



## 16-19 Bursary Fund Policy 2015-16

### The purpose of the fund

The fund is made available from the Government through its funding body - Young People's Learning Agency (YPLA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The new 16-18 year old bursary scheme has been put in place as a partial replacement for Education Maintenance Allowance.

### Who is eligible to apply for 16-19 bursary funding

There are three categories for funding. Some students are entitled to the funding (Category A), some are eligible (category B) and for some it may be possible (category C).

The money can only be allocated to students on an individual basis against the criteria set out below. All students aged 16 but under 19 on the 31.8.13 are eligible to apply if they feel they meet the criteria.

The criteria for each category is as follows

This policy was written jointly by staff from The Friary School, King Edward V1 and Nether Stowe School.

## **Category A**

Students aged under 19 at the start of their course and who fall into one of the following categories:

young people who are looked after (in care); care leavers; young people in receipt of income support (or Universal Credit) in their own name; and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Students will be able to apply for a full bursary of £1200

Documentary evidence is required in the form of written confirmation from the appropriate authority:

- a letter setting out the benefit to which the young person is entitled, ideally confirming that the terms of their benefit entitlement allow them to participate in further education or training (students should be aware that there are circumstances in which a young person on benefit is prohibited from participating and the authorising letter should confirm that this is not the case)
- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services

## **Category B**

Students who have a gross annual household income of below £16,190.

This is the same eligibility criteria for free school meals i.e. parents in receipt of income support, job seekers allowance, child tax credit. Working tax credit does not apply.

Documentary evidence will be required and the bursary will pay a contribution towards the costs of transport, books, equipment and other eligible costs.

## Category C

Students who have a gross annual household income of less than £23,000.

Documentary evidence may be required and the bursary will pay a contribution towards the costs, of which are at the discretion of the Head and Deputy Head of Sixth Form. Examples may include transport, books, equipment etc.

Proof of income will be required to determine the category as to which you are eligible for.

### Examples of what the Bursary can be paid for.

| Eligible Costs   | Award category B                          | Award category C                       | Paid by   |
|--|---|--|---|
| <b>Travel</b> for students at least 3 miles from the school and not in receipt of free transport from the LA         | A maximum award of £2 per day             | Maximum of £5 per week                 | BACS, half termly<br>Receipts to be produced  |
| <b>CRB check</b><br>For Health and Social Care, Child Care and CACHE courses only                                    | One-off award of £30 towards cost         | One-off award of £30 towards cost      | Cheque payable to school department   |
| <b>Equipment/Materials/Uniform/books</b><br>Support for specialist compulsory equipment/uniform or books as required | 50% of cost up to a maximum award of £100 | 25% of the cost up to a maximum of £50 | By BACS payable to student or payment to department<br><br>If a student is purchasing the books or equipment they will need authorisation from the Deputy Head of Sixth form beforehand |
| <b>Compulsory Educational Visits</b> (not payable for university visits)   | 50% up to a maximum award of £100         | Not available                          | Cheque payable to school department   |

|                         |                          |               |                                     |
|-------------------------|--------------------------|---------------|-------------------------------------|
| <b>Exam Re-sit Fees</b> | Award of £10 per subject | Not available | Payment direct to school department |
|-------------------------|--------------------------|---------------|-------------------------------------|

### **How to apply?**

Applications will be accepted any time during the academic year but may be paid pro rata to the start date.

### **Administration**

Payment for the full Bursary (Category A) will be made by BACs into the students bank account in three instalments; November, January and April.

Payment for Category B and C will be discussed and arranged on an individual basis. "Payment in kind" may be considered appropriate, e.g. for books, course materials and travel passes.

Books and equipment will remain the property of the school.

50% of the fund will be available for distribution in the autumn term and 25% in each subsequent term.

5% of the Bursary Fund will be retained to assist with administration costs.

The school will not spend over and above the amount of the allocated bursary fund.

Application should be made to the Deputy Head of Sixth Form.

Applicants should note that a bursary can be withheld or withdrawn if attendance and targets are not maintained.

### **Monitoring and Evaluation**

The Head of Sixth Form will be responsible for ensuring students meet the requirements for payment.

The Head of Sixth Form will be responsible for maintaining records in accordance with the requirements of the YPLA.

The Head of Sixth Form will be responsible for reporting to the YPLA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Governing Body in collaboration with other schools.

**July 2015**

**Approved by Governors: 5<sup>th</sup> October 2015**

## **Appeals procedure**

Applicants should be aware that funding available for category B and C is limited. The school will consider all applications received but reserve the right to award funding if it sees appropriate.

In the first instance queries and concerns should be addressed to the Head of Sixth Form.

The Governors Appeals Committee will receive and determine upon any appeals where funding is refused. Appeals should be addressed to the Clerk of the Governors at the school.