

16-19 BURSARY POLICY



# HAYDON SCHOOL

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## **16-19 BURSARY POLICY 2011**

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## 1. Introduction

The 16-19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training. The Young People's Learning Agency (YPLA) sets the allocation for each academic year based upon numbers of students who received the maximum weekly rate of Education Maintenance Allowance (EMA). This allows the school to pay:

- Bursaries of £1200 to all young people in the nominated vulnerable groups detailed in section 2.2
- Discretionary bursaries to young people in the sixth form facing financial barriers to participation, such as the costs of transport, books and equipment.

5% of the allocated fund will be used towards the administration of the bursaries in accordance with the YPLA 16-19 Bursary Fund Guidance (June 2011).

## 2. Eligibility

2.1 To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19.

2.2 The most vulnerable young people will be eligible for a bursary of £1200. This bursary will usually be divided into three payments of £400 and paid at the start of each term, unless there are exceptional circumstances warranting a lump sum payment. This group covers young people who are looked after, care leavers, those in receipt of income support and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance. Evidence will be required in the form of:

- a letter setting out the benefit to which the young person is entitled;
- 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.

2.3 The school is free to determine which students should be eligible to receive a bursary and how much they should receive. Internal Assessment Panels will sit in October, January and April. Payments may be limited by the level of demand for bursary support.

2.4 A student's household income will usually be assessed as evidenced by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 form or certified accounts if self-employed. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

2.5 Receipt of a bursary should be conditional on the student meeting agreed standards set out in Appendix 1.

2.6 There will be four categories of bursary payment:

1. Vulnerable young person, £1200 per year (£400 per term)
2. Discretionary bursary category A, £400-£800 per year (divided into 3 termly payments). Those in receipt of free school meals or means-tested benefits

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3. Discretionary bursary category B
    - £100-£300 per year (divided into 3 termly payments)
    - Those with an identifiable financial need who do not fall into the above categories
  4. In-kind bursary payment for students with an identifiable financial need to finance education related costs (for example materials, CRB checks for students on care courses, course-related trips, UCAS fee/travel to open days, exam re-sit fees).
- 2.7 Students who fail to meet the agreed standards in Appendix 1 will not be entitled to the second/third payment.

**3. Transitional arrangements from EMA (2011-12)**

- 3.1 Those students who successfully applied for the maximum weekly EMA payment of £30 in 2010/11 will be eligible for £20 for each week they are in education or training, until the end of the 2011/12 academic year. Students must bring their 2011/12 Notice of Entitlement letters to their Assistant Head of Year at the start of term for the 2011/12 academic year.
- 3.2 The Assistant Head of Year will confirm eligibility and register the student on the EMA system in a similar way to previous years. They should then monitor attendance and authorise payment on weekly basis as before.
- 3.2 Those students who successfully applied for £10 or £20 weekly EMA payments in the 2010/11 academic year will have been contacted to inform them that they will not be eligible to receive transitional payments in the 2011/12 academic year. These students may apply for support from the 16-19 Bursary Fund.

**4. Administration**

For audit purposes, hard copies of all documentation for the Bursary Fund should be kept for a period of 6 years. This documentation must include evidence of the application process, documents relating to how the learner was assessed and the funds issued.

**5. Applications and payment process**

- 5.1 Students should apply for a bursary by 7 October. Students must apply for funds for specific educational purposes. All applications must be submitted to the Deputy Head in charge of the Sixth Form using the form in Appendix 2.
- 5.2 The Assessment panel will assess each claim and authorise payments. The Assessment Panel will meet to make decisions on applications. Payment decisions must be recorded for audit purposes along with records of applications and evidence. The assessment panels will consist of Head of Year, Deputy Head in charge of Sixth Form and the Student Officer.
- 5.3 In-year applications may be made by 12 December and 26 March and Assessment panels will meet in January and April to assess these applications.
- 5.4 Payments from the Bursary Fund in the case of emergencies can be authorised by the Headteacher.

