

16-19 BURSARY POLICY



HAYDON SCHOOL

**16-19 BURSARY POLICY  
2019**

**(A bursary to support post 16 education.)**

## 16-19 BURSARY POLICY

**1. Introduction**

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

**2. Eligibility**

2.1 There are 2 types of 16 to 19 bursaries:

- a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

Institutions are responsible for managing both types of bursary.

2.2 Eligibility

**Age**

- A student must be aged 16 or over but under 19 at 31 August 2019 to be eligible for help from the bursary fund in the 2019 to 2020 academic year.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).
- These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.
- Students aged 19 or over are not eligible for bursaries for vulnerable groups. Institutions should generally only pay bursaries to students aged 16 or over. However, in exceptional circumstances institutions may use their discretion to pay bursaries to younger students, for example, where a student is following an accelerated study programme.

**Eligible education provision**

Students must be participating in provision that is subject to inspection by a public body that assures quality (for example 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
- otherwise 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
- a 16 to 19 traineeship programme

**Residency**

Students must meet the residency criteria in ESFA funding regulations for post-16 provision.

2.3 The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more. Students on study programmes of less than 30 weeks should be paid a pro-rata amount.

**The defined vulnerable groups are students who are:**

- in care
- care leavers

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- 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
- 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. A student must be receiving UC because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner.

Haydon School may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. Haydon School can refuse a student's application on this basis. Similarly, students should only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

Equally, Haydon School can pay a bursary to a vulnerable group student of more than £1,200 if they assess they need extra help to remain in education. Any payments over £1,200 must be paid from their discretionary bursary allocation or from their own funds.

Students who meet the criteria and who are on study programmes lasting for less than 30 weeks should be given a bursary on a pro-rata basis.

Note- there is a possibility of no award or a limited award to students. This ensures all parties understand that meeting the criteria for a bursary for vulnerable groups does not automatically mean funding will be given.

### **Evidence of eligibility**

Institutions must obtain proof that students are eligible for a bursary for vulnerable groups. Institutions should ask for evidence from each student and retain copies for audit purposes. For example:

- 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 - this is the local authority that looks after them or provides their leaving care services. 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, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- for students receiving UC/ESA 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

2.4 The school is free to determine which students should be eligible to receive a bursary and how much they should receive. If more students apply than there are bursary funds available, the allocated payments listed in 2.7 below may be adjusted. Payments may be limited by the level of demand for bursary support. The receipt of bursary monies is never guaranteed.

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Note- Haydon School can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum as long as we have clearly identified an individual student requires this level of funding.

Haydon School will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return) and where students have made a decision to withdraw from a study programme.

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

In January of each academic year a review of 5% or lower unauthorised attendance and no more than 6 late marks for term 1 will happen. In May of each academic year a review of 5% or lower unauthorised attendance and no more than 6 late marks for term 2 will happen. If students have met this criteria they will receive payment of bursary.

- 2.7 There will be three categories of bursary payment:

**Type A-** Students in the defined vulnerable groups in 2.3 above. They are eligible for £1200 per academic year. This will be divided into two payments throughout the year by electronic deposit.

Evidence of eligibility is set out in section 2.3 above.

**Type B-** Students in receipt of free school meals or means-tested benefits can apply for a bursary and the amount will be decided by the assessment panel per academic year. This will be divided into two payments throughout the year by cheque.

Evidence of eligibility is set out in section 2.5 above.

The size of the allowance will be established upon agreement by the school and based on individual needs. All evidence of household income will be in strict confidence.

**Type C-** Students can apply for an in-kind discretionary bursary for specific educational purposes if there is financial need. This amount will not exceed £250.00 per annum. These include, but are not limited to:

- Costs of transport
- Meals in school
- Books and equipment
- Educational trips
- UCAS fees

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**3. 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.

**4. Applications and payment process**

- 4.1 Students should apply for a bursary by the last Friday before the October half term. Further opportunities to apply will be in March (before the Easter break) if the October deadline is missed. Students must apply for funds for specific educational purposes. All applications must be submitted to the Sixth Form Administrator using the form in Appendix 2.
- 4.2 The assessment panel will assess each claim and authorise payments.
- 4.3 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 an Assistant Headteacher for the Sixth Form, and the Sixth Form Administrator.
- 4.4 Payments from the Bursary Fund in the case of emergencies can be authorised by the Assistant Headteacher for the Sixth Form.
- 4.5 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.
- 4.6 Bursary payments are transferred directly into student's bank accounts.
- 4.7 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.
- 4.8 Bursaries may also be paid 'in kind'. Such items will be provided to the named individual. In the case of books or equipment we ask they be returned at the end of the course.
- 4.9 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.

