



The Crossley Heath School

Savile Park, Halifax, West Yorkshire HX3 0HG

Tel: 01422 360272 • Fax: 349099 • email admin@crossleyheath.org.uk

16 – 19 BURSARY POLICY

2024-25

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Responsibility: Finance Director
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1. INTRODUCTION

This policy is based on guidance issued by the Education and Funding Skills Agency on the administration of the 16-19 bursary fund for the academic year 2024-25.

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

2. PURPOSE AND SCOPE

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. The Crossley Heath School aims to process applications in line with the government guidelines in order to facility ensure that students can access and remain in their education.

3. ELIGIBILITY

3.1 Types of 16 to 19 bursaries:

There are two types of bursary:

- bursaries for defined vulnerable groups
- discretionary bursaries which schools award using policies they set, in line with these funding rules

3.2 Eligibility Age

- A student must be aged 16 or over but under 19 at 31 August 2024 to be eligible for help from the bursary fund in the 2024 to 2025 academic year.
- 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).
- These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and school considers they need the support to continue their participation.
- Students aged 19 or over are not eligible for bursaries for vulnerable groups.
- The Crossley Heath School should generally only pay bursaries to students aged 16 or over. However, in exceptional circumstances where under 16 students are on funded 16-19 study programmes, we may use our discretion to pay bursaries to younger students. For example, where a student is following an accelerated study programme. Bursary funds should not be awarded to students enrolled at another institution, where that institution also receives public funding for the student, for example, students aged 14-16 who are attending college as part of their key stage 4 programme at a local school/academy.
- Students aged under 19 enrolled on higher education qualifications are not eligible for support.

3.3 Eligibility education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (for example Ofsted). The provision must also be one of these groups:

- funded directly by ESFA or by ESFA via a local authority
- funded or co-financed by the European Social Fund
- otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19
- a 16 to 19 traineeship programme Residency Students must meet the residency criteria in ESFA funding regulations for post-16 provision.

3.4 Residency

Students must meet the residency criteria in the ESFA Funding regulations <https://rb.gy/cuynw> for post-16 provision. This document also specifies the evidence we must see and retain for audit to confirm eligibility for post-16 funding (and therefore meet the residency criteria for bursary fund eligibility).

3.5 Accompanied asylum seeking children (under 18 with an adult relative or partner)

Generally, asylum seekers are not entitled to public funds. Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds. If they are destitute they can apply to the Home Office (HO) for suitable housing and cash for essentials, but they are not eligible for other income.

As long as an asylum seeker has not had their application for asylum refused, we can provide in-kind student support such as books, equipment or a travel pass. Under no circumstances can school give cash to any asylum seeker unless they are an unaccompanied asylum-seeking child (UASC).

3.6 Unaccompanied asylum seeking children

Unaccompanied asylum seeking children do not receive cash support from the HO and are the responsibility of the local authority. They are treated as looked after children and are eligible for a bursary for vulnerable groups ('in care' group), where they have a financial need.

When these young people reach legal adulthood at age 18, s must consider their immigration status. If the asylum claim is decided in their favour, the local authority must provide them with the same support and services as they do care leavers. As such, they continue to be eligible for a bursary as a student from a vulnerable group until they reach the upper age limit <https://rb.gy/utfht>

Where an asylum claim is not supported, the individual may not be able to stay legally in the UK. When asylum claims have been fully heard/the appeals process exhausted, an individual has no entitlement to public funds (with a few exceptions where the withdrawal of support would be seen as a breach of human rights).

3.7 Eligibility criteria: bursaries for young people defined in vulnerable groups

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

The Crossley Heath School may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. School can refuse a student's application on this basis. Similarly, students should only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

Equally, School can pay a bursary to a vulnerable group student of more than £1,200 if they assess they need extra help to remain in education. Any payments over £1,200 must be paid from their discretionary bursary allocation or from their own funds.

Students who meet the criteria and who are on study programmes lasting for less than 30 weeks should be given a bursary on a pro-rata basis.

Note: there is a possibility of no award or a limited award to students. This ensures all parties understand that meeting the criteria for a bursary for vulnerable groups does not automatically mean funding will be given.

