



16-19 Bursary Fund Policy (Sixth Form only)

Approved: Autumn 2016

This policy is effective for all Year 12 and 13 students from 1st September 2016
All school policies are reviewed by Governors annually

The 16 to 19 Bursary Fund was introduced in the 2011 to 2012 academic year. It is money the government has given to local authorities, schools, colleges and other education and training providers to give to disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

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
- A discretionary bursary that institutions award to meet individual needs. For example, transport, meals, books and equipment.

To be eligible for either bursary students must:

- be aged over 16 and under 19 at 31 August 2016
- meet the residency criteria in EFA 2016 to 2017 academic year funding regulations for post-16 provision
- be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be either
 - funded directly by EFA or by EFA via a local authority
 - otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or pursuant to Section 96 or the Learning and Skills Act 2000
 - a 16 to 19 traineeship programme

Cheltenham Bournside School & Sixth Form Centre recognises its responsibilities to make this provision available to its students and in this policy outlines:

- Who is eligible to receive the bursaries
- How to apply for either bursary at Bournside.

Cheltenham Bournside School and Sixth Form Centre recognises that offering support to disadvantaged students requires sensitivity and respect for all those concerned. Information relating to applications will be treated with strict confidentiality and records will be kept for auditing purposes.

This document is based on advice provided by the Education Funding Agency, August 2016 (EFA) and sets out how Cheltenham Bournside School and Sixth Form Centre will administer and distribute funds.

Vulnerable Bursaries

Students in one or more of the groups outlined overleaf may need more support and can apply for a vulnerability bursary of up to £1,200. Cheltenham Bournside School and Sixth Form Centre does not receive an allocation of funds for vulnerability bursaries. These need to be applied for from the Student Support Bursary Service (formerly the Learner Support Service), using the relevant claim form.

Eligibility for Vulnerable Bursaries

Students who are eligible to apply for the vulnerability bursary are those who fall into the following categories:

- In care
- care leavers
- In receipt of Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
- getting Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right

Please note that to qualify as eligible for a vulnerable student payment the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they will not be able to claim Child Benefit for them if the young person's claim for ESA succeeds. Further information about these benefits can be found on www.gov.uk

Students who are in this category need to inform the Head of Sixth Form and provide documentary evidence of benefits claimed, and the School will liaise with the EFA to release the funding to the School in order to pay the bursary to the student.

Discretionary Bursaries

Discretionary bursaries are awards made by institutions to individual students. They are targeted on overcoming the individual barriers to participation a student may face. They can be for whatever amount is deemed necessary to do this.

Eligibility for Discretionary Bursaries

Cheltenham Bournside School and Sixth Form Centre can decide which students receive a discretionary bursary and how much they will receive; however, target students who have particular transport needs that are not met by the local authority and whose parents or carers claim benefits or income support. For further details refer to the application form.

The maximum discretionary bursary that a student could receive will be £750. The sum of money that we have been given by the EFA to distribute is finite and the money will need to be shared amongst all applicants who meet our eligibility criteria. Some funds are retained to provide support for students whose circumstances change and whom make mid-year applications for a bursary. We will not make blanket or flat rate payments to all students.

Applications and Assessment

The School will make every effort to ensure that all those students entitled to bursaries receive support. All students coming into the Sixth Form will receive information about bursaries. Students will have to complete an application form to apply for the bursary.

Students eligible to receive a bursary must be aged over 16 and under 19 years of age on the 31st of August in the academic year in which they start their programme of study. If a student turns 19 during their programme

of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. Students must also meet residency criteria i.e. be a UK resident or have leave to study/live in the UK. Further details on these criteria are available from the School.

Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions. The evidence must be an original document not a photocopied one. A photocopy of the original document must also be attached to the application form. All original documents will be returned to the applicant or parents/carers of the applicant. All documentation will be held securely and is subject to the Data Protection Act. Those who are applying for a bursary to help with transport costs will need to provide documentary evidence of their travel costs.

All applications should be received by the Head of Sixth Form by September 27th 2016 and students will be informed of the result of their applications by October 7th 2016. No applications will be assessed until the 27th September and all applicants will receive a letter by October 9th 2016 outlining whether a bursary will be paid to them, how much will be paid and the letter will confirm the payment arrangements.

If circumstances change students can make applications later in the academic year. If funds allow then a bursary can be awarded. In this case payment of claims can be backdated for up to 28 days.

Students will be entitled to appeal against any decision taken by the School. The appeals process is outlined below.

Payments

Students will receive their bursary on a quarterly basis in Terms 2, 3, 4 and 5 during the first week of each term. Their total bursary will be split by 4 and paid accordingly.

If students leave school before the end of the academic year they will only receive payments for the time that they attend the sixth form. Students eligible to apply for bursaries joining courses later in the academic year will receive a pro-rata allocation, if funds allow.

Students will be paid by cheque. Students will have to collect their cheques from the Finance Department within the Business Centre at the school and sign to indicate collection. Cheques will be made out to the student not the parent/carer.

Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary. They should first raise their concerns with the Head of Sixth Form, and if such a meeting fails to resolve any differences they should write to the Headteacher.

Fraud

Fraudulent applications for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received.