



Bursary Awards Policy

2024 - 2025

Date for Review: June 2025



16 – 19 Bursary Award

Overview

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.

All applications for Bursary support must be made via the CAPA College Bursary portal. Students will be provided with access to the Bursary Portal on Enrolment Day.

There are 2 types of 16 to 19 bursaries:

1. Statutory Bursaries for defined vulnerable groups of up to £1,200 a year
2. 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 4 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:

- in care
- care leavers
- 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
- 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:

- 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
- 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. Evidence will need to be uploaded to the CAPA College Bursary portal.

For example:

- 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.



- For students in receipt of Universal Credit (UC) or Income Support (IS), a copy of their UC or IS award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, you 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.
- 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 (Department for Work and Pensions) (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.

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:

- 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.
- 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.
- Receive a **contribution towards** UCAS Application and audition fees. Payment can only be made against proof of expenditure. Contributions are capped at £100
- Be entitled to partake in College trips free of charge up to a value of £100 per year.
- Receive a CAPA College sweatshirt and t-shirt free of charge.
- 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 uploaded to the Bursary portal.

Any receipts received after this time must be forwarded to Claire Nicholson for approval.

- Band 2

Students who have a total annual household income of between £16,190 and £19,000 can apply for a Discretionary Band 2 Bursary. Students who meet the criteria for Discretionary Bursary Band 2 will:

- Receive discretionary free school meals.
- 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).
- 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.



- Receive a **contribution towards** College trips equivalent to 50% of the total cost of the trip. Contributions are capped at £100 per year.
- 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.
- Receive a **contribution towards** the cost of a CAPA College sweatshirt and t-shirt equivalent to 50% of the purchase price.
- 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 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 via the Bursary Portal

Students must provide proof of purchase in the form of travel tickets and/or receipts uploaded to the Bursary Portal.

Any receipts received after this time must be forwarded to Claire Nicholson 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 5th April 2023. For households in receipt of Universal Credit, income can be evidenced by receipt of Universal Credit monthly award notices for June, July and August 2024.

If you have difficulty in providing the correct documentation, or if your household income has changed since 5th April 2024, 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. **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 via the Bursary Portal.

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

Any receipts received after this time must be forwarded to Claire Nicholson 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.

Applications need to be made using the online Bursary portal. Students will be provided with access to the portal on Enrolment Day.

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:

*Chair of Governors - Angie Dalton
c/o CAPA College
Mulberry Way
Wakefield
WF1 2QN*