

16-19 Bursary Fund – Policy and Application Form

Policy

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The bursary fund is intended to help students with their actual costs of participating, and bursary decisions are based on students' individual circumstances and their actual financial need.

Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by TPAT Sixth Form. TPAT Sixth Form carries out a financial assessment of each applicant and administers bursaries in line with the ESFA's Bursary Fund Guide 2024/25 HERE and as set out in this policy.

Students can learn more about these bursaries **HERE**.

There are 2 types of 16 to 19 bursaries:

- bursaries for students in one of the defined vulnerable groups of up to £1,200 a year; and
- discretionary bursaries which institutions award to meet individual need, using policies they set in line with the ESFA's funding rules

Defined vulnerable groups bursaries are awarded to students who have a financial need and who are:

- in care
- 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

TPAT Sixth Form conducts a financial needs assessment to confirm actual financial need and the amount of support required. Students do not automatically receive £1,200.

Discretionary bursaries are awarded by TPAT Sixth Form to help students with costs such as travel, essential books, equipment or specialist clothing (such as protective overalls, for example).

As with defined vulnerable groups bursaries, a financial needs assessment is conducted and TPAT Sixth Form bases decisions about which students receive a discretionary bursary and how much they receive on each student's individual circumstances and their actual financial need.

Students applying for a discretionary bursary should indicate on their application forms what they would like to use the bursary funding for. TPAT Sixth Form will consider requests for help with transport, books and equipment, field trips and other course-related costs, as well as the costs of attending industry placements, university interviews and open days.

















Eligibility and Application Process

For all bursaries, students 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, or if they have an Education, Health, and Care Plan. Students must also meet the residency criteria in the ESFA funding regulations for post-16 provision.

Once you have applied, TPAT Sixth Form will assess your application in line with the eligibility criteria set out here and will let you know if your application has been successful. If your application is successful, you will be issued with an award letter confirming the amount and type of support you have been awarded, and setting out any payment conditions.

Rather than paying money into your bank account, TPAT Sixth Form may decide to provide some or all of your award as 'in kind' support – this means that they will purchase the resources you require, such as a bus pass or books, on your behalf.

Students who meet the criteria for bursaries for vulnerable groups are not entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

Please use the relevant form below to apply for either the vulnerable groups bursary of the discretionary bursary. All applications will be treated in strict confidence.

Timing

Your application should be submitted by **31 October 2024**. It will be reviewed by the Bursary Committee which is made up of the Principal, Assistant Principal (KS5), Head of Year 12 and Sixth Form Student Advisor. Students will be notified as soon as possible of the outcome.

TPAT Sixth Form will set aside 20% of its Discretionary Bursary allocation to accommodate changes in circumstance and to ensure that requests for funding from students received after 31 October 2024 can be considered. Students facing financial hardship at any time during the academic year should apply using the form set out below.

Conditions

TPAT Sixth Form reserves the right to withhold the bursary if students fail to meet expectations for attendance and behaviour.

Please be aware that TPAT Sixth Form will stop any payments where a student has been absent for a period of four continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

Where TPAT Sixth Form purchases books or equipment, students may be asked to return these at the end of their study programme. On other occasions, TPAT Sixth Form may insist bursary payments are spent only on the support that has been identified as necessary to help a student participate in education. These details will be specified in the student's award letter.

















Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Supporting documentation must also be provided to establish financial need, as set out in the application forms below. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

You must inform TPAT Sixth Form in writing if, after you are awarded a bursary, there is any material change in your personal or financial circumstances.

All information submitted by students will be treated in confidence and held securely.

Assessment Criteria

TPAT Sixth Form follows the ESFA's guidance in relation to eligibility criteria, and as part of that conducts a financial assessment of all applicant students. The evidence you will need to provide in relation to each bursary is clearly set out in the relevant application form. TPAT Sixth Form is looking to establish that you are in financial need and, in relation to the discretionary bursary, that you are in need of specific items or services relating to your education that you would otherwise need to pay for in order to participate.

TPAT Sixth Form bases its decisions in relation to both types of bursary award on students' individual circumstances and actual financial need. Awards will vary from student to student and will depend on, for example, household income, requirements of the study programme, distance required to travel to School and available transport options, the number of dependent children within a student's household, relevant participation needs, and any other relevant home circumstances.

Exceptional Circumstances

TPAT Sixth Form recognises that it is not possible to cover every eventuality in this policy. In exceptional circumstances, students and parents/carers may apply in writing to RossouwA@tpatsixthform.org.uk for a discretionary bursary. Such applications should outline the specific circumstances and provide supporting documentation. A decision will be taken by the Bursary Committee at the sole discretion of TPAT Sixth Form, and will be dependent on funds being available.

















16 to 19 Bursary Fund Application: Defined Vulnerable Groups Bursary

Defined Vulnerable Group Bursary: for students in financial need who are in care, care leavers, students receiving Income Support (or Universal Credit) in their own name and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence payments.

Please read the School's Bursary guidance carefully before completing and submitting your application.

