forename(s) | |
| Address | |
| Date of Birth | |

Funding Applied for:

| Vulnerable Bursary | Please tick |
|---|-------------|
| I am in care | |
| I am a care leaver | |
| I am in receipt of Employment and Support Allowance (ESA) or Universal Credit | |
| I am in receipt of a Personal Independence Payment (PIP) and either ESA or Universal Credit | |

| Discretionary Bursary | Please tick |
|---|-------------|
| My total annual household income is £16,000 or less | |
| My total annual household income is between £16,001 and £21,000 | |
| My total annual household income is between £21,001 and £26,000 | |

Household Income:

Please include the appropriate supporting documents as applications cannot be processed without them. Information will be held for audit purposes and will be treated with the strictest confidence.

| | |
|-------------------------------|---|
| My total household income is: | £ |
|-------------------------------|---|

Please tick the documents provided as evidence:

| | |
|--------------------------|--|
| Receipt of Benefit | |
| P60 (tax year 2023-2024) | |



Knightsfield School

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|---|--|
| Tax Credit Award (Tax Year 2024-2025) | |
| Evidence of self-employment status (Tax Year 2024-2025) | |
| Other (please state) | |

- I confirm the above information is true and accurate to the best of my knowledge.
- I agree to inform the school should my financial situation change during the time I am claiming a bursary. I understand that failure to do so may result in loss of my bursary and I may be required to pay back any money overpaid as a result of this failure.

Signed: _____ (student)

Signed: _____ (parent/carer) Print name: _____

| | | | | |
|----------------------------|----------------|-----|-----------------------------|--|
| Office Use only: | | | | |
| Date application received: | | | Date application reviewed: | |
| Supporting documentation | Date provided: | | Any additional information: | |
| | Date copied: | | | |
| | Date returned: | | | |
| Vulnerable | | | | |
| Discretionary Level agreed | 2.1 | 2.2 | 2.3 | |
| Amount awarded | £ | | | |