

16- 19 years Bursary Statement			
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Lead officer	Assistant Headteacher	Review date	November 2025
Contact	Kate Henty	Effective date	September 2024

Great Oaks College

Student Bursary Statement for Families, Priorities, Spend and Impact

Aims

- Have clear and transparent process for the use and allocation of 16 to 19 Bursary Funds
- Make clear to families the type of support which is available and the means of applying for it
- Make clear to families the conditions for receiving the funds

16 – 19 Bursary Fund Statement

The 16 to 19 Bursary Fund is designed to help support young people facing barriers to continuing in Post 16 Education or training, provided they meet agreed standards of attendance and behaviour. The 16-19 Bursary Fund is available to support students who have genuine financial difficulties that might prevent them continuing in education, rather than acting as an incentive for attendance. To be eligible to receive a 16-19 Bursary the young person must be aged 16 or over and under 19 on 31 August in the year of application. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

Students in one of the defined vulnerable groups can receive a financial Bursary or support offered in kind to meet the needs of students from the vulnerable groups listed. Those experiencing financial disadvantages relating to course-related costs should be supported using the 16-19 Discretionary Bursary Fund. Great Oaks receives an annual allocation from the 16-19 Discretionary Bursary Fund via the Education Funding Agency (EFA).

The priorities for these funds are outlined below and are intended to enable access and participation for all to activities that are off site and require financial contributions from families. Reserves are retained to pay families who may be experiencing financial difficulties and applications can be made to support the costs

of residential and off site activities over an above what the college provide through wider use of the bursary fund to provide service in kind to vulnerable groups.

Example;

Cost of residential £1000 for 4 nights, board, food and activities.

£1000 divided by 25 = £40 per head.

Bursary will be used to contribute £500 to offset those from the vulnerable groups, reducing cost to nil or £20 per head dependent on financial circumstances.

The 16 –19 Bursary Fund has two elements:

Category One: Guaranteed Bursary (Vulnerable Groups)

A Bursary of £1,200 a year can be awarded via Application to the Learner Support Service if a course lasts for 30 weeks (£40 per week if less than 30 weeks) to:

- Young people in care, care leavers (in care for a minimum of 3 months since the age of 14).
- Young people who receive Universal Credit/Income Support **in their own name**.
- Young people who are disabled and receive Employment Support Allowance (ESA) **and** Disability Living Allowance (DLA) or ESA **and** Personal Independence Payment (PIP) **in their own name**.

Category Two: Discretionary Bursary

- The school is able to use its discretion to make awards to students in ways that best suit their individual needs and circumstances. Bursary awards should be targeted towards those young people who face financial barriers to participation in education; such as the costs of transport, meals, books, equipment, extraordinary course fees and transition support services.

The school has agreed a set of priorities to identify students eligible to receive assistance through the discretionary bursary scheme in the following categories:

1. Students who are eligible to receive a free school meal.
2. Students facing financial barriers to participation in Post 16 educational activities can receive support tailored to individual needs. Appropriate evidence would be required.
3. Students who have been affected by a sudden, exceptional change in financial circumstances.

Students who meet the criteria to be considered under Category 1 can receive a bursary up to the value of £1,200 via application to the Learner Support Service.

Students who meet the criteria to be considered under Category 2 can be allocated discretionary funding to assist with the costs of:

- Participation in Post 16 weekly activities (including extra-ordinary course costs)
- Travel Costs associated with accessing learning (this will be offered in kind through use of the college car)
- Course equipment and materials (including IT equipment)
- Meals, Clothing

- Transition Support Services

Awards from the Bursary Fund can be made up of payments direct to students or payments in kind to suppliers. Payments made from the Bursary Fund will be subject to the student meeting expected attendance and behaviour requirements. Any awards considered under Category 2 will be determined by the student's individual circumstances. Please note, however, that there is a limited amount of funding available, therefore, awards are subject to the availability of funding.

Applications

Applications can be made at any point in the year and on a rolling basis. Application forms will be provided to parents through the annual review system.

Record Keeping

Any paperwork and documents we retain for audit purposes will be kept securely, in line with our data protection policy, privacy notices and record retention schedule.

Monitoring arrangements

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Headteacher.

Related Documents

This document should be read in conjunction with other School Policies, including those relating to Post 16 Education and Finance.

Priorities 2023

Our priorities in the academic year 2024

- 1) To enable greater access to the wider community, maximising opportunities for independent life skills
- 2) To support transition to adult services and next steps for education health and care planning
- 3) To enable students to travel to and from work experience
- 4) To support students with costs towards outings and residential for those on low income
- 5) To provide discretionary bursary paid direct to the family in times of financial crisis

Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund for the 2023 to 2024 academic year](#).