

North Norfolk Academy Trust

16-19 Bursary Policy

(For Sheringham Sixth)



North
Norfolk
**Academy
Trust**



Preparation for life's journey



Approved: July 2018

Review: Annually

Next Review: April 2019

Owner: Head of Sixth Form – Sheringham High School

Lead: Chief Financial Officer

Date sent to Joint Consultative Committee (if applicable): Not applicable

16-19 BURSARY FUND POLICY 2017-2018

What is the 16-19 Bursary Fund

The fund is made available from the government through its funding body – Education and Skills Funding Agency (ESFA) and is for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The 16-19 year old bursary fund has been in place for some years now but was originally seen as a partial replacement for Education Maintenance Allowance.

There are two types of 16-19 bursaries available;

1. Vulnerable Group Bursary

Up to £1,200 per academic year for young people in one of the defined vulnerable groups (see below)

2. Discretionary Bursary

Variable amounts which institutions can award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

Sheringham Sixth will take the initiative to identify eligible students – particularly those in the vulnerable group. However, applications for support are welcome and students will be encouraged to consider whether they can apply. Students or families wishing to apply for support from the Bursary fund should contact the Head of the Sixth form for the appropriate application form.

Who is eligible to apply for 16-19 Bursary Funding?

To qualify for either type of bursary, the student must be:

- following government (ESFA) funded full time or part-time courses:

AND BE

- aged at least 16 and under 19 years of age on 31/08/18.

OR

- aged over 19 on 31/08/18 and be continuing on a study programme they began aged 16 to 18 (a 19+ continuer).

OR

- aged 19 and over and have an Education Health and Care Plan (EHCP).

AND BE

- ordinarily resident in the UK.

Vulnerable Group Bursaries criteria

A vulnerable group bursary is available for students who are:

- in care (including unaccompanied asylum seekers) or
- are leaving care or

- are in receipt of Income Support or the equivalent Universal Credit because they are financially supporting themselves or anyone who is dependent on them and living with them, such as a child or partner, or
- are disabled and in direct receipt of both Employment and Support Allowance (or Universal Credit) and Disability Living Allowance (or Personal Independence Payments).

They do not have to live independently of their parents but their parents will not be able to claim Child Benefit if the young person's claim succeeds.

More detailed descriptions of eligibility criteria and how to identify vulnerable students are given in the 16-19 bursary fund guide published by the ESFA.

Discretionary Bursaries criteria

To be eligible for discretionary bursaries, the student must be facing financial barriers to participation and need help to stay in education.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/18 (except for 19+ continuers and those with ECHPs)
- Students who do not meet the criteria given above.
- Asylum seekers and non-UK residents.

How does the school assess applications and allocate 16-19 Bursary funding?

The 16-19 Discretionary Bursary Fund is a limited fund and the school will prioritise allocation.

There will be 2 priority groups, categorised as higher priority and lower priority. Lower priority bursaries are awarded where funds permit.

Higher priority group

Students who satisfy the eligibility criteria and vulnerable group criteria above.

Eligible students will be guaranteed a £1,200 bursary for costs such as transport, equipment etc.

Payments will be made on a half-termly basis (i.e. 6 times per year).

Lower priority group

Students who satisfy the eligibility and discretionary bursary criteria above and fit into the following bands:

Band 1 – Annual Household income of £12,000 or less will receive a half termly cash payment for general use. They will receive a contribution towards the cost of bus passes if they live over 2 miles from school, payment for educational visits during the year and reimbursement of the costs of visiting university open days or interviews.

- Band 2 - Annual household income between £12,001 and £16,500 will receive a tiered half termly cash payment. And the same contributions and reimbursements as Band 1.
- Band 3 - Annual household income between £16,501 and £21,000 will receive the same contributions and reimbursements as Band 1 but smaller. There will be no half termly cash payment.
- Band 4 – Annual household income between £21,001 and £26,000. These students will receive a contribution towards the cost of a bus pass if they live over 2 miles away from the school.
- Band 5 - Students who have been affected by a sudden, exceptional change in financial or family circumstances.

Additional awards may be made for students in the categories above for books, course material, help with the purchase of computer equipment and other relevant expenditure that will assist them to remain in education.

NB All discretionary awards are dependent on meeting agreed standards of attendance, homework and behaviour. They are also subject to availability of funds.

Agreed Attendance, Homework and Behaviour Standards

- Punctual attendance at all timetabled lessons including enrichment classes.
- Appropriate behaviour at all times.
- Appropriate application in course work so that all deadlines for homework and course work are met.
- Completion of the programme of study.
- Achieving over 94% of overall lessons attendance.

Non-compliance with the above standards may require repayment of all or part of any amount paid under the 16-19 Bursary fund.

Applications

A “16-19 Bursary Fund Application form” must be completed and returned to the sixth form office.

Criteria Changes

The above policy will remain in place for 2017-2018. A review of the policy will be made in May 2018 for implementation in September 2018.

Appeals procedure

If a student or family disagree with the decision taken in relation to a Bursary payment or application, it should be discussed with the Head of Sixth Form. If they are still not satisfied, they should submit an appeal in writing. Appeals will be heard by the Executive Headteacher and/or the relevant Governing Body committee.

Free Meals

Free meals are available for eligible students but must be applied for.

'Free Meals' means that a qualifying student will be provided with one meal at lunchtime up to the value of £2.41 each day that s/he attends the sixth form.

To be eligible for a free meal in the 2018 - 2019 academic year the student must be aged 16 or over but under 19 at 31 August 2018.

Students aged 19 or over are only eligible for a free meal if they:

Are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP)

To qualify for free meals the student, or his/her parents, must be in receipt of one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum.

The student must be ordinarily resident in the UK in all cases.

Meals will be provided by the school's catering service using the cashless system.

Alternative arrangements will be made where the student is off-site (e.g. during work experience or whilst on a fieldtrip)

Free meals will only be provided once an application has been made and the relevant proof of benefit seen by the school; Free Meals cannot be 'backdated'.

To make a claim for Free Meals you need to complete a Bursary application form and provide the relevant proof – please see Bursary page.