

## BURSARY POLICY

This policy has been reviewed on 17<sup>th</sup> October 2018 and has been impact assessed in the light of all other school policies and the Equality Act 2010.

| Review Date | Changes Required | Name & Position |
|-------------|------------------|-----------------|
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## 16 – 19 BURSARY FUND POLICY

### 1. Introduction

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial considerations.

Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund (this will vary from school to school based on demographic information).

Students who are eligible must **apply by the XXXX** and must also supply the required evidence to support the application. This fund is designed to help support those young people who face the greatest barriers to continuing in education post 16. The fund has two elements: the Vulnerable Bursary for vulnerable young people and the Discretionary Bursary for young people facing financial barriers to participation. These funds can be used by the students to help pay towards the costs related to participation in full-time education, such as transport, meals, books and equipment.

### 2. Criteria and Eligibility

The Governors of Alfreton Park Community Special School have agreed a policy for the distribution of the funding which states that 5% of the total funding will be held back for administration and 10% of the total funding will be held back for applications that are received after the deadline of XXXXX (i.e. change of circumstances & new students). It is therefore vital that those who are eligible apply before the deadline of XXXXX to avoid a substantially lower ratio of funding. To be considered for the first round of Bursary Applications this deadline must be met and is non-negotiable. The remaining 85% will be prioritised and allocated as follows:

**(A) Vulnerable Bursary Group:** These students will receive £1200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the Student “Commitment Condition” stated below.

**Vulnerable Bursary** students are:

- Young people in care
- Care Leavers
- Young people **personally** in receipt 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
- Disabled young people in receipt of 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

Please note: Original sources of evidence will be required by the school at the point of application.

**(B) Shared Discretionary Allocations:** The remaining sum (“discretionary fund”), i.e. after the Vulnerable Bursary deductions above have been made, will be allocated as follows:

**Step 1:** Eligible applicants are identified as falling under one of the three Student Tiers of Need below:

- **Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year or whose Household income is less than £16,190  
Evidence: Original Local Authority letter/school transition data or Original Tax Credit documentation from HMRC

- **Student Tier B** – Students whose home Household income is less than £20,817

Evidence: Original Working Tax Credit annual statement letter from HMRC.

- **Student Tier C** - Students whose home Household income is less than £25,520

Evidence: Original Working Tax Credit annual statement letter from HMRC.

Each Tier then has a specific weighting multiple for a share of this residual fund as in Step 2 below:

**Step 2:** Size of maximum payment depends upon the Student Tier, number of applicants and of course the total amount of funding available.

| e.g. Tier | Weighting Multiple | No. of eligible students |
|-----------|--------------------|--------------------------|
| A         | 3                  | a                        |
| B         | 2                  | b                        |
| C         | 1                  | c                        |

### 3. Conditions of Funding

Students will be reviewed termly (re: their attendance, timekeeping and conduct) at pre- set dates throughout the year. In order for the following term's funding to be authorised, students must;

- have attended all required lessons
- have met (or clearly working towards) all personal targets
- have attained good attendance/time keeping
- have made contributions towards curricular activities as requested by the school

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant must be used to help off-set costs directly linked to their education, for example;

#### 1. Transport

If the award is to be used towards the costs of transport please ensure that **the application is completed and returned to Rebecca Dallman by XXXX** This will then allow enough time for the application to be processed and if approved enough time for the school to liaise with County Transport. Where the total cost of transport exceeds the total amount of the award, we will require a Top-Up Agreement is entered into by the student/parents and or guardians.

#### 2. Books and Equipment

#### 3. Hardship Costs

#### 4. Additional Course Costs (trips and residential)

#### 5. Costs of travel to Open Days/Interviews

Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs.

Students will also be required to inform the school of changes in their financial circumstances.

#### **4. In Year Applications and the Contingency Fund**

Applications outside of “Window 1” (XXXXX) will be allocated from the Contingency Fund (10% of total Bursary Fund Centre allocation). An estimate of the “residual funds” figure will be made by the Bursary Fund Panel and Steps 1, 2 and 3 applied as above. This means that Non-Guaranteed Bursary Group student allocations may vary according to the “residual funds” available in Windows 1 and 2 and during the year. Applications outside of Window 1 will also be pro rata based on the academic year.

#### **5. Procedure for Application**

To make an application, students/parents/guardians should complete the Application Form and return this to **Rebecca Dallman**. Applicants are advised to clarify that they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.

Once the application form is complete with the evidence of eligibility attached, these **Rebecca Dallman**. The applications will then be logged and checked. Each claim will be considered and a decision made in accordance with the fund guidelines.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

#### **6. Timing and Amount of Funding**

1. Students are only eligible for funding if they are legitimately enrolled and attending as defined by the criteria.

2. Applications for 20--/-- Bursary Fund may be made in the time periods below:

- Window 1:

For a response by XXXX, applications with evidence, should be received by XXXX **with original evidence attached**

- Window 2\*:

Applications with evidence received after the Window 1 deadline but before 30<sup>th</sup> September will receive a response on XXXXXX

- In Year Applications\*:

Beyond Window 2, applications will receive a response within 10 working days of submission. The final deadline for applications is the final day of Spring Half Term.

\* All applications outside of Window 1 will also be pro rata based on the academic year.

3. It is expected that at least 85% of the funds for the year will be allocated in November.

## BURSARY FUND 20--/-- APPLICATION FORM

|                         |  |
|-------------------------|--|
| Student's Full Name     |  |
| Student's Address       |  |
| Student's Date of Birth |  |
| Contact Number          |  |
| Email Address           |  |

Please tick your eligibility:

### A) Vulnerable Bursary Group

(defined as);

- Young people in care
- Care Leavers
- Young people personally in receipt 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
- Disabled young people in receipt of 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

Please note: Original sources of evidence will be required by the school at the point of application.

### B) Residual Bursary Group (now select from one of the boxes below)

**Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year or whose household income is less than £16,190

Evidence: Original Local Authority letter/school transition data or original Tax Credit documentation showing household income

**Student Tier B** – Students whose home Household income is less than £20, 817

Evidence: Original Working Tax Credit annual statement letter from HMRC.

**Student Tier C** - Students whose home Household income is less than £25, 520

Evidence: Original Working Tax Credit annual statement letter from HMRC.

**I have read and agree fully to the terms and conditions of this grant**

**I have attached original evidence as required**

Signed: ..... Date: .....

Please return to Rebecca Dallman in a sealed envelope marked Private and Confidential