

## **SHELLEY COLLEGE 16-19 Bursary Grant – 2025-2026 Policy and Procedure**

The Education and Skills Funding Agency (ESFA) pay this grant to schools and colleges to help tackle disadvantage of students from poorer backgrounds. Financial support is available to ensure young people (aged 16-19) can participate in education and training, and to eliminate the gap in attainment. Use of the grant is restricted to those young people who are in care, who are on income support, or who are disabled. In addition, discretionary awards can be made to young people facing financial barriers to participation.

### **Type of financial support available**

Funds are available to help students who face financial hardship with learning costs such as: emergency accommodation, catering credits, travel to and from college, essential course-related equipment and materials, field trips, university applications, costs for exam re-sits.

### **Who might be eligible?**

- Young people in care/receiving Universal Credit (or Income Support) or who are disabled and in receipt of Personal Independence Payments (or DLA).
- Young people from households where gross income is £25,000 or less.
- Young people facing financial hardship (emergency fund).
- Students should be under 19 years of age on 31<sup>st</sup> August in the academic year in which they commence their course.
- Students over 19 years of age are only eligible if they are continuing a study programme they began aged 16 to 18.

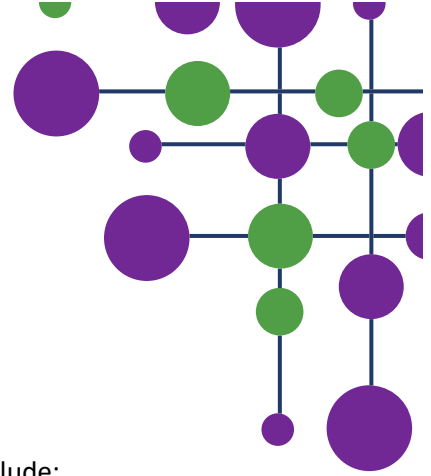
### **How much is available?**

There are 2 elements:

- A bursary of up to £1,200 for young people in care/receiving income support/care leavers or who are disabled and in receipt of DLA and Employment Support Allowance.
- Discretionary bursaries allocated on a needs basis. Because of the limited funding we may not be able to meet all costs but we may make a contribution to student's learning. In the 2025 -26 academic year, we can contribute towards meals, travel, course related books/equipment, field trips and university applications. It is the student's responsibility to ensure they can meet any shortfall.

### **Free School Meals**

If the student or his/her siblings are in receipt of Free School Meals for the current year, the household income will have been assessed and there is no need to carry out further checks. An upto date list of those students receiving FSMs can be obtained from the Sixth Form Manager.



### **Category A students**

These students should show appropriate evidence that they are in this group. This will include:

- Letter from the Local Authority (usually a social worker/transitional manager) to confirm the young person's current or previous looked after status.
- Recent Entitlement or Award letter showing the young person is in receipt of:
  - Universal Credit (or Income Support)
  - Personal Independence Payments (or DLA and/or Employment Support Allowance)

***There is no need to carry out additional income checking for this group.***

### **Category B - Means Testing**

There are four main types of income evidence:

- **Tax Credit Award Notice (TCAN)** – this is a document from the Inland Revenue detailing entitlement to Working Tax Credits or Child Tax Credits. The income figure required is shown as **Total Income for the year from April 2024 – 2025**.
- **P60** – this is a statement of earnings from an employer. Check that the P60 is for the correct adult and for the correct year (Tax Year to 5 April 2025).
- **Entitlement / Award letter** showing evidence of benefits received.
- **Self-assessment tax calculation form (SA302)**. This form is sent by the Inland Revenue to self-employed people and is the equivalent of the P60. Check that the name is for the correct person and that the date is for the last complete tax year. The income will be shown under 'Total Income'.

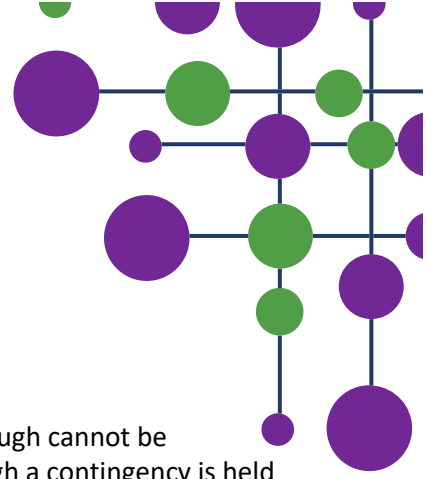
### **Process for decision making**

Once the 16-19 Grant is received from the Education and Skills Funding Agency (ESFA), the Finance Office drafts a set of criteria of how the funds might be distributed.

The Finance Office prepares information to be distributed to 6<sup>th</sup> form students (usually available for 6<sup>th</sup> Form Induction Day), and application forms are made available to the students via the 6<sup>th</sup> Form Office and as downloadable forms from the college web site. All applications must be made using the application form provided. A deadline is set.

As applications arrive, the Finance Office will assess each application for eligibility (based on the agreed criteria), check the supporting evidence and make a decision on the funding to be awarded. Sometimes it is necessary to obtain further clarification of household income and possible expenditure from parents. In these circumstances, the Finance Office will normally consult with the Director of Sixth Form and/or the Head Teacher before writing to the parent/guardian.

Once eligibility has been established, the Director of Sixth Form communicates the decision to the student and discusses application of funds according to the student's needs. Once agreed, funds are released by the Finance Office.



Initial applications or requests for emergency funds are accepted after the deadline – though cannot be guaranteed as most of the funding is awarded and distributed in the Autumn Term (though a contingency is held to support applications made throughout the year).

Records are maintained and a return to the ESFA of how the grant has been spent is made. If the information is not supplied to the ESFA, the amount of grant awarded to the college may be affected.

Generally, the grant fund from the ESFA will match the funding allocated to students. Colleges are allowed to allocate more, but the additional funding has to come from our revenue budget allocation.

In 2024 – 25 students typically received funds for meals, travel, equipment, UCAS applications and other items connected to their curricular studies.

Where possible, payments are to be made in kind – e.g as meal credits or books and equipment bought through the college. Where purchases are made by the student, valid receipts are required.

Funds are not available to support extra-curricular activities unless it can be evidenced that the activity is aiding participation of studies.

It will be emphasised to the student during the interview with the Director of Sixth Form that continued bursary funding is dependent on certain standards of behaviour and regular attendance as agreed to in the Sixth Form Student & Parent Agreement.

A letter will also be sent to the parent/carer confirming the details of the award and the elements which make up the total.