

## **Bursary Guidance 2021-22**

### **What is a bursary?**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. Both types of bursary funding are designed to help students overcome the individual financial barriers to participation that they face and institutions must ensure the funds go to those who genuinely need them. No student will automatically be awarded a set amount of funding without an assessment of the level of need they have.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups (LAC)
- discretionary bursaries which institutions award using policies they set, in line with these funding rules

Bursary assessments take place twice in the academic year: **September and January.**

### **Who is eligible for a bursary?**

A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year. We will prioritise those who have an income below £16,000 a year. However, all students are eligible to apply for the bursary as discretionary bursaries take into account every student's financial need.

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).

### **Bursary categories**

#### **Vulnerable Group Bursaries**

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

#### **Discretionary Bursaries**

Discretionary bursaries are awards made by the academy based on an assessment of household income and financial need. It is up to institutions to decide which students will receive a discretionary bursary and how much they will receive.



## **Evidence for Application (vulnerable)**

Students applying for a Vulnerable Bursary must provide proof that they meet the criteria for the bursary for vulnerable groups in full. (i.e. that they are in receipt of the specified benefits in their own name or that they fully meet the definitions for in care/care leavers). We will ask for evidence from each student and retain copies for audit purposes

- 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 Income Support or Universal Credit (UC), a copy of their Income Support or 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, institutions must also see 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/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided

### **Eligibility criteria: discretionary bursaries**

The academy will make discretionary bursary awards to help students with the cost of travel, to buy essential books, equipment or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for in order to participate.

We will base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme.

#### **Notes:**

NOA cannot make blanket or flat rate payments to all students, to students in particular income bands or to students whose families are in receipt of particular benefits without considering the actual needs of each student.

Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

#### **What the bursary fund cannot be used for:**

The bursary fund is not intended to:



- provide learning support - services that institutions give to students - for example, counselling or mentoring
- support extra-curricular activities where these are not essential to the students' study programme, or
- support general household incomes

## Assistance in filling out the application form

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### SECTION 1:

We need all contact details. Please provide up to date numbers and addresses to reach you or your parental contact.

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### SECTION 2:

Please tick one box.

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### SECTION 3:

Course details need to include the course title (e.g. AS Psychology or A2 Psychology)

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### SECTION 4:

If you have answered 'yes' to any of the questions, please provide proof of address **as well** as any of the following:

- A letter stating that you receive an allowance
  - Income Support Statement
  - Disability Allowance letter/statement
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### SECTION 5

Please only select one of the Target Groups. The following evidence will need to be provided to support your application. **These must be dated this academic year and must be up to date, most recent documentation.**

Target Group 1:



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Part of United Learning

- Universal credit evidence/Income Support Statement/Letter
- JSA statement
- Housing Benefit letter/statement.
- Inland Revenue Letter
- P60's

Target Group 2 and 3:

- Most recent Pay slip from parental employer.
- Letter of employment stating annual income of parent/s.
- P60's, SF1, SF2 (You can request a statement of earnings from the HMRC)

**NB: Bank statements showing funds being deposited without a clear reference will not be accepted.**

#### **Transport (Oxfordshire Local Authority)**

16 to 19 bursary funding can be used to assist with transport and guidance on this funding is provided. Full details and published guidance from the Oxfordshire County Council Travel Policy Statement can be found here: <https://www.oxfordshire.gov.uk/sites/default/files/file/our-work-schools/travelpolictystatement.pdf>

Please note that all enquiries regarding transport are dealt with by the local authority, not NOA Sixth Form:

Tel: 0345 241 2487

Email: [schooltransporteligibility@oxfordshire.gov.uk](mailto:schooltransporteligibility@oxfordshire.gov.uk)

Web: <https://www.oxfordshire.gov.uk/>