

**SPALDING HIGH SCHOOL**



**16-19 BURSARY POLICY**

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<b>HEADMISTRESS:</b>	<b>Mrs M K ANDERSON</b>
<b>LINK GOVERNOR:</b>	<b>Mrs A TOAL</b>
<b>DATE AGREED:</b>	<b>May 2018 (for implementation from Sept '18)</b>
<b>REVIEW FREQUENCY:</b>	<b>Annual</b>

**Executive Summary:**

This policy is based on guidelines issued to all institutions administering the 16 to 19 Bursary Fund in the 2018 to 2019 academic year.

The 16-19 Bursary Fund is designed to support those young people who may face barriers to continuing in education post-16. It aims to ensure that every young person participates in and benefits from a place in 16-19 education and training by providing additional financial support.

**Related Policies:**

Attendance Policy	Currently under review
Behaviour For Learning Policy	September 2017
Child Protection Policy	March 2017
Safeguarding Policy.	September 2017

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<b>Chair of Governors</b>	<b>Date</b>
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<b>Headmistress</b>	<b>Date</b>
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## **Section 1: Application process**

- 1.1 Each school is allocated a fixed sum of money for the 16-19 Bursary Fund. Students are encouraged to apply for a Bursary as soon as possible; applications must be received by Friday 14<sup>th</sup> September 2018. It is also possible to apply at any time during the year for a one-off payment to cover exceptional circumstances and/or hardship. Some funds are held back for applications received later in the year. Application forms are freely available from reception. It is essential that all relevant original documentation is provided at the time of application (this will be returned to the student) and that sufficient additional information is included in the application for the Bursary panel to make a decision.
- 1.2 Applications are treated in strict confidence and will only be shared with staff involved in the Bursary process.

## **Section 2: Payments**

- 2.1 The Bursary is paid in three instalments (Term 1, 2 and 3) directly into the individual student's bank account. Please note that the second and third payments are subject to certain criteria:
- Attendance Review – focusing on unexplained and unauthorised absences
  - Adherence to the Sixth Form Learning Agreement including the Sixth Form Work Concerns Policy and Academic Support Plan if necessary.

We reserve the right to reduce and/or suspend payments to students who do not fulfil the criteria listed above. In all cases, the Senior Leadership Team is the arbiter in these matters and the scope of acceptable attendance and behaviour may be changed at any time on a case-by-case basis.

## **Section 3: SHS Bursary Eligibility**

- 3.1 The student must be aged over 16 and under 19 on 31st August in the academic year in which they start their programme of study and must satisfy EFA (Education and Skills Funding Agency) funding guidance. There are three levels of bursary award.

## **Section 4: LEVEL ONE – GUARANTEED AWARD – VULNERABLE BURSARY AWARD**

- 4.1 *How much?* £1,200 per year (£600 in autumn term, £300 in spring, £300 in summer)
- 4.2 *Who?*
- Young people in, or who have recently left, local authority care,
  - Young people personally in receipt of Income Support or *Universal Credit*\*
  - Young people in receipt of both Employment and Support Allowance (ESA) and either Disability Living Allowance (DLA) or *Personal Independence Payment (PIP)\*\** in their own name.
- 4.3 *How?* On provision of appropriate evidence:
- Original DWP letter setting out the benefit to which the young person is entitled
  - Written confirmation of the young person's current or previous looked-after status from the local authority who looks after them, or provides their leaving care services.
- 4.4 \**Universal Credit – as it is a work-related benefit, only a few students will be eligible to claim it:*
- *young people without parental support (i.e. those currently getting Income Support)*

- *disabled young people who get Employment Support Allowance and satisfy a Work Capability Assessment*

*Further information about the introduction of Universal Credit is available from the DWP website.*

- 4.5 \*\* Personal Independence Payments - DWP will invite all Disability Living Allowance claimants aged 16 or over to claim Personal Independence Payments by October 2018. Students who receive Personal Independence Payments can also claim Employment Support Allowance. Further information about ESA is available from the Benefit Enquiry Line (0800 882 200) and information concerning all benefits on the GOV.UK website.

## **Section 5: LEVEL TWO – DISCRETIONARY AWARD**

- 5.1 *How much?* Up to £800 per year. (max. per term - £400, £200, £200)
- 5.2 *Who?* Discretionary bursaries are targeted at students who could not stay in education without financial help for things like transport, meals, books and equipment.  
Those students:
- currently or previously in receipt of Free School Meals (by evidence of original letter from local authority)
  - where the home household income is less than £21,000 per annum (by evidence of the original tax credit annual statement letter from HMRC, and/or P60, or evidence of self-employment)
  - with exceptional circumstances, such as where a young person is providing care to a sick or disabled relative.
- 5.3 *How?* On provision of appropriate evidence, e.g.
- Evidence of benefits.
  - P60
  - Tax credit award notice.
  - Evidence of self-employment.
- 5.4 For the eligibility given above, students may apply for funds for specific educational purposes (see below). In these cases, consideration will also be given to the number of dependent children within the household. Please be aware that if false or incomplete information is submitted, or if parents/carers do not tell institutions about any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The Bursary panel will assess each claim and decide upon authorisation of payments up to the permitted maximum in each term. If circumstances change, a further application must be made for increased funding.

## **Section 6: LEVEL THREE – DISCRETIONARY AWARD**

- 6.1 *How much?* At School's discretion.
- 6.2 *Who?* Those with an identifiable financial need who do not qualify for Levels 1 or 2 including young carers.
- 6.3 *Payment?* Students apply for funds for specific educational purposes (see below). Bursary panel will assess each claim and decide upon authorisation of payments up to the permitted maximum in each term.
- 6.4 Specific educational purposes for which bursary funding can be made available:

- Costs of transport to and from School
- Meals in School
- Books and equipment essential to the subject curriculum
- Educational trips essential to the subject curriculum
- Contribution to school uniform
- College/University interviews or visits (with relevant paperwork)

### **Section 7: DISTRIBUTION OF FUNDS**

7.1 Where possible, payments will be made 'in kind' e.g. payment/purchase of transport ticket, addition of money to School Canteen account to enable purchase of meals. The School will always consider how best to achieve value for money – for example, by purchasing equipment through existing arrangements with suppliers instead of providing cash for students to purchase equipment themselves, or arranging facilities for students to purchase second hand books and equipment. Where this is not possible, a cheque will be provided, made payable to the student's personal bank account.

### **Section 8: IMPORTANT INFORMATION**

- 8.1 Please be aware that if it is found subsequently that the payment was not used to purchase the item/s for which it was granted, or that the student has applied for and received payments for which they are not eligible, the School is entitled to pursue repayment of the Bursary funding from the student.
- 8.2 Payment of the Bursary is subject to the general conditions outlined in the offer letter.
- 8.3 The payment of a bursary award in one academic year does not necessarily entitle a student to a further award in a subsequent year. A separate application must be made for each academic year, enclosing relevant original documentation.
- 8.4 This policy has been prepared using the 16-19 Bursary Fund Guidance 2018-19. Spalding High School also complies with the requirements of the Equality Act 2010 in the setting of our Bursary eligibility criteria. We will not discriminate against any students, either directly or indirectly, on the basis of their protected characteristics. If any student feels that they have been treated unfairly at any stage during this process, the School's complaints procedure is available to them. Details are available from the School Office.
- 8.5 Government funding for the 16-19 Bursary is subject to change from year to year and whilst we endeavour to support the majority of students who apply, funding is limited and allocation is entirely at the School's discretion. In the case of Level 2 and 3 awards funding is limited and therefore we may not be able to support all applications.