



Brooke Weston Academy 16-19 Bursary Policy

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1. Aims

This policy explains how the 16-19 Bursary fund is distributed at Brooke Weston Academy. All applications should be made online (this has been emailed to students and parents) with bursary reviews made in November and March.

2. What is the 16-19 Bursary?

The 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education, such as costs of transport, food, or equipment.

The 16-19 Bursary Fund is a limited fund, and the Bursary Fund Panel will meet and consider applications and prioritise allocation. There will be three priority groups, this will determine the value of a student's bursary allocation for the year:

Level 1: High

Level 2: Medium

Level 3: Low

The first deadline for funding is 31st October. Please complete the online application form.

Payments will be made on an "as needs" basis. Entitlement to meet the criteria is not a guarantee of funding; our allocated funds are limited, so support will go to students who demonstrate greatest need.

Applications made between 1st November and 28th February will be reviewed by the panel in March.

3. Eligibility

The scheme is divided into two parts, Vulnerable Student and Discretionary:

Level 1: Vulnerable Student Bursary - High Priority

This bursary is up to £1,200 a year and awards can be made to:

- Young people aged 16 and 17 in care
- Care leavers aged 16, 17 and 18
- Young people aged 16, 17 and 18 who are in receipt of income support (for example, young people who are living independently of their parents; those whose parents have died and teenage parents)
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

Level 2: Discretionary Bursary – Medium Priority

Awards can be made to:

- Students in receipt of free school meals who meet the conditions relating to attendance and behaviour
- Students not eligible for the full Vulnerable Bursary, who live in a household where the family income is £16,190 per annum or less, and whose parents/guardians are in receipt of any of the following:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit

- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Level 3: Discretionary Bursary – Low Priority

Awards can be made to students who are:

- In receipt of free school meals and who meet the conditions relating to attendance and behaviour
- students not eligible for the full Vulnerable Bursary, who live in a household where the family income is between £16,190 - £25,000 per annum, and whose parents/guardians are in receipt of any of the following:
 - Income Support.
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £25,000
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Students in this category may receive the same allowances and contributions as Level 2 awards, but with smaller contributions towards a bus pass, essential educational visits and resits.

The level of support we can offer depends on the total funding received. The level of funding we receive may vary during the academic year, based on individual circumstances and level of deprivation in line with government guidance.

NOTE: In exceptional circumstances, students who are not automatically eligible for an award under the criteria listed above, can also apply for help with one-off course related expenses. Proof of income or hardship will be required. Applications for additional help will be considered on an individual basis, and an award is dependent upon available funds.

4. Who makes the decisions about payments?

The Bursary Fund Panel will normally meet twice a year (November and March to consider and review applications). The Bursary Fund Panel will include the Director of Sixth Form, Deputy Director of Sixth Form, and a member of the Academy Senior Leadership Team.

Students and their parents should understand that the available fund is limited. Any appeals against decisions should be made to the Principal in the first instance.

5. What are the conditions for payment?

All bursary payments are subject to meeting the school's expectations regarding attendance, conduct, completion of coursework and completion of courses enrolled upon. Eligible students must be under the age of 19 on 31 August of the academic year in question and enrolled on a full-time course at the school.

Students who are awarded support should be aware that to continue to receive funding, they must have:

- At least 95% for attendance
- No unauthorised absences
- Punctuality – no more than one late mark per week.
- Good attitude to learning
- All bursary payments will be conditional upon good attendance and conduct.

Bursary payments will not usually be made in cash. Instead, necessary items will be purchased for the student. Where cash payments are required, receipts will be requested, and payments will be made into the student's bank account.

Note: Payments will be made on a termly basis and reviewed based on the criteria above. Students who do not meet the outlined expectations risk having their funding withdrawn in the following term.

6. What can the Bursary be used for?

Students may receive or use the funding for items such as the following (this is not an exhaustive list):

- Subject-related technology
- Subscriptions to magazines, journals, or online learning platforms
- Essential textbooks, extended learning texts
- Revision Guides
- Art materials
- Course-related trips and Duke of Edinburgh Award
- Travel to HE interviews and Open Days (upon production of travel receipts)
- Special equipment
- Exam re-sit Fees
- UCAS costs
- Other expenses may be considered on application