

# Bursary Policy

2023/24



Policy Information	
Date of issue	July 2023 for implementation in the 2023/24 academic year
Date of next review	July 2024
Person responsible for review	Samantha Newark – Business Manager, as lead for the Bursary Policy Working Group
Ratified by:	Governing Body July 2023

## Policy Monitoring, Evaluation and Review

This policy has been developed as a collaboration between college senior leaders, local governors and staff, know and the 'Bursary Policy Working Group'. This policy will be promoted throughout the college. The working group will take a key role in regularly monitoring and evaluating as well as reviewing the policy annually. This policy along with other college policies will be available on the college website.

### Purpose:

This policy provides a detailed description of the criteria for eligibility to the bursary fund, and how we allocate awards.

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. This policy should be read in conjunction with the [government's 16 to 19 bursary fund guide](#).

There are two types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year
- Discretionary bursaries which institutions award using policies they set, in line with the ESFA funding rules

### Who is eligible for 16-19 Bursary Funding?

#### Eligibility criteria: all bursaries

For both types of bursary students must meet the eligibility criteria set out in paragraph 3 of the ESFA [16 to 19 Bursary Fund guide 2023 to 2024 academic year](#)

#### Eligibility criteria: bursaries for young people in defined vulnerable groups

For vulnerable groups bursary, students must meet the eligibility criteria set out in paragraph 4 of the ESFA [16 to 19 Bursary Fund guide 2023 to 2024 academic year](#)

#### Eligibility criteria: discretionary bursaries

The ESFA permit institutions to set their own eligibility criteria for discretionary bursaries. In all instances, even where you meet the criteria below, the award is based on actual financial need. Students must explicitly set out their needs at application stage.

Eligibility Criteria	Evidence required with your application
<p>1) You have a gross annual household income of £45,000 or less OR</p> <p>2) You are eligible for Free School Meals OR</p> <p>3) Your household is in receipt of income based means tested benefits listed in the evidence section</p> <p>Households with gross annual incomes of above £45,000 may be considered where a student is facing exceptional circumstances and financial need is explicitly demonstrable.</p>	<p>FSM eligibility confirmed to MV16 through Leicestershire County Council Certified letter from the DWP. P60 (additional evidence will also be required). Self-Employment Income evidence. Universal Credit - 3 most recent monthly award statements, in order to estimate assumed income for a full year. Pension Credit Tax Credits (Child Tax Credit and Working Tax Credit) Housing Benefit Council Tax Support Social Fund (Sure Start Maternity Grant, Funeral Payment, Cold Weather Payment) Other means tested certification.</p>

### How will Melton Vale Sixth Form College assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the college will prioritise allocation.

An application can only be assessed where all the evidence of household income has been presented. To assess actual financial need, fixed allowances are made for dependents per month, as set out in the table below.

All children up to the age of 18 in full time education	£308
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### School Meals

The 1996 Education Act requires maintained schools and academy sixth forms to provide free meals to disadvantaged students who are aged over 16. Institutions receive funding at a rate equivalent to £2.41 per student per meal. The working group have assessed the cost of a full meal at MV16 at £4.50 per day. The bursary funds will be used to top up the free school meal allowance by £2.09 per day. This offer will be extended beyond those qualifying for FSM where a bursary application demonstrates actual financial need. This year, prepaid debit cards will be issued to students to enable them to purchase their daily meal at College.

### Travel Costs

Travel costs will be considered on a case by case basis for eligible students.

### Technology Costs

Laptops are offered through the bursary on a loan basis. These laptops are high spec and come with the full Adobe Creative Cloud® suite installed, and all peripheral accessories.

### Course costs

We have analysed our annual courses costs and will use the information below to aid us in making decisions on awards. Courses coloured pink indicate our courses with the highest participation costs. Courses coloured blue indicate those with mid-level participation costs.

