

## Space Studio West London - 16 to 19 Bursary Fund Policy

### Guidance Notes and Application Form

#### Key points

The Department for Education (DfE) has revised the methodology used to calculate discretionary bursary allocations to better match financial disadvantage and student needs across the country. The [Government response to the consultation](#) about the change can be read on GOV.UK. The revised methodology is being used from the 2020 to 2021 academic year onwards.

#### [Government Guidance](#)

#### 16 to 19 Bursary Fund

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. Space Studio West London will determine the eligibility criteria for discretionary bursaries, and the frequency of the conditions for payments for all awards. The 16 to 19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year
- Discretionary bursaries which institutions award using policies they set, in line with government funding rules

#### Eligibility criteria: bursaries for young people in defined vulnerable groups

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.

Students should be awarded the amount of support they need to participate based on an assessment of the types of costs they have. Institutions must ensure students are eligible for the bursary for defined vulnerable groups in each year they require support.

The defined vulnerable groups are students 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 (DLA) or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on study programme that lasts for 30 weeks or more if they need that amount of support. Students on study programmes of less than 30 weeks should be paid a pro-rata amount.

### Eligibility criteria: discretionary bursaries

The bursary fund is not intended to provide learning support - services that institutions give to students - for example, counselling or mentoring, or to support extra-curricular activities where these are not essential to the students' study programme.

Institutions must base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme.

### 16 to 19 Bursary Fund checklist

#### Bursary for defined vulnerable groups

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.
- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- Appropriate evidence seen and copies retained to confirm student's eligibility.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

#### Discretionary bursary

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Students household income is less than £25,000 a year
- Evidence of eligibility has been retained.
- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and pay

## Assessment

The Space Studio West London Senior Leadership Team will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for either level of funding from the 16 to 19 Bursary Fund should complete the application form attached. **Students must attach a separate document detailing their bursary needs and items they are claiming for.** A student in receipt of any level of bursary must inform the School of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact the School office to make an application.

The level of support which the academy can offer is dependent on the total funding received from the Education Funding Agency (EFA) and the number of applications for support that the academy receives. **The level of funding may vary during the academic year.**

**The level of funding for each individual student will vary to reflect their level of financial need.**

## Complaints

Any student or parent who is unhappy with how an institution has handled their application for bursary funding should follow the institution's own complaints procedure.

Please follow the link to [The Aspirations Academies Trust Complaint Policy](#).

# Space Studio West London

## 16-19 Bursary Application Form

***N.B: This form must be completed by the student applying for the bursary funding. Please bring this form and all your supporting documents to the school office.***

***Please ensure you attach copies of the required evidence to support your application.***

***Please note that all applications are subject to external audit and therefore we are unable to process applications that do not contain the requested evidence.***

**Please ensure the completed signed application form and evidence, is returned to the school office.**

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**For completion by student below:**

**Section 1 – Student Details** (Please PRINT details and complete in black ink)

First name:	Surname:
Date of Birth:	Home telephone No:
Email:	Mobile No:

**Section 2 – Vulnerable Bursary (Up to £1,200 per annum).** Please tick the box that applies to you:

<input type="checkbox"/>	Part a – I am living in care
<input type="checkbox"/>	Part b – I am a care leaver
<input type="checkbox"/>	Part c – I am in receipt of income support or the new Universal Credit, in place of income support.
<input type="checkbox"/>	Part d – I am in receipt of Employment Support Allowance or the new Universal credit <b>AND</b> also in receipt of Disability Allowance or Personal Independence payment.

**(If you are applying for a Vulnerable Bursary and have completed Section 2 please now go to Section 4)**

### Section 3 – Discretionary Attendance Bursary

I am currently entitled to Free School Meals  (also complete boxes below)

I am a student who permanently lives in a household whose income per year falls into the following categories. Please enter annual amount in the appropriate box:

Below £16,190	Between £16,190 and £21,000	Between £21,000 and £25,000

### Section 4 – Proof of Benefit Submitted – for Sections 2 and 3.

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence you will need to supply with this application form. **Please tick the evidence you are providing.** (If evidence is not attached the form will be returned to you and your application will not be processed).

#### Vulnerable Student Bursary

Type of Income	Evidence Required	Tick if Supplying
Looked after or Care Leaver	Relevant paperwork detailing entitlement i.e. Letter showing Looked after status from the local authority.	
Income Support/ Universal Credit	Entitlement/ Award letter – dated within the last 3 months	
Employment Support Allowance/ Universal Credit	Entitlement/ Award letter – dated within the last 3 months	

#### Discretionary Attendance Bursary

Type of Income	Evidence Required	Tick if Supplying
Job seekers Allowance/ Income Support	Entitlement/ Award letter – dated within the last 3 months.	
Tax Credit/ Universal Credit	Recent Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)	
P60 – Week 52	Pay slip for week 52	

<b>Certified accounts of self-employment</b>	Relevant certified paperwork	
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**SECTION 5 – Student Bank Account Details – TO BE COMPLETED BY ALL STUDENTS**


Bank Name (e.g NatWest)

Branch Location (e.g. Feltham)

Name of Account Holder:

Sort Code:

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Account Number (8 numeric digits)

**SECTION 6 – Declaration**

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the school of any change in my circumstances in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this school year and that I must reapply next year. There is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student):

Date:

Signed (Parent or Guardian named above):

Date:

Please ensure the completed and signed application form and evidence, is returned to the school office as soon as possible.

**For SSWL use only (circle as appropriate):**

**Date received**

**Bursary approved:**

Yes

No

**Bursary Type Approved:**

Vulnerable Bursary

Discretionary Bursary

Discretionary Bursary – one off payment

**Date of first payment:**

**Date for one off payment:**