3.8 Defining in care and care leavers

The 16 to 19 Bursary Fund defines 'in care' as children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.

A 'care leaver' is defined as:

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.

A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They meet the criteria for the 'in care' vulnerable group where they need financial support to participate. A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They must meet the definition of a 'care leaver' in full (so, the period of weeks and age range set out above). If they do, they are eligible for help from the bursary for vulnerable groups, where they need financial support to participate.

3.9 Evidence of eligibility

School must obtain proof that students are eligible for a bursary for vulnerable groups and will ask for evidence from each student and retain copies for audit purposes. For example:

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority;
- for students in receipt of IS or UC, a copy of their Income Support (IS) or Universal Credit (UC) award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, the school must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on;
- for students receiving UC/ESA and Disability Living Allowance (DLA) and Personal Independence Payments(PIP), a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided;

UC claimants should be able to print off details of their award from their online account or provide a screenshot to the Crossley Heath School.

School will only submit a funding claim to the Student Bursary Support Service (SBSS) [online portal](#):

- when we have seen and verified appropriate evidence to confirm that the student is eligible for the bursary for vulnerable groups, and
- when we have assessed the actual amount of financial help the student needs to participate. It is this amount that The Crossley Heath School should request from the SBSS.

3.10 Eligibility criteria: discretionary bursaries

School can make discretionary bursary awards to help students with the cost of travel, to buy essential books, to go on educational trips or visits, to undertake work experience or for equipment or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for to participate.

The bursary fund is not intended to provide learning support - services that schools give to students - for example, counselling or mentoring, or to support extra-curricular activities where these are not essential to the students' study programme.

A student's household income will usually be assessed as evidenced by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 form or certified accounts if self-employed. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

3.11 Payment Conditions

School is free to determine which students should be eligible to receive a discretionary bursary and how much they should receive. If more students apply than there are bursary funds available, the allocated payments listed below may be adjusted. Payments may be limited by the level of demand for bursary support. The receipt of bursary monies is never guaranteed.

Note: School can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum as long as we have clearly identified an individual student requires this level of funding.

3.12 There will be three categories of bursary payment:

Type A Students - in the defined vulnerable groups in 3.3 above. They are eligible for up to £1200 per academic year.

Type B Students - in receipt of free school meals or means-tested benefits can apply for a bursary and the amount will be decided by the Finance & Business Director per academic year. Evidence of eligibility is set out in section 3.5 above. The size of the allowance will be established upon agreement by the school and based on individual needs. All evidence of household income will be in strict confidence.

Type C Students - can apply for an in-kind discretionary bursary for specific educational purposes if there is financial need. These include, but are not limited to:

- Costs of transport
- Meals in school
- Books and equipment
- Educational trips
- UCAS fees

Students in severe hardship may also apply to the Director of Sixth Form for emergency food support, without school needing to undertake checks on household income. We will provide meals in school, and this will be reviewed every half term.

NB: If a bursary was awarded in Year 12 in 2022-2023, then Year 13 students in 2023-2024 need to confirm in writing that their financial circumstances have not changed. This is to be submitted on the form at Appendix 1.

ADMINISTRATION

For audit purposes, hard copies of all documentation for the Bursary Fund should be kept for a period of 6 years. This documentation must include evidence of the application process, documents relating to how the learner was assessed and the funds issued.

4. APPLICATIONS AND PAYMENT PROCESS

- 4.1 Students should apply for a bursary by Friday November 24th 2024. Further opportunities to apply will be in March (before the Easter break) if the October deadline is missed. Students must apply for funds for specific educational purposes. All applications must be submitted to the Management Accountant (Finance Office) using the forms in Appendix 2.
- 4.2 The Management Accountant will assess each claim and authorise payments.
- 4.3 Payment decisions must be recorded for audit purposes along with records of applications and evidence.
- 4.4 Students will be informed in writing of the decisions within two weeks of the assessment. Appeals over decisions made must be made in writing to the Headteacher. An appeals panel consisting of three Governors will meet to hear all appeals.
- 4.5 Bursary payments are transferred directly into student's bank accounts.
- 4.6 Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account. Payments may be made to a joint account, as long as the student is one of the account holders.
- 4.7 Bursaries may also be paid 'in kind'. Such items will be provided to the named individual. In the case of books or equipment we ask they be returned at the end of the course.
- 4.8 In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

5. MONITORING AND REVIEW

This policy will be reviewed every year in line with latest government guidance.



