

What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund is a fund of money made available from the government through its funding body, the Education and Skills Funding Agency (ESFA), to provide financial support to help students overcome specific financial barriers to participation in sixth form education. There are two types of bursaries available – a Vulnerable Student Bursary and a Discretionary Student Bursary.

The Vulnerable Bursary is only available to students who meet specific criteria, if a student meets these then Energy Coast UTC has to apply to the ESFA for funding.

The 16-19 Discretionary Bursary fund is a limited fund and the school will prioritise allocation according to the criteria, household income where appropriate, and the availability of remaining funds.

Further information on the 16-19 Bursary Fund can be found at [16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2024-to-2025-academic-year)

16-19 Vulnerable Student Bursary Fund

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

Students who are attending government funded full time courses at the ECUTC and who are aged 16 to 19 years of age on 31 August in the year of application and who satisfy one or more of the following criteria:

- Are in or have recently left local authority care
- Are in receipt of Universal Credit in their own name.
- Are in receipt of Disability Living Allowance (DLA) in their own name
- Are in receipt of Personal Independence Payment (PIP) in their own name

For students qualifying for a Vulnerable Bursary, ECUTC will receive a fixed award of up to £1,200 (which will be pro-rated for any students starting later in the course), payable in instalments, providing students continue to meet the criteria, over the duration of the course. ECUTC will agree with the student how the award can be best used to support them.

The criteria for the awards are set by the ESFA and must be strictly adhered to. The ECUTC cannot alter the criteria. Proof of eligibility must be provided to the school to confirm eligibility for this award.

Proof of eligibility for vulnerable groups

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
- For students in receipt of UC, a copy of their 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. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, you must also see a document

such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on.

- for students receiving UC and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.

If a student believes they are eligible for the Vulnerable Student Bursary they should speak to the Head of Sixth Form at the earliest opportunity, so that ECUTC can make the claim to the ESFA on the students behalf.

16-19 Discretionary Student Bursary

Students who are attending government funded full time courses at the ECUTC and who are aged 16 to 19 years of age on 31 August in the year of application are eligible to apply to ECUTC for support in removing barriers to the education provided by the ECUTC. Support can be provided in the following areas.

- Transport to and from the UTC
- Books and equipment
- Meals
- Field trips and other course related costs
 - no funding support will be available for extra-curricular activities where these are not essential to the students' study programme goals
- The costs of attending university interviews and open days
- iPads
- Industry placements

Whilst applications can be made at any time in the year, students should apply at the earliest opportunity as ECUTC will allocate the majority of the funds it receives during the Autumn Term.

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

ECUTC receives a fixed amount of funding each year to support students. Each college must set its own eligibility criteria based on guidance from the ESFA. ECUTC will consider applications from students who meet one of the following:

- Have a net household income of below £40,000
- Are eligible for free school meals
- Travel distance to ECUTC of more than 9 miles, from main home. This is strictly subject to availability. Students in this category, where gross income is not a factor, will only be eligible should funds remain; low-income families can claim for travel support regardless.

Those applying will need to provide details of the financial barrier (cost of travel, books, equipment etc.) The school is not allowed to award fixed or banded payments to students – payments must match the need. ECUTC reserves the right to make an award in full or in part, depending upon the availability of funds, and support students by providing travel cards or other support rather than a payment to the student.

Required evidence of parent/carer income

If the student lives with their parents/carers full details of their household income must be provided. This must include evidence of all types and amounts of income received for a full three months before the date of the application. An assessment can only be made once all this information has been supplied. Please ensure that any letters of proof/award notices provided are original documents and that no pages are missing. Original documents will be scanned and returned to students. Please note, there is no need to provide proof of income in order to receive Emergency Meal Support. However, for audit purposes, we must retain a copy of:

- A record of the number of students supported in this way
- The number of days this support is given
- The £s value of support given to each student along with the rationale for the meal support
- the signed confirmation by the student of receipt of funding to be spent on food that day, if actual spend receipts are not obtained

Type of household income suitable evidence

Type of Household Income	Evidence Required
Wage / Salaries	Payslips for the last three months, letter from employer quoting gross salary
Self Employed	Self-employment accounts supplied by accountant.
Universal Credit	Monthly award statements for the last three months
Other Awards Income, including other state benefits, pensions, investment or rental income.	Evidence of payments in the last three months, or award letter setting out details. If further clarification required this will be requested.

