

## GUILSBOROUGH ACADEMY

### 16-19 Bursary Policy

Policy Name	16-19 Bursary
Committee	Finance and Staffing
Owner	Heads and Finance Director
Statutory	No

Date Ratified	Review Date
24 <sup>th</sup> September 2018	September 2019

### Statement

The purpose of this policy, in accordance with in the guidelines set down by the EFA (Education Funding Agency), is to:

1. Ensure that the funds received annually from the EFA are targeted towards students identified as facing the greatest need to ensure that they are supported through their education
2. Ensure financial sustainability through the flexible development of EFA funds received, thereby preventing an overspend in any annual cycle of funding
3. Ensure that any personal financial details remain secure and confidential
4. Set relevant controls to minimize the risk of fraudulent claims

### EFA Bursary Fund Allocations

The EFA has advised the School of its allocation of bursary funds for the 2018/2019 academic year. This figure was calculated based on the number of students in 2017/2018 who were eligible within the last academic year.

### General Basic Eligibility Criteria (as set out by the EFA)

To receive either the Vulnerable or Discretionary 16-19 Bursary a student must be:

- Aged 16 or over 16
- Aged under 19 at the 31 August before the academic year in question (if a student turns 19 during their programme of study, they can continue to get a bursary to the end of the academic year in which they turn 19 or the programme of study ends).

Students who are not able to receive a bursary will be because:

- Aged under 16
- Aged under 19 studying higher education qualifications
- Aged 19 and over at 31 August in the year they start their study programme unless they have a Education, Health and Care Plan (EHCP).
- Students on apprenticeships

Bursaries are only payable subject to certain conditions in the Sixth Form Student Contract relating to attendance, behaviour and effort being maintained. The Academy has the right to withdraw or withhold payments if these standards are not being met, are absent for a continued period of time or if students withdraw from courses.

## **Vulnerable Bursary**

The most vulnerable students, as defined in the EFA Guidance Document, are to receive a Vulnerable Bursary of up to £1,200 per year. This is payable each academic year the students is in education or training as long as they meet the criteria below: The student is:

- In Care
- A Care Leavers
- Getting Income support or Universal Credit in place of Income support in their own right.
- Getting Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in their own right

The Academy can pay a student more than £1,200 if they need extra help to remain in education which will be paid from the Discretionary bursary.

If a student is defined as Vulnerable but do not need a bursary as their financial needs are already met such as:

- Where a student is attending specialist residential provision where all costs are covered
- Where a students is taking a distance learning course and there are no barriers to participation, such as transport or meal costs
- Where a student is in local authority care and their costs are covered.

Then they may still claim from a Vulnerable bursary but the Academy can decide whether to award a reduced bursary are not a bursary at all.

**Evidence Required:** Written confirmation of a young person's current or previous looked after status from the local authority (letter or an email). A letter from the DWP saying which benefits the young person is entitled to which also confirms they can be in further education or training.

## **Discretionary Bursary Fund**

Students may wish to apply for a discretionary Bursary for specific individual circumstances and are targeted at those to overcome individual barriers they may have in regards to their education and as an Academy we can award whatever we deem necessary for the students to overcome these barriers.

The types of students the discretionary bursary will be targeted at are those who would not be able to stay in education without financial help. This bursary can be used to give students financial help for things like: Books, transport and equipment.

All students will be assessed on their individual circumstances and actual financial need. In addition, the panel will look at the student's wider family circumstance (such as a single parent family, carer responsibilities), courses with higher equipment costs, free school meals. Students can also apply more than once if their circumstances change and if this happens they will be reassessed including a one to one interview to determine any exceptional circumstances that need to be taken into account.

A blanket or flat rate payment will not be made to all students who apply and this is the responsibility of the institution to ensure this does not happen.

### **Discretionary Bursary Individual Payments**

In addition, students may experience exceptional circumstances during the academic year which may impact upon their ability to participate. In the case of this happening students can apply for individual payments that can be used to pay for:

- Books / equipment / materials (such as laptops)
- Examination re-sit fees
- UCAS application fees / travel to open days
- Educational visits / field trips which are course related
- Criminal Record Bureau (CRB) checks
- Sports activities (where these contribute directly to a course)

The funds, however, for this may be extremely limited and each application will be assessed separately according to individual need. Goods and services will be purchased by the School on behalf of the student and students will not receive a lump sum if applying for an individual discretionary payment. Goods are also the property of the Academy and the Academy has a right to take IT equipment back once the student has finished their studies.

There is no upper limit for discretionary bursaries and institutions can award £1,200 or more as long as they remain within their overall budget.

**Evidence Required:** Proof of income, in original documentary form, such as P60, Self Employed Income Notification, Receipt of Benefit Notification and / or Free School Meal Notification will be required. Evidence to support the amounts being claimed should also be made available such as a bus ticket price list, costings for equipment etc.

### **Payments for Vulnerable and Discretionary Bursaries**

A Remissions Panel, made up of a member of Senior Management Team, Head of Sixth form, Parent Governor and the Sixth Form Learning Advisor will sit at the beginning of October, January and March. Applications must be received by the 10<sup>th</sup> of the month in question and if approved payment will be received during the term in question, subject to the conditions in the Sixth Form Agreement (attendance, behaviour and effort) being maintained.

In regards to the Vulnerable bursary any student who is assessed eligible by the academy they will then make the relevant application to the SBSS and therefore, payment made be made later than the discretionary payments.

Students will require their own bank account to receive the cheque or bacs payment. However, where ever possible the Academy has the right to pay in kind for buses passes etc.

## **Evidence**

Recent and original documentation to support status, requirements or household income is required to be submitted together with the completed application form to Mrs Ponting, Sixth Form Learning Supervisor who can be contact via this email address [sixthformbursary@guilsborough.northants.sch.uk](mailto:sixthformbursary@guilsborough.northants.sch.uk)

## **Application Process**

Bursary Scheme applications are to be made to Mrs Ponting by the end of September 2018, along with the required evidence. The School will then process the application by mid-October 2018 and will advise students/parents, in writing, of the outcome.

## **Security of Personal Information**

All applications will be made through the Finance Office. All personal information and evidence submitted in support of the application will be stored securely and will remain strictly confidential.

## **Appeals**

Students have the right to appeal against a decision that the School has made, if they believe it to be unfair and can provide evidence to support this. In the first instance, appeals should be made, in writing, to Sixth Form Learning Advisor and the Head of Sixth form who will review the evidence with them. If the matter remains unresolved, the student will be asked to attend a meeting with the School Business Director or a member of the schools senior leadership team. They may bring a family member or friend with them to these meetings to support them through this process. The outcome of the appeal will be communicated to the student/parent in writing.

## **Fraud**

Parents / carers, together with the student, are required to sign the application form to confirm that the details given are correct and that they will notify the School of any change in circumstances. Parents and students are made aware, that in signing the application form, they understand that monies may be reclaimed and eligibility withdrawn should they knowingly provide information which is discovered to be false.