16-19 BURSARY FUND APPLICATION FORM 2024-25

(Form for students previously receiving Bursary support in 2023-24 - Y13 only)

I can confirm that we received Bursary Fund from 2023-24 and that our household financial circumstances have not changed since October 2023.

Name of Student: _____

Signed (Parent): _____

Print Parent Name: _____

If you are in receipt of any of the following benefits, or if you are dependent on somebody who is, **please enclose proof (photocopy) of the benefit with your application (or it will not be considered).**

<p>CAT A BURSARY</p> <p>Acceptable Evidence</p>	<ul style="list-style-type: none"> • A Local Authority confirmation letter of status if in care or a care leaver • A recent benefit entitlement letter (less than 3 months old) if in receipt of Income Support or Universal Credit • A recent copy of your benefit entitlement letter (less than 3 months old) if in receipt of Employment Support and Disability Living Allowance or Personal Independence Payments
<p>CAT B BURSARY</p> <p>Acceptable Evidence</p>	<ul style="list-style-type: none"> • Latest Tax Credit Notice – please send all pages of the award notice • Job Seekers Allowance or Universal Credit letter (less than 3 months old) • Proof of Benefit -Form stamped by the Benefits Agency; latest confirmation letter if in receipt of Pensions Credit • Housing Benefit/Council Tax award letter for the current financial year; <u>please send all pages</u>
<p>CAT C BURSARY</p> <p>Acceptable Evidence</p>	<ul style="list-style-type: none"> • Latest Tax Credit Notice (if applicable) • Supporting letter from school

Please return to Miss Rudman in the first instance



16-19 BURSARY FUND

APPLICATION 2024-25

For Year 12 Students attending

The Crossley Heath School Academy Trust Ltd

Fill in all sections and provide photocopied documentary evidence as requested on page 2. **If you do not provide the information requested, your application cannot be processed and will be returned to you.** NB: Every application is considered in line with the criteria as set out in the 16-19 Bursary Fund Guidelines. Those who are in most need of help will be given priority and it should be noted that not all applications will be successful. **Funding is limited and will be allocated on a first come first served basis.**

Learner Personal details: (to be completed by all applicants)

Title	<input type="text"/>	Forename	<input type="text"/>	Surname	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>				
Postcode:					
Telephone No:	<input type="text"/>	Date of Birth:	<input type="text"/>		
6 th FORM/COLLEGE attending _____					
Are you: Living With Parents		<input type="checkbox"/>	Living on Your Own		<input type="checkbox"/>
			Living with Partner		<input type="checkbox"/>
Have you been a resident in the UK for 3 years or more?					<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a refugee		YES/NO	If YES, please provide a copy of all Home Office documentation.		
Are you an asylum seeker		YES/NO			

Bursary Categories (please only tick one)

<p>CAT A BURSARY <input type="checkbox"/></p> <p>If you are in one of the following groups you will be entitled to a bursary of up to £1200:- Living in care; a care leaver; in receipt of your own Income Support or Universal Credit; or a disabled learner in receipt of Disability Living Allowance and Employment and Support Allowance or Personal Independence Payments.</p>	<p>CAT B BURSARY <input type="checkbox"/></p> <p>If your family's household earned income is below £30,000 and you will find it difficult to meet the costs of full time education, you may be entitled to support with travel, course related expenses and meal costs.</p>	<p>CAT C BURSARY <input type="checkbox"/></p> <p>If your family are facing real financial difficulty which may prevent you from staying in full time education, you may be entitled to some support with travel, meal costs and/or course related expenses.</p>
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If you are in receipt of any of the following benefits, or if you are dependent on somebody who is, please enclose proof (photocopy) of the benefit with your application (or it will not be considered).

