



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL

# **16-19 Bursary Fund**

**POLICY AND FAQs**

**2019/2020**

Reviewed August 2019

## 1 Introduction

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration. Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund (the amount varies from school to school based on demographic information).

Students who are eligible must apply by **4.30 p.m. on Friday 27<sup>th</sup> September 2019** and must also supply the required evidence to support the application. Students who are eligible and who meet the requirements of the funding will expect to receive 3 termly payments over the course of the Academic Year, subject to satisfactory attendance and conduct.

You must read this document carefully to ensure that you fully understand the requirements of the grant and that do not miss important application deadlines which are non-negotiable. To further assist you, a frequently asked questions (FAQ) document is attached at the back of this application form and should hopefully answer any queries or concerns that you may have.

## 2 Criteria and Eligibility

The School will hold back 5% of the total funding to cover administration costs and 10% of the total funding will be held back for applications that are received after the deadline of 29 September (i.e. due to changes of circumstances and the arrival of new students). It is therefore **vital** that those who are eligible now, apply before the deadline of 29 September to avoid a substantially lower ~~rate~~ of funding. To be considered for the first round of Bursary Applications this deadline must be met and is non-negotiable.

- (a) **Guaranteed Bursary Group:** These students will receive £1,200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the Student “Commitment Condition” stated below.

Funding for students in this group is held centrally by the Education Funding Agency and will be drawn down on demand once appropriate evidence has been seen.

**Guaranteed Bursary** students are:

- Young people in care
- Care leavers
- Young people **personally** in receipt of income support or Universal Credit
- Disabled young people in receipt of Employment Support Allowance (ESA) (or Universal Credit in place of ESA) who are also in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP). Please note: Original sources of evidence will be required by the school at the point of application.

Of the funding delegated directly to the school, 85% will be prioritised and allocated as follows:

(b) **Discretionary Bursary Group:**

**Step 1:** Eligible applicants are identified as falling under one of the three Student Tiers of Need below:

**Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year (or in Year 11 if entering the Sixth Form) or whose home **Household income is less than £16,105**.

Evidence:

- Successful application for Free School Meals via the checking service [www.link2ict.org/fsm](http://www.link2ict.org/fsm)  
OR
- Original Tax Credit Award Notice annual statement (for 2019 – 2020) from HMRC clearly showing household income.

Additionally, if you have an Education, Health and Care Plan (EHCP) you will also qualify for a Tier A bursary.

**Student Tier B** – Students whose home **Household income is between £16,105-£20,980**.

Evidence: Original Tax Credit Award Notice annual statement from HMRC clearly showing household income.

**Student Tier C** - Students whose home **Household income is between £20,980-£25,900**.

Evidence: Original Tax Credit Award Notice annual statement from HMRC clearly showing household income.

Each Tier then has a specific weighting multiple for a share of this residual fund as described in Step 2 below:

**Step 2:** Size of maximum payment depends upon the student tier, number of applicants and of course the total amount of funding available e.g.

<b>Tier</b>	<b>Weighting Multiple</b>	<b>Divided by: Number of eligible students</b>
A	4	a
B	2	b
C	1	c

### 3 Conditions of Funding

Students will be reviewed termly (re: their attendance, timekeeping and general conduct) at pre-set dates throughout the year. In order for the following term's payment to be authorised, students must have **zero unauthorised absences** since the last review or since the start of the course (if Term Upon review each term, students will also be expected to have attendance higher than 95% for the term and not be late on more than 5 occasions per term. The final decision will be at the discretion of the Head of Sixth Form and is non-negotiable.

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant should be used to help off-set costs directly linked to their education, for example;

1. Transport
2. Books and Equipment
3. Hardship Costs
4. Additional Course Costs (day and residential trips)
5. Costs of travel to Higher Education interviews

Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs. Students will also be required to inform the school of changes in their financial circumstances.

### 4 In Year Applications and the Contingency Fund

Applications outside of "Window 1" (27 September 2019) will be from the Contingency Fund (10% of total Bursary Fund Centre allocation). An estimate of the "residual funds" figure will be made by the School Business Manager and Steps 1, 2 and 3 applied as above. This means that Discretionary Bursary Group student allocations may vary according to the "residual funds" available in Windows 1 and 2 and during the year. Applications outside of Window 1 will also be pro-rata based on the student enrolment date and academic year.

