

Parkstone Grammar School

The use and allocation of the 16-19 Bursary Fund

This statement is designed to share with all stakeholders how we will use our bursary fund, the eligibility criteria used and any terms and conditions we set as part of its allocation.

The Department for Education (DfE) revised the methodology used to calculate discretionary bursary allocations in the 2020 to 2021 academic year to better match financial disadvantage and student needs across the country.

What we use the 16-19 Bursary Fund for

We use the Bursary Fund to help students with the essential costs of participating in their study programme, for example the cost of essential books and equipment, or with the cost of travelling to school or college.

In line with the funding rules of the bursary fund, we are unable to support costs not related to education, extra-curricular activities or provide learning support, such as counselling, mentoring or extra tutoring.

Eligibility for the 16-19 Bursary Fund

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. Our allocation of Bursary fund must ensure funding reaches those students who are most in need of financial support. We take into account distance to travel from the institution and the number of dependent children in the household.

The DfE has provided a list of defined groups which are considered vulnerable to lack of academic progression, so are prioritised when deciding how to allocate the Bursary funding. These 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 in 16-19 education.

The defined vulnerable groups are students who are:

- in care (a young person looked after by the Local Authority on a voluntary basis or due to a care order, or a young person placed in foster care by the Local Authority)
- care leavers (those aged 16/17 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 who has been in the care of the local authority also for a period of 13 weeks consecutively (or periods amounting to 13 weeks) and then had care transferred to another party via a permanent form of fostering such as a Special Guardianship Order)
- 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
- young carers (a young person with caring responsibilities e.g. caring for a parent or other relative)

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on study programme that lasts for 30 weeks or more if they need that amount of support. We can only award the amount students actually need in order to participate. We cannot automatically award students £1,200 if they do not need the full amount.

If a student does not have any financial need, perhaps because they are already met and/or because they have no relevant costs, their application for support from the 16-19 Bursary Fund can be refused even if they fall into one or more of the defined groups above.

Equally, we can pay a bursary to a vulnerable group student of more than £1,200 if it can be assessed that they need extra help to remain in education. All the eligibility criteria and usual assessment processes must be met and followed.

Evidence of Eligibility

In order to be successful in your application for the Bursary Fund, we will need proof that you meet the criteria. We will need to retain copies of this in case of a Governmental audit. Evidence accepted includes:

- 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 IS or 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, institutions 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 etc. UC claimants should be able to print off details of their award from their online account or provide a screenshot to the institution.
- 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.
- For young carers, this could include a young carers assessment, a letter from the GP confirming their caring role or documentation confirming receipt of the Carers Allowance.

Support available

No application is a guarantee and there is a possibility of no award or a limited award. The support available to each student in each year will also depend on the total funds available and the number of students requiring support.

We are encouraged to make payments in kind where possible rather than cash payments and we are unable to make regular payments for living costs. Most contributions go towards help with transport, books and equipment, field trips and other course-related costs and where possible, to contribute to the costs of attending university interviews and open days.

Examples of costs the Bursary Fund cannot be used to cover:

- learning support - services that institutions give to students e.g. counselling or mentoring,
- support extra-curricular activities where these are not essential to the students' study programme
- fees for access to facilities in the institution
- block subsidy of the canteen
- block subsidy of transport, or support for travel for all students regardless of family incomes
- block provision of equipment, material or books
- making bonus payments to reward attendance or achievement
- payments to support student's general living costs

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