



16 to 19 Bursary Fund Policy

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16 to 19 Bursary Fund Policy

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1. Aims

Our College aims to:

- > Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- > Make clear to parents/carers and students the type of support that is available and the means of applying for it
- > Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds

2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the **16 to 19 bursary fund for the 2024 to 2025 academic year.**

This policy complies with our funding agreement and articles of association.

3. Definitions

- > **'In care'** is defined 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)
- > **'Looked after child'** is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)
- > **'Care leaver'** is defined as:
 - o 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
 - o A young person aged 18 or above who was looked after prior to becoming 18 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

4. Roles and Responsibilities

4.1 The Governing Board

The governing board has overall responsibility for approving this 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the Principal.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The Principal

The Principal is responsible for ensuring staff are familiar with this 16 to 19 bursary fund policy, and that it is being applied consistently.



4.3 Staff

Our staff are responsible for implementing this 16 to 19 bursary fund policy consistently. The senior leadership team (SLT) will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/carers are expected to notify staff or the Principal of any concerns or queries regarding this 16 to 19 bursary fund policy.

5. How we use the Bursary Fund

Financial support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- > Bursaries for defined vulnerable groups; and
- > Discretionary bursaries

We use the fund to provide students with support to fund:

- > Transport
- > Books
- > Equipment
- > Field trips and other course-related costs
- > The costs of attending university interviews and open days

6. Eligibility criteria for the 16 to 19 Bursaries

6.1 Age

To be eligible for either bursary in the 2024 to 2025 academic year, students must be at least 16 years old but under 19 years old on 31 August 2024.

Students aged 19 or over are eligible only for a discretionary bursary if they:

- > Are continuing on a study programme or course that they began when they were aged 16 to 18-years-old, or
- > Have an education, health and care (EHC) plan

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

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our college, we may use our discretion to pay bursaries to these younger students.



However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

6.2 Eligible Education Provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into 1 of these groups:

- > Be funded directly by the ESFA or by the ESFA via a local authority;
- > Be funded or co-financed by the European Social Fund;
- > Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA's list of qualifications approved for funding 14 to 19; or
- > Be a 16 to 19 traineeship programme

Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

Students are not eligible if:

- > They are on an apprenticeship programme; or
- > Are on any waged training

Students who are studying via distance learning are eligible for either 16 to 19 bursary, but are likely to require financial help on a more infrequent basis (e.g. travel to exams). If this is the case, we will provide support in-kind, such as a travel pass, details of which shall be decided on a case-by-case basis.

6.3 Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

6.4. Asylum Seekers

Accompanied asylum seekers under 18 with an adult relative or partner, and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied asylum-seeking children:

- > Are the responsibility of the local authority;
- > Are to be treated as 'looked after' children; and
- > Are eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18-years-old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

6.5 Bursaries for young people in defined vulnerable groups



Students with a financial need, who meet 1 of the following 4 criteria below, in addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- > In care (NB: those who are privately fostered are not classed as looked after);
- > Care leavers;
- > Receiving Income Support (IS) or Universal Credit (UC) 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; or
- > Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

We will provide this support for students from the bursary fund by making payments in kind where possible. It will not be provided as regular payments for living costs

6.6 Discretionary Bursaries

In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary if they satisfy 1 or more of the following criteria:



