



HS29 – Bursary Policy

Access Training receives a 16 – 19 funding allocation from the Education and Skills Funding Agency (ESFA) to provide financial support to help students overcome specific barriers to participation so that they can remain in education. This comes in three strands – Vulnerable, Discretionary and Free Meal Entitlement (FME).

Eligibility and Payment of Vulnerable Bursary

Vulnerable bursary can be paid to a young person who is aged under 19 on 31st August of the current contract year who is –

- And 16 – 18 and in care or a care leaver
- Disabled student in receipt of both Disability Living Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments in their own right
- In receipt of Income Support or Universal Credit

And has provided a fully completed Bursary/Free Meals Application form, alongside approved evidence of the above. Examples of acceptable evidence include a letter from the young persons key/social worker confirming care status, or a benefits award notice.

Once a fully completed form and relevant supporting evidence has been submitted to the Support Services team, the young person will be asked to attend a meeting where their financial need will be discussed. From here, there are two possible outcomes –

- 1) The young person is identified as having ‘no financial need’ and will not be awarded Vulnerable bursary. A letter will be sent to the home address confirming the reason behind this. If it is felt that an incorrect decision has been reached, an appeal can be made.
- 2) The learner is deemed to have financial need and is awarded Vulnerable bursary. An agreement is signed by both the young person and a member of the Support Services team, outlining what is expected from both parties. An award letter and a copy of the agreement is sent to the home address. The young person is then paid via BACS every Friday afternoon during term time.

Eligibility and Payment of Discretionary Bursary

The Discretionary bursary is used to provide financial support for ongoing transportation costs, purchasing of necessary equipment or resources and the cost of excursions necessary to the course. To be eligible for this, the household NET income must be less than £30,000 per annum. This can be increased by an additional £1,000 for each additional dependent child under the age of 20. This is capped at a total of £33,000.

And has provided a fully completed Bursary/Free Meals Application form, alongside approved evidence of the above. Examples of acceptable evidence the following –

- Three months of wage slips for all employed members of the household
- A benefits award letter that is less than three months old (this can include Working Tax Credit, Universal Credit or Child Tax Credit)
- The most recent P50 forms for all employed members of the household
- An official tax return where members of the household are self-employed



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Once eligibility has been confirmed by the nominated member of the Support Services team, the young person will sign an agreement outlining expected behaviour whilst on course at Access Training. A letter confirming that Discretionary bursary has been awarded is then sent to the home address. The learner will be expected to hand in bus tickets on a weekly basis to a member of the Support Services team for reimbursement.

Eligibility and Payment of Free Meal Entitlement (FME)

Where a learner is eligible for Discretionary bursary, they may also be entitled to claim FME. This is paid in the form of Luncheon Vouchers, which are provided for every full day attended at both centre and placement. The eligibility for FME is as follows –

- Household NET income under £16,190
- No household member be in receipt of Working Tax Credit

Once eligibility has been confirmed by the nominated member of the Support Services team, the young person will sign an agreement outlining expected behaviour whilst on course at Access Training. A letter confirming that Free Meal Entitlement has been awarded is then sent to the home address.

Additional Information

We are also able to assist in nursery costs where the student in question is a parent through the government's Care to Learn scheme. More information about this is available at <https://www.gov.uk/care-to-learn>.

It is the responsibility of the student/guardian to make Access Training aware in any changes to circumstance that may affect their entitlement to any form of bursary. They are able to report any changes directly by asking to speak to a member of the Support Services team whilst in centre, or by calling 0115 958 7257.

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Bursary Policy	HS29
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Authorised by Managing Director	Authorised by Board of Directors
Name / Signature: Corrina Hembury	Name / Signature: n/a
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Associated Policies	
HS28 – Bursary Eligibility Policy	
Associated Forms	
HSF25 – Bursary Application Form	
HSF26 – Bursary Agreement	