16-19 Bursary Fund

16-19 Educational Institutions receive allocations for a 16-19 Bursary Fund, under arrangements set out by the Secretary of State under section 14 of the Education Act 2002. The government provides funding to close the attainment gap between those from poorer and more affluent backgrounds and to ensure every young person participates in and benefits from a place in 16 – 19 education and training.

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education or training. Funding is received from the Department for Education (DfE). Awards are means-tested.

The bursary is primarily to be used by the student as a contribution to help towards the cost of transport, professional attire, or to buy essential books and educational equipment.

Futura Learning Partnership will administer the 16-19 Bursary Fund in accordance with the Equality Act 2010 and will not discriminate on the basis of any protected characteristic.

All applications and supporting evidence will be treated confidentially and processed only for the purposes of administering the 16-19 Bursary Fund.

1. Types of Bursaries

1.1 There are 2 types of bursaries.

1.1.1 **Vulnerable Groups Bursary** – This may be awarded when a student is currently, or has been, in care; is receiving Income Support or Universal Credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner. The DfE holds this funding centrally.

1.1.2 **Discretionary bursary** – This is calculated according to the financial need of a student who is living at home with parents/guardians, whose family income meets the criteria for eligibility. The Discretionary Bursary is awarded based on individual need. The school awards this bursary in line with the guidance in 4.3 (below).

2. Communication

Full details of the 16-19 Bursary Fund will be made available to all Post 16 and prospective Post 16 students by the following means:

- The school website
- At the beginning of each academic year via newsletter (email)
- During assemblies
- Communicated by tutors during tutor time
- Posters in Post 16 study and communal areas

3. Eligibility

3.1.1 To be eligible to receive a bursary the young person must be over 16 on 1 September and under 19 on 31 August in the academic year in which they start their programme of study.

3.1.2 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 the sooner.

3.1.3 Young people must satisfy the residency criteria as defined in the DfE Funding guidance.

3.2 Residency

Students must meet the residency criteria for post-16 funding as set out in the current Department for Education funding regulations. Evidence of eligibility may be requested and retained as part of the bursary application process

3.3 Vulnerable Young People

Defined vulnerable groups are: young people who are looked after (in care); care leavers; young people in receipt of income support (or Universal Credit) in their own name; and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments). Funding for students in defined vulnerable groups will be held by the DfE. Applications must be made directly to the school as soon as possible so that an application can be made to draw down funding.

3.4 Discretionary Bursary

To be eligible for the discretionary bursary, students must:

- be aged 16 or over but under 19 on 31 August, or be aged 19 or over and have an Education, Health and Care Plan (EHCP)
- meet the residency criteria
- have a household income of under £35,000 or, on a case-by-case basis, be able to satisfy the **Clevedon School Bursary Team** (**CSBT**) of specific financial hardship which is likely to have an impact on the educational engagement of the young person.

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.

Any monetary payment must be paid by BACS payment direct to the young person's bank account.

4. Process for Application

4.1 Applications for an award of a bursary should be made using the online application form. The form should be fully completed and submitted by 14th October 2026. Any

applications that are incomplete will be returned and this may result in a delay in the award and payment of the bursary.

4.2 Applications for Vulnerable Bursary awards will be assessed and discussed with the **Clevedon School Bursary Team** (**CSBT**). If approved, confirmation of eligibility will be communicated by email via Applicaa.

4.3 Applications for Discretionary Bursary awards will be assessed. If approved, confirmation of eligibility will be communicated by email via Applicaa.

4.4 <u>Evidence required</u>

The award of either the vulnerable or discretionary bursary is conditional upon the receipt of appropriate evidence, as outlined in the application form. Guidance is available from Mrs Jageliene in the Study Centre or Miss Mawer in Nourish if required. Income evidence should be supplied for all parent(s), guardian(s) and partner(s).

- All benefit evidence must be dated within the last three months.
- All other income evidence supplied must be relevant to financial year (P60).
- If the answer to the in care/care leaver questions is yes, evidence of this should be supplied (eg. an official letter from social worker).
- Additional evidence to confirm any part of the application may be requested.

