



16-19 Bursary Policy

August 2023

(Next review date August 2024)

Safeguarding Statement SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

1. Purpose of the policy

1.1 - The 16-19 Bursary has been set up to support the most vulnerable young people to participate and benefit from post-16 education and training.

2. Eligibility

2.1 - To be eligible to receive a bursary the student must be aged under 19 on 31st August in the academic year in which they start their programme of study. When a student turns 19 during their programme of study, they can continue to be supported until the end of the academic year in which they turn 19. Students over the age of 19 who have an EHCP may still be eligible for the Discretionary Bursary.

2.2 - There will be two categories of bursary payment:

- Vulnerable young person, up to £1200 per year (Vulnerable Student Bursary)
- A student whose household income is below £25,000 per year (Discretionary Bursary)

2.3 - The most vulnerable young people will be eligible for a bursary of up to £1200. This group covers young people who are under 19 and are;

- In care (looked after child)
- Care leavers (previously looked after child)
- Receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

UC has now fully rolled out and so young people aged 16 to 18 will no longer be in receipt of the other benefits listed above. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and those with an EHCP) may still be in receipt of those other legacy benefits.

Evidence will be required in the form of:

- A letter setting out the benefit to which the young person is entitled
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services

Learners in this category over the age of 19 are not eligible for a Vulnerable Learner Bursary but may wish to consider applying for the Discretionary Bursary.

2.4 - SupaJam is free to determine which students should be eligible to receive a Discretionary Bursary and how much they should receive. Decisions will be made across September and October of each academic year. Payments may be limited by the level of demand for bursary support.

2.5 - A student's household income will be assessed as evidence by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 form or certified accounts if self-employed. If a student's household income exceeds £25,000 per year, they will not be entitled to access the bursary in the first instance, but may be able to access funds later in the year depending on the budget allocation. This decision will be made on a case-by-case basis.

2.6 - Receipt of a bursary will be conditional on the student:

- Meeting the attendance criteria (outlined in our Attendance Policy, available on our website)
- Signing and abiding by the SupaJam Student Code of Conduct (available on our website)
- Signing the declaration on the bursary application form (see appendix A)
- Signing the Discretionary Bursary Agreement when their application has been approved (see appendix B)

2.7 - The discretionary bursary criteria is determined by SupaJam and is used to support travel to and from college. It will be paid directly to the student via bank transfer when they present evidence of travel costs to the Administration office. The evidence must be:

- A train/bus ticket or pass;
- A receipt for a train/bus ticket/pass.

2.8 - Travel costs cannot be refunded if this evidence is not produced.

2.9 - Students will be required to sign an agreement when their bursary has been approved (see appendix B).

2.10 - A letter stating the amount they will receive will be sent to their parents or guardians so they are fully aware of the amount their child is receiving.

2.11 - If a student has a taxi funded by their local authority to and from SupaJam, they will not receive bursary payments unless their Local Authority has requested a contribution towards the cost of a taxi. If this is the case, SupaJam will require evidence of this request. The student's application will then be reviewed by the Assessment Panel (see 4.2) to determine if they will receive a contribution towards this cost and if they do, what amount they will receive and when/how this will be paid to the student, their parents/ guardians or directly to their Local Authority.

2.12 - If students require support with costs not relating to travel, they may make a request to the Operations Manager. All requests will be considered but all decisions will be at the discretion of the Operations Manager, in conjunction with the other members of the Assessment Panel.

2.13 - If a student qualifies for the Vulnerable bursary they will have a meeting with the Operations Manager, or any other relevant staff member, to establish what they (the student) needs in order to access their education under the sum of £1200. From there, the Operations Manager will oversee applications to the Student Bursary Support Service (SBSS) in order to claim funding.

2.14 - Once the funding has been approved by the SBSS and SupaJam has received the payment, the Operations Manager will coordinate the purchasing of the agreed item and the student will be required to sign a declaration form.

2.15 - Any items purchased during this time need to be returned to SupaJam once the student is unenrolled.

3. Administration

3.1 - For audit purposes, a combination of electronic and hard copies of documentation for the Bursary Fund will be kept for 6 years. This documentation will evidence the application process, including documents relating to how the learner was assessed and the funds issued.

4. Applications and payment process

4.1 - The closing date for applying for a bursary for the academic year 2023-24 is the 15th September 2023. All applications must be submitted to the Operations Manager using the application form (appendix A).

4.2 - The Assessment Panel (consisting of one of the CEO's, the Operations Manager and one of the Base Leaders) will assess each claim and authorise payments. The Assessment Panel will meet to make decisions on applications. Payment decisions must be recorded for audit purposes along with records of applications and evidence.

4.3 - Successful bursary applicants remain eligible for one academic year. Payments will be made on receipt of a travel ticket. If the student is receiving a contribution towards the cost of a taxi, the method of these payments will be decided by the Assessment Panel (see 2.11)

4.4 - Applications made after the September 15th will be processed only if there is money left that hasn't already been allocated to other students.

4.5 - Students will be informed of the decisions of the Assessment Panel in writing within two weeks of the Assessment Panel's meeting.