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**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
September 2012	1	Update only	To Student committee 18.10.12 – Accepted. To FGB 26.11.12 – Accepted
September 2013	1	Update	To student Committee 14.10.13 – Accepted. To FGB 05.12.13 for information only 05.12.13 – accepted
September 2014	1	Update	Only dates updated – To Student Committee 08.10.14 Approved – to FGB for Information only
September 2017	2	Update	To Student Committee 10.10.17 Approved. To FGB for information 07.12.17
October 2019	3	Update	To Student committee 09.10.19 Approved. To FGB for information 05.12.19

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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. 5% or less unauthorised attendance for term 1 to receive the first payment and term 2 to receive the second payment.
2. Adherence to the school's Relationship Charter. Any detentions/exclusions regarding behaviour may lead to a refusal for bursary support.
3. No more than 6 lates in term 1 to receive the first payment and term 2 to receive the second payment.

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**Appendix 2****Haydon School Application for Financial Support from the 16-19 Bursary Fund 2019-20****Deadline**

Applications must be received by **28 October 2019**. 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.

**STUDENT'S PERSONAL DETAILS**

<b>Surname</b>	
<b>Forenames</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Mode of transport to school</b>	
<b>Total Household Income</b>	

**TYPE OF PAYMENT APPLIED FOR- (please tick)**

<b>Type A- Identified vulnerable students eligible for the £1200.00 bursary per annum</b> <i>(Note- there is a possibility of no award or a limited award to students. This ensures all parties understand that meeting the criteria for a bursary for vulnerable groups does not automatically mean funding will be given.)</i>	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support in my own right	
I am in receipt of Universal Credit in my own right	



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I am in receipt of Disability Living Allowance in my own right as well as Employment and Support Allowance	
I am in receipt of Personal Independence Payments in my own right as well as Employment and Support Allowance	
I am in receipt of Disability Living Allowance in my own right as well as Universal Credit	
I am in receipt of Personal Independence Payments in my own right as well as Universal Credit	

<b>Type B-</b> Identified students eligible for a termly discretionary bursary	
Student is in receipt of free school meals	
Student is in receipt of means tested benefits	

<b>Type C-</b> Identified students eligible for an in-kind, discretionary bursary for specific educational purposes. This will not exceed £250 in one academic year.	
Please see supporting documentation needed in below table. Submit this documentation with this application form.	

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**HOUSEHOLD INCOME** (required for Type A, B, and C applications)

Please include the required **original** supporting documentation with this form. All evidence will be photocopied and dealt with in strictest confidence.

Please tick the supporting documentation provided:

Written confirmation of your current or previous looked-after status from the relevant local authority -	
Receipt of benefit <i>(For students in receipt of Universal Credit, you must provide the school with a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc)</i> <i>(For students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP)</i>	
P60 (for the most recent tax year)	
Tax Credit Award (for most recent tax year)	
Evidence of self-employment income (SA302 for most recent tax year)	
A letter of application, together with evidence for an in-kind, discretionary payment (Type C)	

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**DECLARATION**

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

I believe all the information given in this form is accurate and correct. I understand giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. I understand the receipt of bursary monies is never guaranteed.

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.

**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. 5% or less unauthorised attendance for term 1 to receive the first payment and term 2 to receive the second payment.
2. Adherence to the school’s Relationship Charter. Any detentions/exclusions regarding behaviour may lead to a refusal for bursary support.
3. No more than 6 lates in term 1 to receive the first payment and term 2 to receive the second payment.

Student signature..... Date .....

Where applicant is under 18 parent / guardian must also sign

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

What happens next? We will contact you by letter..

<b>Sixth Form Administrator Use Only</b>	
Date application received	
Date application reviewed	
Supporting documentation provided, photocopied, and returned	
Level of bursary agreed	

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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>GROUP</b>	Please tick the relevant box	<input type="checkbox"/>
<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>		