



BEAUCHAMP CITY SIXTH FORM

Lionheart Educational Trust

BURSARY POLICY

**This policy applies to all the academies in
The Lionheart Educational Trust**

Approved by Trust Board

APRIL 2023 – 2024



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1. What is the 16-19 bursary?

The 16 to 19 Bursary Fund is supplied by the Education Funding Agency (EFA) which is Government funded and supplies successful applicants with a fixed amount to use towards their education- related costs. The purpose of the Bursary is to support applicants whom are impacted by financial constraints.

The Bursary fund comes in two possible forms, you could receive either a Discretionary Bursary OR the Vulnerable Groups Bursary.

- **Discretionary Bursary**; *this bursary amount and application process is set by the Education Provider, but is decided based on Government funding provision.*
- **Vulnerable Groups Bursary**; *this bursary is granted and supplied by the Government and thus must be approved by the EFA*

2. Discretionary Bursary

This bursary amount and application process is set by the Education Provider, but is decided based on Government funding provision.

2a. Who is eligible for the discretionary bursary?

Applicants are required to:

- Be at least 16 years old but under 19 years old as of August of that academic year (Aug – July)
- Study at a publicly funded school or college, or be on an unpaid training course

Assessment of financial need is based on **Parent/Carer income** and decided via the provision of evidence as part of the application process.

Applications are open to students that were Pupil Premium in Year 11 (*this evidence is supported by previous education provider*), but are required to send evidence if wishing to also apply for Free School Meals

Applications are open to students that can provide **evidence** of the following:

- Income support
- Income based jobseeker's allowance
- Income related employment and support allowance
- National asylum seeker support
- Child tax credit: (*for this to be accepted you must not receive Working Tax Credit and have an annual gross income of no more than £16,190*)
- Working tax credit run-on
- Guaranteed state pension credit



- Universal credit: *if you apply after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits)*

NB: Successful evidence may identify students eligible for Free School Meals without the need for another application.

2b. What evidence will I need to provide?

| Criteria | Accepted forms of evidence | Rejected forms of evidence |
|--|--|--|
| Income support | A formal headed letter from Job Centre Plus | Email correspondence with Job Centre Plus |
| Income-based jobseeker's allowance | A formal headed letter from Job Centre Plus | |
| Income-related employment and support allowance | A formal headed letter from the DWP | |
| National asylum seeker support | A formal headed letter from the Government. | |
| Child tax credit (provided you're not also entitled to working tax credit and have an annual gross income of no more than £16,190) | The full headed letter from the Government identifying that child tax credit is received [all pages must be included] Bank statement; clearly highlighting the receiving of financial support from the DWP. | Just supplying a P60 is insufficient |
| Guaranteed state pension credit | A formal headed letter from the Government. | |
| Working tax credit run-on | A formal letter identifying the relevant circumstances that has led to the run-on | |
| Universal credit with annual net earned income of less than £7,400 | A Universal credit statement; screenshot of full statement as this includes evidence of job-related income/unemployment | Just a bank statement; as this doesn't explicitly provide evidence of total income |

2c. Where do I submit by bursary application?

You will either be directly emailed (if requested) with a link to an online application form; otherwise this link is available on our website:

<https://www.beauchampcity.org.uk/prospective-students/student-support/bursary/>

Please complete all sections and provide evidence to be able to submit your application, failure to do so will result in you being unable to submit.



2d. How do I receive my bursary?

Once your application has been received and reviewed, you will be notified by email of the bursary application being successful or rejected.

If successful, your next steps will be outlined in terms of how students can then effectively use their bursary to aid their studies. The 'how-to-guide' outlines how students are able to use their credit and the 'confirmation of bursary' letter will also be provided for students to get the most out of their bursary allocation regarding out of school resources.

Under no circumstances can/will the bursary be directly deposited into anyone's bank account or as cash.

2e. How long am I provided a bursary for?

All bursary applications stand for the academic year and students will need to reapply the following year.

3. Vulnerable Bursary

3a. Who is eligible for the vulnerable group's bursary?

*Students could receive financial support if **at least one** of the following applies:*

- they are in or have recently left local authority care (~6 months).
- they get Income Support or Universal Credit because they are financially Bursary for students in Vulnerable Groups

*Students could receive financial support if **at least one** of the following applies:*

- they are in or have recently left local authority care (~6 months).
- they get Income Support or Universal Credit because they are financially supporting themselves
- they receive Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- they get Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

3b. What evidence will I need to provide?

