

16-19 Bursary Fund Policy

KTS Academy



Approved by:	Governing Body	Date: 12/10/2023
Policy Author:	Sarah Gunn	
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Introduction

KTS Academy receives an annual allocation of 16-19 Bursary Funds from the Education and Skills Funding Agency (ESFA) to assist young people who face the greatest barriers to continuing in education or training post 16. Students aged between 16 and 19 years old who think they may struggle with the costs for full-time education or training may be eligible to receive a bursary. KTS Academy operates the scheme in compliance with the ESFA 16-19 Bursary Fund Guide for 2022-2023 and this policy sets out our approach to the use of the Bursary Fund in the academic year 2022-2023.

Student Eligibility

The 16-19 Bursary has two types of award:

Students in the '**vulnerable group**' as defined by the EFA (i.e. young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance/Personal Independence Payments will be eligible to receive a **Vulnerable Bursary Award** of up to £1,200 per year. This is paid directly by the EFA to the Academy.

The Academy may also make individual **Discretionary Bursary Awards** based on each student's circumstances. Bursary awards will be targeted towards students facing financial barriers to participation and achievement, such as the costs of examinations, trips and visits, meals, transport, books or equipment etc.

The Discretionary Bursary Award funding is a set amount and the Academy retains the right to hold a proportion back in order to respond to exceptional or circumstantial in year changes.

To be eligible to receive a bursary students must be:

- Aged over 16 and under 19 on 31 August in the academic year in which they start their course
- Resident in the EU for 3 years or more
- Enrolled on a full time course
- On a means-tested benefit, or a dependant of parents who are on a means-tested benefit (we will use eligibility for Free School Meals in the first instance), in financial hardship or in the 'vulnerable group' as defined by the EFA above.
- Families on a low income

Application and Assessment Procedure

Students must use the KTS Academy 16-19 Bursary Fund application form.

If applying for the **Vulnerable Bursary Award** students must be able to provide evidence that demonstrates they meet the eligibility criteria set out above to receive an award of up to £1,200 per annum.

If applying for a **Discretionary Bursary Award** students must be able to provide evidence that demonstrates they or their family are in receipt of a means-tested benefit and/or that they are in financial hardship. KTS Academy will use our 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.

The value of the award will be at the Academy's discretion and will be dependent upon numbers of students eligible.



Payment of any Bursary will be conditional on students maintaining high standards of attendance (minimum 90%), achievement and punctuality.

The Bursary Fund is a limited 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 of the Fund. A portion of the Fund will be retained for contingency, i.e. claims in the year.

Payments

A Bursary award will be paid when specific items are required by eligible students. The award is paid in the form of items to support learning e.g. school trips, books and equipment. Where possible the school will purchase equipment, on behalf of the student. If a student wishes to claim for items already purchase then permission must be gained prior to purchase if the student has the expectation that the bursary will cover costs. All receipts must be provided along with any other specified paperwork.

To receive bursary payments a student must normally have a bank account in their own name that will accept BACS payments (it is not possible to make BACS payments into a post office account). If students do not have a bank account, they will need to apply to open one. In circumstances where a student is unable to administer their own bank account due to their needs then funds can be paid to an appointee to administer on their behalf, usually a parent/carer. Evidence that the student has a nominated appointee is needed.

Payment of a Discretionary Bursary is subject to the availability of funds and any Bursary awarded to support students whilst on a course does not guarantee support for any subsequent courses. You may be required to repay any overpayment resulting from an early withdrawal from a course.

Records and Data Protection

Staff involved in administering the 16-19 Bursary will comply with KTS Academy's policy on the storage and transfer of information supplied during the application process and payment of funds.

Fraudulent Claims

We must protect public funds from the possibility of fraudulent claims. We ask for detailed information and may invite applications for interview so we can distribute funds 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.

Appeals and Complaints

If an application is unsuccessful students have the right to appeal against the decision; and may also appeal about the amount or type of award by writing to Sarah Gunn. Letters should clearly state why a student feels the award should be reconsidered. Students may be invited to provide additional information or invited to discuss their individual circumstances as part of the appeal process.

Monitoring, Evaluation and Review

This policy will be monitored, evaluated and reviewed each year in accordance with updated guidance on the 16-19 Bursary Fund for each academic year.