Section A (to be completed by the student)

Student's full name:		Tutor group:	
Student's full address including postcode:			
Contact telephone Number:			
Email address:			
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I wish to claim support from the 16 to 19 Defined Vulnerable Group bursary fund, ar	nd I provide the
following information as evidence of my personal circumstances (please tick as app	ropriate and attach
documentary evidence).	
	Tick as appropriate
Written Local Authority evidence of looked-after or care status, or of previous	
looked-after status.	
For students in receipt of Income Support who are financially supporting	
themselves/ and someone who is dependent on them, a copy of the award notice	
in their own name.	
For students in receipt of Universal Credit who are financially supporting	
themselves/ and someone who is dependent on them who is living with them, a	
copy of the award notice in their own name, plus a tenancy agreement in the	
student's name, a child benefit receipt, a child benefit receipt, child(ren)'s birth	
certificate, utility bills etc.	
For students in receipt of Universal Credit or Employment and Support Allowance	
in their own right, a copy of the claim / award notice, plus evidence of receipt of	
Disability Living Allowance or Personal Independence Payments.	
Other relevant financial evidence relating to household income or circumstances	
(please specify).	
Information provided is for this purpose only and will be treated in the strictest conf	fidence

















I confirm that I have read the school's attached guidance, and the information provided on this form is correct.

I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support, and may result in further action.

I confirm that I have read the school's attached guidance, and the information provided on this form is				
correct. I understand that any false in	formation given or fail	ire to notify th	e Sixth Form a	lministrator of a
change in personal circumsta		-		
action.			аррого, а па по	,,
Student signature:		Date:		
Parent/Guardian signature:		Date:		
Section B (to be completed	by the student)	1		
Student Bank/Building Societ	y Details			
To receive payments, you mus	st have a bank account ir	n your own nar	ne. If you do no	t have a bank account,
you need to open one before	completing this form			
Name of Account Holder:				
Name of Bank:				
Branch Address:				
Account Number:	So		Sort Code:	
Please note that if your applic shredded. For those that are s ESFA requirements.		-		
Section C (to be completed	by Bursary Fund Admi	nistrator)		
I have seen the evidence requ	ired for the full bursary a	and have place	d copies on the	student's files.
Bursary Committee members	in attendance:		Date of meeting:	
Award approved / amount:				
Actions agreed to reimburse student:				
Administrator name and signa	ture:		Date:	
Finance authorisation:		Date:		
			<u> </u>	

















16 to 19 Bursary Fund Application: Discretionary Bursary

Discretionary Bursary: for students from lower income households where support is necessary to overcome financial barriers and enable participation. This would typically include students from households in receipt of benefits OR students with an identifiable financial need.

Section A (to be completed by the student)

Student's full name:	Tutor group:	
Student's full address including postcode:		
Contact telephone Number:		
Email address:		

I wish to claim support from the 16 to 19 discretionary bursary fund, and I provide the following information as evidence of my household circumstances (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year. Please note you do not have to provide all of		
the evidence below – any evidence you provide will be taken into consideration.	ot have to provide all of	
any evidence you provide will be taken into consideration	Tick as appropriate	
Universal Credit, Income Support, or Employment and Support Allowance: all pages		
of the 3 most recent award statements showing earnings for each period.		
Disability Living Allowance, Carers Allowance, or Personal Independence Payments.		
P60 or 2 months' pay slips or 4 weekly slips dated within 3 months.		
Audited accounts or official tax return or tax credits showing self-employed income.		
Pension – official letter showing an ongoing pension.		
Council Tax Reduction – all pages of an official letter showing ongoing benefit.		
Child Tax Credit and Income above £16,190 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months.		
Entitlement to any other benefits – housing benefit etc		
Details of any other income / earnings		
Other relevant evidence relating to household income or circumstances (please specify), e.g. in receipt of free school meals in Year 11, number of dependent children etc.		
Information provided is for this purpose only and will be treated in the strictest conf	tidence.	

















Please detail what financial support you need and the costs applicable to the best of your knowledge when submitting the claim e.g. travel, essential books, equipment or specialist clothing (such as protective overalls, for example).	Cost
	£
	£
	£
	£
	£
Total costs applicable:	£

NB: For audit purposes all receipts, invoices, etc must be filed with this claim to verify payment.

I confirm that I have read the attached guidance, and the information provided on this form is correct. I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support, and may result in further action. I understand that I may have to repay part or all of this assistance offered if my attendance, conduct, or progress is not satisfactory. I confirm I consider myself / my child to be in financial need.			
Student signature:	Date:		
Parent/Guardian signature:	Date:		

















Section B (to be completed by the student)

Student Bank/Building Society Details

To receive payments, you must have a bank account in	your own name. If you do	not have a bank account,
you need to open one before completing this form.		
Name of Account Holder:		
Name of Bank:		
Branch Address:		
Account Number:	Sort Code:	
Please note that if your application for the 16 to 19 Bu shredded. For those that are successful, these details we have a successful.		
Section C (to be completed by Bursary Fund Admi	nistrator)	
I have seen the evidence required for the full bursary a	and have placed copies on t	he student's files.
Bursary Committee members in attendance:	Date of meeting:	
Award approved / amount:		
Actions agreed to reimburse student:		
Administrator name and signature:	Date:	
Finance authorisation:	Date:	













