

# 16-19 Bursary Policy

## Equalities Statement

Over recent years, schools and academies have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of the work is in response to new legislation that places an increased duty on schools, academies and other settings to tackle radicalisation and to establish a positive ethos of British Values. Legislation requires schools and academies both to eliminate direct or indirect discrimination, victimisation or harassment and to promote equalities for students, staff and others who use their facilities.

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors.

### Document Management

Date Approved:	24 June 2019
Next review date:	25 June 2020
Approved by:	Audit and Risk Committee
Responsible for:	Head of Finance

## **Introduction**

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education or training. Funding is received from the Education and Skills Funding Agency (ESFA). 5% of the grant allocated is retained to cover administrative costs.

There are two types of bursary available:

### Vulnerable Bursary

A vulnerable bursary is available to the most vulnerable groups and is a guaranteed amount of £1,200 per annum.

### Discretionary Bursary

A discretionary bursary is available to qualifying students who do not meet the criteria of the vulnerable bursary. The amount awarded will be variable and is given to meet individual needs such as the costs of transport, meals, books and equipment.

## **Eligibility**

To be eligible for either type of bursary, the student must:

- Be aged over 16 and under 19 at 31<sup>st</sup> August 2019 for the 2019/20 academic year
- Be aged 19 or over and have an Education, Health and Care Plan (EHCP)
- Meet the residency criteria in the current version of the ESFA document 'Funding Guidance for Young People 2019-2020, Funding Regulations'  
(<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>)

### **Additional Eligibility – Vulnerable Bursary**

In addition to the general eligibility above, a student must fall into one or more of the following categories to qualify for a vulnerable bursary:

- Be in care, or a care leaver
- Be in receipt of income support, or universal credit in place of income support, in their own right
- Be in receipt of employment and support allowance or universal credit, AND disability living allowance or personal independence payments, in their own right

### **Additional Eligibility – Discretionary Bursary**

In addition to the general eligibility above, a student must satisfy one or more of the following criteria to be considered for a discretionary bursary:

- Have been in receipt of free school meals in Year 11

- Have parents in receipt of pension credit or income support, income based job seekers allowance, child tax credit or employment support allowance
- Have a household income below £20,000 per annum

Students who do not satisfy these criteria but who are able to demonstrate significant financial hardship arising for a specific reason not covered above may be awarded a bursary on a case-by-case basis.

The amount of discretionary bursary awarded will be based on individual need and will depend on funds available. A discretionary bursary is not guaranteed to be awarded even if all eligibility criteria are met.

## **Evidence**

All applications to access the 16-19 bursary must be supported by appropriate evidence. Examples of acceptable evidence are:

- Written confirmation from the local authority of current/previous looked-after status
- Written confirmation of benefit award/tax credit notice, in the name of the student (vulnerable or discretionary) or parent (discretionary)
- P60 End of Year certificate or self-assessment equivalent for adults in the household
- Previous 3 months' payslips of adults in the household

## **Application**

Applications must be made on the correct form (appendix 1). Applications should be submitted within six weeks of the start of term. Whilst year-round applications will be accepted, it should be understood that funds may have been fully allocated before late applications are received and as such late applications may not receive an award. A proportion of the allocation may be withheld for students who join or transfer in-year, who legitimately could not apply at the start of term.

Applications will be reviewed by the post-16 team and a decision will be notified within two weeks of receipt.

## **Payments**

Payments will be made by bank transfer into a bank account held in the name of the student, or will be made in-kind by the direct provision or supply of goods or services. Cash payments will not be made.

The amount and frequency of payment will be determined by the award given and will vary according to the agreed need. Where a general award is made, regular payments will be paid into bank accounts on a weekly, monthly or termly basis provided the conditions of payment are met.

Where specific needs are identified, payments will be reimbursed on an ad-hoc basis when supported by evidence such as receipts, if the school is not able to purchase the required goods or services directly.

Where a student leaves a programme of study prior to completion, payments will be pro-rata to the date of leaving.

Examples of appropriate discretionary bursary use are as follows:

- Books/equipment required for the programme of study
- Transport (to enable school attendance)
- Meals
- Educational trips
- University open days and interview costs

This list is not exhaustive however any expenditure must be connected to the student's education. Expenditure must be pre-approved by the school or may not be reimbursed.

The bursary fund may NOT be used for any of the following:

- Gifts cards/vouchers
- Attendance rewards
- Goods and services benefitting the whole student body including those not qualifying for a bursary award
- Blanket cash payments not linked to individual need

Further information on use of the grant can be found here:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>

## **Conditions**

Students in receipt of a bursary award must adhere to the terms and conditions set out in the Student Agreement (appendix 2). Students in breach of this agreement, for example not meeting the minimum expected standards of behaviour or attendance, may have their bursary award reduced or withdrawn. Such a decision will be confirmed to the student in writing.

## **Appeals**

Students have the right to appeal a decision to either refuse the award of a bursary or to reduce or revoke an award previously granted.

All appeals should be made in line with the school's complaints procedure.