6TH FORM BURSARY POLICY & PROCEDURES

2025 – 2026

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1.00 INTRODUCTION

The 16-19 Bursary Fund is paid by the Government to the Academy so that the Academy may provide financial help to students whose access to, or completion of education might be hindered by limited finances. The funds will be typically used for.

- Transport
- Books and Equipment
- Uniform
- General Hardship
- Trips that are an essential part of the curriculum

You can apply for one of the two bursaries using the application form in appendix 8.

You need to provide photocopied evidence with your application.

Completed bursary forms need to be returned to Kellie Bloomfield, in the Sixth Form Hub or via email at kellie.bloomfield@oasisshirleypark.org

2.00 POLICY AIMS

- To ensure that the fund is administered in accordance with Department of Education guidelines.
- To explain the roles and responsibilities of staff and students
- To explain the application procedure
- To explain the appeals procedure
- To ensure that the Academy Council receives appropriate reports on the administration of the fund.
- To describe the eligibility criteria and payment process

3.00 CRITERIA AND ELIGIBILITY FOR PAYMENT

There are two types of bursaries: guaranteed and discretionary.

Guaranteed Bursaries

- A student is automatically eligible for this if they are:
- Young people in care
- Care leavers.
- Young people personally in receipt of Universal Credit
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living allowance.

If a student is in one of these categories, they will be eligible for the Guaranteed Bursary of £1200 per year based on them studying at least 3 full-time courses.

Discretionary Bursaries

These bursaries are for students who are in financial need, preference will be given to those students who are registered at school as eligible for free school meals.

Students in receipt of this type of bursary will be able to claim up to £350 per year from Sept - August. Funds will be provided on the provision and authorization of receipts.

Students who apply for bursary funds should have no unauthorized absences in the term when the application is made and overall average attendance more than 95% for the Academic year.

4.00 DEPARTMENT OF EDUCATION/YPLA PROCESSES

The Department of Education has allocated the Academy a sum of money to the Academy to distribute to students eligible for a 16-19 Discretionary Bursary to support with costs of educational purchases such as books, stationery, and travel.

The Academy is not allocated a Guaranteed Bursary by the government. Those that are eligible can apply through the Academy. This funding will then be allocated.

The full allocation of the 16-19 bursaries will be distributed to eligible students. The Academy will not retain any administration costs.

5.00 KEY RESPONSIBILITIES

Students, parents, and carers:

- Provide accurate information, and appropriate documentary evidence upon request.
- Inform the Academy of any changes in their financial circumstances.

Admin and welfare officer and head of sixth form:

- Ensure the guaranteed bursaries are submitted to the Government.
- Oversee the administration of the Fund.
- Ensure that decisions for award/refusal are accurately recorded.
- Liaise with the Finance department to ensure timely payment of funds.
- Liaise with the Finance department to ensure audit requirements are met.
- Ensure that the fund is publicized in an appropriate manner.

6.00 APPLICATION PROCEDURES

To make an application you must complete an application form (appendix 1) and attach copies of evidence where appropriate. Submit this form to Kellie Bloomfield, Sixth Form Hub. All application forms will be kept on record.

Any application that failed can be appealed by the student; the student should make this appeal in writing to Achita Desai the Deputy Principal responsible for the Sixth Form who will follow the procedure as if it is a new claim.

The Deputy Principal will inform the student in writing/email of his decision, attaching a copy of the letter/email to the application which is then sent back to the KS5 Admin and Welfare Officer and Head of Sixth Form.

7.00 TIMINGS-PROCESSING AND PAYMENTS

Students are only eligible for payments if they are enrolled and attending the Academy as defined by the criteria in section 3.00.

<u>Guaranteed Bursary</u>

- Forms need to be and handed to Mrs Bloomfield
- Payments will be made directly from the Government via the school for £1200.
- Payment dates will be set, and students will be notified.

<u>Discretionary Bursary</u>

- Forms need to be handed to Mrs Bloomfield
- Failure to produce any requested receipts for any funds discharged will result in automatic disqualification from being able to receive further funds.

8.00 APPENDICES

APPENDIX 1: BURSARY APPLICATION FORM 2021-22

Student Details	
Name	
Date of Birth	
Address	
Telephone Number	

Please complete either Part 1 or 2 depending on your circumstances and sign the form in part 3, we require your parent/career's authorization on all applications.

