

Bursary Fund Guidance for Parent/Carers and Students

What is the Bursary Fund?

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. Although it is called the 16-19 Bursary Fund, it also applies to students up to the ages of 25 if they have an EHC Plan. The bursary fund is intended to help students with their actual costs of participating, and bursary decisions are based on students' individual circumstances and their actual financial need.

Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by Camphill Wakefield. Camphill Wakefield carries out a financial assessment of each applicant and administers bursaries in line with the ESFA's [Bursary Fund Guide 2024/25](#).

Do I qualify for a bursary?

There are 2 types of 16 to 19 bursaries:

- Bursaries for students in one of the defined vulnerable groups of **up to £1,200** a year;
and
- Discretionary bursaries which institutions award to meet individual need, using policies they set in line with the ESFA's funding rules

Vulnerable Groups Bursary (up to £1200)	Discretionary Bursary	
Category A	Category B	Category C
Vulnerable students in the following groups: <ul style="list-style-type: none">• In care• A care leaver• Receiving income support, or universal credit because they are financially supporting themselves and	Students whose annual household income is below £16190	Student whose annual household income is above £16190 but are facing significant financial barriers.

<p>someone who is dependent on them, e.g. a child or partner</p> <ul style="list-style-type: none"> • Receiving disability living allowance or personal independent payments as well as employment and support allowance or universal credit. 		
<p>Camphill Wakefield conducts a financial needs assessment to confirm actual financial need and the amount of support required. Students do not automatically receive £1,200.</p>	<p>Camphill Wakefield conducts a financial needs assessment to confirm actual financial need and the amount of support required.</p>	<p>Camphill Wakefield conducts a financial needs assessment to confirm actual financial need and the amount of support required.</p> <p>Distribution of this element of the funding is at the discretion of Camphill Wakefield and will be targeted towards young people facing the greatest financial barriers to participation.</p>

Students who meet the criteria for bursaries for vulnerable groups are not entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources. For example, if your travel costs are covered by the Local Authority, a bursary application for travel costs will not be considered.

What support will I receive?

Under the current rules of the scheme, students who qualify for the **Vulnerable Groups Bursary (category A)** may receive a bursary of up to £1200 per year based on financial needs assessment and the amount of support required to participate. Students who meet the criteria for bursaries for vulnerable groups are not entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources. For example, if your travel costs are covered by the Local Authority, a bursary application for travel costs will not be considered. Rather than paying money into your bank account,

Camphill Wakefield will try to provide some or all of your award as 'in kind' support in the first instance. This means that they will purchase the resources you require, such as a bus pass or equipment, on your behalf.

Discretionary Bursaries (categories B and C) are awarded by Camphill Wakefield to help students with costs such as travel to placements, essential equipment, or specialist clothing (such as protective clothing or wellington boots, for example). The amount can vary from year to year depending on the amount of funding Camphill Wakefield receives, the number of applicants, and their individual needs.

For both bursaries, how much support you will receive depends on your individual circumstances and needs. Camphill Wakefield will assess each application to determine this.

How will my finances and needs be assessed?

Camphill Wakefield follows the ESFA's guidance in relation to eligibility criteria, and as part of that conducts a financial assessment of all applicants. Camphill Wakefield is looking to establish that you are in financial need and, in relation to the discretionary bursary, that you are in need of specific items or services relating to your education that you would otherwise need to pay for in order to participate. Camphill Wakefield bases its decisions in relation to both types of bursary award on students' individual circumstances and actual financial need. Awards will vary from student to student and will depend on, for example, household income, requirements of the study programme, distance required to travel to Camphill Wakefield and available transport options, the number of dependent children within a student's household, relevant participation needs, and any other relevant home circumstances.

How do I apply?

Please use the relevant form below to apply for either the vulnerable groups bursary or the discretionary bursary. All applications will be treated in strict confidence. You are also required to provide the evidence needed to make a financial assessment. The evidence you will need to provide in relation to each bursary is clearly set out in the relevant application form.

Student Educational Needs

As part of the bursary application, you are required to indicate how much the student may need to spend on items to help them stay in education. The list below gives examples of the costs that students may receive bursary support for:

- Transport to and from college, where the Local Authority do not provide transport options, or the cost of Home to School Local Authority provided transport.
- Specialist clothing or sports kit e.g. wellington boots
- Trips and educational visits
- Transition visits to other establishments
- Curriculum materials / equipment – books, consumables, etc.
- Other equipment
- Other items

Exceptional Circumstances

Camphill Wakefield recognises that it is not possible to cover every eventuality in this summary. In exceptional circumstances, students and parents / carers may apply in writing to the Finance Manager, for a discretionary bursary. Such applications should outline the specific circumstances and provide supporting documentation. A decision will be taken by the Bursary Panel and will be dependent on funds being available.

Timing

Your application should be submitted by 31st October 2024. It will be reviewed by the Bursary Panel and you will be notified as soon as possible of the outcome.

Camphill Wakefield will set aside 20% of its Discretionary Bursary allocation to accommodate changes in circumstance and to ensure that requests for funding from students received after 31st October 2024 can be considered.

Students facing financial hardship at any time during the academic year should apply using this form. The form is also available on the Camphill Wakefield website.

How will I know if my application was successful?

Once you have applied, Camphill Wakefield will assess your application and will let you know if your application has been successful. If your application is successful, you will be issued with an award letter confirming the amount and type of support you have been awarded and setting out any payment conditions.

Conditions

Camphill Wakefield reserves the right to withhold the bursary if students fail to meet expectations for attendance. Please be aware that Camphill Wakefield may stop any payments where a student has been absent for a period of four continuous weeks or more during term time. Where Camphill Wakefield purchases specialist equipment, students may be asked to return these at the end of their study programme. Camphill Wakefield will insist bursary payments are spent only on the support that has been identified as

necessary to help a student participate in education. These details will be specified in the student's award letter.

Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Supporting documentation must also be provided to establish financial need, as set out in the application forms below. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. You must inform Camphill Wakefield in writing if, after you are awarded a bursary, there is any material change in your personal or financial circumstances. All information submitted will be treated in confidence and held securely.