



David Ross Education Trust

Broadening Horizons

16 to 19 Bursary Policy

(also known as Sixth Form Bursary)

Document Management Information

Applicable to:	All staff in all Academies and Central Support Services including individuals employed by the Trust, contractors and agency staff. All Members and Trustees.
Development and Consultation:	Developed to ensure correct allocation and administration of available Bursary funds. Produced in consultation with finance, operations, administration and sixth form leadership staff.
Dissemination:	Trust's Policy Centre
Implementation:	Financial Accounting, Academy Operations Manager, Head of Sixth Form
Training:	Not required
Review Frequency:	Annually / review Government guidance and update links
Policy Author:	Louise Osbourne
Executive Policy Owner:	Peter Wilson; Interim Chief Finance Officer
Approval by:	Executive Team
Approval Date:	4 July 2023
Next Review Due:	July 2024



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6.3.1 Institutions make discretionary bursary awards to help students with the cost of travel, to buy essential books, equipment or specialist clothing (such as protective overalls, for example). These are included in the list of eligible items on the website.



information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. TDE suggests they should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

7.7. Institutions must obtain proof that students meet the criteria for the bursary for vulnerable groups in full. Institutions should ask for evidence from each student and retain copies for audit purposes example:

- a) for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant LA
- b) for students in receipt of Income Support or Universal Credit (UC), a copy of their Income Support or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. For students in receipt of UC, institutions must also see a tenancy agreement in the student's name.



- 9.3. The funding is drawn down by completing and submitting a bursary for vulnerable groups funding claim via the SBSS online portal. The deadline for the submission of 2024 academic year funding claims is 31 July 2024. The SBSS will not pay any claims submitted after this date.
- 9.4. The DRET Financial Accounting team must retain a copy of the funding claims they submit to SBSS. The portal is not intended to be a filing system for claims and institutions should ensure they keep their own records outside the portal for future audit.

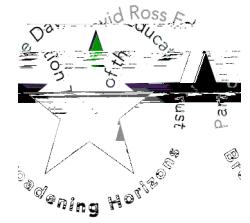
10. Payment of funds

- 10.1. ESFA encourages institutions to pay bursaries in kind rather than cash as far as possible. This helps ensure that the bursary is spent for the reasons it was awarded. In kind payments can include travel passes, vouchers or credits for meals, required books and required equipment.



Application Form 16 to 19 Bursary Fund

CONFIDENTIAL



The 16 to 19 Bursary Fund is intended to provide financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The 16 to 19 Bursary Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post-16. The Academy may provide, at their discretion, financial support to students in exceptional financial difficulty with the cost of; transport, books, equipment, uniform, trips or other expenses related to their course. It is likely that the majority of any awarded bursary will be paid as bursaries-in-kind, i.e., the academy will purchase supplies and services on behalf of the student, rather than make a cash payment to the student.

Please return the completed application to either(Academy Op001 Tc 0.063v Tc umplc u

Section 2: Bursary Type

Please tick the relevant box to confirm which Bursary the application (~~select~~ one)

I wish to be considered for a 'defined vulnerable group' bursary up to £1,200

(Complete Section 3)

I wish to be considered for discretionary bursary to help me overcome financial barriers to remaining in education

(Complete Section)4

I believe I qualify as a 'defined vulnerable group' and my educational financial need to be greater than £1,200 and wish to be considered for both bursaries

(Complete both Section 3 and Section 4)

Section 3: Defined vulnerable group bursary

I wish to be considered for a 'defined vulnerable group' bursary up to £1,200

I believe I have a financial need and fall into one of the following groups in care (including local authority foster care), care leaver, young person receiving Income Support / Universal Credit or Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right

In support of my application I enclose either:

Written confirmation of my current or previous looked after status from the local authority who looked after me, or who provided my leaving care services; plus an individual assessment of financial need; or

Recent Entitlement or Award letter confirming that I am in receipt of income support/universal credit, disability living allowance or personal Independence payments



Section 4: Discretionary bursary

I wish to be considered for a

19-20



Section 5 Planned funding use

Please provide a draft assessment of what you believe the expenditure items and / or costs related to your course(s) will be. It is appreciated that these will be estimates at this stage.

Area	Examples	Student expectations	Estimated expenditure
Books			
Equipment			
Uniform / Clothing			
Travel			

