

16-19 BURSARY FUND POLICY 2016/17

1. What is the 16-19 Bursary Fund?

This fund is made available from the government through its funding body, the Education Funding Agency, to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers. The new 16-19 year old Bursary Fund scheme has been put in place as a replacement for Education Maintenance Allowance (EMA).

2. Who is eligible to apply for 16-19 Bursary funding?

Students following government funded full time or part-time courses, who are 16 years and over and satisfy **one or more** of the following criteria:

- Students aged at least 16 and under 19 years of age on **31st August 2016** who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance;
- Students who are economically disadvantaged and at risk of not taking up or continuing in their education;

3. How does Deyes High School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation according to personal circumstances and household income. There will be **2 tiers of guaranteed funding** and a **Discretionary Fund**.

Tier 1

Students aged at least 16 and under 19 on 31st August 2016 and who fall into one of the following categories:

- are currently in care (as defined by Social Services);
- are leaving or have recently left care;
- are in receipt of Income Support in their own name;
- are disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance

Eligible students under Tier 1 will be guaranteed a £1,200 bursary made payable in 3 termly instalments.

Tier 2

Students who fall into one of the following categories:

- have a gross annual household income of below **£25,000**;
- were identified as eligible for Free School Meals in Year 11.

Students in this group may be eligible, subject to the availability of funds, for the following:

- a contribution towards the cost of transport, essential course equipment and resources, trips, materials etc ;
- a possible cash bursary if aged under 19 on 31st August 2016, dependent on meeting agreed attendance and behaviour criteria;
- financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31st August 2016.

Discretionary Fund

In the school year 2016/17 consideration will be given to students, regardless of parental income, who require financial support in completing their courses. Students in this group may receive a contribution towards the cost of essential course equipment and resources, transport costs etc. Payments will be made in arrears and only on the basis of full attendance, punctuality and meeting expectations for behaviour and completion of work. Receipts for items of equipment etc may also be required.

Emergency payments of small sums from this Discretionary Fund may be available for any student in need at times of crisis.

4. Procedures

Information and Application

Information on eligibility and how to apply for the Bursary will be available to all students as part of their induction into the Sixth Form. This information will also be placed on the school's website and all tier applications are attached at the end of this document.

Applications should be made on the Bursary Application Form available from the Sixth Form Team or downloaded from the school's website.

- Applications should be made as soon as possible and by 30th November at the latest.
Information provided will be treated in the strictest confidence.
- Emergency applications can be submitted at any time.
- Students who apply for the £1,200 bursary will need to provide documentary evidence (see Annex 4) to show that they fall into one of the nominated vulnerable groups: young people in care, care leavers and those in receipt of Income Support or Employment and Support Allowance **and** Disability Living Allowance.
- Free School Meal evidence can be obtained without student involvement as the Local Authority provides the school with confirmation of all students granted Free School Meals.
- Other applications must be supported by relevant documentation (see Appendix 4 for guidance).

- Payee details will be collected so that payments can be made by cheque, so students must have a bank or building society account.
- Completed forms should be handed in to Ms Watkinson.

5. Method of payment

Payments will usually be made directly to the student or where it is requested by the Student, to their parent or guardian, by cheque (form at appendix 5 must be completed and attached to your application.) Tier 1 payments will be made in 3 instalments i.e. one per term. Tier 2 and Discretionary Fund payments may or may not be staged depending on the sum involved and the reasons why funding has been granted.

6. Decisions

Decisions about acceptability of evidence for eligibility and assessment of need will rest with The school's Assistant head teacher responsible for Post 16 education. They will be communicated to applicants via letter. An appeal against any decision will be heard by an Appeals Panel comprising of the Headteacher, a Governor and a Deputy Headteacher.

Appeals must be made in writing within 5 working days of decisions being issued.

7. Policy Review

The Governing Body intends to review and update (as appropriate) the school's 16-19 Bursary Fund Policy and procedures on an annual basis, depending on Government policies and any local agreements which may evolve.

For any queries or clarification required, please contact Ms Sharkey, Assistant head teacher.

Studio@Deyes 16-19 Bursary Fund Policy

Appendix 1

Application for Tier 1 Funding - £1,200 per annum

This form should be completed and submitted with appropriate evidence.

Full name:

Date of birth:

I wish to apply for Tier 1 funding under the following criteria (please delete as appropriate):

- I am living in care.
- I have just left living in care.
- I am receipt on income support.
- I am disabled and receiving **both** Employment Support Allowance **and** Disability Living Allowance.

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner) _____

Signed: (Parent/Carer) _____

Date: _____

Date application received: _____

Date reviewed by Finance: _____

Outcome: _____

The application form and appropriate appendices needs to be handed to the School Office marked '16-19 Bursary Fund' as soon as possible following admission to the Sixth Form in September.

Information provided will be treated in the strictest confidence.

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Appendix 2

Application for Tier 2 Funding

This form should be completed submitted with appropriate evidence.

Full name:

Date of birth:

I wish to apply for Tier 2 funding under the following criteria (please delete as appropriate):

- My gross household income is below £25,000.
- I am in receipt of Free School Meals (no evidence required).

I wish to apply for support towards:

Specific need (e.g. transport)	Amount applied for
Total	

I attach to this form the following evidence to support my application (please specify below):

I will be able provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner) _____

Signed: (Parent/Carer) _____

Date: _____

Date application received: _____

Date reviewed by Finance: _____

Outcome: _____

The application form and appropriate appendices needs to be handed to the School Office marked '16-19 Bursary Fund' as soon as possible following admission to the Sixth Form in September.

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Appendix 4

Proof of income / benefit submitted

Whatever you have declared in Appendix 2 or 3 must be supported with evidence in order for an assessment to be made.

Please tick the ones you are providing:

Type of income	Evidence required	Tick if supplying
Annual salary	P60 for tax year 2015-16, or last week in March 2016 payslip or month 12 (March 2015) payslip or Working Tax Credit Award Notice marked 2015-16	
Income Support	Entitlement/Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement/Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement/Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement/Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement/Award letter – dated within the last 3 months	
Any other benefit	Entitlement/Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked "2015-16". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement/Award letter – dated within the last 3 months	
Any other income	Relevant paperwork	

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Appendix 5

Student Payee Details

Cheques to be made payable to.....

Appendix 6

Further information

Please give details below of any other circumstances that you would like us to know about to help with your application.