

# Launceston College

## 16-19 bursary fund statement

At Launceston College Sixth Form, we provide 16-19 bursaries for students to ensure they have access to their studies, where they would otherwise be unable to do so for financial reasons. We are committed to closing the attainment gap between students from disadvantaged and more affluent backgrounds, ensuring that every student participates in, and benefits from, a place in 16-19 education and training.

There are two types of bursaries available: discretionary and vulnerable. Each bursary is allocated based on students meeting the eligibility criteria. The government sets out specific criteria for the vulnerable bursary which can support students, whilst the eligibility criteria for the discretionary bursary is determined by our school. In **both** cases, the school is responsible for determining whether a student's application has been successful.

We are dedicated to:

- Distributing 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood.
- Ensuring that information regarding the application, award and administration of 16-19 bursaries is available to all.
- Widening access to, and participation in, Sixth Form education.
- Ensuring all students who have a need for financial support have access to bursary funding.

### General Eligibility

Students need to be aged 16 or over and under 19 years old on 31<sup>st</sup> August. Students aged under 16 will only receive bursaries in exceptional circumstances.

Students aged 19 or over are **not** eligible for the **vulnerable groups bursary**, although they may be eligible for a discretionary bursary.

All students will be assessed on individual need for either bursary. Evidence must be provided to support applications – a full list of supporting evidence is outlined in our 16-19 Bursary Application Form.

### Vulnerable bursaries

To be eligible for a vulnerable bursary, students must meet one of the following criteria:

- The student is in care
- The student is a care leaver
- The student receives Income Support or Universal Credit because they are financially supporting themselves and/or someone who is dependent on them and living with them, such as a child or partner
- The student receives Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment Support Allowance (ESA) or Universal Credit in their own right

Any student who meets these criteria can apply for a vulnerable bursary of up to £1,200, although funding is not automatic and the amount of bursary awarded will be dependent upon the student's identified needs.

We are responsible for determining whether a student is eligible for a vulnerable bursary. If a student meets the above criteria, but we believe a bursary is not required as they do not have any financial need and do not need further support, we may decide not to distribute a bursary to this student. This may include, for example, where:

- A student is in LA care and education costs are covered in full by the LA.
- A student is financially supported by their partner or parent/carers

### **Discretionary bursaries**

We allocate discretionary bursaries based on those who are most in need of financial support. Our eligibility criteria for a discretionary bursary includes the following:

- Students living in a low-income household (below £36,000\*)
- Students whose parents/carers receive Universal Credit
- Students whose parents/carers receive incapacity benefit
- Students who qualify or have previously qualified for free school meals
- Students who have additional responsibilities, such as being a young carer or parent

If none of the above apply to your circumstances or household, but you feel that you have a need for financial assistance to access your education, please write a letter to the Head of Sixth Form that outlines your circumstances.

\*This includes if your household income is in excess of £36000.

COVID-19 Addendum: The Sixth Form Team will consider an application to the discretion bursary from any student for financial support, to allow them to fully engage in remote learning at Launceston College.

### **Applying for a bursary**

Students must complete the application form (available from Mr Hawkins, Sixth Form Pastoral Support) and provide the necessary supporting documentation. All applications should be submitted as soon as possible so support can begin. Once accepted for a bursary, students can apply for assistance from the bursary at multiple times throughout the year as the need arises.

### **Conditions for receiving the bursary**

Students must abide by the Sixth Form Code of Conduct as set out in the Sixth Form Student Guide which can be found on the Sixth Form section of our website <http://www.launceston-college.cornwall.sch.uk/wp-content/uploads/2020/07/Sixth-Form-student-guide-2020-21.pdf>. Students who leave their course before the end of the academic year will lose their entitlement to the bursary on the day they leave their course.

### **Paying the bursary**

Wherever possible funds will be allocated in-kind rather than in cash, e.g. travel passes, text books, SD cards etc. Books or equipment that have been paid for by a student can be refunded

after proof of receipt. However, items purchased by a student before bursary funding has been approved may not necessarily receive automatic reimbursement.

Bursary funds will not be given to students in lump sums.

### **Using the bursary**

Upon receiving a bursary, students will receive help based on their areas of need. The Sixth Form Pastoral Support will meet with each student to access their needs.

### **The following priority areas will be addressed first:**

- Travel to College, e.g. bus passes \*
- Books, stationery or any other equipment recommended by subjects
- Revision guides and resources
- Meals where students are not eligible for free school meals
- Any other educational support, e.g. attendance at university open days and interviews
- Help towards the cost of educational activities such as trips, UCAS Exhibition, University Open Days etc
- UCAS registration fees (Year 13)
- SD Cards for Photography students
- Specific equipment and uniforms for vocational courses
- Exam remarking and resits when approved by subject leads
- Expenses incurred through participating in work experience

This list is not exhaustive and you are encouraged to ask your teachers for any items that they may feel will be useful for your courses or college run activities.

\* It is the responsibility of the student to organise their own transport arrangements to College. However, the bursary can be used to finance these arrangements.

### **Laptop Loans**

In Sixth Form there is a supply of laptops and cameras that can be loaned to students to take home, please see Mr Hawkins, Sixth Form Pastoral Support if you feel you would benefit from this.

### **Appeals process**

We strive to ensure that the bursary is dispensed fairly to meet the needs of students to remain in further education. If you feel you have not received the bursary you require or are entitled to please write to the Head of Sixth Form to explain your concerns in the first instance.

### **Further information**

More information on the use and allocation of 16-19 bursaries can be found on the gov.uk website [www.gov.uk/1619-bursary-fund/furtherinformation](http://www.gov.uk/1619-bursary-fund/furtherinformation)