Course	Annual resource requirements	Total Cost
Media	Stationery £10	£10
Sociology	Stationery £10	£10
BTEC Engineering	Textbooks £30 Stationery £10	£40
Chemistry	Textbooks £30 Stationery £10	£40
Maths	Textbooks £30 Stationery £10	£40
Physics	Textbooks £30 Stationery £10	£40
BTEC Science	Textbooks £30 Stationery £10	£40
BTEC Sport	Textbooks £30 Stationery £10	£40
PE	Textbooks £30 Stationery £15	£45
Health and Social Care	Textbooks £42 Stationery £10	£52
Business	Textbooks £20 Curriculum Trip £35 Stationery £10	£65
BTEC Business	Textbooks £20 Curriculum Trip £35 Stationery £10	£65
BTEC Psychology	Textbooks £56 Stationery £10	£66
Computer Science	Textbooks £30 Stationery £10 Curriculum Trip £30	£70

BTEC IT	Textbooks £30 Stationery £10 Curriculum Trip £30	£70
Psychology	Textbooks £67 Stationery £10	£77
Criminology	Textbooks £80 Stationery £10	£90
Spanish	Coursebooks £50 Literature book £10 Study guides £20	£80
History	Textbooks £46 Curriculum Trip £25 Stationery £10	£81
Product Design	Textbooks £30 Stationery £10 Materials for coursework/final piece £50	£90
Politics	Textbooks £60 Curriculum Trip £25 Stationery £10	£95
Economics	Textbooks £60 Conference £35 Stationery £10	£105
English Literature	Set texts £50 Study guides £50 Theatre trip £30	£130
Graphics	Sketchbooks £50 Curriculum based trip £25 Materials for coursework/final pieces £50 Stationery £25	£150
Photography	Sketchbooks £50 Curriculum based trip £25 Materials for coursework/final piece £80 (photo printing)	£155
Art	Sketchbooks £50 Curriculum based trip £25 Materials for coursework/final pieces £60 Stationery £25	£160
Textiles	Sketchbooks £50 Curriculum based trip £25 Materials for coursework/final piece £200 Stationery £25	£300
Biology	Textbooks £30 Stationery £10 Curriculum Trip £300	£340
French	Coursebooks £50 Literature book £10 Study guide £15 Curriculum Trips £340	£415
Geography	Textbooks £30 Stationery £10 Curriculum Trips £400	£440
ELLA	Set texts £32 Study guides £40 Curriculum Trips £370	£442

## The Bursary Working Group

The Bursary Working Group will meet to consider applications at all levels. The Bursary Work Group will usually comprise the Headteacher, Business Manager, Chair of Governors, a staff governor and a parent governor. Decisions will be based upon information about a student's individual circumstances with the amount awarded based on actual financial need. Awards are allocated through bands.

The working party will use your financial need information and specific course and access to education costs to allocate a band which sets the maximum amount of funds offered to a student. Award maximum amounts are indicative only, and to support the budgeting of the funds. Once an application has been approved, requests for items/specific support will need to be made through the bursary+ platform as and when needed. These items must be in line with nature of the financial support awarded.

Band	Band A	Band B	Band C	Band D	Band E
Eligibility Criteria	Only awarded to households in receipt of means tested benefits		Award to households not in receipt of means tested benefits but annual gross income of £45,000 or less.		
	Studying on 2 or more 'pink' courses. <b>And/or</b> Exceptional travel costs greater than £700 pa <b>And/or</b> Other costs to be specified at application stage	Studying on 1 pink course or a combination of any coloured courses. <b>And/or</b> Travel costs up to £700 <b>And/or</b> Other costs to be specified at application stage	Any Course <b>And/or</b> Travel costs <b>And/or</b> Other costs to be specified at application stage	Studying on a any pink or blue courses. <b>And/or</b> Travel costs up to £700 <b>And/or</b> Other costs to be specified at application stage	All other courses <b>And/or</b> Other costs to be specified at application stage
Annual allocation	£1000	£700	£500-£1000 based on evidence of need	£450	£250

Students should complete an application via the Bursary+ online portal by the deadlines below:

New Intake Year 12 2023/24	Year 13 2023/24
Sunday 15 <sup>th</sup> September 2023	Sunday 20 <sup>th</sup> August 2023

Late applications after the September deadline, if successful, will not have payments back dated.

Decisions will be returned to students within 10 days of the deadlines stated above, or within 7 days for applications made at any other time of year following a sudden change in household circumstances.