How to Apply for 16-19 vulnerable or discretionary bursaries

Qualifying Condition Requirements - All young people who wish to apply for the bursary must meet the following conditions:

- Attendance: students must be on roll in full time education at the UTC, with attendance at or above school target (98%) unless there is a valid reason why this level of attendance cannot be achieved – in which case the student's own attendance target must be met. All students must meet punctuality and attendance requirements.
- Behaviour: All young people must behave appropriately and submit work of an appropriate level and to the required deadlines.
- All students must adhere to the terms of the UTC Sixth Form Home School Agreement
- All students who make an application for one of the bursary awards will be required to sign a declaration confirming that they agree to these conditions, as part of the application process. Payment may be stopped if these conditions are not met.
- Applications must be made on the '16-19 Bursary Fund Application Form' which is available from reception or by emailing finance@energycoastutc.co.uk

- Applications should be made to the UTC Business Director at the start of the Autumn Term and by 2nd October in the year of study. However, as students' circumstances may change during the year, the application process will remain open for the whole school year.
- The bursary fund is a finite amount of money which the UTC receives. Late applications will be considered but once the fund is fully utilised no more awards will be made in that academic year.
- Students who apply for the bursary will need to provide documentary evidence to show that they fall into one of the nominated groups. An assessment can only be made once all this information has been supplied.
- Student's bank account details must be included with their application so that payments can be made directly to the student's account.
- All applicants will be advised of the outcome of their application by letter.

Payment

- Is subject to meeting the condition requirements as detailed above, a successful application and an award being made, payments are made using the following process:
- Direct payments or payment in kind for equipment, books, meals, trips etc
- Paid in arrears by BACS to a bank account in the name of the student on a termly basis.
- The timings of the payments will be at the school's discretion.

Additional Information

- Emergency payments of small sums may be available for any student in need at times of crisis, e.g. homelessness. The ECUTC withhold a small amount of the fund for these circumstances.
- Students who apply for funding from the 16-19 Bursary Fund must reapply each year as funding does not automatically continue into the new school year.
- The bursary funds are not intended to provide learning support e.g. counselling or mentoring, or support extra-curricular activities if these are not essential to a student's study programme.
- The bursary funds cannot be used to support general household incomes.

Appeals against non-qualification for support

Appeals can be sent in writing to the Assistant Principal. Business Director by emailing enquiries@energycoastutc.co.uk and marking the email as for the attention of the Assistant Principal/Business Director. They will consider the grounds for appeal, against the ESFA criteria and this policy and will only overturn a decision should the decision be found to have incorrectly applied the criteria. Their decision will be final and will be communicated in writing to the student.

Appeals against non-payment

In the case of a student who has been awarded the bursary, but where there are concerns re non-payment, or if a student is not satisfied with the decision to withhold or defer payment they should take the following steps:

- Send an email to the Business Director in the first instance. This email should identify that the student believes an award has been made but that payment has not been received – evidence of non-payment must be provided.
- If this does not resolve the situation, send an email to the Head of Sixth Form. This email should identify that the student believes an award has been made but that payment has not been received – and include evidence of communication with the Business Director. Evidence of non-payment must be provided.
- If the student still believes payment which should be received has not been, the student should put their case in writing to the AP, who will investigate the matter and report their decision to the student in writing within five days of receipt.

Confidentiality

Energy Coast UTC will ensure that applications are handled confidentially. For audit purposes, however, scanned copies of all documentation will be kept for a period of six years. These records will be held securely and in compliance with the Data Protection Act.

Fraud

Parents/carers, together with the student, are required to sign the application form to confirm that the details given are correct and that they will notify the school of any change in circumstances. Parents and students are made aware that, in signing the application form, they understand that monies may be reclaimed and eligibility withdrawn should they knowingly provide information which is discovered to be false. An application found to be false or incomplete may be referred to the Department for Education and the Police. The student/parents/carers could face prosecution as a result.