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- 5.5 Students will be informed in writing of the decisions of the Assessment Panel within one week of the Assessment Panel's meeting. Appeals over decisions made must be made in writing to the Headteacher. An appeals panel consisting of three Governors will meet to hear all appeals.
- 5.6 Bursary payments can be made by cheque or by BACS. Where bursary payments are to be made to a bank account, they should only be made to the student's bank account.
- 5.7 Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account. Payments may be made to a joint account, as long as the student is one of the account holders.  
If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACS.
- 5.8 Bursaries may also be paid 'in kind'. Such items will be provided to the named individual. In the case of books or equipment they must be returned at the end of the course.
- 5.9 In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

**Document History**

<b>Date</b>	<b>Issue</b>	<b>Status</b>	<b>Comments</b>
September 2011	1	New policy	To FGB 19.09.11 - Approved

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## **Appendix 1**

### **16-19 Bursary**

#### **Eligibility criteria**

In addition to an assessment of financial situation, the Assessment Panel will use the following criteria to assess your eligibility for support under the 16-19 Bursary Scheme:

1. 95% attendance at all timetabled lessons/registrations
2. Adherence to the Sixth Form Behaviour Policy
3. Exemplary conduct towards staff and all members of the school community. Any detentions/exclusions regarding behaviour will lead to a refusal for bursary support
4. Excellent punctuality (no more than 6 lates per term)
5. No more than five detentions issued for inadequate class work, homework and coursework per term

Before a payment is made you must submit a photocopy of one of the following to your year office/finance office:

1. Birth certificate
2. Photo page of passport
3. Residency documentation for non-British citizens

**Appendix 2**

**Haydon School Application for Financial Support from the 16-19 Bursary Fund 2011-12**

**Deadline**

Applications must be received by **7 October 2011**. Those received after that date will be considered in date order and subject to available funds.

**The Data Protection Act**

Information provided on this form will be treated in confidence. However, the School is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for that purpose.

**PERSONAL DETAILS**

Forename(s).....Surname.....

Form Group: .....

Date of Birth:.....Age on 31/8/2011:.....

Address	From	To
		present

Telephone.....

Courses you are studying (specify subjects and qualifications

Qualification (eg A Level /BTEC National/GCSE)	Subject

**Please state name and address of parents:**

**Father**

**Mother**

Name.....

Name.....

Address	Address

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If only one parent's details are stated please explain why (e.g. parents separated / parent deceased )

.....  
.....

If you do not live with your parent(s) please explain your circumstances:.....

.....  
.....

Please answer the following questions

- 1. Were you in receipt of EMA last academic year? Y/N
- 2. If Y state weekly amount £.....
- 3. Are you in receipt of EMA this year? Y/N
- 4. Were you in receipt of free school meals last academic year? Y/N
- 5. Are you in receipt of free school meals this academic year? Y/N
- 6. Are you a looked after young person (please attach a letter from your local authority confirming your status) Y/N
- 7. Are you a care leaver (please attach a letter from your local authority confirming your status) Y/N
- 8. Are you in receipt of income support (please attach evidence) Y/N
- 9. A disabled person in receipt of both Employment Support Allowance and Disability Living Allowance (please attach evidence) Y/N

**Parental Statement of Income and Allowances**

- **If the household income includes means-tested state benefits (e.g. Tax credits, income support, Housing/Council tax benefits ) there is no need to complete this statement. Just attach a copy of a recent official statement or letter confirming your benefits. If you do not receive any benefits complete the statement below.**
- Please complete the statement showing your current income on a weekly or monthly basis (as is appropriate for you).
- You must provide proof of your figures. The second column lists a typical proof you can provide.
- Please provide photocopies of proofs not original documents.
- The amounts you declare must be gross of tax.
- You must declare all of your income; if you have income the type of which is not listed please record under 'Other' and continue on a separate piece of paper if needed.