The college has the right to withhold financial assistance where pupils do not comply with any of our policies or admission agreements.

**Students and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Governance Professional who will follow the Nova Education Trust's complaints procedure. Email [bursary@mv16.org.uk](mailto:bursary@mv16.org.uk).**

**All payments are made by BACS into the student's bank account.**

Payments will be subject to review by the bursary working group. A new application must be made at the start of each academic year. Receipts are required for all physical goods or services for which bursary funding has been used, these must be submitted via your account on the Bursary+ platform.

Consideration will always be given in the first instance to the college providing support in-kind by buying a bus pass, books, meal vouchers for example, as a preferred alternative to cash awards.

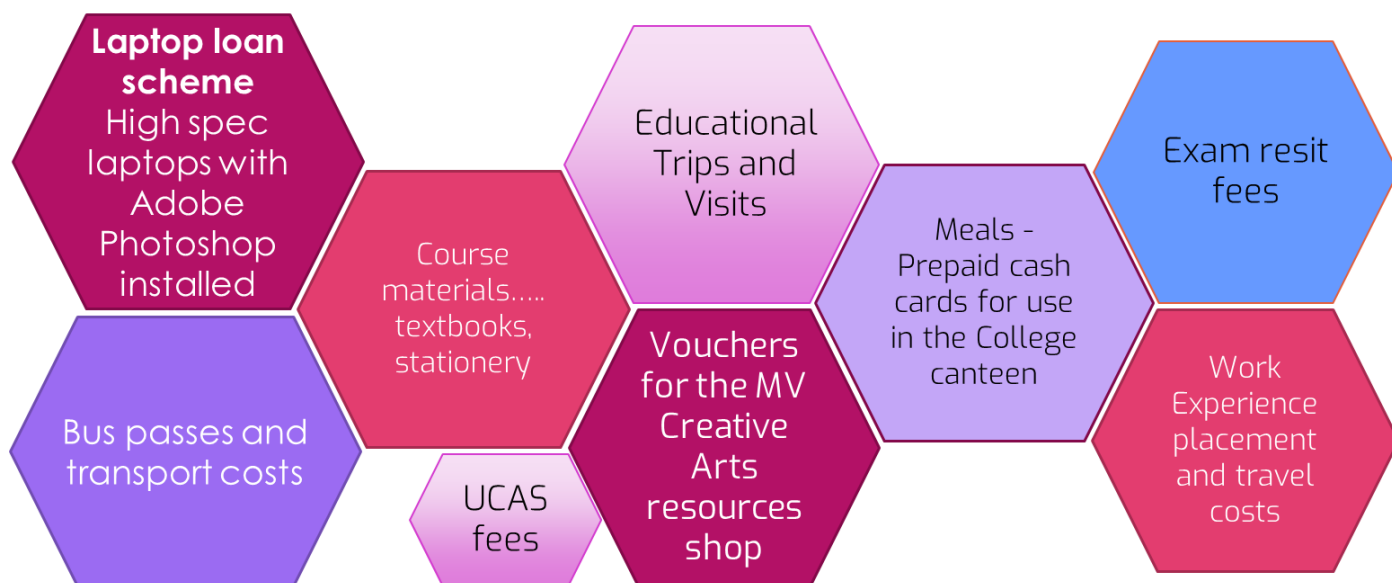
### Changes in circumstance during the academic year

A small contingency amount is retained by the academy from the overall bursary fund so that some support may be available in the event of a sudden deterioration in the financial circumstances of a student. In these circumstances, students can submit in year applications and the Bursary working group will meet to assess these applications on an ad-hoc basis.

### Confidentiality

We understand that some students may be reluctant to apply for a bursary because we are asking for sensitive personal information. We wish to assure families that we protect the confidentiality of the information provided under the Data Protection Act 2018. We store the application forms and supporting documentary evidence securely and access to this information is carefully controlled. Only a small number of staff will have access to your applications.

### If you can evidence financial need, here are some of the costs we could help you with



Apply online at [www.mv16.org.uk/bursary](http://www.mv16.org.uk/bursary)