



THINKING
SCHOOLS
ACADEMY TRUST

BRIXHAM COLLEGE

16-19 Bursary Fund 2024 - 2025

Ratified by the Regional Governing Board
Policy to be reviewed

BC March 2024
BC March 2025

Introduction

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges to help with financial support to students to overcome specific barriers to participation so they can remain in education.

- Students wishing to claim from the 16 – 19 Bursary Fund will fall into two categories. **It is extremely important that you decide at this stage which of the two categories is likely to apply to you.**

Students who believe that they are eligible must apply **by 27 September 2024** and must also supply the required evidence to support the application.

Students who are eligible and who meet the requirements of the funding will receive 3 termly payments over the course of the Academic Year, subject to meeting the conditions for study and conduct detailed in the **Brixham College Sixth Form Learner Agreement**.

You must read this document carefully to ensure that you fully understand the requirements of the Bursary Fund and that do not miss important application deadlines which are non-negotiable.

Categories of Bursary Fund: Important!

1. Vulnerable Student Bursary.

Vulnerable students are defined as:

- In care
- Care leavers
- In receipt of Income Support, or Universal Credit in place of Income Support, in your own right
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in your own right.

If you believe that you fall into this category of bursary, you should be eligible for a payment of £1200 for the academic year.

You **do not need to read further in this guidance** but should complete the appropriate section of the application form at the end of this pack and submit this immediately. The College will assess if you are eligible. If you are eligible the College will submit a funding claim form on your behalf. The College will receive the funding and pay you (the student) accordingly.

2. Discretionary Student Bursary

The discretionary bursary is for students who are most in need of financial support. Students must be facing financial barriers to participation and need financial help to stay in education.

The areas that the College assist with financial are:

- Transport
- Books and equipment
- Field Trips
- Other course related costs

The College will decide which students receive a discretionary bursary and how much each student will receive, depending on each student's circumstances.

The College will not make blanket payments or flat rate payments to students. Each bursary is targeted to meet the individual needs of each student and awards will be paid as per individual circumstances.

Evidence used to apply for a Discretionary Student Bursary:

The College will use household income to help establish the amount awarded to a student i.e.:

- Band 1 – annual household income of £16,190 or below
- Band 2 – annual household income between £16,190 and £20,187
- Band 3 – annual household income between £20,817 and £25,521
- Free School Meal eligibility
- Wider family circumstances (single parent, a lot of children in family, additional responsibilities that may impact on the help needed)

Allocation of Discretionary Bursary funds

The governors at Brixham College Sixth Form have agreed the following method of funding: 5% of the total funding will be held back for administration and 10% of the total funding will be held back for applications that are received after the deadline of 24th September (i.e. change of circumstances & new students). It is therefore vital that those who are eligible now, apply before the deadline of 25 September to avoid a substantially lower ratio of funding. To be considered for the first round of Bursary Applications this deadline must be met and is non-negotiable.

The remaining 85% will be prioritised and allocated to the students who are most in need of financial support. The evidence provided (see above) will be used to help assess each individual application and the bursary will be based on the student's actual financial need.

3. Conditions of Funding

Students will be reviewed termly (re: their attendance, timekeeping and general conduct) at pre-set dates throughout the year. In order for the ensuing payments to be authorised, students must have zero unauthorised absences since the last review or since the start of the course (if term 1).

Upon review each term, students will also be expected to have attendance higher than 94% for the term.

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant should be used to help offset costs directly linked to their education, for example;

1. Transport
2. Books and Equipment
3. Hardship Costs
4. Additional Course Costs (trips and residentials)
5. Costs of travel to HE interviews

Students in receipt of this grant funding will not be eligible or granted any further financial support from the college in help towards these costs.

Students will also be required to inform the college of changes in their financial circumstances.

4. In Year Applications and the Contingency Fund

Applications made after the deadline date of 25 September 2023 will be from the Contingency Fund (10% of total Bursary Fund Centre allocation). An estimate of the "residual funds" figure will be made by the Bursary Fund Panel and Steps 1, 2 and 3 applied as above. This means that non-Guaranteed Bursary Group student allocations may vary according to the "residual funds" during the year. Applications made after the deadline in February will also be pro-rata based on the student enrolment date and academic year.

5. Procedure for Application

To make an application, students should complete the application form enclosed. Students who have specific queries regarding their application should talk to Mr Haines, Head of Sixth Form.

Students are advised to clarify they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.

Once the application form is complete with the evidence of eligibility attached, these should be placed in an envelope marked 'Bursary Application', 'Private and Confidential'.

Applications should be handed in person to;

Mr Haines, Head of Brixham College Sixth Form, by 27 September 2024.

The applications will then be logged and checked before being passed to the Bursary Fund Applications Committee. The Bursary Fund Applications Committee will consider each claim and make decisions in accordance with the fund guidelines.

The claim forms will be sent to the Finance Team who will then administer the appropriate payment to each student.

Appeals must be made in writing to the Bursary Fund Applications Committee within 4 weeks of the panel decisions, explaining clearly what is being appealed and why changing these decisions is thought to be incorrect. An additional meeting of the Committee may be called and additional evidence to support the appeal may be required. Please note, the college is bound by the terms and conditions of the grant and can only make awards to those who fully meet the eligibility and who can provide original evidence.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

6. Timing and Amount of Payments

1. Students are only eligible for payments if they are legitimately enrolled and attending as defined by the criteria.

- The amount of funding allocated to each student will be paid in three equal instalments. (Where a request for residential funding is received, a larger sum may be allocated in one payment)
- Each instalment will be paid at the start of the third week of each term.

This arrangement is to allow time for students' effort and attendance to be reviewed at the start of each term, prior to payments being made.

- Students' initial payments in the first half of the Autumn Term will be later than this to allow for the processing of applications.

Important Notes

- All payments will be made via BACS* in the name of the student.
- Regrettably, we are unable to make payments to anyone other than the student.
- Students should ensure they have a bank account in their name through which to receive funds.
- If a partial allocation is made, the payments will be related proportionately.

*BACS stands for Bank Automated Clearing System and means that the payment is made directly into your bank account, removing the need for you to physically pay in a cheque.

Brixham College Sixth Form Bursary Fund Application Form

Full Name: _____ D.O.B. ____/____/____

Address: _____

Postcode: _____ Contact Number: _____

Please tick your eligibility:

A) Vulnerable Student Bursary

B) Discretionary Bursary

Please tick indicating you have provided evidence to support the application.

To allow us to set you up on our BACS automated payment system, please complete the information below:

Applicant Name:	
Name of Bank:	Branch & Address:
Sort Code: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </div>	Account Number:

I declare that the statements made on this form are true, and to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the college of any alteration to any of the particulars in writing.

I agree to repay the college in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

I am aware that should my attendance, general conduct and/or punctuality drop below that which is required and expected, my grant payments can be significantly reduced, or even fully withdrawn. I am aware that the funding covers only this college year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year. I have read and agree fully to the terms and conditions of this grant.

Signed:

Date:.....

Print Name:

Signature from a Parent/Carer