

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 16-19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training. The Education and Skills Funding Agency (ESFA) sets the allocation for each academic year based upon numbers of students who received the maximum weekly rate of Education Maintenance Allowance (EMA).

Five percent of the allocated fund will be used towards the administration of the bursaries in accordance with the ESFA 16-19 Bursary Fund Guide for 2017/18.

**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**

- To be eligible to receive a bursary in the 2018 to 2019 academic year a student must be aged 16 or over but under 19 at 31 August 2018.
- 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 plus 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 additional support to continue their participation.
- Students aged 19 or over are not eligible for bursaries for vulnerable groups.

**Eligible education provision**

- To be eligible for the 16 to 19 Bursary Fund 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 is pursuant to Section 96 of the Learning and Skills Act 2000
  - a 16 to 19 traineeship programme

**Residency**

- Students must meet the residency criteria in ESFA funding regulations for post-16 provision in the 2018 to 2019 academic year.

2.3 Students who meet one of the 4 criteria below (plus the other criteria for age and residency) and who have a financial need can apply for a bursary for vulnerable groups of up to £1,200 per year (if they are participating on a study programme that lasts for 30 weeks or more; a pro-rata amount is paid to students on study programmes of less than 30 weeks).

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

- in care
- care leavers
- 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

**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, a copy of their Income Support award notice. They must be entitled to the benefit in their own right and the evidence must not specify any conditions that prevent the young person from being in further education or training (some young people in receipt of benefits are not allowed to participate)
- for students in receipt of Universal Credit, a copy of their Universal Credit Award notice. They must be entitled to the benefit in their own right. They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- for students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). 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.

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.

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 three payments throughout the year

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by cheque.

Evidence of eligibility 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.

**Type B-** Students in receipt of free school meals or means-tested benefits can apply for a bursary of £400-£800 per academic year. This will be divided into three payments throughout the year by cheque.

Evidence of eligibility will be required in the form of:

- Receipt of benefit and/or P60
- Tax Credit Award Notice
- Evidence of self-employment income

The size of the allowance will be established upon agreement by the school. 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

2.8 Students who fail to meet the agreed standards in Appendix 1 will not be entitled to the second/third payment.

### 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 October 31<sup>st</sup>. Further opportunities to apply will be in December and March if the October deadline is missed. Students must apply for funds for specific educational purposes. All applications must be submitted to the Sixth Form PA 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 Head of Year, Assistant Head in charge of Sixth Form and the Student Officer.

4.4 Payments from the Bursary Fund in the case of emergencies can be authorised by the Assistant Headteacher for the Sixth Form.

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- 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 made by cheque written out to the student.
- 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 they must 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
January 2019	3	Update	To Student committee 22.01.19 Approved. To FGB for information 04.03.19

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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. 95% attendance at all timetabled lessons/registrations
2. Adherence to the school's Relationship Charter
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 six lates per term)
5. Commitment to completing homework

For new students to Haydon School- 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

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**Appendix 2****Haydon School Application for Financial Support from the 16-19 Bursary Fund 2018-19****Deadline**

Applications must be received by **31 October 2018**. 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**

<b>Surname</b>	
<b>Forenames</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Date of birth</b>	
<b>Telephone</b>	

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

<b>Type A- Identified vulnerable students eligible for the £1200.00 bursary per annum</b>	
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 because I am financially supporting myself	
I am in receipt of Universal Credit because I am financially supporting myself and someone who is dependent on me and living with me (child/partner)	

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I am in receipt of Disability Living Allowance in my own right <u>as well as</u> Employment and Support Allowance or Universal Credit in my own right	
I am in receipt of Personal Independence payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right.	

<b>Type B-</b> Identified students eligible for a termly discretionary bursary (£400-800 per annum)	
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.	

**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:

Receipt of benefit	
P60 (tax year 2017-2018)	
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 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.

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 as soon as we can.

<b>PA to the Sixth Form 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>		

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 school's Relationship Charter
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 six lates per term)
10. Commitment to completing homework