In exceptional circumstances, a temporary award may be made to a student who is unable to gather appropriate evidence due to the ill-health of a parent, or other extenuating factor.

4.5 All Applicants will be notified in writing whether their application has been successful, including the level of award and (any) monthly amount they can expect to receive. If a young person feels aggrieved about how their application has been handled, they should follow Futura Learning Partnership's normal complaints procedure, details of which are available on the Futura website.

4.6 Details of all successful applications will be passed to the Finance department, together with the amount, timing of payments, and conditions of the bursary awarded.

4.7 Applications can be submitted at any time during the academic year. To seek support early, we recommend submitting applications as soon as possible to avoid delaying student access to the bursary.

4.8 We aim to process fully completed applications within 4 weeks of receipt. Students will be contacted by letter to advise the outcome of their application, confirm how the bursary will be paid (if they are to receive funds directly), and outline the conditions the bursary funding is subject to and what costs the bursary award should cover.

5. Qualifying Conditions

Once eligibility has been established the young person will be expected to comply with the conditions set out below and detailed in the home/school agreement in order to qualify for payment.

5.1 The information the young person and/or their parent/carer will supply on this form is correct and complete to the best of their knowledge and belief**.**

5.2 The young person will submit supporting evidence in accordance with the requests made in this application.

5.3 The young person and/or their parent/carer understand(s) that any attempt to dishonestly obtain a bursary could be treated as fraud and may result in criminal and/or civil proceedings against them.

5.4 The young person and/or their parent/carer understand(s) that Futura Learning Partnership have the right to reclaim any funds, if the information provided is found to be incorrect or the young person does not complete the course they have enrolled on.

5.5 Bursary payments are only ordinarily released to students with at least 96% attendance and this should be maintained throughout the year. Should attendance fall below 96%, an investigation will proceed and subject to a decision by the **Clevedon School Bursary Team** (**CSBT**) the bursary may be withdrawn or reduced until attendance improves. All individual circumstances will be considered on a case-by-case basis.

5.6 Signature and date is required on the agreement to confirm the young person has read and understood this statement.

5.7 The young person must meet the behaviour standards outlined within the Futura Learning Partnership policy.

5.8 The young person understands that funding is limited and that applying for the bursary and meeting the eligibility criteria does not guarantee that a bursary will be awarded. The amount awarded may be reduced at any point during the academic year in order to ensure that other applicants who are eligible for an award may also receive an award.

5.9 The young person satisfies a qualifying period of study i.e. at least 6 weeks

5.10 The discretionary allowance may be withdrawn if these criteria are not met.

6. Bursary Payments

6.1 A single lump-sum is allocated by the DFE to each Sixth Form provision for bursary payments and this must be divided between all of the successful applicants. Futura Learning Partnership are entitled to charge 5% administration fee from this fund.

6.2 Each student's needs will be individually assessed. No student will automatically be awarded a set amount of funding without an assessment of the level of actual financial need they have. Each setting will make a record of the planned amount of funding required by each individual student.

6.3 Where possible, and in most instances, textbooks and educational supplies will be purchased on behalf of students. The books and equipment necessary for each subject will be supplied to each student eligible for the discretionary bursary. Where travel is identified as an individual student's participation need, the school will purchase monthly bus passes. Where meal support is identified as an individual student's participation need, Futura may contribute on that student's behalf to the school's catering provider.

6.4 Where it is not possible for Futura to purchase items on behalf of students, and the student purchases items themselves, receipts will be requested. However, it is acknowledged that it may not be practical to collect receipts for every transaction for standard weekly costs such as travel and food. Therefore, students will be asked to provide initial receipts for evidence – such as first week's travel or food expenses.

6.5 The Bursary Fund may be used to support educational trips, visits and activities that are essential to, or directly support, a student's study programme, course objectives or progression opportunities. Examples may include compulsory fieldwork, curriculum-related educational visits, university open days, apprenticeship interviews, industry visits and course-related work experience. Funding will be determined based on individual financial need and the availability of funds.

Activities that are primarily recreational, social, reward-based or otherwise unrelated to a student's educational programme will not normally be funded. Examples include reward trips, end-of-year celebrations, leisure activities and purely social events.