SILVERSTONE UTC

16-19 Bursary Scheme 2025 - 2026

Statement

The purpose of this policy, in accordance with the guidelines set down by the Department for Education (DfE) is to:

1. Ensure that the funds received annually from the DfE are targeted towards students identified as facing the greatest financial need to ensure that they are supported through their education.
2. Ensure that remaining funds are distributed fairly to students whose household income may present a barrier to continuing education.
3. Ensure financial sustainability through flexible development of DfE funds received, thereby preventing an overspend in any annual cycle of funding.
4. Ensure that any personal financial details remain secure and confidential.
5. Set relevant controls to minimise the risk of fraudulent claims.

DfE Bursary Fund Allocations

The school is responsible for distributing bursaries to eligible students.

The DfE will advise the school of its allocation of bursary funds annually for each academic year. The figure is calculated based on the number of students who were eligible in the last academic year.

A 5% administrative cost and a 10% contingency fund to meet exceptional circumstances will be applied. To provide for these costs, 15% will be withheld from the total DfE allocation.

The discretionary funding will be allocated fairly to eligible students.

Vulnerable Bursary

The highest level of support is for those students in one or more of the following categories:

- A young person in care.
- A care leaver.
- Receiving Universal Credit in their own right because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them.
- Receiving Disability Living Allowance/Personal Independence Payments in their own right as well as Universal Credit in their own right.
- A young carer registered with a Local Authority.

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Discretionary Bursary Fund

The Discretionary Bursary will support students from households with the lowest incomes. For guidance, this would normally be students:

- Entitled to free school meals and / or
- In a family with an income of less than £32,000 **who are unable to claim FSM due to Working Tax Credit/Universal Credit**

Proof of income, such as P60, Universal Credit payment advice or self-employed earnings

Individual Hardship Payment

Individual payments may be applied for where identifiable financial hardship can be evidenced but where there is no eligibility to receive a Vulnerable Bursary or Discretionary Bursary for specific educational needs. Individual hardship payments will be made for specific educational purposes. For guidance, this would normally be students who:

- encounter serious financial problems and require a contribution in support of your education as you are living in a household with an annual income of between £22,000 - £32,000.

It is anticipated that funds for this purpose will be very limited and will only be made available after all other bursaries have been allocated. Each application will be assessed according to individual financial need.

Eligibility

To be eligible for the bursary students must:

- Be aged 16 or over and under 19 on 31 August 2025 in the academic year in which they start their programme of study and must satisfy ESFA residency criteria. https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision

- Students will need to be participating on a course that leads to a qualification (up to Level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skill Act 2000.

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Educational Needs

Bursaries are to be used to meet the following types of educational needs (or costs), although this list is not exhaustive:

- Books / educational equipment / educational materials.
- Sports equipment / sports activities (for students studying BTEC Sport).
- Examination fees and re-sit fees.
- UCAS fees / travel to university open days.
- Educational visits / field trips which are course related.
- Clothing (to support the 6th Form Dress Code).
- Transport costs to school.
- Laptops

Evidence

Recent and original documentation, to determine status or household income is required to be submitted together with the completed application form. Evidence of household income would normally take the form of:

- Benefit notification - Universal Credit in a **student's** own right.
- Benefit notification – Universal Credit in a **parent's** name
- P60 and payslips.
- Statement of income from self-employment agreed by the HMRC.

Conditions

Bursaries are payable subject to certain criteria being met by the student relating to attendance, behaviour and effort. The criteria are:

- Ensuring work is completed and deadlines met.
- Attendance – 95% or above (with zero unauthorised) across the academic year. Good punctuality at all times.
- Behaviour rated as either good or satisfactory as measured by the Behaviour Policy.
- Having at all times appropriate educational material and equipment in school.

Regular reviews of attendance, behaviour and effort will take place to determine whether the student can continue to receive bursary support.

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Payments

Bursary payments will be predominately paid in kind from September 2025. The UTC will purchase equipment, materials, books, bus passes up to the value you have been awarded on your behalf.

Where students buy Stagecoach bus passes, evidence will need to be provided in the form of bus tickets each month.

Application Process

Bursary Scheme applications are to be made to the Finance Office along with the required evidence. The school will then process the application and will advise students, in writing, of the outcome. Students need to apply for a bursary each academic year.

Applications may be received in year where a change of circumstances has occurred leading to financial hardship or qualifying new in-year starters.

Security of Personal Information

All personal information and evidence submitted in support of the application will be stored securely and will remain strictly confidential.

Appeals

Once you have submitted the application form, it will be assessed and you will be informed in writing whether you are eligible to receive a bursary and the amount. You have the right to appeal against a decision that the school has made, if you believe it to be wrong and can provide evidence to support this. Appeals should be made, in writing including letters of support from people who understand your situation, within 14 days to the school's Finance Office. Final decisions for appeals will be made by a panel consisting of the Business Manager, Deputy Principal and a Staff Trustee. The outcome of the appeal will then be communicated to you in writing within 5 working days of the appeal meeting and the decision will be final.

Fraud

The parent and student must both sign the application form to confirm that all information given is correct. The school must be notified immediately if any of these circumstances change. Failure to do so or providing false information will result in the Bursary or Hardship payment being withdrawn and any monies which were paid, but to which the student was not entitled, being recovered.

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