4.6 - Discretionary bursary payments will be made via BACS. Payments will usually only be made to a student's bank account.

4.7 - Payments will not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account. SupaJam reserves the right to request evidence of this.

4.8 - Payments may be made to a joint account, as long as the student is one of the account holders.

4.9 - If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACS.

4.10 - In determining payments of the 16-19 Bursary Fund, students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149 (1) of the Equality Act.

For further information relating to bursaries, please see the [gov.uk](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#eligibility-criteria-all-bursaries) website;
<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#eligibility-criteria-all-bursaries>

This completed application form and relevant evidence must be handed in by **Friday 15th September 2023**. Applications made after this date will be considered provided sufficient funds are available. It should be completed **by the student**, although you may need help from your parent, carer or guardian.

Surname:	Forename:
Address:	Post Code:
Date of Birth:	Age:

Do you have the right of abode and have been resident in the UK for the last 3 years? (Check the box that applies to you)	YES:		NO:	
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There are two bursaries available at SupaJam: the Vulnerable Bursary and the Discretionary Bursary.

Discretionary Bursary

SupaJam uses this bursary to support with the cost of travelling to college. If you meet the eligibility criteria, SupaJam will pay some of the costs to support you in attending college. The Discretionary Bursary is based on household income and benefits entitlement. You are still able to apply for the Discretionary Bursary even if you are over 19 as long as you have an EHCP.

Vulnerable Bursary

The Vulnerable Bursary is for students under 19 and in order to qualify for this bursary, you must fall into one of the categories listed overleaf and you must be able to produce the requisite evidence to support your application. After your bursary has been approved, you will have a discussion with the Operations Manager or another member of staff to discuss what will help you to access education. From there, an application will be made for you by SupaJam to the Department for Education and you will have a follow up meeting after this has been approved.

DISCRETIONARY BURSARY APPLICATION 2023/2024

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £25,000 per annum, you will not be eligible for a discretionary bursary payment. You must provide your total household income and tick the box(es) of all the relevant documentation that you are providing to support this, including details of benefits being received. If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments.

What was your total income for the tax year 2022-23?		£			
		You must fill in this section in order for your application to be processed.			
How much does it cost you per day to travel to college?		£			
P60 (for all earners in the household)		Income Support/ Universal Credit award letter		Full TCAN (Tax Credit Award Notice)	
Self-employed earnings (official tax return)		Other benefits/ pension award letter		Wage slips (3 most recent wage slips)	
My family does not receive any benefits		Are you currently in receipt of Free School Meals?			

How will the bursary be paid to me?

The bursary will be paid to you via bank transfer when you present evidence of travel costs to the admin office.

The evidence must be:

- A train/bus ticket or pass;
- A receipt for a train/bus ticket/pass;
- Petrol receipts

Travel costs cannot be refunded if this evidence is not produced. You will be required to sign an agreement when your bursary has been approved and a letter stating the amount you will receive will be sent to your parent or guardian. If you are 19+ and do not have an EHCP but your household income is below £25,000 per year then please speak to Charlotte O'Brien, Operations Manager, office@supajam-education.org If you need support with completing your application, please contact the Administration team - Brighton (01273 447554), Canterbury (01227 697976) and Swanley (01322 660845).

VULNERABLE BURSARY APPLICATION 2023/2024

Eligibility Criteria

Are you over 19?	Yes (if yes - go to 'Discretionary bursary additional criteria')		No	
Are you in or have recently left Local Authority Care?	Yes		No	
Are you getting Income Support or Universal Credit in your own name ?	Yes		No	
Are you getting Personal Independence Payment (PIP) in your name AND Universal Credit in your name ?	Yes		No	
Are you financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner?	Yes		No	

What will help you to access education at SupaJam?

Some examples include: laptops and computer equipment, musical equipment, annual travel passes

If you need support with completing your application, please contact the Administration team - Brighton (01273 447554), Canterbury (01227 697976) and Swanley (01322 660845) or email Charlotte O'Brien, Operations Manager at office@supajam-education.org

STUDENT BURSARY DECLARATION 2023/2024

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment fully aware that any false statements can lead to withdrawal or refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that the monies I receive under the Bursary Fund will be paid on the condition of standards of attendance and behaviour as explained in SupaJam's Policies.
- I will maintain over 85% attendance (95% if I am homeschooled and accessing the Vulnerable Bursary).
- When changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify the SupaJam immediately.
- I will notify SupaJam immediately of any changes to my Bank/Building Society details.
- If I am in receipt of the Discretionary Bursary, I understand that this money must be used to support my travel to and from SupaJam and the evidence detailed above must be presented to access my bursary.
- I understand that SupaJam cannot give students additional payments for any other purpose.
- I understand that I will need to sign an additional agreement when my claim has been approved.
- I understand that I do not have an automatic entitlement to bursary payments and all payments are based on the information I have provided.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made via Charlotte O'Brien, Operations Manager, but if I feel I have not been treated fairly I can follow SupaJam's Complaints Procedure.

Applicant name:

Applicant signature:

Date: