



Ron Dearing UTC - Bursary Fund Policy For Academic Year 1 September 2024 to 31 August 2025

Key Stage 4 – Subsidised Travel Policy

Travel at Key Stage 4 by East Yorkshire Motor Services

Our students traveling on East Yorkshire Motor Services (EYMS) are able to access cheap weekly or 30-day tickets using the Ron Dearing Mobile Bus App. The phone then acts as a ticket. You can also buy a mobile ticket from the website and send it through to the app; ideal for parents who want to buy tickets for their children, or people who use a desktop computer during the day. Typically, the mobile ticket app ticket cost for Hull £7.80 and for surrounding areas £15.90 per week.

Students must first download the app for free from the [App Store](#) or [Google Play](#) and register with EYMS online using their Ron Dearing email account. When students buy their first tickets they need to then contact EYMS via the Give Feedback button so they can verify the account is a student of the UTC. If students don't do this, they won't be able to use their tickets. Contact should be made a few days before the ticket is used to allow EYMS time to verify the student.

For further information visit <https://www.eyms.co.uk/bus-services/mobile-app>

Hull KAT Card

These are available at a cost of £15.80 for anyone aged 19 and under. They can be used to travel from Hull to Wawne, Cottingham, Willerby, Kirk Ella, Anlaby and Hessle on any Stagecoach or East Yorkshire bus.

For further information please visit [Hull Kat Card | Discounted Bus Pass For Teens In Hull | Stagecoach \(stagecoachbus.com\)](#)

What is the Bursary?

The Key Stage 4 Travel Grant is a discretionary payment to help students eligible for the Free School Meals with travel costs to college. RDUTC uses money received through Pupil Premium to fund the awards. **No other bursary award will be made to Key Stage 4 students.**

Am I Eligible?

Students eligible for the Free School Meals can apply to RDUTC for a contribution towards the costs of return transport from their home to RDUTC. We will only support the cheapest form of return travel to RDUTC.

The award for the school 2204-2025 will be limited to £15.20 per week during term time. A higher amount may be awarded, at the discretion of the Governing Board, in exceptional circumstances when significant travel costs can be proven. Should attendance in the academic year fall below 95%, RDUTC may reduce the amount paid to reflect attendance.

How do I apply?

Applications for free school meals are administered by Hull City Council - <http://www.hull.gov.uk/education-and-schools/schools/free-school-meals> . The bursary application form is at the end of this document, this should be completed and returned within four weeks of becoming eligible for Free School Meals.

Awards are paid into the bank account of the carers at the start of each half term, the first being in early October. Students will be asked to provide evidence of the expenditure, such as a used ticket, from time to time so that the ongoing need for support can be verified.

16-19 Bursary Fund Policy

What is it?

The 16 – 19 Bursary Fund is a grant calculated and paid to RDUTC by the Education and Skills Funding Agency (ESFA). The grant aims to assist vulnerable students and students in need of financial assistance to continue attending school by removing financial barriers to participation. The Bursary Funds available to RDUTC are topped up by contributions received from our Partners who are committed to reducing barriers to access the education we provide.

Students may apply to the Discretionary 16-19 Bursary Fund for financial assistance at the start of the academic year. Students joining **after 1 September should make their application within 4 weeks of joining RDUTC.**

Further information on the 16-19 Bursary Fund can be found at: <https://www.gov.uk/1619-bursary-fund>

Am I Eligible?

Bursaries can only be paid to students that meet the Department for Education's residency qualification.

There are three types of bursary awards available:

1. Vulnerable Student Bursary

A fixed award to students who fall within the following criteria:

- Young people in care
- Young people who have left care (care leaver)
- Student's 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
- Student's 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

For students qualifying for a Vulnerable Student Bursary, RDUTC will receive a fixed award of £1,200 (which will be pro-rated for any students starting later in the course), payable over the duration of the course. RDUTC will agree with the student how the award can be used to support them.

The criteria for the award are set by the Department for Education and must be strictly adhered to. Proof must be provided to the UTC to confirm eligibility for this award.

2. Discretionary Awards

These awards are more flexible and can be awarded to any student deemed eligible by the school. The eligibility for this award is set by each individual school, so neighbouring schools may have slightly different eligibility criteria.

Some awards require the student to be eligible for free school meals (FSM). All Post 16 students who believe they are eligible for FSM need to apply at the start of each academic year, so at the start of both year 12 and year 13. All applications should be made to Hull City Council, including those that have applied to other authorities in the past, (<http://www.hull.gov.uk/education-and-schools/schools/free-school-meals>).

