



**CAPA College**  
**Bursary Awards Policy**  
**Academic Year 2023-2024**

**Approved by Governors: 1 December 2022**  
**Date for Review: December 2023**

## 16 to 19 BURSARY AWARD

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. The support is funded by the Education & Skills Funding Agency (ESFA) and administered by CAPA College.

Students can apply for funding at any time throughout the year and more than once if circumstances change.

There are 3 types of 16 to 19 bursaries:

- i. **Level 1 - Statutory Bursaries** for defined vulnerable groups of up to £1,200 a year
- ii. **Level 2, 3 - Discretionary Bursaries** which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

### Statutory Bursaries for young people in defined vulnerable groups

Funding for a Statutory Bursary is applied for by the College on a case by case basis. 100% of the funding received will be paid directly to the student. Students who meet one of the 5 criteria below and who have a financial need can apply to CAPA College for a bursary for vulnerable groups **of up to £1,200** per year. CAPA College must ensure that students are eligible for the bursary for defined vulnerable groups in each year they require support.

The defined vulnerable groups are **students** who are:

- i. in care
- ii. care leavers
- iii. registered carers
- iv. 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
- v. 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

### Defining in care and care leavers

The 16 to 19 Bursary Fund defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.'

A 'care leaver' is defined as:

- i. a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- ii. a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16.



### **Foster care, including privately arranged foster care**

A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They are in a defined vulnerable group ('in care') and eligible for help from the bursary for vulnerable groups.

A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They are in a defined vulnerable group ('care leaver') and eligible for help from the bursary for vulnerable groups.

### **Evidence of eligibility**

CAPA College is required to obtain proof that students are eligible for the statutory bursary for vulnerable groups. CAPA College will need evidence from each student and retain copies for audit purposes. For example:

- i. for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
- ii. for students who are registered carers, written confirmation of their carer status
- iii. for students in receipt of Income Support, a copy of their Income Support award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate) .
- iv. for students in receipt of Universal Credit, a copy of their Universal Credit Award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate). They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- v. for students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided .

CAPA College may only submit a funding claim to the Student Bursary Support Service (SBSS) for bursaries for vulnerable groups when they have seen and verified appropriate evidence to confirm that the student is eligible. Statutory Bursaries can only be paid once the application is approved by the Student Bursary Support Service (SBSS) and the amount awarded will be relative to the claim submitted

Students who are eligible for the Statutory Bursary will receive regular half termly payments throughout the year via BACS payment direct to the student's bank account.



## Discretionary Bursaries

CAPA College will make discretionary bursary awards to students to help them overcome the individual barriers to participation they face, for example, help with the cost of transport, equipment and trips. The Discretionary Bursary fund is finite and it is College Policy to try to meet the needs of as many eligible students as possible.

CAPA College has **three** Discretionary Bursary bands:

### Band 1

Students who have a total annual household income of less than £16,190 are eligible for Statutory Income Related Free School Meals and will also be eligible for the Discretionary Bursary Band 1. Students wishing to apply for the Discretionary Bursary Band 1 need to complete a separate application for Free School Meals. If eligible for Free School Meals, then the student would automatically also be approved for the Discretionary Bursary Band 1.

Students who meet the criteria for Discretionary Bursary Band 1, and in addition to receiving the statutory free school meal provision, will:

- i. Receive **a contribution towards** the cost of transport to/from college (excluding taxi fares) equivalent to 50% of the total cost of travel. Payment will be made on a half-termly basis and can only be made against proof of expenditure (receipts/tickets/railcards) which must be provided at the end of each half-term. Contributions are capped at £400 per year. Students may claim travel costs under Band 3 if this is more beneficial for them.
- ii. Receive **a contribution towards** the cost of equipment from CAPA College equipment list equivalent to 50% of the purchase price. Payment can only be made against proof of expenditure. Contributions are capped at £150 per year.
- iii. Receive **a contribution towards** UCAS Application and audition fees. Payment can only be made against proof of expenditure. Contributions are capped at £100
- iv. Be entitled to partake in College trips free of charge up to a value of £100 per year.
- v. Receive a CAPA College sweatshirt and t-shirt free of charge.
- vi. Be entitled to receive peripatetic singing/tap lessons free of charge (should they wish to partake).

