

16 – 19 Discretionary Bursary Policy

1. What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund is money the government gives to schools & colleges to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

The 16 to 19 Bursary Fund supports those young people aged 16 to 19 who most need help with the costs of staying in education. Please note that whilst the discretionary bursary is based on the parental/household income, the bursary is in the name of the student. RTA will correspond with the student and it will be paid directly to their bank account. If parents/carers wish to provide sensitive information without involving the student, please send this into college in a sealed envelope marked for the attention of Carolyn Matthews, Senior Administrator.

The bursary is money that students of RTA can use to pay for things like:

- Uniform & books for your course
- Transport and lunch on days you study or train

Receipt of the bursary is completely confidential and does not affect receipt of other means-tested benefits paid to the household.

2. Types of 16 to 19 Bursary

There are 2 types of 16 to 19 bursary and the college is responsible for managing both.

• 2.1 Vulnerable bursary

Up to £1,200 a year for young people in care; are leaving care; are in direct receipt of Income Support or Universal Credit in their own name; or are in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

• 2.2 Discretionary bursaries

Bursaries that institutions award to meet individual needs. For example, to help with the cost of transport, meals, books and equipment.

Evidence will be required to support this application and may include taking account of household income as evidenced by receipt of Tax Credits Forms TC602, evidence of income from self-employment, a P60 or 3-6 months' worth of bank statements. Unearned income (shares, investments, savings) may be considered when assessing awards.

Young people with caring responsibilities are also encouraged to apply for the Level 2 bursary.

3. Policy Aims

- To ensure that the 16-19 Bursary Fund is administered in accordance with DfE/ESFA guidelines and policies.
- To explain the procedure for making applications including eligibility criteria, how the bursary is calculated and payment processes.

4. Who is eligible to apply for 16-19 Bursary Funding?

Conditions for payment include: -

- Student must be aged 16 or over and under 19 on the 31 August at the start of the academic year.
- If a student turns 19 during their programme of study, they can continue to receive the bursary until the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.
- Meet certain residency criteria.
- Meet the criteria appropriate to the bursary type/level.
- Have an acceptable attendance, progress and behavioural record in accordance with the RTA code of Conduct.

Any entitlement is completely confidential, and RTA is very pleased to have this opportunity to support students at the college.

5. Proof of income

Evidence will be required to support an application for discretionary bursaries and may include taking account of household income as evidenced by receipt of Tax Credits Forms TC602, evidence of income from self-employment, a P60 or 3-6 months' worth of bank statements. Unearned income (shares, investments, savings) may be considered when assessing awards.

6. How will the school assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. Students who are eligible should complete an application form and hand it to Carolyn Matthews, Senior Administrator, as close to the start of a new academic year as possible. However, applications can be made at any time during the year, as some courses start at different times.

The application form is available to download from the RTA website and links are also below.

In line with ESFA guidelines, the school has the option to charge a 5% administration fee from the fund.

7. How is the 16-19 Bursary paid?

7. 1 Vulnerable Bursary

The vulnerable bursary is paid monthly into the student's bank account.

7. 2 Discretionary Bursary

Payments are made monthly into eligible student's bank accounts. Individual claims can be made at any time for the following (whilst full payment is not guaranteed, each request will be carefully considered):

- Books, Materials and Equipment.
- Industry relevant trips
- Re-sit Exam Fees.
- Transport costs to and from school.
- Uniform purchases.
- Any other expenditure to support the student's education.

8. Appeals

Students have the right to appeal a decision. Students, or their parent/guardian, will be required to put any appeal in writing within 21 days of receiving confirmation of an award or a rejection. The

letter should set out the reasons for the appeal and be sent to the Deputy Principal. The appeals panel will consist of the Deputy Principal and the Principal and their decision will be given within 14 days of receiving the written appeal.

Conditions for payment include 90% and above attendance, progress and behavioural record in accordance with the RTA Code of Conduct.

Please complete the [16 – 19 Discretionary Bursary Application Form 2021 – 2022](#). This form is also available from the Senior Administrator.

If you have any queries, please contact Carolyn Matthews, Senior Administrator, at:
carolyn@reynoldsgroup.co.uk or 01322 275807.