



16-19 Bursary Policy

Academic Year 2017-18

1 Introduction

- 1.1 The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full time education. It replaces the Education Maintenance Allowance (EMA) Scheme. More information can be found on the link: <https://www.gov.uk/1619-bursary-fund>.
- 1.2 For eligible students the fund can help towards the cost of essential course related costs such as travel to school, equipment, books, essential trips, school clothing and attending university/job interviews. It applies to expenses during the current academic year.

2 Vulnerable Bursary Fund Awards

- 1.3 The scheme guarantees bursary payments of £1,200 for 2017-18 to certain groups of students deemed most in need of financial support. £1,200 per annum paid in instalments will be paid to the following eligible students:
 - Young people who are 16-18 years, living independently and claiming Income Support
 - Students who are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
 - Young people who are looked after by the Local Authority
 - Young people who are Care Leavers¹
 - Young people who are 16-18 years, a parent and receiving Income Support
 - Young people who are 16-18 years and receive Income Support for any reason

NB: Students receiving the guaranteed Bursary of £1,200 will not be eligible to apply for the additional discretionary bursaries.

3 Discretionary Bursary Fund Awards (Priorities 2 & 3)

- 3.1 The school makes discretionary bursary awards to students most in need of financial assistance to enable them to remain in full time education. Receipt of a Bursary will be conditional on the student meeting agreed targets set by the school including good levels of attendance, effort and behaviour.

¹ **Either** a young person aged 16 or 17 who was formerly looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16. In legal terms such young persons are called relevant children or former relevant children.

or a young person who is aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16.

- 3.2 In allocating the discretionary bursaries, priority will be given to students in receipt of free school meals. These students will be eligible to receive a level 2 Bursary award of up to £900 for 2017-18.
- 3.3 In the event of funding remaining within the school's Bursary Fund allocation once all Priority 2 awards have been made, awards of up to £500 (maximum) will be made to students of families in receipt of tax credits with a household income of up to £22,000. This priority may be reviewed in November if there is still funding available.

4 Application Process

- 4.1 If you wish to apply for support from the 16-19 Bursary Fund you should:
- check that you meet the financial eligibility criteria detailed above and complete the application form, answering all questions in full to avoid delay when processing your application;
 - attach the required evidence as indicated on the form;

Eligible students will need to complete and submit their application to sixth form reception **no later than Friday 15 September 2017**. Late applications may be considered at a future meeting of the Bursaries Panel if funds are still available.

- 4.2 The school will endeavour to assess all applications received at the earliest opportunity with students eligible for the vulnerable bursary award and those eligible under the free school meal category being notified of the outcome by 30 September. Verifying the eligibility of all applicants is an integral feature of the assessment process.

It is likely to take slightly longer for other applicants as proof of eligibility will be required. The type of evidence required in order to verify household income and receipt of Tax Credits will include Tax Credit Award Notices, P60s/evidence of self-employed income.

5 Bursary Award Payments

The 16-19 Bursary Fund panel will assess your application. If approved, the panel will arrange for payments to be processed by the school Finance Department. Payments will be made directly to your bank account. Instalments will be paid on a termly basis as follows:

1 st instalment	17 October 2017	30%
2 nd instalment	18 January 2018	30%
3 rd instalment	24 April 2018	30%
4 th instalment	12 June 2018	10%

6 Appeals

Students have the right to appeal against any decision made. Appeals should be made in writing to the Principal.

7 Fraudulent Claims

Where an application is found to have been made on the basis of false declarations the student will be required to repay the entire Bursary Fund and may be asked to leave the course.