

## BURSARY POLICY

Key Manager	<b>Vice Principal – Culture &amp; Welfare</b>
Ratified by LGB	<b>Autumn Term 2019</b>
Review Dates:	<b>Autumn Term 2021</b>
Location of Policy:	P:Drive: Policy Documents
Access to Policy:	<b>Open</b>
Policy Context:	<b>This Policy applies to all staff and students of the Academy and to those others offered access to such Academy resources.</b>

### Version Control

<b>Version Number</b>	<b>Revision Date</b>	<b>Author</b>	<b>Sections Affected</b>	<b>Changes</b>
0.1		Lee Towers		New Policy

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## **1. Aims**

Our school aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents and students the type of support which is available and the means of applying for it

## **2. Guidance**

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund for the 2019 to 2020 academic year](#).

This policy complies with our funding agreement and articles of association.

## **3. Definitions**

- 'In care' is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'
- 'Care leaver' is defined as:
  - a. A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16, **or**
  - b. A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16)

## **4. Roles and responsibilities**

### **4.1 The Local Advisory Board**

The board has overall responsibility for approving the 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the headteacher.

The board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the 16 to 19 bursary fund policy has been delegated to the principal

In our school, monitoring the implementation of this policy has been delegated to the governor responsible for Culture and Welfare.

### **4.2 The principal**

The principal is responsible for ensuring staff are familiar with the 16 to 19 bursary fund policy, and that it is being applied consistently.

### **4.3 Staff**

Our staff are responsible for implementing the 16 to 19 bursary fund policy consistently. The senior leadership team will provide the appropriate staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents / Carers**

Parents / Carers are expected to notify staff or the principal of any concerns or queries regarding the 16 to 19 bursary fund policy.

## **5. How we use the bursary fund**

- Support is available to eligible students from the 16 to 19 bursary funds. See section 6 below for details of our eligibility criteria.
- The fund is intended to support students aged 16 to 19 in overcoming specific barriers to participation so they can remain in education.

We use the fund to provide students with support to fund:

- a. Transport
- b. Books
- c. Equipment
- d. Field trips and other course-related costs
- e. The costs of attending university interviews and open days

## **6. Eligibility criteria**

### **6.1 Age**

To be eligible a student must be aged 16 or over but under 19 on 31 August 2019

Students 19 or over must either:

- a. Be continuing on a study programme they began aged 16 to 18, or
- b. Have an Education, Health and Care Plan (EHCP)

### **6.2 Eligible education provision**

Students must be participating in provision that is subject to inspection by a public body that assure quality (e.g. Ofsted). The provision must also be either:

- Funded directly by ESFA or by ESFA via a local authority
- Funded or co-financed by the European Social Fund
- Publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19
- In a 16 to 19 traineeship programme
- Non-employed and participating in a Prince's Trust Team Programme

Students are not eligible if:

- They are on an apprenticeship programme
- Are on any waged training

Students who are studying via distance learning may need infrequent financial

help (e.g. travel to exams), if this is the case we will provide support in-kind (e.g. a travel pass)

### 6.3 Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

### 6.4 Asylum seekers

Those under 18 with an adult relative or partner and those aged 18 and above:

- Are entitled to education
- Are not entitled to public funds
- Can apply to the Home Office for suitable housing and cash for essentials

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied children:

- Are the responsibility of the local authority
- Are to be treated as 'looked after' children
- Are eligible for a bursary for vulnerable groups

When these students reach 18 we will consider their immigration status. They will still be eligible for a bursary if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

### 6.5 Bursaries for young people in defined vulnerable groups

Students who meet one of the four criteria below (a-d) may be eligible to receive a bursary of £1,200 a year. It is the responsibility of the student to provide the leader in charge of Sixth Form with evidence that they fall into one of the designated categories:

- a. in care (those who are privately fostered are **not** classed as looked after)
- b. care leavers
- c. 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
- d. 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

We will look at individual cases for these students, based on needs.

We will obtain the following **proof of eligibility** for vulnerable groups:

- 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. The evidence could be a letter or an email but must be clearly from the local authority
- For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit 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. The evidence must not state any conditions that prevent them from participating in further education or training

- For students in receipt of Universal Credit (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

### **6.6 Discretionary bursaries**

A discretionary bursary can be paid to students to help them overcome barriers to participation they face, for example help with transport, meals and equipment. Students not eligible for free school meals but from low income households also apply for the bursary; they must provide evidence of income/benefits.

A small amount of money will be available to help students who encounter serious financial problems in the course of their studies. This will be especially relevant if financial concerns may prevent a student from completing the course. Students can apply at any point during the course. The leader in charge of Sixth Form may ask for documentary evidence of hardship such as P60 Forms.

To assess household income, we will ask to see:

- Proof of benefits letters
- Tax credit award notifications
- P60s
- Pay slips
- Bank statements covering a certain period (e.g. the last 3 months)
- Universal Credit award notices (e.g. the most recent 3)

### **7. Appeals**

Payment decisions will, in the first instance be made by the leader in charge of Sixth Form. If a student wishes to challenge the decision of the leader in charge of Sixth Form, they should do so, in writing to the Vice Principal – Culture and Welfare within ten working days of the original decision.

### **8. Conditions for the receipt of bursary payments**

You are expected to:

- A good level of attendance
- Be punctual to all lessons and register your attendance
- Get permission in advance for time you need to take off

The school is expected to:

- Monitor your attendance and any absence
- Let you know by letter or email if your payment has been stopped and why

- Respond to any queries that you may have about the discretionary bursaries 'yes/no' decision

Getting permission for absence (negotiated/authorised absence) appropriate written evidence should be provided

It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. If the school agrees in advance of the absence, then your discretionary bursaries payment will not be affected.

The following list gives examples of some of the occasions when permission may be granted on a limited basis providing we receive notification in advance:

- Dentist, Doctor and Hospital appointments
- Driving Test
- Attendance at a close family funeral
- Religious holiday (no more than 4 days per academic year) at the discretion of the school
- Visit to university either to attend an open day or for interview; or career related interview (a maximum of four in one academic year).
- Participating in a significant extra-curricular activity, when representing the school Attendance at probation meeting or court hearing

Please remember that you need to sign "in/out" with the Attendance Officer when leaving or returning from an appointment. Failure to do so will result in the loss of your discretionary bursaries payment.

The following reasons for absence would not be acceptable:

- Driving Theory Test
- Opticians appointment
- Holidays taken during the school term
- Part- or full-time work which is not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings or looking after other family members
- Driving lessons
- Missing the bus
- Waking up late

Where an absence genuinely could not be foreseen, you should nevertheless inform the Attendance Officer as soon as possible on the day in question. Where you fail to do this, the absence will be treated as unauthorised and this could impact on your discretionary bursary applications. If you are unsure about whether an absence will be authorised, please check with the Attendance Officer or the leader in charge of the Sixth Form. The school's decision is final in relation to authorising absence.

## **9. Monitoring arrangements**

This policy will be reviewed annually by the Vice Principal – Culture and Welfare. After every review, the policy will then be approved by the Local Advisory Board before being published on the school website.