		Band 1	Band 2	Band 3
Eligibility		<p>Students who qualify for statutory free school meals using the following criteria:</p> <p>Income Support</p> <p>income-based Jobseeker's Allowance</p> <p>income-related Employment and Support Allowance</p> <p>support under Part VI of the Immigration and Asylum Act 1999</p> <p>the guaranteed element of Pension Credit</p> <p>Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)</p> <p>Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit</p> <p>Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)</p>	<p>Students who:</p> <p>have a total annual household income of between £16,190 and £30,000</p>	<p>Not means tested</p> <p>Student who:</p> <p>pay over £6 to/from CAPA College each day on public transport</p>
Financial Support	Free School Meals at £4.00 per college day		Yes	X
	Public Transport costs to/from college	<p>50% contribution</p> <p>Capped at £400 per year</p> <p>*Students may claim travel costs under Band 3 if this is more beneficial for them</p>	<p>25% contribution</p> <p>Capped at £400 per year</p> <p>*Students may claim travel costs under Band 3 if this is more beneficial for them</p>	<p>A contribution towards the cost of transport equivalent to the difference between £6 and the total cost of daily travel.</p> <p>Capped at £200 per half term</p>
	CAPA College Equipment list costs	<p>50% contribution</p> <p>Capped at £150 per year</p>	<p>25% contribution</p> <p>Capped at £100 per year</p>	X
	Laptop	<p>Free loan of a laptop during time studying at CAPA College</p> <p>The laptop will be of a specification to suit the requirements of your Pathway</p>	<p>Free loan of a laptop during time studying at CAPA College</p> <p>The laptop will be of a specification to suit the requirements of your Pathway</p>	X
	UCAS and Audition costs	<p>A contribution towards</p> <p>Capped at £100 (Year 2 only)</p>	<p>A contribution towards</p> <p>Capped at £100</p>	X



CAPA College organised trips	free of charge up to a value of £100 per year	50% contribution. Capped at £100 per year	x
CAPA College Merchandise	Free of charge: 1 hoody/sweatshirt & 1 t-shirt per year	1 hoody/sweatshirt	x
121 Music lessons	Free lesson for one instrument (singing, keyboard or guitar)	50% contribution	x

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- > Level of household income
- > Distance to travel between the student's home and the institution, or a location for a placement
- > The number of dependent children in the student's household
- > The requirements of their study programme
- > Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

6.7 Evidence

All applications for 16 to 19 bursaries must be supported by appropriate evidence. Examples of acceptable evidence we may request are:

- > A copy of the UC or IS award notice, in the student's name
- > Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills
- > Written confirmation of the student's current or previous looked-after status from the relevant local authority
- > A copy of the UC claim from Department of Work and Pensions



7. Application Process

7.1 Applications

Applications should ideally be submitted by 3rd September 2025 via Applicaa - <https://capacollegebursary.applicaa.com> to allow enough time for our college to assess the overall level of demand and make discretionary awards on a fair basis.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole college year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the college's complaints procedure.

7.2 Application Process

Payments are made using the following process:

- > All Bursary claims must be supported by receipts. These must be uploaded to the Bursary Portal <https://capacollegebursary.applicaa.com> for verification and approval. We cannot make bursary payments without valid receipts.
- > All Bursary travel claims will be made on a half termly basis by BACS transfer to the parent's bank account.
- > All FSM payments are made weekly by BACS transfer to the student's bank account

7.3 Conditions for the receipts of bursary payments

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- > Bursary payments cannot be paid if a student's attendance drops below 95%
- > If you reach Stage 3 of the Behaviour Matrix.

All students are required to sign a declaration confirming that they agree to these conditions on the Applicaa portal.

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.



8. Change in Circumstance

If there are changes in circumstances that may affect eligibility for a bursary, applicants and/or parents/carers must notify the college without delay.

9. Record Keeping

All online applications and evidence will be retained for audit and will be kept securely in line with our data protection policy, privacy notices and record retention schedule. The Portal is accessible throughout the students time with us and any additional information can be requested from: bursaryawards@capacollege.co.uk

10. Unspent Funds

Funding for discretionary bursary funding cannot be carried forward for more than 1 year. Unspent funding must be reported to the ESFA using the [online enquiry form](#), specifying the amount of funding and the year/s it relates to, no later than 31 March each year. The ESFA will recover all unspent funds.

11. Monitoring Arrangements

This policy will be reviewed by Claire Nicholson every year. At every review, the policy will be approved by the governing board.