



Beckmead College
& Community
Learning Team



BURSARY POLICY



the
beckmead
trust

1. Introduction

The Beckmead Trust is committed to providing its students with the highest level of support and care towards their well-being. The 16-19 Bursary Fund is there to ensure that all students are able to participate and benefit from post-16 education and training. All decisions are subject to the public sector equality duty in section 149 of the Equality Act (2010). The Education Funding, Skills, Agency (2024-2025) sets out the requirement for the allocation of funding to each student based on their individual need. Therefore, by law as an institution, we must ensure that we have fully verified the student's eligibility and need of a bursary payment before we submit any funding claims.

2. Eligibility

Successful bursary applicants remain eligible for one academic year. Each payment is dependent upon students meeting the eligibility criteria.

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. Students who turn 19 during their programme of study can continue to be supported until the end of the academic year in which they have turned 19.

Our most vulnerable students **could** be eligible for a bursary of £1200. This bursary will usually be divided into three payments and paid at the start of each term unless there are exceptional circumstances warranting a lump sum payment. The vulnerable group covers students who are looked after; care leavers; those getting Income Support or Universal Credit; or those getting Employment Support Allowance and Disability Living Allowance.

3. Evidence will be required in the form of:

A notice award 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 who looks after them or provides their leaving care services.

A student's household income will be assessed as evidenced by the receipt of benefit, P60 or Tax Credit Award Notice if employed.

4. Beckmead Trust Eligibility Criteria

In addition to an assessment of your financial situation, the Beckmead Trust will use the following criteria to assess your eligibility for support under the 16-19 Bursary Scheme:

- Attendance of 80% or greater
- Good standard of conduct and behaviour towards staff and all members of the school community.
- Good standard of punctuality.
- Adherence to the school's uniform / dress code rule.

5. Bursary Categories

Both types of bursary funding (discretionary and defined vulnerable groups) are designed to help students overcome the individual financial barriers to participation they face, and therefore we must ensure funds go to those who genuinely need them. Students should only receive bursary funding to support the actual costs they incur to enable them to participate in education at Beckmead College.

Vulnerable young person:

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 have turned 19.

The defined vulnerable groups are students who are:

- In care
- Care leavers
- Receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Discretionary Bursary:

Discretionary Bursaries can be awarded to students whose household income is less than £35,000 per year.

Please note: students who are in receipt of free school meals are not automatically entitled to receive a bursary, but will still be considered.

Claim forms can be submitted at any time during the academic year, but the closing date for claims is 31 July. Claims submitted after this date will not be paid.

For audit purposes, hard copies of all documentation for the Bursary Fund will be kept for a period of 6 years. This will include evidence of how the student was assessed and the funds issued.

6. Application Process

1. Applications for the Student Bursary Fund **should** be submitted by the end of October.
2. Students must apply for funds that are for specific educational purposes.
3. Student applications should be submitted using the online form. If this is not possible, then a paper copy should be completed and given to the Beckmead College Admin team.
4. The form will then be forwarded to the Senior Leadership Team (SLT) who will assess each application individually in accordance with the guidelines set out in the Education & Skills Funding Agency (2024-2025).
5. If an application is successful, the SLT will request hard copies of evidence and original proof of identification.
6. Payment decisions will be recorded for audit purposes along with records of applications, and copies of identification evidence.
7. Students will be informed in writing of a decision within two weeks of the application submission.
8. Documentation and evidence will be submitted to the Accounts Department.
9. Payments will be made in kind by One4All vouchers or Chip n Pin cards.
10. The Beckmead Trusts Finance team will update the Beckmead College's Management System for Census and Auditing purposes.

We need to make you aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. **Please note**, that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

Name	Mark Allen
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