SPALDING HIGH SCHOOL 16-19 BURSARY POLICY 2017-18

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.

Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund. Students who are eligible must apply by **Friday 15th September** and supply the required original documentary evidence to support the application. Some funds are held back for applications received later in the year.

Applications are treated in strict confidence and will only be shared with staff involved in the Bursary process.

SHS Bursary Eligibility

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 funding guidance.

Payments

The Bursary is paid in 3 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.

There are 3 levels of bursary award:

Level One – Guaranteed Award – Vulnerable Bursary Award

How much?

£1200 per year (£600 in autumn term, £300 in spring, £300 in summer)

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.

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.

****Universal Credit***

Universal Credit will have rolled out by 2017. 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.

***** 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.

Level Two – Discretionary award

Discretionary bursaries are targeted at students who could not stay in education without financial help for things like transport, meals, books and equipment.

How much?
Up to £800 per year. (max. per term - £400, £200, £200)

Who?
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.

How?
On provision of appropriate evidence, e.g.

- Evidence of benefits.
- P60
- Tax credit award notice.
- Evidence of self-employment.

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.

Level Three – Discretionary award

How much?
At School's discretion.

Who?
Those with an identifiable financial need who do **not** qualify for Levels 1 or 2.

How paid?
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.

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)

PROCESS

Students are encouraged to apply for a Bursary as soon as possible**, applications must be received by Friday 15th September 2017.** It is also possible to apply at any time during the year for a one-off payment to cover exceptional circumstances and/or hardship. 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.**

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.

IMPORTANT INFORMATION

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.

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.

This policy has been prepared using the 16-19 Bursary Fund Guidance 2015-16. 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.

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 will not be able to support all applications.

2017