<p>CAT A BURSARY</p> <p>Acceptable Evidence</p>	<ul style="list-style-type: none"> • A Local Authority confirmation letter of status if in care or a care leaver • A recent benefit entitlement letter (less than 3 months old) if in receipt of Income Support or Universal Credit • A recent copy of your benefit entitlement letter (less than 3 months old) if in receipt of Employment Support and Disability Living Allowance or Personal Independence Payments
<p>CAT B BURSARY</p> <p>Acceptable Evidence</p>	<ul style="list-style-type: none"> • <u>Latest Tax Credit Notice – please send all pages of the award notice</u> • Job Seekers Allowance or Universal Credit letter (less than 3 months old) • Proof of Benefit -Form stamped by the Benefits Agency; latest confirmation letter if in receipt of Pensions Credit • Housing Benefit/Council Tax award letter for the current financial year; <u>please send all pages</u>
<p>CAT C BURSARY</p> <p>Acceptable Evidence</p>	<ul style="list-style-type: none"> • Latest Tax Credit Notice (if applicable) • Supporting letter from school

The bursary fund will refund to the student the daily amount £2.75, in respect of your meals purchased. If you are already on Free School Meal this applies as well. Payment will be made to the student's bank account and are paid in arrears.

The bursary fund will pay you £39.00 per month (in arrears) in respect of your travel costs if you live over 2 miles walking distance away from school. This is the equivalent of a METRO Mymonth travel ticket.

The bursary will also help you with the cost of books, stationery, equipment, exam resits, curriculum based residential trips and university visits. Receipts and evidence are required to support any claims you make in respect of the above.

IMPORTANT – Your application will not be considered unless the following sections are completed

Please give details of monthly household income & expenditure (a full breakdown must be given and proof of household income must be provided or your application will not be considered. See page 2).

Household Income

£ _____

£ _____

£ _____

£ _____

£ _____

Total £ _____

Household Expenditure

£ _____

£ _____

£ _____

£ _____

£ _____

Total £ _____

Other Income/Expenditure to take into Consideration £ _____
eg CSA Payments, maintenance or alimony

Are you living in a single parent household?

How many siblings do you have?

How many are under 18 years of age and still in full time education?

Are you entitled to Free School Meals ?

Please provide details why you require additional financial support.

(e.g. –Unable to afford a residential trip or I believe I live over 2 miles from school etc)

CONFIDENTIALITY STATEMENT

The Academy Trust may put the information you give on your application form on a computer database to assist with record keeping and statistical analysis.

Please note that in order to provide an effective service it may be necessary to share data with other parties such as the Department for Education (DfE) and the Education Funding Agency (EFA). The DfE & EFA use these statistics to evaluate and develop future policy on support for learners at Post 16.

In addition, tutors may be contacted to clarify and confirm attendance and equipment costs in order to assess eligibility for assistance. Your personal details will be respected and kept confidential at all times.

DATA PROTECTION ACT 2018

All data will be held in accordance with the Data Protection Act 2018 and any statistics used are produced in such a way that individual pupils cannot be identified from them.

The following declaration to be signed and dated by:

- A) The Learner when applying for a Category A Bursary; **or**
- B) The Learner AND Parent/Guardian when applying for a Category B or C Bursary

I declare the information I have given is to the best of my knowledge correct and agree to notify The Access Team if my situation changes.

I have read the information overleaf and understand how my personal information will be used. I also understand that failure to disclose full particulars of a relevant financial detail may result in forfeiture of assistance and proceedings being taken for full recovery of all or any part paid to me in error (for whatever reason) or resulting from my not completing the course for which payment of grant has been made.

Signed and dated Applicant (Learner):

Signed and dated Parent/Guardian:

This Academy Trust is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form, within this Academy, for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

**PLEASE RETURN THIS FORM TO: MS. J. RUDMAN, THE CROSSLEY HEATH SCHOOL ACADEMY TRUST LTD.
SAVILE PARK, HALIFAX, HX3 0HG.**

Telephone 01422 360272 Email payments@crossleyheath.org.uk

Here is a check list for you to ensure that you have completed all the relevant boxes **and also attached the correct documentary evidence.**

- Personal Details
- Bursary Category
- Items you would like assistance with
- Household income
- Household outgoings
- Applicant signature
- Parent/Guardian signature
- **Evidence attached**