



Financial Awards Policy 2023-24

Huish Sixth

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16-19 Bursary Fund

1. Background

The 16-19 Bursary Fund scheme provides financial assistance to those young people who are continuing in education or training post-16 who could benefit from additional financial support. The scheme was put in place as a partial replacement for the Education Maintenance Allowance, which closed to new applicants on 1st January 2011.

The 16-19 Bursary Fund is allocated by the Education Skills & Funding Agency (ESFA), the body responsible for funding 16-19 education and training.

This following policy sets out the arrangements for how Huish Episcopi Academy (the Academy) will prioritise and administer the 16-19 Bursary Fund in 2023-24.

The named contact at the Academy for all 16-19 Bursary support/enquiries is the Head of Sixth Form.

2. General Eligibility

To be eligible to receive a Bursary, all young people must be aged 16 or over, but under 19 at 31 August 2023 and meet the residency criteria in the [ESFA Funding Guidance for Young People 2023 to 2024](#)

A student aged 19 or over will only be eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 19 (19+ continuers) or have an Education Health Care Plan (EHCP). These students can receive a discretionary bursary while they continue to attend Huish Sixth on the same programme they started before they turned 14, as long as their eligibility continues and the Head of Sixth Form considers they need the support to continue attending Huish Sixth.

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Students under 16 or over 19 in exceptional circumstances, e.g. where a student is following an accelerated study programme. Exceptional circumstances do not include students aged 14 to 16 who are attending Huish Episcopi Academy as part of their KS4 programme. (Please see the Head of Sixth Form before completing this application form).

3. Bursaries Available

There are two types of Bursary available:

i. Vulnerable Groups Bursary

A Vulnerable Groups Bursary is available to all young people who meet the general eligibility criteria and who have been identified as being most in need, as set out in this policy (section 2).

ii. Discretionary Bursary

A Discretionary Bursary is available to all young people who meet the general and additional eligibility criteria as set out in this policy.

The Discretionary Bursary can provide assistance with the following:

- Cost of travel;
- Essential books, equipment or specialist clothing (such as protective clothing);
- Field trips and educational visits directly associated with the course of study once a deposit has been paid;
- Examination fees not covered by school provision;
- Cost of travel/subsistence to higher education open days/interviews;
- Costs associated with work experience placements;
- Additional costs related to the course of study;
- Subsidies for Huish Sixth Café;
- Individual bespoke awards based on individual need.

4. Value of Bursaries

The 16-19 Bursary Fund is a limited fund determined by the ESFA which is allocated on an annual basis.

The Academy will retain 10% of the 16-19 Bursary Fund to use as an emergency contingency fund to respond to exceptional or circumstantial in-year changes awarded by the discretion of the Head of Sixth Form.

Vulnerable Group Bursary	Discretionary Bursaries			
	Group 1	Group 2a	Group 2b	Group 3
If a student is In Care, Leaving Care, on Income Support, or getting both ESA and DLA/PIP.	The household income is below £40,000.	The household income is between £40,001 and £50,000.	The household income is over £50,000.	
The student will be awarded a Guaranteed Bursary of £1,200.	The bursary will pay up to £800 per year to be used against agreed costs.	The bursary will pay up to £600 per year to be used against agreed costs.	Applications from students with a gross household income level of over £50,000, will still be considered on their individual merits, and subject to availability of funds, may be entitled to receive an award of up to £150 per year.	
Students will receive £200 per half term.	The student determines how they would like to use this allocation.	The student determines how they would like to use this allocation.	The student determines how they would like to use this allocation.	

The above limits may be exceeded in individual cases at the discretion of the Head of Sixth Form.

Both the general fund and the emergency fund will be reviewed in the April of each year and any remaining funds may be distributed to eligible young people.

5. Additional Eligibility for Vulnerable Group Bursary

Young people in the defined vulnerable groups are usually living apart from their parents/carers, can get social security benefits in their own right. The defined vulnerable groups are young people 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.

In some cases, a young person might meet the eligibility criteria for a vulnerable group but their financial needs might be already met, they have no relevant costs or do not need the maximum award. In these circumstances, Huish Sixth can refuse the student's application. See ESFA guidance:

[16 to 19 Bursary Fund Guide 2023 to 2024 Academic Year](#)

6. Those Not Eligible

Applications to the 16-19 Bursary Fund are not open to young people aged under 16 or over 19 at 31 August 2023.

7. How Will My Application Be Assessed?

Once you have completed your 16-19 Bursary Fund application, it is necessary to provide and attach official evidence of the household income. Please attach one or more of the following documents:

- A copy of a 2022/23 Tax Credit Notice Award (TC602 or TC603) showing **actual** income as sent to you by the HMRC in April/May 2023.
- A letter of confirmation of any benefits being received – this document must not be dated any later than 1.7.2023.
- A copy of a P60 (an end of financial year earnings statement from your employer(s)) for the tax year ending April 2023 for each household adult.
- Evidence of self-employment income for 2022/23. This can be one of the following:
 - Full accounts produced by an accountant;
 - Copy of on-line tax return submitted to HMRC;
 - Copy of SA302 from HMRC.

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the Academy to provide financial assurance as required. All evidence will be treated as confidential and destroyed after 6 years of the young person leaving the Academy.

Examples of acceptable supporting evidence for the **Vulnerable Bursary** are:

- 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 Income Support or Universal Credit, a copy of their Income Support or Universal Credit 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 Universal Credit, institutions must also see a tenancy agreement in the student's name, a Child Benefit receipt, children's birth certificates, utility bills etc.