For any help or assistance please either arrange to see the KS5 Admin and Welfare Officer

PART 1- APPLICATION FOR A GUARANTEED BURSARY

Only complete if you are in one of the following groups (please tick). You are entitled to £1200 per year for a full-time course.

We cannot process your application unless suitable evidence is provided, evidence must be less than 3 months old

If you are a young person in care	
If you are a young care leaver	
If you are a young person **personally** in receipt of Universal Credit	
If you are a disabled young person in receipt of Employment Support Allowance who is also in receipt of Disability Living Allowance	

PART 2- APPLICATION FOR A DISCRETIONARY BURSARY

Only complete if you are not applying for a guaranteed bursary.

Bursary required for	**Briefly describe why you need the bursary.**
Transport (to be eligible you must live over 3 miles away)	Amount Required: £
Books & Equipment (materials and course should be itemized)	
General Hardship (this is most likely to be one-off events for example new uniform etc.)	
Payment for trip relating to Curriculum (trip details must be provided)	
Are you entitled to free school meals or have you ever been entitled to them throughout your time in Secondary School?	

PART 3- SIGNATURES

I CONFIRM THAT ALL THE INFORMATION THAT I HAVE PROVIDED IS TRUE AND THAT I WILL ADVISE THE ACADEMY OF ANY CHANGES IN MY CIRCUMSTANCES THAT MIGHT AFFECT PAYMENT OF ANY BURSARY GIVEN

Student's Signature	Parent/Career's Signature

To ensure that details of bank accounts are correct, it will now be a requirement of the Academy for us to have proof of your nominated bank account, (sight of bank card or bank statement)

STUDENT BANK ACCOUNT DETAILS

Bank:	Bank branch:
Account-holders name:	
Account number:	Sort code:

FOR ACADEMY USE:

DATE APPLICATION RECEIVED	
ATTENDANCE IN CURRENT TERM	
ATTENDANCE AVERAGE IN ACADEMIC YEAR	
DATE SENT TO ASSISTANT PRINCIPAL& PUT ON LOG	
DATE FORM RECEIVED BACK IF APPLICATION DECLINED	
STUDENT INFORMED	YES/NO
DATE APPEAL RECEIVED AND SUBMITTED TO DEPUTY HEAD & PUT ON LOG	
DATE APPEAL RETURNED REJECTED BY DEPUTY HEAD & PUT ON LOG	

Evidence for Guaranteed Bursary

Target Group	Evidence Required
Looked after Children, or previously looked after children, i.e. cared for by the Local Authority Most Looked After Children have, or will have had a social worker.	A letter from your Social Worker, Key Worker or Local Authority
In receipt of Income Support Or In receipt of Universal Credit in your own name	A letter dated within 3 months from Job Centre Plus This letter needs to confirm your name, address and that you receive Income Support/Universal Credit If you have a letter older than 3 months, please also provide a bank statement that shows a payment going into your account within the last 3 months We cannot accept a letter older than 3 months without the support of a bank statement

Disabled and in receipt of BOTH Employment Support Allowance and Disability living allowance in your own name Or Disabled and in receipt of BOTH Employment Support Allowance and a Personal Independence Payment in your own name	A letter(s) dated within 3 months which confirms your name, address and that you are in receipt of both benefits If you have a letter older than 3 months, please also provide a bank statement that shows a payment of each benefit going into your account within the last 3 months. We cannot accept a letter older than 3 months without the support of a bank statement

Evidence for Discretionary Bursary

Target Group	**Evidence Required**
You are in receipt of Free School Meals (FSM)	Confirmation from school office regarding currently in receipt
You or your parent(s)/carers are currently in receipt of one of the following benefits: Income Support Income Based Job Seekers Allowance Child Tax Credit (where there is no entitlement to Working Tax Credit and annual income as assessed by the Inland Revenue does not exceed £16,190) Guaranteed element of State Pension Credit An income-related employment and support	A Letter confirming your entitlement to benefits from one of the following: Job Centre Plus Department for Work and Pensions Your local Authority Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a payment going into your account within the last 3 months Or: HRMC Tax Credit Award Letter for You must provide the full award letter. Any letter provided must confirm the name and address of the person receiving the benefit.
You are a young parent	Birth Certificate of child or Child Benefit Book
You are a Young Carer	Letter from relevant Local Authority, local carers organisation or GP

A Parent/Carer has experienced a redundancy within the last 12 months	Letter of redundancy from relevant employer on headed paper or with a company stamp including the contact details for verification

Please note:

If you live between two houses, we only need information from the person you live with for the majority of the time.