Students must provide proof of purchase in the form of travel tickets and/or receipts in line with the submission dates indicated in the student communication letter.

Any receipts received after this time must be forwarded to the Principal for approval.

### Band 2

Students who have a total annual household income of up to £19,000 but who do not qualify for statutory free school meals can apply for a Discretionary Band 2 Bursary. Students wishing to apply for the Discretionary Bursary Band 2 will need to complete a separate application for Free School Meals. Students who meet the criteria for Discretionary Bursary Band 2 will:

- i. Receive discretionary free school meals.
- ii. Receive **a contribution towards** the cost of transport to/from college (excluding taxi fares) equivalent to 25% of the total cost of travel. Payment will be made on a half-termly basis and can only be made against proof of expenditure (receipts/tickets/railcards) which must be provided at the end of each half-term. Contributions are capped at £400 per year (Students may claim travel costs under Band 3 if this is more beneficial for them).
- iii. Receive **a contribution towards** the cost of equipment from CAPA College equipment list equivalent to 25% of the purchase price. Payment can only be made against proof of expenditure. Contributions are capped at £150 per year.
- iv. Receive **a contribution towards** College trips equivalent to 50% of the total cost of the trip. Contributions are capped at £100 per year.



- v. Receive a **contribution towards** UCAS Application and audition fees equivalent to 50% of the total cost. Payment can only be made against proof of expenditure. Contributions are capped at £100.
- vi. Receive a **contribution towards** the cost of a CAPA College sweatshirt and t-shirt equivalent to 50% of the purchase price.
- vii. Receive a **contribution towards** the cost of peripatetic singing/tap lessons equivalent to 50% of the cost.

Students wishing to apply for the Discretionary Bursary Band 2, will need to complete a free school meals application form and provide evidence of household income. Payment will be made on a half-termly basis and can only be made against proof of expenditure (receipts/tickets/railcards) which must be provided.

Students must provide proof of purchase in the form of travel tickets and/or receipts in line with the submission dates indicated in the student communication letter.

Any receipts received after this time must be forwarded to the Principal for approval.

Household income can be evidenced by receipt of P60, evidence of self-employment or benefits award notice. In all cases, documents must show the total household income for the tax year ended 5<sup>th</sup> April 2022. For households in receipt of Universal Credit, income can be evidenced by receipt of Universal Credit monthly award notices for June, July and August 2022.

If you have difficulty in providing the correct documentation, or if your household income has changed since 5<sup>th</sup> April 2022 please contact CAPA College Finance Manager. All evidence of household income will be held in strictest confidence.

### Band 3

For students who have to spend over £6 per day on public transport to attend college. Students will be given a **contribution towards** the cost of transport equivalent to the difference between £6 and the total cost of daily travel. Contributions are capped at £200 per half term. An indication of costs must be provided upon application (e.g. Print out of online details of train/bus costs). **Payment of a Band 3 Bursary will be made on a half termly basis and can only be made against proof of expenditure** (e.g. Daily/Weekly Travel Receipts/tickets/rail cards) which must be provided each half term.

Students must provide proof of purchase in the form of travel tickets and/or receipts in line with the submission dates indicated in the student communication letter.

Any receipts received after this time must be forwarded to the Principal for approval.

### Priority

The Education and Skills Funding Agency (ESFA) determines the level of discretionary bursary funding received by CAPA College. CAPA College is committed to do everything it can to support its students, however all sources of funding provided by the EFSA are finite and therefore funding is limited and it cannot be guaranteed. Bursary payments will therefore be made in the following priority order subject to funding availability:

- Priority 1 – Band 1
- Priority 2 – Band 2
- Priority 3 – Band 3



**Conditions for receiving bursary funding**

The payment of both the Statutory and Discretionary Bursary is conditional on the student meeting the CAPA College expected standards of attendance and behaviour as detailed in the Home and College Agreement. Payment will be withheld for a term if a student's attendance drops below 95% or if they move to Stage 3 or above on the Behaviour continuum.

