SHEFFIELD UTC ACADEMY TRUST
MAKING THE FUTURE

16 TO 19 BURSARY FUND POLICY STATEMENT

Status: Advisory

Member of Staff Responsible: The Executive Principal

Related Policies:

- Pupil Premium Statement
- Charging & Remission Policy

Implementation date: September 2014

Reviewed date: September 2026

Next review date: September 2027

Introduction

1. The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds.

2. The Bursary is intended to help with the hardship needs of individual students and enable a student to continue with his or her education. It is not an incentive to attract young people into any particular institution. Generally, awards from the Bursary will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning.

3. The UTC will seek to ensure that the funds available are:

- distributed fairly through a process which is transparent and easily understood. Information about the application process is available from the institutions;
- assessed and allocated, based on each individual's need, taking into account the financial circumstances of the applicant, the intended use of the award and affordability;
- used to widen access to, and participation in, post-16 education;

4. 16-19 Bursary Fund guidance, setting out operational arrangements, priority groups and monitoring / financial assurance activity is issued by the Department for Education.

Please note: there is a limited amount of funding which means that it may not be possible to support every application. Applications from learners whose circumstances change during the year will be considered. However, funds may be exhausted and it may not be possible to make an award in all cases.

The 16-19 Bursary Fund has two elements:

Vulnerable student bursaries

Some students will be eligible to receive a bursary of up to £1,200 per year, if agreed standards of behaviour and attendance are met.

Discretionary student bursaries

These awards will be targeted towards young people facing financial barriers to participation in post-16 education. Agreed standards of behaviour and attendance must be met. In the main, students in households where income is at or below the minimum wage threshold of £25,000 or in receipt of free school meals. Passing the eligibility test does not guarantee funds.

Attendance and behaviour standards can be found in the UTC Post 16 Learning Agreement and align with that expected of all students attending the institution.

5. The Bursary Fund application form should be accompanied by **evidence** of entitlement. The UTC admin team will liaise with students to ensure the appropriate level of evidence is supplied to support the application.

6. All learners who wish to apply must complete the application form

Making the Application: Procedures for Students

- Complete the application form including details of known and likely costs
- Take the application form to the institution's office together with proof of your designated bank account (a copy bank statement) detailing:
  - Account number
  - Sort Code
  - Name and Address
- The application form will be checked by the office and stamped with the school stamp to confirm the student is in attendance.
- The UTC will then consider the evidence and will either approve or reject the application and inform the student of the decision.

7. Successful applicants will receive notification about what has been approved and then any cash payments will commence after the October half term on a half termly basis.

8. Students in receipt of financial support will be expected to comply with the behaviour and attendance guidelines as outlined in the Post 16 Learner Agreement. The PA to the Principal will liaise with the Learning Manager for KS5 to assess if these obligations have been met.

9. All applications will be treated in the strictest confidence.

10. Students who received bursary funding in the previous year and whose circumstances have NOT changed must complete a declaration and return to the PA to the Principal.

Please note: that in submitting an application, each student is confirming his or her agreement to the conditions attached, outlined in this Policy Statement concerning behaviour, attendance and any other conditions imposed by the institution.

Awards

11. Bursary awards are made for specified course related costs and/or other costs viewed as presenting a barrier to the individual student's participation in education. The amount of each award will be assessed and disbursed on an individual, case by case basis.

12. The institution may offer bursaries in the form of non-cash 'in kind' payments where appropriate, such as travel passes, meal vouchers, attendance on course related school trips, etc. Any equipment purchased by the institution for use by an individual student remains the property of the institution and must be returned upon completion of, or withdrawal from, the course.

13. The institution may also offer an award in the form of a short-term loan to help a student bridge a temporary financial hardship where this is deemed appropriate and agreed by the student. In this case, the institution will draw up an agreement with the student

clearly stating the use of and the conditions surrounding the reimbursement arrangements, which the student should sign, indicating he or she understands the conditions of the loan. The student should be able to provide evidence that the award has been used as intended.

14. In line with the "something for something" ethos, receipt of bursary payments are conditional upon a student meeting attendance and behaviour standards agreed in advance.

15. Attendance and behaviour requirements generally align with the conduct standards expected of all students who are part of the institution community and can be found in Post 16 Learner Agreement. Where the student does not meet the agreed attendance or behaviour standards, which will be monitored, the institution will make every effort to advise the student and help resolve any issues, but retains the right to rescind or suspend bursary payment(s).

16. Where a payment has been withheld due to attendance or behaviour issues, students may wish to appeal against the decision. In these cases, they should follow the UTC's complaints procedure. The final decision rests with the UTC.

17. Students will need to submit receipts for purchases / travel etc when requested to do so.

Appeals

18. Where a payment has been withheld due to attendance or behaviour issues, students may wish to appeal against the decision. In these cases, they should follow the institution's complaints procedure. The final decision rests with the institution.

False or incomplete information

The Bursary Fund Guidance document issued by DFE, includes the following statement: Students and their families should be aware that if false or incomplete information is submitted, or if they do not tell the institution about any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The student could face prosecution, and institutions will seek to recover any payments the student was not eligible for.

Review of Policy

19. This policy will be reviewed on an annual basis, taking into account the views of each UTC, students and their parents and guidance from the Department for Education.