

## **ORMISTON VICTORY ACADEMY, LORD NELSON SIXTH FORM**

### **16-19 DISCRETIONARY BURSARY POLICY 2023/24**

Lord Nelson Sixth Form College will target the 16-19 Bursary to ensure that it reaches students who face significant barriers to participating in education and will target funds to help the students in greatest need. In doing so we have a duty to ensure that the money is spent in ways which help to break down the barriers and deal with the costs of being in education.

Applications should ideally be submitted in full by 30th September 2023. Applications made after this date will be considered providing sufficient funds are available.

Please note - if you are in receipt of any benefits, these will not be affected if your child is awarded a bursary.

There are 2 different funds which are available to students.

#### **1. Vulnerable Student Bursaries (known as VSB)**

Students may qualify for this bursary if they fall into one of the following categories; young people in care, care leavers, young people in receipt of income support or universal credit or disabled young people in receipt of Disability Living Allowance (DLA), Personal Independence Payments (PIP) or Employment Support Allowance (ESA). The student must be aged 16, 17 or 18 on 31st August before that academic year to qualify.

Where students fall into this category they are entitled to a bursary of up to £1,200 (the amount awarded is assessed on an individual needs basis).

Students must provide official confirmation of their qualification for a VSB, for example a letter from the local authority or a letter from the Department of Work & Pensions (DWP) stating which benefit the young person is entitled to. Please note students cannot self-certify.

#### **2. Discretionary Fund (known as a “bursary”)**

Lord Nelson Sixth Form College will operate a discretionary payment system for specific educational purposes.

Eligibility will be determined via this formal application. Eligibility for the bursary is based on gross annual household income and the family circumstances. We will be operating two levels of bursary funding based on income bands. Free School Meals from Year 11 is not an automatic acceptance for bursary; students must apply for the bursary in Year 12 and re-apply in Year 13. If you haven't previously been entitled to Free school Meals, you could still be entitled to a bursary.

Examples of acceptable supporting evidence for the Discretionary Fund are:

- A full T602E Tax Credit Award Notice (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2023). The income will be shown as Total for the Year.
- Payslips from the previous 3 months.

- Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards, etc.

## LEVEL A

You could receive this level of funding if you have a gross annual household income of **£20,000 or less** and meet the qualifying condition requirements as detailed below. If you are in this category you can expect to receive £3 to supplement lunch costs for every day your child attends school during term time. This will be paid into your child's bank account on a 4 weekly basis. You can also apply for additional support for the items specified below.

## LEVEL B

You could receive this level of funding if you have a gross annual household income of **£20,001 to £26,000** and meet the qualifying condition requirements as detailed below. If you are in this category you can claim for the items specified below.

### **Specified items covered by the Bursary**

Bursaries from Lord Nelson Sixth Form College can only be spent on certain items which are deemed to be the costs of accessing education. They are:

1. Lunch whilst at Sixth Form
2. Stationery
3. Equipment
4. Books
5. Specialist clothing (eg. Beauty uniform, protective clothing)
5. UCAS/University visits or interviews
6. Trips (directly related to your course – not extra-curricular)
7. Transport to and from Sixth Form
8. Any other exceptional items, as agreed by the Assistant Principal - Sixth Form

### **Contingency Fund**

Any student meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by submitting an application in writing.

### **Qualifying condition requirements**

Eligible students will need to complete a qualifying learning period of 6 weeks before they are able to receive Bursary payments, however, applications should be submitted in full by the deadline of 30th September. Bursary payments will be backdated to the beginning of the Autumn term subject to all conditions being met during the initial six weeks. New students to the Lord Nelson Sixth Form College may

submit an application on admission and approval will be subject to funding availability. In a case of extreme hardship, consideration will be given for payment in advance of the six week period.

### **Application Process and Payments**

All applications for a bursary fund payment are to be made to Mrs Gallagher in the Study Room.

Students will be advised, in writing, of the outcome of their application. Eligible bursary payments will be made via BACS transfers and students must provide bank details when applying. Cheques are not issued and support can be given to any student who wishes to open a bank account for the purposes of bursary payments.

For the specified items detailed above, these will be sourced and provided by the academy procurement system. Subsequent claims cannot be made by producing a receipt. Where the academy agrees to reimburse transport costs to and from the Sixth Form, this will be completed via BACS transfer at the next available opportunity, upon receipt of the bus ticket. You can also apply for a monthly bus pass.