



FINANCIAL SUPPORT FOR STUDENTS 2021 – 2022

16-19 BURSARY FUND GUIDANCE NOTES

King Edward VI College has two allocations of funds from the Education & Skills Funding Agency (ESFA) to be distributed according to national guidelines:

1. 16-19 Bursary Fund which provides
 - a) Bursaries for defined vulnerable groups of up to £1,200 per year
 - b) Discretionary bursaries based on individual needs
2. Free Meals

To qualify for assistance from the 16-19 Bursary Fund or for free meal entitlement the student must be:

- a) Aged 16 or over but under 19 at 31 August 2021, or
- b) Aged 19 or over at 31 August 2021 and have an Education, Health and Care Plan (EHCP), or
- c) Aged 19 or over at 31 August 2021 and continuing a study programme they began aged 16 to 18 (19+ continuers), and
- d) A UK resident or meet the ESFA residency criteria

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Section 1: Bursary for Defined Vulnerable Groups

A bursary of £1,200 is available for students studying a course lasting 30 weeks or more (pro-rata payments for less than 30 weeks), who meet the criteria stated below and have a financial need.

The vulnerable groups are defined as:

- In care, (including unaccompanied asylum-seeking children)
- Care leavers
- 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
- 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.

Meeting the above criteria is not a guarantee of vulnerable bursary funding and will be assessed on overall financial need.

Section 2: Discretionary Bursary

The 16-19 discretionary bursary is designed to help students with essential costs where paying for them would be a barrier to remaining in education. For eligible students the 16-19 discretionary bursary can help towards essential course related costs such as travel to college, books, equipment, trips or sports kit. Students may be assisted from the 16-19 discretionary bursary fund if they are:

- Living in a household where the total annual income (including all wages, benefits, pensions etc) is less than £35,000.

- Facing exceptional financial circumstances even with an annual household income in excess of £35,000.
- A carer

Section 3: Free Meals

Students may be eligible for free meals if they or their parents are in receipt of one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HMRC)
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit

Entitlement to free meals will be assessed as part of the Bursary Fund application or under Transitional Protection all students already receiving free meals at 1 April 2018 whilst Universal Credit is rolled out.

Section 4: Notes

Recipients must evidence good attendance, progress and behaviour. Allocation of funding may be withheld should attendance fall below 95% or if the students are placed on an intervention.

A successful award in one year does not guarantee a future award. New evidence of eligibility must be submitted each academic year.

The 16-19 Bursary Fund is cash limited and can only be allocated whilst funding lasts.

Please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.

Section 5: Application Process

If a student wishes to apply for a bursary then they should:

- Check that they believe they meet the financial eligibility criteria detailed above or contact the 16-19 Bursary Fund Administrator;
- Complete the application form, answering all questions in full to avoid delay with processing their application;
- Attach securely the required original evidence as indicated on the form. This evidence will be photocopied and returned to them;
- **Ensure they have a bank account in their own name.** Payments cannot be made to any other named account.

Fully completed forms, with all supporting evidence attached, should be returned as soon as possible but no later than 17 September 2021. Students may be contacted to discuss their particular needs. A panel consisting of the Assistant Principal (Student Support), Finance Manager, Assistant Head of Student Support and the 16-19 Bursary Fund Administrator will meet to consider all applications for financial support. Emergency payments will be approved by the Assistant Principal (Student Support).

Once an application has been assessed the student will be notified if they have been awarded a bursary. Successful applicants will be asked to collect their evidence and to complete and sign a 16-19 Bursary Fund agreement form (including their own bank details) in acceptance of the terms. Bursaries are paid termly with an Autumn term payment being made by 22 October 2021. Subsequent payments will be made prior to both the Christmas and Easter holidays to cover costs for the Spring and Summer

terms respectively. Where appropriate, funds may be allocated internally to contribute towards the cost of transport or other agreed expenditure.

Late applications will be considered, but may be unsuccessful if funds are no longer available. Awards made for late applications will be made at the earliest opportunity.

Section 6: Appeals

If a student wishes to appeal against a decision, they should contact the Deputy Principal in writing within 10 days of the decision, stating fully their reasons for the appeal. Please note that additional evidence may be required to support the appeal. When preparing an appeal, students should include letters of support from people who understand their situation, for example, a Personal Tutor or Lead Tutor, a social worker or your GP. The Deputy Principal's decision is final.

Section 7: More information

If you need any further information, support or help with completing the application form, please contact the 16-19 Bursary Fund Administrator:

email: bursary@kedst.ac.uk
telephone: 01384 398120