



16-18 Student Bursary Fund Policy (2021-22)

A key priority for the Government is to close the gap in attainment between those from less fortunate and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The Department for Education (DfE) established the 16-19 Bursary Fund in 2011. The aim of the Fund is to help 16- to 19-year-olds continue in education, where they might struggle for financial reasons.

There are two elements to the Bursary Fund.

- Vulnerable Bursary
- Discretionary Bursary

To be eligible for the 16-18 Bursary in 2021/22, students must be aged under 19 on the 31 August 2021 or are aged 19-24 and have an (EHCP) Education Health Care Plan. Where a student turns 19 during their course, they can continue to be supported to the end of their course. To be considered for an award the student must be studying an ESFA funded programme. In addition, students must meet the Government's residency conditions.

Vulnerable Bursary - Students eligible for the £1200 award

Up to £1,200 per year is available to students who are in care, a care leaver, receiving Income Support or Universal Credit because they are supporting themselves, 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 Independent Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Discretionary Bursary

An award may be available to students facing financial barriers to participation to help with education related costs such as cost of transport to GFT, equipment and books and meals. Applications are invited from students with a total household income of £25,000 or less.

Level of Bursary

1. Students in receipt of Free School Meals up to maximum of **£1,200 per year**
2. Students with family income below £16,190, not on free school meals up to maximum of **£1,000 per year**
3. Students with family household income between £16,191 - £25,000 up to a maximum of **£850 per year**

The Bursary may be used to provide financial support for:

- On-going transport costs (e.g. through the purchase of a bus pass or day saver - Students are expected to take advantage of any subsidised travel passes and student travel concessions if available. **NB This will only be available for students who live over 1 mile away from the training centre.**
- Purchasing equipment or resources for identified individual learners (e.g. specialist protective clothing or course related equipment)
- Costs of meals
- Assistance with costs of educational visits or trips (e.g. Work experience placement or classes delivered off site)
- A DBS certificate if required for your chosen career
- Other equipment – we may be able to contribute up to £150 for a laptop used solely by the student
- One-off (or regular, if more appropriate) payments linked to specific costs resulting from a domestic emergency or change in circumstance in household income (e.g. issues with learner's accommodation, illness or redundancy of family members)

Conditions

Students must meet the following criteria in order to receive their bursaries:

- Have a target attendance of 95%. Students with below 95% attendance are at risk of their bursary payments being withheld.
- Students with below 85% attendance will receive no bursary payments. (Some allowance may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that GFT has previously been made aware of.)
- Be punctual to all lessons.
- Demonstrate good behaviour.
- All work required by tutors will be submitted to the deadline set.

If the bursary application is successful, an award will be made in monthly instalments for the duration of their programme unless the student requires a one-off payment to cover costs.

Payments at the start of the programme shall only be made to students who have met the following conditions:

- Have achieved their attendance target during the first 2 weeks on programme
- Have not been the subject of any formal warning
- Have a positive attitude to learning (as agreed by their tutor)

How do I apply?

If you wish to apply for either or both of the above funds you need to:

- Check you meet the eligibility criteria within this policy
- Complete the Bursary application form available from reception or in your introduction pack
- Provide the necessary evidence to support your application

List of possible evidence:

- Letter from H M Revenue & Customs - Tax Credit Award for 2020/21
 - Current Benefit Letter from the Department for Work and Pensions (DWP)
 - Proof of earnings from Employer - P60 for 2020/21
 - Self-Assessment Tax Return (if self-employed) for 2020/21
 - Universal Credit Monthly Award Notices for June, July and August 2021
 - Confirmation letter from Local Authority of current or recent looked after status (vulnerable group)
 - Other confirmation of income
- Submit your application

What will happen once I have applied?

We will aim to process your application within 10 working days, and you may be contacted during this time to discuss your needs. You will be notified in person about the outcome of your application

How will the bursary award be paid?

GFT will provide assistance with the purchase of agreed items on your behalf where this is appropriate, in certain circumstances part of or all of the awards will be paid into your bank account for you to directly purchase agreed items.

Complaints or Appeals

Any student or parent who is unhappy with the handling of application for bursary funding or wish to make an appeal should follow GFT's complaints procedure. It is important to note that appeals for Levels 1 & 2 bursaries on the grounds of income levels alone are unlikely to result in a revised decision. Complaints can be made through the student hub on our website <https://www.wearegft.co.uk/report-a-problem/>

Confidentiality

GFT will ensure that applications are handled confidentially. For audit purposes, however, computerised copies of all documentation for student support will be kept for a period of six years and will be held securely and in compliance with the Data Protection Act. The information will be made available for audit purposes.

Equal Opportunities

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Review

This policy will be reviewed on an annual basis, taking into account statutory guidance from the Department for Education (DfE) and the Education & Skills Funding Agency (ESFA).



Signed

Sue Fielding

Managing Director

Date; 30th July 2021

To be reviewed: July 2022