



Bridge Academy Trust

16- 19 BURSARY POLICY

September 2024

CHECKLIST

Set up draft policy with watermark
Ensure footer says draft
Date on front and footer is date the policy comes into action
Committee taking to – include date
Summary of changes – to be brief
Checked The Key/DfE or appropriate website for content requirement/accuracy

DOCUMENT FORMATTING

Please send to Clerk to format

Front page margins – Top & bottom 1.7, left & right 2
Front page title – Arial 26, space under then date
Headings – Arial 18, bold, capitals, border (thin line top, thick line bottom)
Subheadings – Arial 14, bold, border (single thin)
Font - Arial 11
Margins – Main Policy – Top & Bottom 1.7, left & right 2
Main Number Margins – 0.00, 1.25
Bullet Points Margin – 1.75, 2.5
Sub-numbers Margin – 1.75, 3 (9pt)
Bullet Points & Sub-numbers – paragraph 6pt
Footer – Arial 9
When formatted save in Draft for HT MEETING

Once approved – Governance Professional to:

Remove reference to Draft watermark/ footer
Ensure correct date – front and footer
Save in to CURRENT under Policy
Add to website as appropriate
To go on newsletter (liaise with Chief Officer PA) “Following the recent Policy Review Committee these policies were approved and can be found on ‘staff portal’/ BAT website”
SharePoint - Archive old policy! N/A New Policy

Date of Draft Policy: (this is the month/year the policy was drafted)	June 2024	
Last approved version Frequency of review	June 2023 annually	
Consultation with Staff Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Period of Consultation (if required)	From N/A	To N/A
Trustee Committee Reviewing Document and date:	Trustee Policy Review Committee 11 th June 2024	
Date of Board of Trustees Meeting at which Final Policy Approved (if required)	11 th June 2024	
Date of Adoption of Policy	1 st September 2024	
Date Policy available on Central Area/www (if appropriate)	1 st September 2024	
Reviewer	Finance Director	
Brief historic history & where update advice has been sourced	EFSA Guidance GOV.UK Bursary Guidance GOV.UK Tax Credits Allowances	

Changes – May 2024

2.1.3 – changed from travel support (which was added to support a student in TOA needing to attend MHS to complete their studies, since then it hasn't been used) to emergency school meal support. The ESFA added this as a potential use of the fund in 22/23.

3.1 – added a few other examples of what the funding can be used

Appendix 1 – added which subjects are being studied.

Appendix 1 – added a table to list grant expenditure and estimated costs to support the rationale for each students awarded funding.

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INTRODUCTION

- 1.1 A Government funded bursary scheme has been set up to help 16–19-year-olds continue in full time education.
- 1.2 The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available.
- 1.3 The Head of Sixth Form has the responsibility of raising awareness of this scheme.

ELIGIBILITY

- 2.1 To qualify you must be aged under 19 on the 31st August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There are three levels to the Bridge Academy Trust Bursary and you can apply for **ONE** only:
 - 2.1.1 **Level 1.** Some students may be entitled to a grant or bursary of up to £1,200 per year funded by the Government. You could get this if you are in one of the following categories:
 - You are living in care
 - You are a care leaver,
 - You are receiving income support or the equivalent Universal Credit (UC)
 - You are disabled and receiving both Employment Support Allowance and Disability Living Allowance, or Personal Independence Payment (PIP) in your name.
 - 2.1.2 **Level 2.** This bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education, for example, being able to afford transport to school, field trips or textbooks. Applications must state what the identifiable financial need is. The criteria for any support are that the total household income must be less than £17,005pa and that no other income is available from another household to support the student. Documentary evidence is required. Students could receive financial support worth hundreds of pounds per year for identified and agreed costs outlined in the application process.
 - 2.1.3 **Level 3 –** Emergency meal support fund to support individual cases of severe hardship.
- 2.2 The award will be dependent on good behaviour:
 - a maximum of 2 formal concerns per term received by either Deputy or Head of Sixth Form;
 - “C” as a minimum for “Effort” in the termly data sheets for all subjects;
- 2.3 In addition to the above, good attendance (above 96%), with no more than 10% unexplained absence from all lessons.

WHAT CAN THE MONEY BE SPENT ON?

- 3.1 The money can be used but not limited to the following, educational books and equipment, school meals (this will be credited to the cashless catering system), field trips, transport or other course-related costs needed to help a young person stay in education. Please also note that the school may purchase rail or bus tickets on behalf of students if the Bursary is to cover transport costs.

IF I AM IN ONE OF THE ELIGIBLE GROUPS WHAT EVIDENCE WILL THE SCHOOL NEED TO SEE?

- 4.1 All evidence is required to be dated within the last 3 months or be relevant for the current tax year, documents considered as supporting evidence are as follows:

4.1.1 **Level 1**

- In care or a care leaver – Request the Local Authority provides a confirmation letter for the School.

