

# STATEMENT & GUIDANCE ON THE 16 – 19 BURSARY FUND 2023/24

## 1. GUIDELINES ON THE 16-19 BURSARY FUND IN 2023/24

These guidelines have been developed to promote fairness and consistency within the NCS. They do not replace the Education and Skills Funding Agency (ESFA) funding guidance which the NCS must follow.

The NCS complies with the requirements of the Equality Act 2010 when setting our criteria and must not discriminate against their students, either directly or indirectly, because of their protected characteristics.

The 16-19 Bursary Fund is provided by the government to help support students who face barriers to participating and continuing in their studies. The financial support you receive is linked to attendance, behaviour and performance.

*The NCS accepts the principles agreed by the Association of Colleges which are set out below:*

**The purpose of the bursary is to:**

- Support and retain students
- Promote a positive attitude to learning
- Support with books, equipment, field trips and other course-related costs

**The purpose of the bursary is not to promote individual institutions.**

- The bursary should be applied fairly and consistently
- The process must be easily understood and accessible to young people
- The process should identify eligible students in a timely fashion
- The scheme should be designed to maximise the amount of the fund available to support students

## 2. THE 16-19 BURSARY FUND HAS TWO ELEMENTS:

### 1. *Learners eligible for defined Vulnerable group bursaries*

*Young people who are in care (or unaccompanied asylum seeker) or care leavers or in receipt of income support (or Universal Credit) in their own name or disabled young people in receipt of Employment Support Allowance (or Universal Credit) and also in receipt of Disability Living Allowance, (or Personal Independence Payments), might be eligible to receive a bursary of up to £ 1,200 a year.*

The NCS may use their discretion to make awards to young people in ways that best fit the needs and circumstances of their learners.

### 2. *Learners eligible for discretionary bursaries*

To be eligible to receive a bursary, the young person must be

**2.1 Aged under 19 and over 16 on 31st August 2023 or students aged 19 or over are only eligible to receive a discretionary bursary if they:**

- are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or
- have an Education, Health and Care Plan (EHCP)

These 2 groups of students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the additional support to continue their participation. Students aged 19 or over are not eligible for the vulnerable student bursary.

**2.2. Able to meet the residency criteria in ESFA funding regulations (<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>) for post-16 provision.**

The discretionary awards should be made to the following learners:

***a. Learners in other vulnerable groups:***

- Young people with LDD or any disability but who are not in receipt of ESA or DLA or PIP or UC
- Young Carers
- Teenage Parents who are not in receipt of income support or UC
- Young Offenders

***b. Learners on free school meals and / or whose family income is below £28,000 per year***

- Young people in receipt of free school meal in previous school
- Total household income includes employee or self-employed income and/or all benefit including child benefit, child tax credit, working tax credit, PIP, Carers allowance, IS, UC, ESA etc. (Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families)

***B.1 Learners from far distance travelling and/or in financial disadvantage and / or have other dependent children and/or both twins attending NCS and/or disabled family members***

Discretionary bursary awards should be targeted towards young people facing financial barriers to participation, such as the costs of transport, meals, books, educational trips and equipment.

There is a possibility of no award or a limited award even after meeting the criteria above and not necessarily all application submitted will be awarded. Each application will be assessed on their individual level of financial needs.

Guidance on audit and management information requirements is available in the ESFA Guide and Q&A for providers and local authorities:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

### 3. CONDITIONS FOR RECEIPT

The application form should constitute a signed contract which states the standards expected from the students and confirms the legitimacy of the evidence provided for household income. False or incorrect information could result in funds being recovered or referral to the police with the possibility of facing prosecution.

**All awards will be conditional on the attendance and behaviour of the learners. Payment of the bursary may be suspended if these conditions are not met.**

All applicants should satisfy the residence criteria. This can be found at  
(<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>)

**The conditions will include:**

- Regular attendance – 95% (including authorised study leave)
- Punctuality - maximum of one late mark per week
- Appropriate behaviour - not in breach of the NCS's dress code policy/learner agreement/behaviour policy.

**Payment:**

Students will receive half-termly payments per academic year. These will vary from student to student based on the individual circumstances and their actual financial need. The NCS will **inform** to all applicants with the amount that has been awarded following an assessment of their application by the Bursary team. Bursaries will not be awarded if funds are exhausted.

Where funds remain, learners can put forward a case for one-off payments to meet a particular need; support for buying books and equipment; transport or fieldwork costs.

**Self-declaration form for existing students in receipt of Bursary Fund (Year 13 only):**

Students who were in receipt of the bursary fund in Year 12 2022-23 will need to sign a self-declaration form as there is no requirement to reapply in Year 13 if there are no changes to the household financial circumstances. The form will be sent to students at the beginning of the

academic year 2023-24 via Adobe Pro which needs to be completed and signed by **Friday 16<sup>th</sup> September** at the very latest.

If there are any financial changes in the students' total household income then they will need to reapply for the bursary fund and submit the documents via online to recalculate their individual need to issue the bursary fund.

#### 4. HOW DO I APPLY?

All applications to be applied online via our website <https://sixthform.london/bursary/>

All forms must be completed with full and relevant copies up-to-date proof of **household income**. Bursary Fund payments cannot be paid in to any bank account other than in the student name as they are made directly in to the students' bank account.

Evidence of the required household income **must** be included with the Bursary application; incomplete forms will delay payments. **Students are required to apply in both years that they are studying at the NCS unless the total household income remains the same as in the Year 12 bursary application submitted and if so you will have to sign the self-declaration form accordingly.**

#### 5. APPEALS PROCEDURE

If you are unhappy with a Bursary decision you should speak to Ms Leary in the first instance. If you are still unsatisfied, you can follow the Newham Collegiate Sixth Form centre complaints procedure.

If you have any queries regarding your Bursary application – please contact Ms Leary, Director of Finance & Operations by emailing [bursaryapplications@ncs6.org](mailto:bursaryapplications@ncs6.org)

**Applications MUST be submitted via online with all documentary evidence by Friday 30<sup>th</sup> September 2023.**