



*Creative
Education
Trust*

16 19 BURSARY FUND POLICY– ACADEMIC YEAR 2021-22

Terms of Reference

This policy has been written in conjunction with the 16 to 19 Bursary Fund Guide: 2021 to 2022 academic year which is produced by the Education and Skills Funding Agency (ESFA) and can be accessed using the following website address:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year>

General

1. This policy sets out the arrangements for administering the ESFA 16-19 Bursary Fund allocation.
2. The policy will be reviewed each academic year as new guidance is issued by the ESFA and must be read in conjunction with the Bursary Statement.
3. Each school will make every effort to publicise the scheme and will adopt an application process which is clear and transparent.
4. The fund will be administered by either sixth form staff or by the school finance team. If administered by sixth form staff, then final sign off will need to be carried out by the finance team.
5. All students must be made aware of the scheme at the beginning of the Autumn term and should be reminded of the deadline at regular intervals. There should be a known contact at each school who is available to assist with applications and queries.
6. The eligible student must be a current pupil of the sixth form and meet the age and residential criteria to receive the bursary funding and must provide evidence of eligibility.
7. Receipt of a bursary is conditional on the student meeting all expectations set by the school, with regards to attendance, punctuality, behaviour, and academic achievement. Failure to comply could result in part of the bursary award being withheld. All students will sign an agreement at the start of the academic year, which must be complied with.



8. Most discretionary bursary allocation payments will be 'in kind' and purchased by the school for the pupil using their allocation e.g., essential books and bus pass.
9. Items purchased by the students can be reimbursed following submission of receipts as proof of purchase, these will be held on file and payments will be made directly to students via BACS transfer. Gift vouchers should not be provided or reimbursed.
10. Trips to university can be funded using the bursary but only upon submission of receipts or school purchasing the travel tickets.
11. Schools can retain up to 5% of the fund to allow for the cost of administration.
12. Each school will retain a small contingency to cover the cost of bursaries awarded throughout the academic year due to possible changes in the financial or domestic circumstances of individual students.
13. Unused funds from 2020/21 can be carried forward into 2021/22 and merged to be allocated to the successful applicants.