4.1.2 **Level 2**

- Income support – Provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to.
- Income Based Jobseekers Allowance – Provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to.
- Child Tax Credit – Provide the TC602 letter from HM Revenue & Customs (Families annual income must not exceed £17,005)
- Universal Credit – Provide – Copy of the UC claim from DWP (UC claimants should be able to print off details of their award from their online account)
- Pension Guarantee Credit – Provide the Award Notice from the Pensions Service
- Income Related Employment and Support Allowance – Provide the entitlement letter
- Receipt of support under Part VI of the Immigration and Asylum Act 1999 – Provide the application registration card or form SAL 1/SAL2 from the Immigration and Nationality Directorate

Please note: Working Tax Credits, Jobseekers Allowance – contribution based, a bank statement are insufficient documents to provide as evidence.

4.1.3 **Level 3**

- Confirmation letter signed by the Head of Sixth Form.

ADVICE ON BANK ACCOUNTS

- 5.1 Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- 5.2 Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

- 5.3 Payments may be made to a joint account, as long as the student is one of the account holders.

HOW DO I APPLY?

- 6.1 Complete and sign the Bursary Application Form (Appendix 1) and return this form together with documentary evidence in a sealed envelope to the Sixth Form Office, for the attention of the Finance Director, marked 'Confidential'.
- 6.2 The deadline for submitting an application form is **Thursday 3rd October 2024**.
- 6.3 There will be further opportunities to apply for any students facing a change in circumstances part-way through the year or new starters. The deadline for the "change of circumstances" windows will be, one at the end of January 2025 the other at the end of April 2025.
- 6.4 In exceptional circumstances where a need can be evidenced a small part of the Bursary may be advanced in September to assist return to school.
- 6.5 You must apply each year.

WHAT HAPPENS TO MY APPLICATION FORM?

- 7.1 Our Bursary Allocation Panel will comprise of the Head or Deputy Head of Sixth Form from your school and the Finance Director.
- 7.2 The Bursary Allocation Panel will meet in October, February and May to review all applications received. Payments will be made on an instalment basis throughout the year. Approved applications will be monitored and evaluated throughout the year and should a student fail to meet the conditions of the grant, then funding may be withdrawn at any time.
- 7.3 If successful, your School may choose to pay the bursary as 3 termly cash payments directly into your bank or transfer to a schools trip budget or provide 'in kind' support. For example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment.

APPEALS PANEL

- 8.1 Should you not agree with the outcome of your application, please put your appeal in writing to the Head of School who will review the decision with a member of the School's Local Governing Committee.

NB The bursary payment to schools is a fixed sum and not on a per student basis. Your school may have to vary the amounts of its bursaries to deal fairly with the number of eligible students in their Sixth Form.

APPENDIX 1: BURSARY APPLICATION FORM



CEO Mr M. Farmer

Brian Close

Chelmsford

Essex CM2 9ES

e: enquiries@bridgeacademytrust.org

w: www.bridgeacademytrust.org

Student Details

School Name:

Student Name:

Date of Birth:

Home Address:

School Year
(please circle): **12** | **13**

Mobile Number:

Postcode:

Email Address:

1.

Subjects being studied 2.

3.

4.

Bank or Building Society Details

If you are successful in your application, we will need your bank details, the account **must be** in the name of the applicant. Please complete the account information below.:

Name of Account Holder:

Name of Bank:

Bank Address:

Sort Code:

Account Number:

Roll Number
(if applicable):

I confirm that the above details are true and accurate

Signature: (Student) Date:

Parent/Guardian Details

Full Name: _____

Home Address: _____

Postcode: _____ Telephone Number: _____

Financial Information

All household income **must be declared**. Household is defined as all adults living in the property – including stepparents, carers, partners and cohabittees.

Bursary Applied for (tick one box only)

Level 1 For students in care, student carers, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment (PIP).

Level 2 For students who can demonstrate considerable identifiable financial need. Please state below the evidence that you are providing to support your application (see policy for more details of evidence).

Level 3 For students who require support for school meal costs due to experiencing severe hardship.

What will the grant be used for? (must complete, see section 3 in the policy for examples)

Type of Expenditure	Details	Estimated cost

What evidence has been supplied?

.....
.....
.....

If the original documentation has been provided please tick here if you want this returned.

Please note evidence must be enclosed to support your application. If there is no evidence provided the application will be refused automatically.

I confirm that the above details are true and accurate.

Signature: _____ (Parent/Guardian) Date: _____

Declaration by student and parent(s)/guardian(s)

Please read and sign the declaration below and return this form together with documentary evidence in a sealed envelope to the Sixth Form Office marked 'Confidential' for the attention of Finance Director.

- I agree to my application being scrutinised by the Bursary Allocation Panel.
- I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or have attendance below 96% then my Bursary will be withdrawn without notice.
- I confirm that, for level 2 Bursaries, no other income or financial support is available from another household to support the student.
- If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid then I will repay the funds given to me.
- I confirm that, the information I have given is, to my knowledge true and correct and Bridge Academy Trust may seek to confirm any details I have given.
- I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act:

I understand that:

- The data contained on this form will be held on file for seven years and that Bridge Academy Trust may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.
- I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the General Data Protection Regulations 2018.
- The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student Name: Parent/Guardian Name:

Signature: Signature:

Date: Date:

Office Use Only

Name: Position:

Signature: Date: