

City Gateway

Processing 16-19 and 19+Bursary Funds Policy

Reviewed by (name)	Date	Next review needed
Mark Pike	November 2022	November 2023

This policy will be reviewed on an annual basis

Purpose:

The purpose of the Bursary Fund is designed to help support those people who face the greatest barriers to continuing in education or training post-16. It is at our discretion to make awards to young people in ways that best fit the needs and circumstances of our learners - Bursary awards should be targeted towards young people facing financial barriers to participation or remaining in education.

Receipt of a Bursary should be conditional on the learners meeting agreed standards set by City Gateway relating to attendance and/or standards of behaviour.

This document sets out the requirements and the actions that will need to be taken into account for the application of this scheme and sets out the eligibility criteria and the priorities for disbursing the funding.

[Official guidance for reference and compliance.](#)

Procedure:

Eligibility Age

A student must be aged 16 or over but under 19 on 31 August 2022 to be eligible for help from the bursary fund in the 2022 to 2023 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Young people must also satisfy the right to abode/residency tests set out for program eligibility.

The principal criteria for eligibility for financial assistance from discretionary bursary should be household income. The following should be used as a guide to eligibility:

Bursary Criteria	Evidence required
Individual or family in receipt of tax credits, Income support, Universal Credits, or other benefits/pension.	Tax credit award notice, Award letter or statement of benefits

<p>Total household income under £25,000.</p> <p>Note- Income above this shall be reviewed on an individual basis taking into consideration Cost of Living Crisis.</p>	<p>P60, wage slips, self-employed earnings/tax return</p>

Learners that fall within these categories can be considered for financial assistance based on their needs. Each individual should be assessed, and specific financial needs identified and quantified. The amount of bursary awarded should be based on actual costs of accessing the programs and evidence of such costs should be sought and included with the bursary application eg. Travel costs to centre/placement.

Learners that fall outside the categories above may still be eligible for bursary payments in certain circumstances. These may be wider family circumstances, for example, the student is from a single parent family; whether there are a lot of other children in the family or where the student has additional responsibilities that may impact on the help they need, for example they are a young parent or a young carer. In these cases, evidence of family income and wider applicable circumstances should be included in the bursary application form.

Discretionary bursaries should not be used by City Gateway for any purpose designed to give us a competitive advantage over other providers, such as the provision of benefits or gadgets. Nor should they be used for:

- enrolment or administration fees imposed by the institution,
- fees for access to college facilities;
- block subsidy of transport;
- block provision of equipment, materials or books;
- paying blanket payments or bonus payments to reward attendance or achievement

The following should be used as a guide to supporting learners with discretionary bursary.

Type of support	Amount
Travel to interviews, placement or training centre	Cost of travel to individual x days attended
Meals – breakfast, lunch and dinner can be considered	£4 vouchers per meal per day attended. This rate reflects the cost of a balanced meal purchased at a supermarket as City Gateway does not have canteen facilities
Interview clothing	Actual cost up to £50 per learner
Necessary equipment not provided by City Gateway/employer	Actual cost

Field trips and educational visits	Actual cost of attending the trip including travel, meals, materials and entrance fees
DBS checks where required by placement employer	£52.16
Any other costs necessary for the learner to access education and work experience	At cost

Exceptional/emergency circumstances and hardship

There may be circumstances that arise during a learner's program which present financial barriers to continuing in education and work experience, regardless of household income. If a household is above the discretionary bursary income threshold, but are experiencing financial hardship due to particular circumstances, the learner may still be eligible for financial assistance. These may include but are not limited to:

- Homelessness – a learner and/or their family may find themselves without accommodation for a variety of reasons.
- Death, illness, imprisonment, unemployment etc of the family member that contributes the main source of family income
- Divorce or separation of parents or carers causing temporary financial hardship
- Circumstances which make it untenable for the learner to continue to live in the same household, eg domestic violence, parental estrangement
- Neglect – parents/carers refusal to provide food/safety/financial support for learning despite the learner living at home.
- Sibling or other family members with illness or disability who requires support that is funded by the household.

It is City Gateway's explicit aim to support learners in continuing their progression to employment and assist them in overcoming challenges in their personal life that may hinder that progress. If a learner discloses such barriers during the course of their programme they should be referred to the Coaching Manager to assess their eligibility to complete an 'Exceptional/Emergency Bursary' funding application form. This form should be completed in confidence giving as much detail as possible. Evidence of hardship should be obtained as appropriate including but not limited to testimony from the learner, testimony from parents/carers, and correspondence with government agencies (housing, social services), evidence of financial obligations/impact, and evidence of income from parent/carer. The form should clearly state the length of time that the bursary will be required for and an estimated total award.

Care to Learn

The Care to Learn scheme provides funding for childcare to help young parents (defined as those aged under 20) continue in education after the birth of a child. The scheme provides funding for childcare whilst the young parent is engaged in

a study programme. It can also be used to help with travel costs involved in taking the child to the childcare provider.

Applications are made online [here](#)

The Coaching Manager and Outreach Team should make eligible students aware of the scheme and the application form and how it can help them access education and training.

Apprenticeship Bursary for young people leaving care

Care leavers will be eligible for a £1,000 bursary payment if they choose to do an apprenticeship from August 2019. The extra financial support will be for those aged 16-24 and help them in the first year of their apprenticeship as learners' transition into the workplace for their practical studies. The £1,000 bursary will be paid once to each care leaver in the eligible age range, when they start an apprenticeship after 1 August 2019.

Application for Bursary Funds

1. Learners will receive a copy of the bursary form on Welcome Day.
2. Learners can make an application for funding using a 'Bursary Fund Application Form' form, or an 'Exceptional/emergency Bursary Funding Application Form' at any time during their program with the support of the Coaching Team.
3. If the learner indicates that they are eligible for bursary funding they must provide evidence of eligibility as set out above before it is authorised.
4. Finance will review the application and check the evidence and will authorise funds if funding is available as we have a limited bursary fund.

Exceptional/Emergency Bursary applications forms must also be signed by the CEO.

Appeal procedure:

If a learner is unhappy with a decision made in regards to their application and wishes to appeal, they should put their appeal in writing within two weeks of them being notified of their application decision to the Director of Programmes.

The Head of Education & Inclusion will then respond with a decision within 10 days. Whose decision is final.

ILR Data

Where a learner has received support from Bursary Funds it is mandatory that the relevant fields of the ILR are completed. None or incomplete recording on the ILR will affect future years' allocations.

Payments

Once a bursary has been awarded, payments will be made as follows;

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- Food/travel/data/minutes/personal hygiene – on an ongoing basis subject to attendance (this will be reviewed by the finance team)
 - Interview clothes – gift cards for clothing stores will be issued
 - IT equipment – will be sourced for the learner and will need to be returned on completion of their course
 - Housing/accommodation – this will depend on the type of housing support required and will be reviewed on a case by case basis
 - Childcare – paid to the Ofsted childcare provider directly