



16-19 Bursary Policy

August 2022

(Next review date August 2023)

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.

2.2 - There will be two categories of bursary payment:

- Vulnerable young person, £1200 per year (Vulnerable Student Bursary)
- A student whose household income is below £24,000 per year (Discretionary Bursary)

2.3 - The most vulnerable young people will be eligible for a bursary of £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 in 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 £24,000 per year, they will not be entitled to access the bursary.

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 Base Leader. All requests will be considered but all decisions will be at the discretion of the Base Leader, in conjunction with the other members of the Assessment Panel.

2.13 - If a student qualifies for the Vulnerable bursary they will receive £30-40 per week (£10 per day, term time only). This will be paid via bank transfer. Back payments and lump payments will not be made.

2.14 - The daily amount for the Vulnerable bursary will only be increased if deemed necessary at SupaJam's discretion.

3. Administration

3.1 - For audit purposes, hard copies of all documentation for the Bursary Fund will be kept for 6 years. This documentation will evidence of the application process, 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 2022-2023 is the 30th September 2022. All applications must be submitted to the Administration Office using the application form (appendix A).

4.2 - The Assessment Panel (consisting of one of the CEO's, the Base Leader and one of SupaJam's Administrators) 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 30th of September will be processed only if there is money left that hasn't already been allocated to other students.

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

4.6 - 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-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year#eligibility-criteria-bursaries-for-young-people-in-defined-vulnerable-groups) website;
<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year#eligibility-criteria-bursaries-for-young-people-in-defined-vulnerable-groups>

Appendix A

This completed application form and relevant evidence must be handed in by **30th September 2022**. 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 or guardian.

Surname:	Forename:
Address:	Postcode:
Date of Birth:	Age:

Have you the right of abode and been resident in the UK for the last 3 years? (Check the box that applies to you)	Yes:	No:
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Bursary criteria:

You must be aged 16, 17 or 18 on 31 August 2020 and meet the Education Funding Agency's residency criteria. If you are 19+ you must have an EHC Plan to qualify (this is for the discretionary bursary, not the vulnerable bursary). The bursary is to be paid to enable you to attend college and will only be paid if your attendance and behaviour meet the required standards.

Vulnerable Student Bursary additional criteria:

To qualify for this bursary, you must fall into one of the categories below, be under 19 and produce the requisite evidence to support your application. Please check the boxes that apply to

Are you over 19?	Yes (If yes- go to 'Discretionary bursary additional criteria')	No
Are you in or recently left local authority care?	Yes	No
Are you getting Income Support or Universal Credit in your own name?	Yes	No
Employment and Support Allowance (ESA) or Universal Credit?	Yes	No
Are you getting Personal Independence Payment (PIP) in your name and either ESA or Universal Credit?	Yes	No

Discretionary Bursary additional criteria:

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £24,000 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 household income for the tax year 2021-22?	£ You must fill in this section in order for your application to be processed.
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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 slip)	
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.

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 EHC Plan but your household income is below 24,000 per year then please speak to our Administration team.

Further information:

If you need further information or help with completing the application form, please contact SupaJam's Administration Team: **Telephone:** 01322 660845

Appendix B

Student declaration:

- 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.
- 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 agree that if my claim is approved then the amount I receive will be shared with my parent/guardian.
- 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 the Admin office, but if I feel I have not been treated fairly I can follow SupaJam's Complaints Procedure.

I confirm I have read the '16-19 Bursary Fund – Information for students which is available on SupaJam's website <https://www.semmuk.com/>.

Applicant name:

Applicant signature:

Date: