



## 16-19 SIXTH FORM BURSARY POLICY

The 16-19 Bursary is designed to help young people aged 16 to 19 participate in full-time education or training.

### Components of Funding & Support Available

The 16-19 Bursary has two elements to the funding:

#### Vulnerable Bursary

Up to £1,200 per year to assist young people in the following groups (pro rata for courses lasting less than 30 weeks a year):

- young people in care
- young care leavers
- young people aged 16 to 19 who are in receipt of Income Support or Universal Credit (UC). For example, young people who are living independently of their parents; those whose parents have died; teenage parents.
- young people aged 16-19 with disabilities in receipt of Employment Support Allowance and who are also in receipt of Disability Living Allowance or personal independence payments.

#### Discretionary Bursary

To assist young people outside of the 'vulnerable' groups identified above. This tends to support students who cannot stay in education without financial help for things like transport, meals, books and equipment.

In order to help with the above process, the academy has created two further priority groups:

Medium Priority – household income of less than £22,000

Low Priority – household income of between £22,000 and £25,000

Payment will be allocated depending on the volume of applications and the funding the Academy receives from the Education Funding Agency.

The Governing Body has indicated that it would allow the academy's bursary committee (Head of Sixth Form and Assistant Principal) to exercise professional judgement in the allocation of funds, in the case of families who are very close to thresholds and for those for whom reasonable financial help removes an obstacle to participation.

Payment will be allocated depending on the volume of applications and the funding the Academy receives from the Education Funding Agency.

#### Special Cases

The academy recognises that financial support may be needed for young people who fall outside of the vulnerable and discretionary bursary criteria. The academy's bursary committee may exercise professional judgement and award a one off payment to support a special case based on financial need, instead of household income. Special cases can only be submitted for young people whose household income does not exceed £30,000. These cases must be submitted to the academy's

bursary committee via an application form, including an additional statement, outlining why the payment has been requested.

## **Payment**

The academy has the freedom to decide the scale of the discretionary bursaries, whether to pay weekly, monthly or annually, and to establish the link between payment and agreed standards, such as behaviour and attendance.

A suggested method of allocating a £1,200 bursary payment for vulnerable students includes a £150 payment in September, 10 monthly payments of £100 (paid in arrears) and an end of year bonus of £50, as incentive for completion of the academic year.

The academy will take account of any allowances or other sources of financial support when deciding whether to award a bursary.

## **Eligibility**

Learners must be aged 16 or over and under 19 on 31 August 2020, with funding for students who turn 19 during their course until the end of their course.

The Bursary will be used, amongst other things, to provide financial support for:

- Transport costs (e.g. through a purchase of a weekly, monthly or annual bus pass)
- Financial assistance for individual purchases of equipment or resources (e.g. specialist protective or course related equipment)
- Costs of meals (e.g. through canteen/refectory vouchers)
- Assistance with costs of educational visits or trips (e.g. field visits or university or job interviews)
- One off (or regular, if more appropriate) payments linked to specific costs resulting from a domestic emergency or change in circumstance in household income (e.g. issues with learner's accommodation or illness or redundancy of family members)
- Other costs incurred during the course of study as deemed appropriate by the fund holder.

## **Evidence**

All applications must be submitted with evidence. A letter from DWP showing what benefits the student is receiving and/or a document from the local authority showing the looked after status of the student should be presented with a 'vulnerable' application.

Students applying for discretionary payments will need to submit evidence of benefits, P60, tax credit award notice and evidence of self-employment where applicable.

## **Contingency Planning**

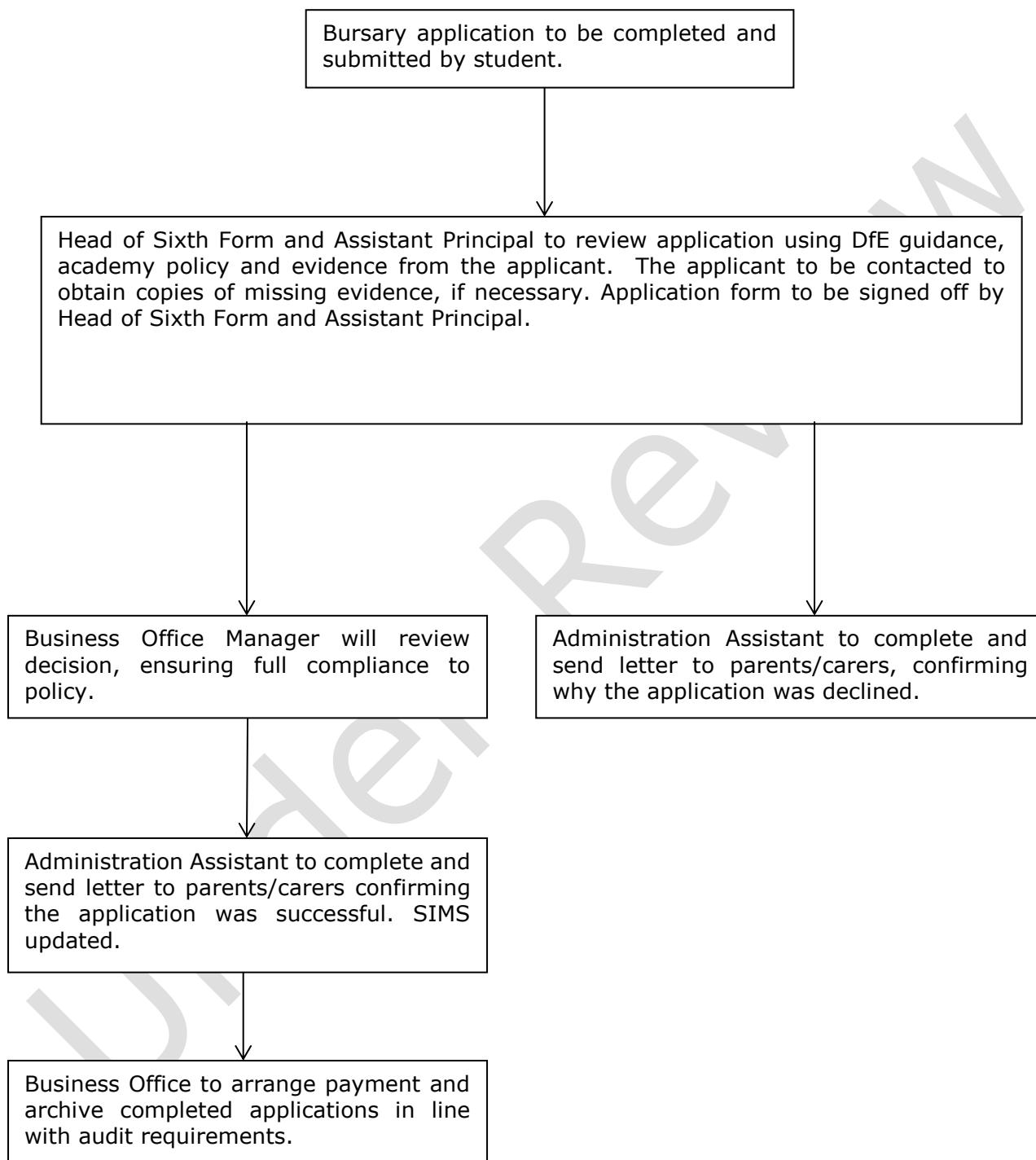
The academy will hold back a percentage of funding to cater for learners suffering financial hardship during the academic year. This can also include learners who may not have been eligible at the start of the academic year but whose circumstances change mid-year or for learners eligible for payments joining mid-year (10%).

## **Administration**

The academy will retain 5% of the total allocation to meet administration costs.

## Allocation of funds

The academy will adopt the procedure detailed on page 4 to decide and allocate any vulnerable or discretionary bursary payments.



## Appeals

An Appeals Panel consisting of two Governors and the Principal will hear any appeals from students. The decision of the panel will be final.