



## Bursary Policy

Next review:	June 2020
Policy adopted by Academy Transformation Trust on	June 2019

# Dukeries Academy 16-19 Student Bursary Policy 2019/2020

## Introduction

This policy sets out the financial support available through, and eligibility for, bursary funding for 16-19 year old students attending The Dukeries Academy sixth Form in 2019/20

## Policy Aims

It is the policy of the Academy to optimise the use of 16-19 Bursary funding to provide support to those young people facing the greatest financial barriers to continuing in education. The Academy is committed to ensuring the fund is used to support financially disadvantaged young people to achieve their learning aims. The Head of Sixth Form is the person responsible for managing the 16-19 bursary fund.

## Criteria and Eligibility for the 16-19 Bursary Fund

There are two types of 16-19 Bursaries:

1. **A vulnerable** bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
2. **discretionary** bursaries that institutions award to meet individual needs (discretionary bursaries are targeted on students who cannot stay in education without financial help for things like transport, meals, books, equipment and curriculum related activities)

## Vulnerable Bursary

Young people in the defined vulnerable groups are eligible for a bursary of £1,200 if their course lasts for 30 weeks or more. To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living Personal Independence Payments in their own right

## Discretionary Bursary

To be eligible for discretionary bursary, students must be facing financial barriers to participation and need help to stay in education.

Levels of support awarded are assessed against household income. Students under 19 and living at home and/or supported by parents/guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.

The priority groups for discretionary bursary's are:

- Student living in a household where the gross annual income is £16,190 or less (excluding benefits)
- Student living in a household where gross annual income is £25,000 or less (excluding benefits)
- Student living in a household where the gross annual income is £25,000 or more (excluding benefits). Students in this category are eligible for a travel bursary only.
- Students who have an extreme financial problem, for example a specific educational or independent living cost, which cannot be met.

All applications for a Bursary will be assessed by the Bursary panel, consisting of:

- Principal
- Head of sixth form

Evidence of income will be required for each application, e.g. Evidence of benefits, P60, tax credit award notice and evidence of self-employment.

At the Bursary Panel's discretion, the above criteria may be waived in the event of students facing a unique financial barrier to learning. Each case will be considered individually and further information may be required to support the application.

The panel will meet termly to review the bursary fund to ensure it is being optimised to support all students that are eligible.

## **Eligibility**

To be eligible to receive a bursary the student must be:

- Aged over 16
- Under 19 on 31<sup>st</sup> August 2020
- Students must meet the residency criteria set out by the EFA (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.)
- Aged 19 or over and have an Education, Health and Care Plan (EHCP) due to their high needs.

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.

The only students aged 19 or over who are eligible to receive a bursary from the 16 to 19 Bursary Fund are those who have an Education, Health and Care Plan (EHCP) due to their high needs.

## **Application process**

The bursary panel will review the application, supporting evidence and any other personal circumstantial evidence and notify the students of the outcome within two weeks of receipt of the applications.

## **Appeals**

The student or their parent/guardian/carer have the right to appeal against the decision made about their application. The appeal should be in the form of a letter to the head of sixth form who, with the bursary panel and Sixth Form designated Governor or Chair of Governors, will consider and respond to the appeal within two weeks of receipt.

## **Conditions**

Applications to the 16-19 Bursaries will be accepted from 1<sup>st</sup> September each academic year through to the end of the academic year or until the funding has been fully allocated, whichever is the sooner.

Students must complete the application form in full providing evidence of household income and/or benefits as requested.

We reserve the right to request repayment of all or part of any payment received and/or return equipment provided if a student withdraws from their course. Students may be asked to return books or equipment at the end of their course.

Students may make more than one application to the fund in an academic year if their circumstances change or they apply for a secondary course during the academic year.

Where the student's circumstances change in-year and they become eligible as a vulnerable learner, they will receive a pro-rata amount of the vulnerable learner bursary, which will be from the date the student became eligible to the end of the academic year.

Where a student is enrolled on a course of less than 30 weeks, the vulnerable learner bursary will be adjusted to an appropriate pro-rata amount.

### **Entitlement**

For those students not able to travel to and from school on the school bus the Academy will pay for a travel pass for all eligible students. The Academy will also pay for any reasonable travel costs incurred in traveling to and from Academy.

### **Free School Meals**

Student's cashless system will be credited with £2.10 per school day. Any amount spent over this limit will have to be paid by the student either online or by cash at the finance office. Credits cannot be carried over to another day. Pack lunches can be provided for school trips when arranged prior to the trip.

### **Payments**

Payments will be made to reimburse course related costs with a receipt and completed payment request form. Examples of these costs are:

- Textbook deposits
- School uniform
- Stationary
- UCAS application cost
- School trips
- Work Experience risk assessment and travel/uniform costs

Payment is subject to 95% attendance checked weekly by tutors. Students will need authorised absence letters or doctors' notes to account for any missed attendance. If attendance drops below this, there will be a meeting with the Head of Sixth Form before any further costs will be authorised.

### **Administration**

Providers are allowed to use up to 5% of the total allocation for administration costs