If you would like to apply for a 16 to 19 Bursary, please complete and return the attached form on Enrolment Day. We aim to process the application within 10 working days and you will be notified of the outcome of your application in writing.

CAPA College will ensure that any information you provide is treated in the strictest confidence and handled sensitively.

If your circumstances change then you must notify CAPA College immediately. If your child receives Bursary payments whilst they are not entitled, then CAPA College will require repayment.

**What should I do if I am not happy with the outcome of my application?**

Students can appeal against a decision that has been made in relation to their application by writing to:

Mrs P Kaur  
Chair of Governors  
c/o CAPA College



### Application for the 16 to 19 Bursary

Please fill in all sections so that your child's eligibility for the 16 to 19 Bursary can be verified. You must provide with this application any required evidence (as detailed in the information accompanying this application form).

**Incomplete forms will be returned and this may delay the start date of your claim.**

#### 1. Student details

<b>Title</b>		<b>First Name</b>		<b>Surname</b>	
--------------	--	-------------------	--	----------------	--

<b>Date of Birth</b>		<b>National Insurance Number or NASS number</b>	
----------------------	--	---	--

<b>Address</b>	
----------------	--

<b>Postcode</b>		<b>Tel No</b>	
-----------------	--	---------------	--

<b>Email address</b>	
----------------------	--

#### 2. Parent/Carer details

<b>Title</b>		<b>First Name</b>		<b>Surname</b>	
--------------	--	-------------------	--	----------------	--

<b>Date of Birth</b>		<b>National Insurance Number or NASS number</b>	
----------------------	--	---	--

<b>Relationship to student</b>	
--------------------------------	--

<b>Address</b>	
----------------	--

<b>Postcode</b>		<b>Tel No</b>	
-----------------	--	---------------	--

<b>Email address</b>	
----------------------	--



### 3. Bursary

Please tick (✓) which bursary you wish to apply for	Please (✓) to indicate that the required evidence is included with this application.
<input type="checkbox"/> Statutory Bursary	<input type="checkbox"/> Details of the required evidence is included in the information accompanying this form
<input type="checkbox"/> Discretionary Bursary Band 1	<input type="checkbox"/> Free School Meal application 2023/2024
<input type="checkbox"/> Discretionary Bursary Band 2	<input type="checkbox"/> Free School Meal application 2023/2024 <input type="checkbox"/> Proof of annual household income <input type="checkbox"/> Proof of public transport costs
<input type="checkbox"/> Discretionary Bursary Band 3	<input type="checkbox"/> Proof of public transport costs

### 4. Declaration

I agree that CAPA College may use the information I have provided to process my claim for the 16 to 19 bursary and will contact other sources as allowed by the law to verify my initial and ongoing entitlement.

I declare that the information given on this form is correct and I will tell you immediately if my details or circumstances change.

I understand that proof of expenditure (e.g. Daily or weekly travel receipts/tickets/rail cards) must be provided each half term or funding will be withdrawn.

I understand that the payment of the Bursary is conditional on the student meeting the CAPA College expected standards of attendance and behaviour as detailed in the Home and College Agreement. Payment will be withheld for a term if a student's attendance drops below 95% or if they move to Stage 3 or above on the Behaviour continuum.

Your signature:

Date:

.....

**Important:** As soon as your circumstances change, for example you are no longer in receipt of Benefits or Universal Credit, you **must** notify us immediately. **If your child receives bursary payments to which they are not entitled whilst they are at CAPA College, these must be repaid.**

#### General Data Protection Regulations (GDPR)

CAPA College will use the information given on this form for the purpose of processing your application for the 16 to 19 Bursary. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information for the same purposes, with other organisations which handle public money.

