



16 to 19 Bursary, Free School Meals Policy and Sir Simon Milton Grant

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Introduction

Ada is committed to growing the pool of young talent in the digital sector. We recognise that due to circumstances some students might need financial assistance to get to college, to pay for meals or to buy equipment and books for their education. The Government provides some assistance in the form of the 16-19 bursary, and Further Education Free Meals scheme which the college distributes.

To apply for the scheme, students will need to complete the Bursary and Free School Meals google form (which is part of the enrollment form), They will also need to provide the required evidence. Any evidence seen by us will be copied and originals will be returned to the student immediately.

Types of Financial Support

Free School Meals

Free School Meals funding must be made available at all Further Education Institutions. The funding amounts to £2.41 a day and will be disseminated by the college. In order to receive this funding a student must demonstrate that they meet the eligibility criteria set out by the Education and Skills Funding Agency (ESFA) by completing the google form and supplying evidence.

Eligibility:

In order to receive Free School Meals, students' parents should currently be in receipt of one of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit

- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Children who get paid these benefits directly, instead of through a parent or guardian, are also eligible.

16 to 19 Bursary

The 16 to 19 Bursary Fund helps students overcome specific financial barriers by providing financial support. This is to ensure students can remain in Education. We as institutions need to assess the actual financial needs of individual students as well as their eligibility in order to receive the 16-19 Bursary. The eligibility requirements are the same as the Free School Meals but institutions must assess the actual financial needs of individual students in addition to eligibility when awarding bursary funding. The UK Government fund guide states that 'the bursary fund is intended to help students with the essential costs of participating in their study programme'. It advises that the bursary funding needs to be paid for the cost of essential books or equipment or for the cost of travelling to the educational institution. The bursary fund must not be used to support costs not related to education, or extra-curricular activities or provide learning support such as counselling, mentoring or extra tutoring.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups
- discretionary bursaries which institutions award using policies they set, in line with ESFA funding rules.

Evidence required for 16 to 19 Bursary

Ada must obtain proof that the students meet the criteria for Discretionary and/or full bursary. As an institution we will ask for evidence from each student and copies will be retained for audit purposes. Students and their families will be asked to sign a declaration to confirm that the evidence they have provided are correct and complete to the best of their knowledge and belief. It is important to note that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This also might result in a referral to the police with the possibility of the student and/or their family being prosecuted.

[16-19 Bursary Fund Guide 2023 to 2024 academic year.](#)

On the basis of the evidence provided, it will be decided how much bursary a student will receive according to the need. Once the first instalment of the bursary has been paid, students will be required to provide receipts for the bursary money spent to pay travel costs, meals during the day or to buy equipment. If a student does not provide receipts the bursary payment may be stopped until the receipts are provided for the first payment.

Bursary for defined vulnerable groups (Full)

The 16 to 19 bursary Fund guide 2023 to 2024 states that the bursary for vulnerable groups can pay up to £1200 per year to a student who is on a study programme for 30 weeks or more and if they need that amount of support. It is essential to state that students should only receive the amount they actually need to access their education. They must not automatically be awarded £1200 if they do not need the amount. Institutions may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. Institutions can refuse a student's application on this basis. At Ada, students will need to let the college know how they are planning to spend the award. Please use the Budget Plan in Appendix 1. On the basis of this information, we decide how much money a student will be awarded.

If necessary, Ada can pay a bursary to a vulnerable group of students of more than £1,200 if, after assessment, we decide that the student will need extra help to remain in education. Any payments over £1,200 must be paid from the discretionary bursary allocation. In order to receive the extra funding, all the eligibility criteria and usual assessment processes for the discretionary bursary must be met and followed.

Eligibility:

- in care, or care leavers
- in receipt of income support (IS) or universal credit (UC) because they are financially supporting themselves or financially supporting themselves and somebody else who is dependent on them and living with them, such as a child or a partner.
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.
- disabled students in receipt of both Employment Support Allowance AND Disability Living Allowance (or universal credit and personal independence payment)

As detailed in the 16 to 19 bursary Fund guide 2023 to 2024, the following will be considered as evidence:

- 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 from the local authority.
- for students in receipt of UC or 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 in their own right. UC claimants should be able to print off details of their award from their online account or provide a screenshot to the institution. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC,

institutions must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on

- for students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided. Students can also contact their UC Work Coach (or relevant Benefit Office if they are receiving IS or ESA) and ask them for help in providing evidence of receiving benefits.

Discretionary Bursary

This type of bursary covers a wider range of students. The discretionary bursary is awarded to help students with the cost of travel, to buy books or equipment which they need to continue with their education. Ada takes into account each student's individual circumstances and their actual financial needs to decide which students will receive the discretionary bursary and how much bursary they will receive. This will vary from student to student depending on, for example, eligibility based on household income and their actual financial needs, such as the distance they need to travel and the requirements of their study programme. Following DfE suggestions, Ada takes the 3 most recent monthly UC award statements. The take-home pay figure in addition to the amount of UC after all deductions give a total monthly income. The 3 months statements will be a guide to the household income for a quarter of a year.

Sir Simon Milton Grant 2022-23

Sir Simon Milton Grant supports young people from financially disadvantaged backgrounds. This grant subsidises travel costs, UCAS application payments, laptop deposits, trips and any other exceptional circumstances our students find themselves in and need additional financial support.

Students apply for the Ada Grant before they start their education with us via a simple form and we assess funding requests on a case-by-case basis. We take into account a student's financial circumstances, how this might impact their studies, and the budget we have available each year. With this information, we can decide how much funding we can allocate to recipients and pay this money to them directly on a weekly/monthly basis. Students are expected to manage this money themselves, whilst our pastoral team monitors their attendance and grades to ensure students are getting the support they need and then putting that support to good use.

Payment Method

Free School Meal payments and Sir Simon Milton Grant payments will be made monthly. Bursary payments will be made in three instalments (end Sept, Jan, May). All payments will be made by BACS to the student's bank account.

To remain eligible for the payment of the bursary, students must meet prescribed punctuality and attendance standards as well as receipts as evidence of spending. At the end of each half-term adjustments may be made to allocations on the basis of attendance and punctuality. Students will be informed of any adjustments.

Reference

Full government document [16 to 19 Bursary Fund: Overview - GOV.UK](#)

Checklist: [16-19 Bursary checklist GOV.UK](#)

Appendix 1

Bursary Budget Plan

Please list and cost the items you believe you will need over the whole academic year Aug - July

Item	Cost
Food (>£2.41 per day covered by FSM) •	
Travel (to/from college/college related travel) •	
Educational Materials to support your learning at Ada (eg laptop, headphones, stationary, text book or other relevant books) •	
TOTAL:	

You will need to provide receipts for the purchases when you make them