



Bursary Fund Policy 2021/22

Policy owner	Director of Finance
Date updated	June 2021
Description of changes from previous version. If none, state NONE.	Completely updated
Responsible committee / individual	Finance & General Purposes Committee
Date approved by committee / individual	
Date for review	August 2022

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is designed to support those students who are financially disadvantaged in order to facilitate them continuing in full-time education.

Types of Bursary payment

There are two types of bursaries available to students:

- Guaranteed Bursary – of up to £1,200 a year is available to all students in any of the following categories
 - Young person is in local authority care
 - Young person is a care leaver (a care leaver is any student who was in care for 13 weeks or more since the age of 14)
 - Young person (not their parents) is in receipt of Income Support or Universal Credit in their own name
 - Young person (not their parents) is in receipt of both Disability Living Allowance (and Personal Independence Payment) and Employment Support Allowance

- Discretionary Bursary – a contribution of up to £1,000 will be made to eligible students towards the cost of their education. To qualify for a Discretionary Bursary students must be facing financial barriers to participation. There are two levels of discretionary award:
 - Level 1: where gross household income is less than £16,000 per annum (including state benefits) or where a student is eligible for a free school meal.
 - Level 2: where gross household income is less than £25,000 per annum (including state benefits). This funding will be for specific support such as transport costs, materials, books, uniform, educational trips that are a compulsory element of the course. It is expected that Discretionary Bursaries Level 2 will be limited to a maximum of £500 in 2021/22.

In order to accurately assess a student's eligibility the Academy will request information relating to all aspects of household income. Failure to supply requested evidence may invalidate the application.

Proof of Income [*Gross household income includes any benefits of which you may be in receipt (excluding Child Benefit)].

Proof of evidence will be required to support the application and could include:

- Certified letter from the Local Authority regarding Free School Meals
- Certified letter from Her Majesty's Revenue and Customs regarding benefits including Housing Benefit and Disability Allowances and/or household income. Tax Credit Award Notice. Other means tested certification.
- Certified letter from the Department of Work and Pensions
- P60 (additional evidence will also be required)
- Self-Employment Income evidence

Ideally a copy of HMRC Form TC602(C) or equivalent form will provide the Academy with the necessary information to make this decision.

Who is eligible to apply for the 16-19 Bursary?

Students must satisfy one or more of the following criteria:

- Be aged 16 or over and under 19 at the start of the academic year in which they start their programme of study (start of the academic year is 1st September 2021).
- Meet the residency criteria as set out in the EFA Funding Guidance.

How will the Academy will assess applications and allocate Bursary funding?

The 16-19 Bursary Fund is a limited resource provided by ring fenced central government funding. The Academy will prioritise allocation. The priority for allocation will be as follows:

1. Guaranteed Bursary
2. Discretionary Bursary – Level 1(Eligible for a free school meal)
3. Discretionary Bursary – Level 2

Initially, students who think they may be eligible to apply should complete the application form and hand it in at the student reception desk by **Friday 24th September 2021**. Students who become eligible during the course of the academic year should contact the Head of Sixth Form in order that they can make an application based on their new circumstances. Students will be notified of the outcome of their application by the middle of October.

How will the Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the School will prioritise allocation. There will be three priority groups, categorised as high (Guaranteed), medium (Level 1) and low (Level 2). Initially students who are eligible for any level of funding should complete the application form and hand it to the Sixth Form Student Administrator as soon as possible after admission in September. The closing date for applications will be Friday 24th September 2021. Students who become eligible during the course of the academic year should contact the Sixth Form Student Administrator so that they can make an application for funding based on their new circumstances. The Sixth Form Bursary Fund Committee will meet to consider applications at all levels. Students who are deemed eligible to receive the support should be aware that to continue to receive their full allocation of bursary/funding they must fulfil the attendance requirements and maintain acceptable levels of behaviour.

How will the Academy make the Bursary Payment?

Successful applicants will receive funding on a termly basis by BACS payment therefore it is important that students open their own bank account accordingly. Alternatively the Academy is keen to support students with the purchase of ICT equipment and study materials pertinent to the courses being taken. To this end the Academy will consider purchasing ICT equipment and study materials on behalf of a student. The student should be aware that any equipment purchased will remain the property of the Academy until successful completion of the academic year. Failure to successfully complete the academic year may result in a request to return any ICT equipment or study materials purchased. As part of the application process Discretionary Bursary Level 2 students will be required to detail the specific requirements for which they are seeking funding for.

Conditions of Payment

Payment of a Bursary will be conditional upon a range of factors which will be regularly monitored by the Academy:

1. Regular and punctual attendance (attendance of over 95%)
2. Satisfactory behaviour
3. Full and punctual completion of coursework.
4. Full attendance at examinations.

If these conditions are not met, the student will receive a written warning. Continued non-compliance after the written warning will result in any future Bursary payments being withdrawn.

Appeals

Any student wishing to appeal against an allocation decision should do so in writing to the Head of Sixth Form. Appeals will be considered by a member of the Academy Senior Leadership Team not involved in the original decision.

If this decision fails to resolve the issue, applicants can follow the Academy's normal complaints procedure.

Data Protection

The Academy has agreed to share data and information in order to verify a student's eligibility and to verify the position for any student who moves to another school or college during the academic year.

The information included in the application will be treated as confidential and only shared where necessary to progress an application.

Information associated with applications and decisions will be kept to satisfy audit expectations.

Equal Opportunities

All aspects of the applications process and associated decisions will be managed with due regard to equal opportunities legislation.