

**TRINITY ACADEMY NEWCASTLE TRUST**

**Bursary Policy**

**Approved by the Committee – Oct 2023  
On behalf of the Board**

**Next Review Date – Oct 2024**

This policy sets out the arrangements for how Trinity Academy Newcastle Trust (The Trust) will prioritise and administer the 16-19 Bursary Fund in 2023-2024. The Trust is committed to ensuring the Fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning aims.

The named contact at the Trust for all 16-19 Bursary support/enquiries is the Head of School (Post 16 Provision).

The 16 to 19 Bursary Fund provides financial support to help learners overcome specific barriers to participation so they can remain in education.

## **ESFA 16-19 Bursary Fund Application & Payment Procedure 2023-2024**

The purpose of this funding is to help students overcome the individual barriers to participation in Post 16 Education that they may face, for example help with the cost of transport, meals, books and equipment.

Trinity Solutions Academy have allocated Funding into three Levels. Level 1 Bursary (see below) is applied for by the academy on a case by case basis. 100% of the funding received for Level 1 Bursary will be paid directly to the student.

Funding for Level 2 and Level 3 Discretionary Bursaries (see below) is awarded to the school annually. This allocation will be awarded to students as follows:

- Funds will be allocated to any Level 2 Bursary students at the rate of at least £200 for the year
- A proportion of the fund will be retained as a contingency fund to accommodate students who may become eligible for Bursary during the academic year, or who are facing extreme financial hardship.
- The remaining funds will be allocated on an individual need request, subject to students meeting the eligibility criteria.

Trinity Solutions Academy will determine the eligibility criteria for discretionary bursaries. The 16 -19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

### **Eligibility**

To be eligible to receive a 16-19 Bursary in the 2023-24 academic year, the student must be aged 16 or over and under 19 on 31 August 2023.

Students must also satisfy the residency criteria set out in the ESFA\* Funding Guidance. (A person on 1 September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding the 1st September.) If you are in any doubt, please speak with the Induction Tutor.

To receive a Bursary, students must meet the criteria set out below

## **Bursary Fund Levels**

### **Level One**

Students who meet one of the four criteria below and who have a financial need, (although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they may not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs) can apply for a bursary for vulnerable groups of up to £1200 per year. This reflects that students in these groups may need a greater level of support to enable them to participate.

The defined vulnerable groups are:

- Students in care
- Care leavers
- Students receiving Income Support or Universal Credit because they are financially supporting themselves or themselves and someone who is dependent upon them and living with them.
- Students 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.

The frequency and amounts of payments will be agreed between the student and the Bursary Panel\*\* and will usually be made at regular intervals directly into the student's own bank account.

Payments will be subject to review by the Bursary Panel\*\*

### **Level Two**

Students who have a total household income of £16,255.20 or less can apply for a discretionary Level 2 Bursary for specific educational purposes. These include, but are not limited to:

- Costs of transport
- Meals in school (Free school meal guidance)
- Books and Equipment
- Educational Trips
- Costs incurred for University Open Days/interviews
- Work Placement requirements (clothes, shoes, bags etc.)

Travel costs and meal payments will be made on a weekly basis. Funds can be requested for a specific purpose this will require completion of a request form which will go to panel for consideration.

Request forms are available from, and should be returned to, the Induction tutors. Payments will be made by bank transfer to the student's own bank account. In some cases, Trinity Solutions Academy may order items on the student's behalf. Eligible Bursary requests will be paid weekly during term time.

\*\* Will compromise 1 member of Finance, 1 Induction Tutor & 1 member of Senior Leadership Team

Payments will be authorised providing the following criteria are met:

- Students overall attendance is 90% or above (allowances will be made in the event of any school closures). Some allowances may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that the school has previously been made aware of. Participation on approved educational trips or approved representative activities and authorised absences will be counted as an attendance.
- Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme as detailed in their Learner Agreement. Payments may be withheld if students have received behaviour reports for any subject.
- Students have attended all timetabled lessons and sessions, including enrichment days, in the current half term (unless absence has been previously authorised).

