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16-19 Bursary Fund 2024-25 – Information for Students

Introduction

Oxford spires Academy has an allocation of funds from the Education Funding Agency (EFA) called the Learner Support Fund (LSF). This provides funding for the 16-19 Bursary scheme, which is nationally funded but administered by the Sixth Form Office. The EFA set specific criteria to be determined by the school but subject to national guidelines.

Please note:

Due to changes in Government legislation, we can no longer make blanket payments to all eligible students. Instead, awards will be means tested against specific individual criteria, as a result of these changes if you are eligible for an award, it does not mean that you are an automatic recipient of the bursary. For example, if you live within 3 miles of the school you may be eligible for partial bursary but not for a bus pass.

The new Government guidelines also outline the way in which payment can be made. Where possible payment **must be** made 'in kind'. This means that the school can provide eligible students with bus passes, books, stationery, UCAS fees, travel for university visits and lunches, contributions towards school trips or career required placements etc. up to the maximum amount specified for each bursary band (please see amounts below). You may also submit receipts for **reasonable** clothing needs to the Sixth Form Office, these are subject to approval.

The school can no longer provide a blanket payment that students can choose how to spend.

Eligibility

To be eligible to receive a 16-19 Bursary in the 2024-2025 academic year, the student must be aged 16 or over and under 19 on 31st August 2024.

Study at a publicly funded school or college or be on an unpaid training course.

Students must also satisfy the residency criteria set out in the EFA* Funding Guidance. (A person on 1 September 2024 who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September 2024.) If you are in any doubt, your school or college can check this.

All applications should be submitted with supporting evidence by 1st October 2024.

N.B. Subject to written notification of change any significant change in financial circumstances will be considered at any time during the school year.

Please bear in mind the school is allocated a sum of money for the Fund each academic year and disbursements have to be managed equitably.

Contingency Fund

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need. There will be an application form available from the Sixth Form Office where all requests will be dealt with in the strictest of confidence.

Attendance & Behaviour Requirements

To receive any funds once the school has acknowledged eligibility, participating students at Oxford Spires Academy must adhere to the following standards:



- 100% attendance at all timetabled lessons and registrations unless they have prior permission from the Sixth Form team for authorised absence. Holidays will not be authorised. Overall attendance must remain between 90% -100% to be able to claim for bursary funds.
- Adherence to the Sixth Form Agreement.
- Deadlines for coursework and homework being met.
- Acceptable progress towards academic targets being made, as evidenced in reports.

These conditions will be reviewed termly and failure to meet the agreed standards could result in a reduction or cancellation of payments.

Bursary Fund Levels

Band A

Students in the following defined vulnerable groups will be eligible for a bursary of **up to** £1200 a year: Young people who are in care; young care leavers - both can be evidenced by a letter from your social worker; young people in receipt of Income Support or Universal Credit in place of Income Support in their own right; and young people in receipt of Employment and Support Allowance or Universal Credit **and** Disability Living or Personal Independence Payments in their own right.

Band B

Students who are in receipt of free school meals or have a total household income of £20,000 or less can apply for a discretionary bursary for specific educational purposes. Household income can be evidenced by receipt of benefit, Tax Credit Award Notice or evidence of self-employment for the Tax year ending 5th April 2024.

The allowance will be established upon agreement by the school to award to students. All evidence of household income will be held in strict confidence.

Band B students will not receive more than £600 per year.

Band C

Students who have a total household income of between £20,001 and £25,000 can apply for a discretionary bursary for specific educational purposes. These include:

- Costs of transport
- Meals in school
- Books and Equipment
- Educational Trips and lunch

Household income can be evidenced by receipt of benefit, Tax Credit Award Notice or evidence of self-employment for the Tax year ending 5th April 2024.

The allowance will be established upon agreement by the school to award to students. All evidence of household income will be held in strict confidence.

Band C Students will not receive more than £200 per year.



Band B & C awards are discretionary and depend on the availability of funds and the provision of expenditure. The amount you receive may be more or less than the maximum awards indicated above depending on uptake and individual circumstances.

It is important that all students eligible for the bursary are sensible about the cost of items they wish to claim for – overly expensive, designer items of clothing will not be reimbursed. This is to allow as many students as possible to claim as much as possible from the bursary. If you unsure about whether you will be reimbursed for an item, please check with Miss Spittle in the sixth form office before purchasing.

Where cash Bursary Payments are made (for example to reimburse clothing costs) they will be transferred half-termly in arrears via BACS into student's own bank accounts. Dependent upon authorisation from the school that the student has satisfied all the attendance and behaviour requirements. Students must complete a claims form to claim any monies back.

All students will be informed of payments in writing. However, students should check their payments regularly and in the case of non-payment they should contact Miss Spittle for clarification.

Payments will be subject to review by the Bursary Awards Panel*

16-19 BURSARY FUND APPLICATION FORM 2024/25

The completed application form and relevant evidence must be handed in by 1st October 2024. 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:	
Tutor Group:	Postcode:
Date of Birth: (DD/MM/YY)	Age:
Subjects studied:	

Residential Status

Please tick the appropriate box:

British citizen	<input type="checkbox"/>	Indefinite leave to remain	<input type="checkbox"/>
Asylum seeker	<input type="checkbox"/>	EU – EEA Citizen	<input type="checkbox"/>
Refugee	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>



Have you the right to abode and been resident in the UK for the last 3 years? (Please tick the appropriate box)	Yes		No	
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Household Details

Please state who you live with and their relationship to you.

