



Dorset Education Partnership
FERNDOWN UPPER SCHOOL

The 16-19 Bursary Fund Policy

Policy first adopted July 2011

To be reviewed annually

ReviewedSept 2014.....

Reviewed

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Reviewed

The 16-19 Bursary Fund

Purpose

To distribute the funds allocated by the government in the fairest possible method that takes into account the household income of students and the extra costs they incur by undertaking Sixth Form Study.

Eligibility

Students in the following three groups will be eligible for support provided they meet the general conditions set out by the government¹ which are summarised below.

1. Students who are identified by the government as 'most vulnerable'. These students will automatically be entitled to a bursary of £1,200. Students in this group are-
 - Students who are looked after by the local authority
 - Care leavers
 - Those in receipt of income support (in their own right)
 - Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.

2. Students who are eligible for free school meals. You are eligible if your parents are claiming one of these benefits.
 - Income Support
 - Child tax credit, provided they are not entitled to working tax credit and have an annual taxable income as assessed by the Inland Revenue) which from 6th April 2011 does not exceed £16,190
 - Income based job seekers allowance
 - Employment Support Allowance (Income Related)
 - Guaranteed Element of State Pension Credit
 - Support under Part IV of the Immigration and Asylum Act 1999

3. Students who come from families in the lower 40% of UK household incomes.²
 - Students with an annual family income of less than £20,000 in the last tax year (including benefits). This must be established through current Working Tax Credit / Child Tax Credit Documentation.
 - Students who can demonstrate through Working Tax Credit / Family Tax Credit that their award has been changed to reflect a

¹http://readingroom.lsc.gov.uk/YPLA/ypla_16-19_Bursary_Fund_Guide_for_2011-12-gn-Jun11-v1.pdf

²<http://www.statistics.gov.uk/cci/nugget.asp?id=334>

change in circumstances so that their annual family income including benefits is now below £20,000.

NB. Students in categories 1 and 2 will automatically be eligible. Students in category 3 must apply by writing a letter to the Headteacher, and provide the documentation to substantiate their eligibility. The application will then be considered and the conclusion notified within two weeks.

In addition the following criteria must be met for a student to be eligible:

- The student must be aged 16 and under 19 on 31st August in the academic year in which they start their programme of study. Where a student turns 19 during their programme of study, they can continue to be supported until the end of the academic year in which they turn 19, or the end of the programme of study, whichever is sooner.
- The student must satisfy the residency criteria set out in the YPLA Funding Guidance documents.
- The student must be on a full-time programme of study.
- Students receiving payments under the transitional EMA support arrangements may be eligible for the 16-19 Bursary in addition to the EMA, but payment will be pro-rated accordingly.

Assessment and evidence of entitlement

The eligibility of the student for the bursary is assessed using appropriate evidence that could include:

- A letter setting out the benefit to which the student is entitled
- Written confirmation of the student's current or previous looked after status from the local authority which looks after the student
- Letter or similar showing the receipt of benefit
- P60
- Tax Credit Award Notice
- Evidence of self-employment income
- Receipt of Free School Meals. Students in receipt of FSM do not need to provide further evidence as this will already have been checked by Dorset County Council and they will automatically be considered eligible for the discretionary bursary. We would encourage all students in receipt of the discretionary bursary to apply for FSM.

Evidence must be dated within three months of an application. If there is no recent proof a previous award letter will be acceptable if it is accompanied by a recent bank or Post Office account statement showing benefits paid.

Payment of bursaries

It is expected that bursaries should be used to help students pay for the costs related to participation in education. For example, transport, books and equipment, meals whilst attending courses and the cost of educational visits related to courses/trips. Whilst the school will not check or monitor the students' expenditure, we will deduct the cost of any transport provided by the school to the student, where this has not already been paid for.

At the start of the year the estimated cost of providing funding to all students in group 1 and a 5% administration charge will be set aside from the bursary fund. The remaining funds will be distributed to all eligible students in groups 2 and 3. If there are insufficient funds available to meet all eligible claims, a percentage of available funds should be established by dividing the sum available by the eligible number. Eligible students should then receive the relevant percentage.

Frequency of payments

Payments will be termly in arrears by cheque made out to the student unless otherwise indicated by the student.

In some cases, transport costs for school bus passes may be deducted.

Conditions of payment

1. Payment is conditional on good attendance including punctuality and a good approach to study:
 - All absences must be properly notified and authorised by calling into the school office on each day of an absence.
 - Known absences (e.g. medical appointments, University visits etc.) should be notified by completing a 'request for authorised absence' slip and returning it to the Sixth form office before the date of the event
 - Student should be punctual to registration and lessons and there should be no 'lates' reported on SIMS.
 - Holidays during term time and prolonged medical absences will not be paid as the bursary is awarded to support participation in education.
 - Behaviour and effort in lessons are also conditions of payment and negative feedback from teaching staff will result in bursary payments being declined. Progress Reports should indicate a mean overall score of 2.5 or above.
2. Study leave will be fully paid however school holidays are not paid.

3. Decline of payments will be pro-rata in the case of for example a week's holiday in term time.

Decisions / Appeals

Decisions about acceptability of evidence for eligibility and assessment of need will rest with the Head of Sixth Form. They will be communicated to applicants via the Sixth Form Pigeonholes.

Appeal from any decision would lie to a panel of a senior member of the teaching staff and a governor. Appeals must be made in writing within five working days of decisions being issued.

The decision of the Appeal panel will be final and communicated in writing to the student.