Additional payments may be available from a contingency fund, although these will only be rewarded in extreme cases and at the discretion of the Bursary Panel\*\*.

Household income can be evidenced by receipt of P60, evidence of self-employment or benefits award notice (please see application form for further details). These documents must show the total household income for the tax year ended 5th April 2023. For those households in receipt of Universal Credit, income can be evidenced by receipt of Universal Credit monthly award notices for June, July and August 2023. If you have difficulty in providing the correct documentation, or if your household income has changed since 5th April 2023, please contact the Induction Tutor for advice.

All evidence of household income will be held in strict confidence.

### **Level Three**

Students who have a total household income of between £16,256 and £28,400 can apply for a discretionary Level 3 bursary for specific educational purposes. These can include, but are not limited to:

- Costs of transport
- Meals in school
- Books and Equipment
- Educational Trips
- Costs incurred for University Open Days/interviews
- Work Placement Requirements

Payments will be made on an ad-hoc basis as and when funds are requested for a specific purpose, upon completion of a request form. Request forms are available from, and should be returned to, the Induction Tutor. Payments will be made by bank transfer to the student's own bank account. In some cases, the Induction Tutor may order items on the student's behalf. Eligible Bursary requests will be paid weekly during term time.

Payments will be authorised providing the following criteria are met:

- Students overall attendance is 90% or above (allowances will be made in the event of any school closures). Some allowances may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that the school has previously been made aware of. Participation on approved educational trips or approved representative activities and authorised absences will be counted as an attendance.
- Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme as detailed in their Learner Agreement. Payments may be withheld if students have received behaviour reports for any subject.
- Students have attended all timetabled lessons and sessions, including enrichment days, in the current half term (unless absence has been previously authorised).

Additional payments may be available from a contingency fund, although these will only be rewarded in extreme cases and at the discretion of the Bursary Panel\*\*.

Household income can be evidenced by receipt of P60, evidence of self-employment or benefits award notice (please see application form for further details). These documents must show the total household income for the tax year ended 5th April 2023. For those households in receipt of Universal Credit, income can be evidenced by receipt of Universal Credit monthly award notices for June, July and August 2023. If you have difficulty in providing the correct documentation, or if your household income has changed since 5th April 2023, please contact the Induction Tutor for advice.

All evidence of household income will be held in strict confidence.

### **Appeals against decisions of non-payment — Level 1, Level 2 and Level 3 Bursary**

As payments are made directly to the student concerned it is therefore the student who must contact the Academy in case of difficulty and not the parent. Students will have the right of appeal in all cases if it is felt the payment has been withheld without justification.

In the first instance the student should explain, (with supporting evidence if appropriate) within one school week, to the Induction Tutor, why the payment should have been made. If the decision to withhold payment is upheld, then the student may appeal to the Head of School. This is the final appeal and must be made within one further week.

### **Applications for Bursary**

An application form is available on the Academy website for students who believe they are eligible for a Level One, Level Two or Level Three Bursary.  
<https://www.solutions.tanmat.org/site-information/bursary-and-free-school-meals>

## **End Of Year**

Students should spend their entire Bursary payment during the academic year. Surplus funds may not be carried forward to the following year.

## **Assessment**

The Bursary Panel\*\* will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for any level of funding from the 16 -19 Bursary Fund should complete an application form and hand it in to Induction Tutor as soon as possible after admission. A student in receipt of any level of bursary must inform the Induction Tutor of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact the Induction Tutor and make an application.

Parents, guardians and students will have the right of appeal to the Bursary Panel \*\* in all cases if it is felt the application has been withheld without justification.

## **Contact Us**

We are happy to help and guide you through the 16-19 Bursary Fund Application and Payment Procedure if you have any questions or concerns please do get in touch.

Central Admin 0191 2986950  
admin.central@tanmat.org

This procedure was last reviewed on 17<sup>th</sup> October 2023. Please refer to the school website if you wish to check that this is the current procedure.

This procedure has been reviewed with due regard to The Equality Act.

This document can be made available in large print or other accessible format if required

**Signed on behalf of the Board:**



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**Peter Carter (Chairperson of the Board)**

**Date: October 2023**