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<b>I n c o m e</b>	<b>Proof of Income</b>	<b>Father £</b>	<b>Mother £</b>
<b>As an employee</b>	Last payslip		
<b>Self Employment</b>	Last tax assessment		
<b>Directorships</b>	Last tax assessment		
<b>Bank account Interest</b>	Recent statement		
<b>Building Society Interest</b>	Recent statement		
<b>Dividends from Shares</b>	Accountants letter		
<b>State Benefits</b>			
<i>Income Support</i>	Recent DSS / Job Centre + letter / benefits book / tax credit statement		
<i>Jobseekers Allowance</i>			
<i>Working /Child tax Credit</i>			
<i>Other.....</i>			
<b>Maintenance Payments</b>	Court/CSA Order		
<b>Pensions</b>	Proof of Payment		
<b>Income from Property</b>	Last Tax assessment		
Other Income			

Do you have any other Dependent Children? ( ) Yes ( ) No If Yes please indicate below.

<b>Name</b>	<b>Age (on 31/08/2011)</b>	<b>School/College (if applicable)</b>

I / we hereby declare that the above statement is to the best of my/our knowledge and belief correct in every respect and I / we undertake to inform the School in writing of any alterations in the particulars given.

Signed.....Father/Mother      Date.....

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**Bursary Fund**

It is expected that the Bursary will provide such financial support as to contribute towards the costs of your education. However, expensive one-off items – for example, a field trip or buying a bundle of equipment at the start of your course – are often difficult to fund.

Bursaries are available to help with the cost of a variety of course related expenses. These include:

books, equipment, field trips, exam fees (when not paid for by school), visits to universities etc.

Please state below the course expenses you would like help with.

<i>Items / activity</i>	<i>Cost (£)</i>
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	

**IMPORTANT - RETURNING THE FORM – CHECKLIST**

- **Make sure form is signed by you and, if you are under 18, your parent.**
- **Make sure you have answered all questions clearly**
- **Make sure 'Parental Statement of Income and Allowances' signed by a parent. Ensure proof of income and expenses figures are enclosed.**
- **Include with your application a copy of your UK birth certificate or UK passport or (if you were not born in the UK) a copy of your immigration visa**

**WHAT HAPPENS NEXT? We will contact you by letter as soon as we can.**

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**ACCESS and OPPORTUNITIES POLICY**

Haydon School seeks to provide access and opportunities for all. It operates a policy the aim of which is to ensure that unfair discrimination does not take place in the provision of Bursary Funds. To help the school monitor the effectiveness of the policy you are asked to provide the information requested below. This information is confidential and does not form part of your application and will not be taken into consideration when considering your application.

<b>ETHNIC GROUP</b>		
Please tick the relevant box		✓
<b>WHITE</b>	British	
	English	
	Welsh	
	Scottish	
	Irish	
	Other White background	
<b>MIXED</b>	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed background	
<b>ASIAN or ASIAN BRITISH</b>	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian background	
<b>BLACK or BLACK BRITISH</b>	Caribbean	
	African	
	Other Black background	
<b>CHINESE</b>	Chinese	
<b>OTHER ETHNIC GROUP</b>		
<b>NOT STATED</b>		

In addition to an assessment of financial situation, the Assessment Panel will use the following criteria to assess your eligibility for support under the 16-19 Bursary Scheme:

6. 95% attendance at all timetabled lessons/registrations
7. Adherence to the Sixth Form Behaviour Policy
8. Exemplary conduct towards staff and all members of the school community. Any detentions/exclusions regarding behaviour will lead to a refusal for bursary support
9. Excellent punctuality (no more than 6 lates per term)
10. No more than five detentions issued for inadequate class work, homework and coursework per term

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**DECLARATION**

**All applicants must sign the declaration. Where the applicant is under 18 the form must also be signed by parent / guardian.**

I believe all the information given in this form is accurate and correct. I will inform the school in writing of any change or alteration to the information given. I understand that if there is any change to my financial circumstances my eligibility to financial support will be reviewed.

I undertake to attend regularly and complete my course. If my attendance or work rate falls below the expected standard or if I withdraw from the course I understand I may no longer be entitled to any assistance. Furthermore, I understand I may be asked to repay an appropriate sum of grant already given.

If financial assistance is paid to me or on my behalf and is, for whatever reason, more than I am entitled to, I will pay back the balance.

**Signed..... Date .....**

**Where applicant is under 18 parent / guardian must also sign**

**Signed (parent/guardian)..... Date .....**