



**BELLE VUE**  
GIRLS' ACADEMY

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## **16-19 Bursary Policy**

<b>Reviewed by</b>	<b>Approved by</b>	<b>Date of Approval</b>	<b>Next Review Date</b>
WS	LGB	October 2024	October 2025

## Introduction

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.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries (Which is awarded using criteria set by the academy)

## Eligibility

### **Vulnerable Groups**

Young people in the '**vulnerable group**' as defined by the ESFA will be eligible to receive a **Bursary Award** of £1,200 per year.

To be eligible to receive a bursary a student must be:

- Aged over 16 and under 19 on 31 August in the academic year in which they start the course; if the young person turns 19 in the academic year they will be supported until the end of the academic year.
- UK resident for 3 years or more.
- Enrolled on a post 16 course
- in care
- a care leaver
- 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

### **Discretionary Bursary**

The school will make individual **Discretionary Bursary Awards** that best fit the needs and circumstances of our young people. Bursary awards will be targeted towards students facing financial barriers to participation and achievement, such as the costs of transport, meals, books or equipment etc.

The young person applying for a **Discretionary Bursary Award** must be able to provide evidence that they or their parents/carers are in receipt of a means- tested benefit and/or that they are in financial hardship.

### **Criteria 1**

- **Eligible for Free School Meals** -Parents/Carers can register for free school meals <https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/> so that they can qualify for the bursary.
- **Identified as Pupil Premium**

## **Criteria 2**

- Students whose household income is less than £21,000.  
Evidence: Original Working Tax Credit annual statement letter from HMRC.

## **Application and Assessment Procedure**

Students apply by completing the Belle Vue Girls' Academy 16-19 Bursary Fund Application Form.

The Finance Department will use discretion to make awards to students in ways that best fit their needs and circumstances.

Priority for these discretionary awards will be given in the first instance to those students eligible for **Free School Meals**. An application form must be submitted to the Finance Dept.

The young person will be informed as to whether their application has been accepted. All eligible students are encouraged to apply for FSM as soon as possible.

The young person can expect to know the outcome of the assessment of their application within two weeks of submitting their completed application form and will receive written confirmation of the outcome.

**Please note:** the Bursary Fund is a finite amount of money and will be distributed according to need in the fairest way possible. The value of any Discretionary Awards will depend on the total demand on the Fund. A portion of the Fund will be retained for contingency i.e. claims later in the year.

## **Payments**

### **Bursary Awards**

This will be paid every half term at a rate determined by the number of weeks in the period.

### **Discretionary Bursary Awards:**

Students eligible for FSM will be given an amount to support their studies. This will be paid half termly and will vary throughout the year depending on demand. The bursary will be paid via BACS into their bank account. The value of the award will be at the Academies' discretion and will be dependent upon numbers of FSM students.

**Payment of any Bursary will be conditional on the student maintaining high standards of attendance, achievement and punctuality.**

To receive bursary payments the student must have a bank account in their own name that will accept BACS payments. If they do not have a bank account, they will need to apply to open one. If there is a delay in setting up a bank account that will result in further financial hardship the finance department will make interim cash payment to support the student.

Books, reference materials and non-consumable equipment funded by the Bursary remain the property of Belle Vue Girls' Academy and must be returned to the Learning Resource Centre at the end of the course, or before if you leave early.

Payment of a Discretionary Bursary is subject to the availability of funds and any Bursary awarded to support students whilst they are on a course does not guarantee support for any subsequent courses.

**Students will be required to repay any overpayments resulting from early withdrawal from a course.**

### **Records and Data Protection**

Staff involved in administering the 16-19 Bursary will comply with the BDAT GDPR policies regarding data protection. The policy can be accessed on the Academy website.

### **Fraudulent Claims**

Belle Vue Girls' Academy must protect public funds from the possibility of fraudulent claims. The Academy may ask for detailed information and invite applications for interview so the funds can be distributed fairly. If a claim is considered fraudulent during our spot checks or auditing processes, we will request that the money awarded is repaid in full. If the student fails to repay their award, we may take court action.

### **Appeals and Complaints**

If the application is unsuccessful, students have the right to appeal against the decision. All appeals should be done by writing to the Headteacher. The letter should clearly state why the student feels the award should be reconsidered. The student may be invited to provide additional information or invited to discuss their individual circumstances as part of their appeal.