Name	Relationship to you eg. Mother, father, brother, sister, foster parent, parents spouse/partner	Age if under 16

Bursary criteria

You must be aged 16, 17 or 18 on 31 August 2024 and meet the European Funding Agency's residency criteria. The bursary is to be paid to enable you to attend school with us and will only be paid if your attendance and behaviour meet the required standards. Please tick which level of bursary you are applying for:

Band A – Identified vulnerable student eligible for up to £1200.00 vulnerable bursary. Please provide evidence in the form of a letter from your social worker or receipt of benefits mentioned below.	
I am a young person in care (Please provide evidence – letter from Social Worker)	
I am a young care leaver (Please provide evidence – letter from Social Worker)	
I am in receipt of Income Support or Universal Credit in place of Income Support (Please provide evidence)	
I am in receipt of both Employment and Support Allowance of Universal Credit and Disability Living / Personal Independence Payments. (Please provide evidence)	
Band B – Identified students eligible for up to £600 discretionary bursary	
I am in receipt of Free School Meals	
My total household income is less than £20000.00 (Please provide evidence)	



Band C – Identified students eligible for up to £200 discretionary bursary	
My total household income is more than £20001.00 but less than £25000.00 (please provide evidence)	

Household Income (Required for Band B and Band C Applications)

Please include the required **original** supporting documentation with this form. All evidence will be photocopied and dealt with in the strictest confidence. *(Please do not send any original documentation in the post. The students should bring this directly to Miss Spittle in the Sixth Form Office who will photocopy and return ASAP).*

What was your household income for the tax year 2023/24?	£
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Please tick the supporting documents provided:

Receipt of benefit (Income support/Universal Credit award letter)	
Full TCAN (Tax Credit Award Notice) dated within the last 3 months	
Evidence of self-employment income (tax year 2023-2024)	

Assessing Your Financial Needs (For all bands)

Where cash payments are made to students to reimburse expenditure, students must provide receipts as proof of purchase. Please make sure you are aware of the rules in regard to making a claim. If you are unsure whether an item will be reimbursed, please speak to Miss Spittle **before** making the purchase.

Category	Tick	Further Details – including estimated costs where relevant with evidence
Travel to/from Sixth Form		Method of transport Distance between Sixth form and home If using the bus, please confirm bus route and bus operator. Expected cost of bus pass
Books for the subject you are studying		Details of books required - Including ISBN number:



IT / Specialist equipment/materials/ specialist clothing for subjects studied. Please note where IT equipment is purchased using bursary funds you may be required to return the equipment to school at the end of your course		
Exam Re-sit fees		
UCAS Application, University Interviews/Open Days, Preparation courses		
Other educational needs (please give details) e.g. financial contribution towards the dress code Receipts will be required, and payments will be made in arrears		

Bank Account Details

Where bursary payments are made to a bank account, they should only be made to the student's bank account. You **must** attach an **original account statement, letter or form** from your bank or building society that shows your name, sort code, account number and home address. Miss Spittle will photocopy the details and return the original documents. The photocopies will be held in a secure location. Please complete the bank details required.

Student Bank or Building Society details.

Full name of Account Holder (This should be as it appears on your cash or debit card, or statement)	
Name of Bank/Building Society	
Branch	
Sort Code	__ __ __ -- __ __ -- __ __
Account Number	

Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. All documentation needs to be with Miss Spittle



no later than 1st October 2024. Anything supplied later than this may result in no payment for the first half term.

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 monies I receive under the Bursary Fund will be paid on condition of standards of attendance and behaviour as explained in the School Policy.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur, which may result in changes to my claim, I confirm I will notify the school immediately.
- I will notify the school immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Fund have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments and all payments are based on information I have provided.
- I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, travel, meals and additional costs ie trips, miscellaneous course costs.
- I understand I have then right to appeal if I disagree with the outcome of me bursary application. This appeal should be made to the Head of Sixth Form, but if I feel I have not been treated fairly I can follow the School Complaints Procedure.



I confirm I have read the '16-19 Bursary Fund 2024-25 – Information for students.

Applicant Signature:	Date:
Name (block capitals):	

We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We understand that the above-named student must comply with the terms of Oxford Spires Academy Bursary Application and Payment Procedure, and that funds may be withheld if they fail to do so. We understand that we must notify the Sixth Form Office immediately if there are any changes in financial circumstances to ensure that funding is paid at the correct level.

Signed (Parent/Carer) _____ Date _____

Print Name _____



THIS PAGE IS FOR OFFICE USE ONLY

	Signature:	Date:
Application form received.		
Form checked for full completion.		
Evidence Provided: Please list –		
Requested further information/documents:		
Eligibility criteria: Student is aged between 16 & 19 Years YES/NO Student is enrolled on a valid learning programme. YES/NO		
Decision letter sent to student (emailed)		
Level of Bursary agreed.		
Appeal Date appeal request received. Appeal hearing date. Persons present at hearing. Appeal decision. Notification sent to applicant		