**Bursary Fund information for students 2022 – 2023**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. All bursaries are awarded in line with the ESFA’s funding guidance. <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>

There are 2 types of 16 to 19 bursaries:

* bursaries for defined vulnerable groups of up to £1,200 a year
* discretionary bursaries which are awarded to students based on their financial need.

Cranford Community College will assess the needs of individual students when awarding bursary funding.

Bursary funding is designed to help students overcome the individual financial barriers to participation that they face and Cranford will ensure the funds go to those who genuinely need them.

No student will automatically be awarded a set amount of funding without an assessment of the level of need they have. It is therefore important that students complete the application form in full and provide all of the evidence needed for the academy to process the application. If there is not enough evidence then the application will not be processed and a bursary payment cannot be awarded.

In order to be eligible for a bursary payment a student must

1. Be aged 16 to19.
2. Must have the legal right to be resident in the United Kingdom at the start of their study programme.

Bursary applications can be made at any time of the academic year.

**Asylum seekers**

As long as an accompanied asylum seeker has not had their application for asylum refused, Cranford Community College can provide in-kind student support such as books, equipment or a travel pass. Under no circumstances can the academy give cash to any asylum seeker.

Unaccompanied asylum seeking children do not receive cash support from the Home Office and are the responsibility of the local authority. They are treated as looked after children and are eligible for a bursary for vulnerable groups (‘in care’ group), where they have a financial need.

**Bursaries for young people in defined vulnerable groups**

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups.

Students will be awarded the amount of support they need based on an assessment of the types of costs they have. The vulnerable group bursary is £1,200 and the bursary will be awarded based on the student’s financial need. Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

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

## Discretionary bursaries

Cranford Community College will make discretionary bursary awards to help students with the cost of travel, to buy essential books, lunch, equipment or specialist clothing (such as protective overalls, for example), field trips, industry placements, university open days, university interviews, These are items the student would otherwise need to pay for in order to participate.

Cranford Community College will base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student’s individual circumstances and their actual financial need. These may vary from student to student. Household income will be one of the pieces of evidence required to decide on financial support. This will be used in conjunction with other factors, such as distance to travel from the institution and the number of dependent children in the household, as well as the actual participation needs the student has.

It is therefore important that every student application includes all the relevant information and evidence to support their application.

Cranford Community College will not make blanket or flat rate payments to all students, to students in particular income bands or to students whose families are in receipt of particular benefits without considering the actual needs of each student.

There is no set limit for the amount of discretionary bursary that can be awarded to students. The academy can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum as long as the academy has clearly identified that an individual student requires this level of funding to participate.

The academy will pay bursaries in-kind rather than cash as far as possible. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes/tickets, vouchers or credits for meals, required books and required equipment, school trip payments.

Where Cranford Community College makes bursary payments to students rather than providing support in-kind, the academy will pay the funding by BACS transfer to the student’s own bank account.

All bursary payment for both the vulnerable groups and the discretionary bursary are conditional on the student meeting agreed standards of attendance, punctuality and behaviour. All students should aim for 100% attendance and 100% punctuality and outstanding behaviour. Attendance, punctuality and behaviour will be reviewed on a case by case basis and where appropriate a bursary payment may be withheld.

Any student or parent who is unhappy with how Cranford has handled their application for bursary funding should follow the academy’s complaints procedure.