Examples of the evidence required to receive the bursary are:

- Statement from the Local Authority confirming the Student's current or previous looked after status. This may be a letter or an e-mail.
- Recent entitlement or award statement setting out the benefit to which the Student is entitled. This should also confirm that they can be in education or training.
- Supporting themselves
- They receive Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit



- They get Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

3c. How do I apply?

You will either be directly emailed (if requested) with a link to an online application form; otherwise this link is available on our website:

<https://www.beauchampcity.org.uk/prospective-students/student-support/bursary/>

Please complete all sections and provide evidence to be able to submit your application, failure to do so will result in you being unable to submit.

3d. How do I complete my bursary application?

Once the online form has been completed and submitted for review, the student will be invited to meet with Mr. McKenna and a member of the bursary team to discuss the expectations of how the student intends to use their bursary to support their studies; this will include the completion of a 'Needs Agreement' that is signed by all parties.

Once approved, the process will begin to allocate funds and any payments made will be by BACs into the students' bank account.

3e. When do I need to reapply?

All bursary applications stand for the academic year and students will need to reapply the following year.

4. General

4a. When will applications open?

- Current Year 12 students: Applications to receive the bursary for the 2023/2024 academic year will open in June 2023.
- New students (Year 11): Applications to receive the bursary for the 2023/2024 academic year will be available once you are enrolled at Beauchamp City Sixth Form.

4b. How long does processing of applications take?

The bursary team will always work to process applications as soon as possible, but often have other commitments alongside this and so during busy times of the academic year, this could take up to 4 weeks.

Please note this ***does not include school holidays***.

4c. When do I need to apply by?

We advise that students apply for their Bursary by Friday 13th October 2023.



5. Free School Meals (FSM)

5a. Who is eligible and what evidence is required for FSM?

Applicants are required to:

- Be at least 16 years old but under 19 years old as of August of that academic year (Aug – July)
- Study at a publicly funded school or college, or be on an unpaid training course

| Criteria | Accepted forms of evidence | Rejected forms of evidence |
|--|--|--|
| Income support | A formal headed letter from Job Centre Plus | Email correspondence with Job Centre Plus |
| Income-based jobseeker's allowance | A formal headed letter from Job Centre Plus | |
| Income-related employment and support allowance | A formal headed letter from the DWP | |
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| Child tax credit (provided you're not also entitled to working tax credit and have an annual gross income of no more than £16,190) | The full headed letter from the Government identifying that child tax credit is received [all pages must be included] Bank statement; clearly highlighting the receiving of financial support from the DWP. | Just supplying a P60 is insufficient |
| Guaranteed state pension credit | A formal headed letter from the Government. | |
| Working tax credit run-on | A formal letter identifying the relevant circumstances that has led to the run-on | |
| Universal credit with annual net earned income of less than £7,400 | A Universal credit statement; screenshot of full statement as this includes evidence of job-related income/unemployment | Just a bank statement; as this doesn't explicitly provide evidence of total income |

NB: Letters collected/sent from the City Council do not provide sufficient evidence to meet the eligibility criteria for FSM in further education; they are only suitable up to Year 11 (as they expire at this point).



5b. How do I apply for FSM status?

You will either be directly emailed (if requested) with a link to an online application form; otherwise this link is available on our website:

<https://www.beauchampcity.org.uk/prospective-students/student-support/bursary/>

Note that this is the SAME application form required for both FSM status and Bursary eligibility.

Please complete all sections and provide evidence to be able to submit your application, failure to do so will result in you being unable to submit.

5c. If granted FSM status, what will I receive?

Successful application status will be emailed to both students and parents/carers via the information provided on the application form.

Students will receive funding directly to their smartcard, to be able to purchase food provided by school. Once your application has been successful, to allow for systems to update there will be a 24hr delay and should be implemented by noon the following school day.

6. Emergencies and Hardship requests

Students might be able to get more support if circumstances change or they have an emergency.

Under exceptional circumstances, students who are not automatically eligible for the standard provision can also apply for help with one off academic expense (proof of income or hardship will be asked for).

Applications for additional help will be considered on an individual basis and are dependent upon available funds.

Please email providing evidence and elaboration on your circumstances to be considered:

bursary@beauchampcity.org.uk

7. Privacy & Confidentiality

We understand that some students may be reluctant to apply for a bursary because we are asking for personal information. We wish to assure students that we protect the confidentiality of the information provided under the Data Protection Act 1998.

We store the application forms and supporting documentary evidence securely and access to this information is carefully controlled.

Only a small number of staff will have access to your applications.