

The Leigh UTC 16-19 Bursary Fund Policy 2023/2024

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - Education and Skills Funding Agency (ESFA) - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 Bursary Funding?

- Students aged 16 or over but under 19 on 31 August 2023
- Students following government (ESFA) funded full time or part-time courses in 2023/2024.
- Asylum seekers

Please find a link to the government guidance [Bursary for 23-24](#)

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31st August 2023
- Students who do not meet the eligibility criteria

How does The Leigh UTC assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and The Leigh UTC will prioritise allocation. There are 2 support groups:

Vulnerable Group:

Students aged 16 or over but under 19 on 31st August 2023 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are care leavers
- Receiving Income Support or Universal Credit because you are financially supporting yourself or financially supporting a dependent such as a child/partner
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right



Eligible students in this group, if they apply to the 16–19 Bursary Fund by Wednesday 13th September 2023, may be eligible for a contribution towards:

- The cost of transport, free school meals, essential course equipment, school trips, school clothing, work experience travel, materials, etc

If eligible, any payments will be made at the end of each module (i.e 6 times per year) and in kind support will be provided by the time the application is approved.

Discretionary Group:

Students aged 16 or over but under 19 on 31st August 2023 and live in a household with a gross annual income of less than £25,000 a year.

Those in this Group will be considered for funding based on The Leigh UTC allocation and subject to available funding.

Eligible students in this group, if they apply to the 16–19 Bursary Fund by Wednesday 13th September 2023, may be eligible for a contribution towards:

- The cost of transport, free school meals, essential course equipment, school trips, school clothing, work experience travel, materials, etc

Applications

A 16-19 Bursary Fund Online Application form must be submitted by Wednesday 13th September 2023 to ensure receipt of any bursary funds in line with the dates advertised. Any applications received after Wednesday 13th September 2023 will still be considered under the same criteria but any payments may be delayed.

School Criteria

Receipt of any support is dependent on Attendance, Behavior and Application.

The criteria are:

- Punctual attendance at all timetabled lessons including tutor period, enrichment and classes at The Leigh UTC
- Attendance must be 95% or above
- Appropriate behaviour at all times
- Appropriate application in your work so that all deadlines for homework and coursework are met

Applicants will lose their funding if they don't comply with the school criteria.

Absences

- Absence due to sickness for more than three days needs to be supported by an SC2 form (self-certification sick-note) obtained from your medical centre. For sickness of one or two days a letter from parents/carers is required within three days of the absence. Persistent short-term illness may not be authorised.

Failure to provide the required documentation will result in the absence being recorded as 'Unauthorised'

- For Hospital/Orthodontist/Doctors appointments (a maximum of ½ day absence will be automatically authorised), Interviews, University Open Days, Driving Tests, Connexions Appointments, Principal Student Voice Official Business, Study Leave etc, please ensure the school is informed in advance. Where possible the above appointments must be made outside lesson hours. Teaching staff must be informed in advance and not after the event, otherwise this could lead to non-payment. Absences known in advance will be authorised.
- Holidays must not be arranged in term-time. You will not receive the next Bursary payment if you take holidays in term time
- Religious observances during term time approved by The Leigh UTC will be authorised - you must inform the school prior to the event so your absences can be authorised. Extended leave is treated as a holiday – see above.
- Absence during examinations will only be authorised if the absence is due to illness when a doctor's note will need to be produced.
- Absences due to personal issues e.g. for a funeral of a close relative/friend or for time off for family matters, authorised absence may apply at the discretion of The Leigh UTC. Where possible you must ask permission first before time off is taken.
- Absence due to disciplinary procedures will lead to suspension of any payments.

Payment Dates

- At the end of each Module via Bank Transfer upon receipt of proof of evidence.

Appeals Procedure

If you think you have grounds for appeal against non-payment or non-approval of application you should complete and return the Decisions Appeals Form to the UTC office. If you are still not satisfied with the decision you should submit your appeal in writing. Appeals will be heard by Kathryn Pamphlett, Head of Clark College.

Both you and your parents/guardians may be asked to attend a meeting to discuss your appeal or it may be decided on the basis of your written submission.