- For students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

Examples of acceptable supporting evidence of total household income for the **Discretionary Bursary** are:

- A full T602E **Tax Credit Award Notice** (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other **Income Support or Universal Credit** award letters that show evidence of income. For Universal Credit the 3 most recent award statements should be provided.
- **P60 End of Year Certificate** for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2023). The income will be shown as Total for the Year.
- **Payslips** from the previous 3 months.
- **Self-Assessment Tax Calculation (SA302)**. This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2023). The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards, etc.
- Confirmation from the Local Authority of entitlement to **Free School Meals (FSM)**.

8. Payments

The preferred method of payment of bursary awards is 'in kind', e.g. by purchasing any equipment required or providing students with a travel pass. This will be appropriate in most circumstances, but cash payments can be made at the discretion of the Head of Sixth Form. These will be made by a cheque payable to the student's bank account.

9. Qualifying Condition Requirements

Eligible young people will need to complete a qualifying learning period of 6 weeks before they are able to receive Bursary payments. However, any eligible young person can make an application ahead of the six week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the six-week period. All young people in receipt of a Bursary must meet punctuality and attendance requirements of 90% to ensure continued support. In addition, all young people in receipt of a Bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the Academy reserves the right to withdraw or suspend Bursary payments.

These conditions will not be additional to those expected of any young person within the Academy.

Evidence for eligibility must be provided in each year the student requires support.

10. Application

Applications for a Bursary must be made using the **16-19 Bursary Application Form** and should be submitted in full by 31 December 2023. Applications made after this date will still be considered provided sufficient funds are available. However, once the Bursary Fund has been used, it will not be possible to consider further applications.

Consideration must be given to assisting any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability.

Consideration must also be given to assisting any young person in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/guardian/carer(s).

11. Application Process

All applications for a Bursary, or to access the contingency fund, will be assessed by a 16-19 Bursary Application Panel, consisting of the Head of Sixth Form and Academy Business Manager. The application will also be reviewed by the Finance Manager and/or the Student Support Officer as appropriate. The Panel will review the application, supporting evidence and any other personal circumstantial evidence and young people will be notified of the outcome within three weeks of the application being received.

12. Appeals

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Principal outlining their reasons why. The Principal will convene a 16-19 Bursary Appeals Panel, consisting of:

- Principal
- A member of the Academy Board

The Panel will consider and respond to appeals within **two weeks** of receipt. If the appeal is upheld or partly upheld it will be referred back to the 16-19 Bursary Application Panel with recommendations. If the appeal is not upheld, the appealing party will be signposted to the Academy's Complaints Procedure.

13. Confidentiality

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event of an appeal, the 16-19 Bursary Appeals Panel. The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information.

14. Change of Young Person's Financial Circumstances

Any young person in receipt of a Bursary has a duty to inform the Academy should their financial circumstances, or those of their parent/guardian/carer(s) change (e.g. increase in household income, Free School Meals being withdrawn for a sibling). This does not automatically mean any future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.

15. Young Person Transferring

Where a young person in receipt of a Bursary transfers out of the Academy to another education/training provider in-year, the Academy will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete their learning aims. Where a young person in receipt of a Bursary transfers in to the Academy from another education/training provider in-year, the Academy will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete their learning aims.

16. Young Person Withdrawing from Huish Sixth

Where a young person in receipt of a Bursary withdraws from Huish Sixth, and does not transfer to another education/training provider, Bursary payments made prior to the date of withdrawal will not be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

17. Further Information

Further information on the 16-19 Bursary Fund can be found on the ESFA website.

Applications for the 16-19 Bursary Fund will be assessed and allocated by Mr Woodward, the Head of Huish Sixth, and Mr Wood, the Business Manager. Students will normally be informed in writing of the decision within 3 weeks of the receipt of the application.

Huish Sixth Scholarships

1. Background

These scholarships are awarded upon joining Huish Sixth to students who meet the following criteria for one of the two awards as detailed below:

2. Scholarships Available and How to Apply

i. Academic Scholarships:

These scholarships, which offer a £500 Bursary, reflect the academic ethos of Huish Sixth. Offers for this scholarship are likely to be conditional on the achievement of specified GCSE results of grade 9 accompanied by an application letter laying out why you believe you should receive the scholarship including description of an outstanding piece of work completed this year in your chosen subject area. There are scholarships on offer across all the subject areas.

ii. Community Scholarships:

This scholarship offers a Bursary of £600, and is based on students proposing and then executing a community-based project in order to enhance either student life in Huish Sixth or to make a contribution to the community in and around the local area. Application should take the form of a letter outlining the project you would like to undertake.

Scholarship applications should be emailed directly to the Head of Sixth Form, Mr Andrew Woodward at:

andrewwoodward@hea.ac.uk

3. How Will My Application Be Assessed?

Each application will be assessed on the quality of letter written to the Head of Sixth detailing the project/area of study and stating clearly why the application is worthy of the scholarship. Students should cite a piece of work that evidences excellence within the chosen subject area. Proof of grade will also be required. In the case of community scholarships, a community project that would be executed across both YR12 and 13 needs to be detailed.

Access to Sixth Fund

Any young person not meeting the eligibility requirements for the funds above, but facing financial hardship due to exceptional reason or circumstance change can apply to the Access to Sixth Fund on an individual basis by submitting an application in writing or an application is submitted on their behalf by the Head of Sixth Form.