### 5 Procedure for Application

To make an application, a student should first obtain advice from the Mrs Kershaw, Sixth Form Administrator. **It is a condition that students applying for a bursary complete the Free School Meals Checking Service which is online at [www.link2ict.org/fsm](http://www.link2ict.org/fsm)** Students are advised to clarify they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments. Students who qualify for Free School Meals via the above checker will not need to provide any further evidence with their Application Form.

Once the application form is complete with the evidence of eligibility attached, place in an envelope marked '**Private and Confidential**' for the attention of Mrs Kershaw and handed in via the Sixth Form Office. The applications will then be logged and checked.

The Sixth Form Manager will then organise a meeting of the Bursary Fund Panel (Principal and School Business Manager). The panel will consider each claim and make a decision in accordance with the fund guidelines.

The claim forms will be administered by the School Business Manager who will organise the appropriate payment to each student.

Appeals must be made in writing to the Chair of the Resources Committee within 4 weeks of the panel decisions, explaining clearly what is being appealed and why changing these decisions is thought to be incorrect. An additional meeting of the panel may be called and further evidence to support the appeal may be required. Please note, the school is bound by the terms and conditions of the grant and can only make awards to those who fully meet the eligibility and who can provide original evidence.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

## **6 Timing and Amount of Payments**

Students are only eligible for payments if they are legitimately enrolled and attending as defined by the criteria.

Applications for 2019/20 Bursary Funds may be made in the time periods below:

- a. **Window 1:**  
For a response by 20 October applications should be received by 29 September with **original evidence attached**
- b. **Window 2\*:**  
Applications with evidence received after the Window 1 deadline but before 19 October will receive a response before 9 November.
- c. **In Year Applications\*:**  
Beyond Window 2 applications will receive a response within 10 working days of submission. The final deadline for applications is the final day of Spring Half Term.

\* All applications outside of Window 1 will also be pro rata based on the student enrolment date and remaining academic year.

It is expected that at least 85% of the funds for the year will be earmarked during Window 1.

Payment Schedule (Year 12 Students):

<b><i>Attendance / Punctuality Review Date</i></b>	<b><i>Payment Date</i></b>	<b><i>Bursary Amount</i></b>
Term 1: 1 week after Bursary agreed	Review Date plus 2 weeks	50%
Term 2: End of first full week	Review Date plus 2 weeks	25%
Term 3: End of first full week	Review Date plus 2 weeks	25%

Payment Schedule (Year 13 Students):

<b><i>Attendance / Punctuality Review Date</i></b>	<b><i>Payment Date</i></b>	<b><i>Bursary Amount</i></b>
Term 1: 1 week after Bursary agreed	Review Date plus 2 weeks	50%
Term 2: End of first full week	Review Date plus 2 weeks	50%

### **Important Notes**

- a. All payments will be made via BACS\* in the name of the Student.
- b. Regrettably, we are unable to make payments to anyone other than the student.
- c. Students should ensure they have a bank account in their name through which to receive funds.
- d. If a partial allocation is made, the payments will be related proportionately.

\* BACS stands for Bank Automated Clearing System and means that the payment is made directly into your bank account.

## Frequently Asked Questions (FAQ's)

**Q: How much money will I receive?**

A: Unless you fall into the Guaranteed Bursary Group, the amount of funding you will receive will be dependent on which tier you fall into, but also how many students apply for the funding as the calculation used is split between the numbers of applicants. Only those students who fall into the Guaranteed Group receive a set annual payment of £1,200.

**Q: If I qualified for the Bursary last year – do I still need to apply?**

A: Yes – to qualify for any funding from September 2017, everyone will need to submit a new application with proof of eligibility for Free School Meals via the checker / original HMRC evidence for this current year. You will also need to bear in mind that if you still qualify, the amount of money you receive may differ to what you received last year.

**Q: Who has decided the income thresholds for eligibility for the different tiers of funding?**

A: The income thresholds have been agreed based on the first threshold of the tax credit rates published by HMRC.

**Q: When will I get my money?**

A: Because we anticipate that your costs (i.e. text books, equipment etc) are more when you start a course, we allocate 50% of the total grant in the first payment and split the remaining 50% into two equal payments for the Spring and Summer term (i.e. 25% each term thereafter). Year 13 students will receive the final two payments together during the Spring term.

We aim to pay your instalments by the end of the third full week in each term. We will pay everyone automatic BACS transfer – it is therefore important that you fully complete the bank information sheet, which will be held in the strictest confidence. Note – the payment during the first term may be slightly outside of these timescales.

Further guidance can be obtained by looking on the website: [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)