All applicants must provide information on their household income, so that an assessment of need can be undertaken.

What kind of assistance can I apply for?

Travel

The principal assistance provided to students is to cover excessive transport costs to and from RDUTC. We will only support the **cheapest form of return travel to RDUTC by public transport**.

We expect all students or their parents/carers to contribute towards the cost of travel. This is currently **£15.20 per week** (the cost of a Mega Rider Plus in Hull). Travel costs by rail or bus in excess of this can be claimed from the Bursary Fund.

Payments will be made at the start of each half term, the first being in early October.

Students will be asked to provide evidence of the expenditure, such as a used ticket, at the start of each half term so that the ongoing need for support can be verified. Failure to provide this evidence will delay payment of the bursary. Should attendance in the academic year fall below 95%, RDUTC may reduce the amount paid to reflect attendance.

Applications for travel bursaries should be made within 4 weeks of the student's start date at RDUTC.

If bus or rail fares increase during the year, RDUTC will reflect this in the payments made **provided** there is sufficient funds to do so.

Other Support

Students in households where the total income is below **£40,200** including students on Free School Meals, may also apply for additional support in the following areas:

- Books, materials and equipment needed to complete the chosen course
- Emergency accommodation and meals
- Course trips
- Interviews and Open days at Universities (travel costs to and from the university)

Awards are payable to the student and will be settled to their bank account on receipt of evidence of the expenditure incurred.

If students experience exceptional hardship they are encouraged to discuss the circumstance with the Head of Year, so that we can discuss what support might be available.

Prioritisation

At RDUTC priority for discretionary awards is given to support students with transport costs. Once bursaries for transport costs have been allocated, consideration will be given to other applications, providing this is affordable within the financial plan.

Proof of Income

All applications must be accompanied by proof of income, this allows the UTC to conform with the requirements laid out by the Department for Education in providing funds to us.

The application form asks for details of any income earned by the student and up to 2 persons in the household.

To support the application we will ask you to provide as evidence one of the following for each person:

- A P60 for the latest full tax year
- Annual Tax Summary issued by HMRC for last full tax year
- Last three months' wage or salary slips
- Benefit Entitlement Letter
- Copy of a Universal Credit online statement
- SA302 Tax Calculation Form
- Certified accounts, if self-employed.

3. Partners Bursary – Driving Lessons

RDUTC's Sponsors and Partners are committed to supporting the students in being ready for employment.

Year 13 students with 95% or higher attendance in lessons during Year 12 and in Year 13 and who have passed the Driving Theory Test may apply for a Bursary to support the cost of driving lessons.

Students in receipt of a Bursary are eligible for a reduced rate with Elite Driving School, though students are free to use any approved driving instructor.

Bursary payments will not be backdated to lessons taken in Year 12 or prior to passing the Driving Theory Test.

Further details of this scheme will be provided to Year 13 students.

How do I apply?

Applications for free school meals are administered by Hull City Council - <http://www.hull.gov.uk/education-and-schools/schools/free-school-meals> . Please remember that if you believe you are eligible you must apply at the start of each academic year.

The Bursary Application form is at the end of this document.

Requests for a Travel Bursary should be made within 4 weeks of joining RDUTC. Students in receipt of a Travel Bursary in year 12 will need to re-apply in year 13.

Requests for other support should be submitted as the need arises.

How long will it take for my application to be considered?

Applications are considered as soon as possible after receipt, but within a month at the very most. Applications are considered by the Principal and the Business Manager. Any information provided as part of the application process will be confidential and treated with sensitivity. Successful applicants will receive an email to their RDUTC account confirming the amount awarded.

Payment of the award will be determined by RDUTC– this may be to the student, travel company, driving school or other party. The email will inform the student how the bursary will be paid.

If further information is needed to support the application, a letter will be sent requesting this before a decision can be made.

A letter will be sent informing the student if the application is not successful and the reason why, referring to the criteria specified above.

Can I apply more than once?

Travel Bursaries should be made at the start of the academic year. Any other support can be applied for throughout the year

Appeals:

If your application is unsuccessful, you may appeal against the decision by writing to the Chair of Governors. Your letter needs to include what you applied for, the amount you applied for and why you feel the application should have been successful, referring to the criteria within this policy.

August 2024

RDUTC Bursary - Application Form

Please complete all pages of the application form

Name of Student:			
Name of Parent/Carer			
Year Group		Age Please show the student's age on 31 August 2024	
Have you the right of abode and been resident in the UK for the last 3 years?	Yes / No		

PLEASE RETURN THIS FORM TO THE FINANCE OFFICE

Bursary Criteria:

Key Stage 4 – To qualify you must be in Year 10 or Year 11 and attending Ron Dearing UTC. You will be in receipt of FreeSchool Meals, having applied to Hull City Council.

16-19 Bursary Scheme – To qualify you must be aged 16 or over and under 19 on 31 August 2024 and meet the ESFA's (Department for Education) residency criteria.

All bursaries are paid to enable the student to attend RDUTC and will only be paid if the student's attendance and behaviour meet the required standard.

Key Stage 4 – Subsidised Travel

Do you wish to apply for a Key Stage 4 Travel Bursary?

Support is only provided to students eligible for Free School Meals

Yes / No

16-19 Vulnerable Student Bursary

Students wishing to apply for this bursary are encouraged to speak with the Heads of Sixth Form in the first instance. To qualify you must fall into one of the categories below and produce the required evidence.

Are you (student) in receipt of Income Support or Universal Credit?
Evidence required – Income Support or Universal Credit Statement Letter.

Yes / No

Carer leaver or currently looked after in care?
Evidence required – letter from Local Authority

Yes / No

Disabled student in receipt of 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

Yes / No

16-19 Discretionary Bursary

Is the student eligible for Free School Meals?

Note – You may need to apply to <http://www.hull.gov.uk/education-and-schools/schools/free-school-meals> to confirm the students eligibility at the start of each academic year.

Yes / No

The total household income is below £40,200

Yes / No

The total household income exceeds £40,200

Yes / No

16-19 Discretionary Bursary Continued – Evidence of Income			
1. If you are eligible for Free School Meals, no additional evidence is required. We will check your claim against information provided to us by Hull CC about your eligibility.			
2. All other applicants must provide evidence of the household income.			
Person	Name	Annual Income / Benefits	Evidence Provided, e.g. P60
Student			
Parent / Carer 1			
Parent / Carer 2			

Details of Bursary Required		
1 - Travel Bursaries (Key Stage 4 and 16-19)		
Are you applying for support for travel costs?		Yes / No
Method of Travel	Rail / Bus / Other (Please State)	
Where does your journey commence? Add name of town or district		
What is the cost of a weekly season ticket? Please attach a used ticket or similar as proof of the cost.		
Office Use – Other		
Was application approved?	Yes / No	
Amount awarded?	£	
2 - Other 16-19 Discretionary Bursaries		
Are you applying for other financial support? Please provide as much information as possible. We will require receipts.		Yes / No
Books, materials and equipment needed to complete the chosen course?	Yes / No	How much? £
Course trips	Yes / No	How much? £
Travel costs to/from interviews or open days at Universities	Yes / No	How much? £
Students faced with emergency situations		
Please discuss the situation with either the Head of Year or a member of the Pastoral Team, so that we can understand the need; this will allow us to offer the most appropriate support to the student.		
Office Use – Other		
Was application approved?	Yes / No	
Amount awarded?	£	
3 - Partners Bursary – Driving Lessons		
If you require support with Driving Lessons, please request details and an application form from the 6 th Form Office.		

Payment

Please provide your bank account details below. 16-19 Bursary payments must be paid to the student's personal bank account. RDUTC may choose to pay the bursary using travel vouchers or similar method.

Name of Bank	
Name on Bank Account	
Sort Code	
Account Number	

Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I make this claim for a Bursary fully aware that false statements can lead to the refusal or withdrawal of any financial support and may be treated as fraud against Ron Dearing UTC.
- I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I understand that monies I receive will be paid on condition that standards of behaviour and attendance are met; in particular, that attendance falling below 95% may see any travel bursary reduced by the same factor.
- I will notify Ron Dearing UTC of any changes to household income or other factors that may affect eligibility for a bursary.
- I confirm that I have read Ron Dearing UTC's Bursary Fund Policy.

Student Signature

Dated

Parent / Carer Signature (Key Stage 4 Only)

Dated

Office Note –	
You should use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.	
Eligibility – All Bursaries	
<input type="checkbox"/>	<ul style="list-style-type: none">• Student meets the age criteria.• Eligible education provision.• Student meets the residency criteria for post-16 provision.
Bursary for defined vulnerable groups	
<input type="checkbox"/>	<ul style="list-style-type: none">• Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.• Financial needs assessment carried out to confirm actual financial need and amount of support required.• Appropriate evidence seen and copies retained to confirm student's eligibility.• Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.• Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.
Discretionary bursary	
<input type="checkbox"/>	<ul style="list-style-type: none">• Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.• Evidence of income and overall eligibility obtained, and copies retained.• Assessment of student's actual financial needs carried out. Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.• Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.• Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.