



16 – 19 Bursary Policy

1. Background

Academies receive allocations for a 16-19 Bursary fund, under arrangements set out by the Secretary of State under section 14 of the Education Act 2002. The allocation is received through GAG Funding which is devolved through the EFA. The government provides funding to close the gap in attainment between those from poorer and more affluent backgrounds and to ensure every young person participates in and benefits from a place in 16–19 education and training.

1.1 Guaranteed Full Bursary

Bursaries of £1,200 to all young people in the nominated vulnerable group (i.e. in care, care leavers, those in receipt of income support (in their own name). Please see 3.1.

1.2 Discretionary Bursary

This bursary award is targeted towards young people facing financial barriers to participation, such as the costs of transport, books, equipment, school trips etc. This bursary is awarded by the school, in line with the guidance in 3.2 below.

2. Communication

Full details of the 16-19 Bursary Fund will be made available to all Post 16 and prospective Post 16 students via the school website, Post 16 assemblies, tutors and notice board.

3. Eligibility

To be eligible to receive a bursary the young person must be over 16 on 1st September and under 19 on 31st August in the academic year in which they start their programme of study.

Young people must satisfy the residency criteria as defined in the EFA Funding guidance available on the EFA website. They must be participating in provision that is subject to inspection by a public body that assures quality (Ofsted) and is funded by the EFA or via a local authority. Funded or co-financed by the European Social Fund; or otherwise publicly funded leading to a qualification (up to level 3) that is accredited by Ofqual, the Skills Funding Agency or the Young People's Learning Agency.

3.1 Vulnerable Young People

Defined vulnerable groups are: young people (16-19) who are looked after (in care); care leavers; young people in receipt of income support (or Universal Credit) in their own name; and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments). . Applications must be made direct to the academy so that an application can be made to draw down funding.

The academy remains responsible for identifying and evidencing young people who are eligible for a vulnerable student bursary payment.

3.2 Discretionary Bursary

A discretionary bursary may be awarded to young people who meet the following criteria:

- Pupil premium and Free School Meal pupils
- Students from a household income under £25, 000

The academy hold the right to review cases on an individual basis and eligibility does not necessarily guarantee you will receive assistance from the Bursary Fund.

4. Assessment and payment of bursaries

4.1 Vulnerable Young People

Payments for vulnerable young people will be paid weekly throughout the year – a payment of £30 each week during term time, totalling £1,200.

4.2 Discretionary Bursary

Eligibility within the Post 16 cohort will be assessed within the first two weeks of term. Students are required to provide evidence of household income to Sally Dickinson in Post 16 Student Services.

Once their eligibility has been confirmed, students can then submit claims throughout the year for anything linked to their learning and academic progress.

Those students eligible for the discretionary bursary will receive an apportioned amount, enabling them to purchase or have money towards the cost of any necessary equipment for participation in Post 16. The amounts allocated will be dependent on the number of students eligible.

Following confirmation of this bursary, the academy may purchase the equipment for students and in rare circumstances students may be given money to purchase the equipment they have applied for. Students will be expected to submit receipts evidencing the equipment they have purchased.

5. Process for Application

Students will need to make a claim for an award of bursary; application forms will be available from the Post 16 administrator.

Completed applications should be passed back to the Post 16 administrator. .

Details of all successful applications will be passed to the Finance department, together with the level and conditions of the bursary awarded.

6. Qualifying Conditions

Payments of bursary will be subject to the young person having complied with the following conditions:

- Qualifying period – satisfy a qualifying period of study i.e. at least 6 weeks
- Attendance – No unauthorised absence, overall attendance 94% or doctor's certificate
- Behaviour – No cause for concern
- Punctuality – No more than 3 late marks in 6 weeks
- Deadlines – adhere to all deadlines for homework and coursework

The discretionary allowance may be withdrawn if these criteria are not met.

7. Successful applications

Applicants will be notified in writing (email) whether their application has been successful. If a young person feels aggrieved about how their application has been handled or if they wish to appeal the decision, they should first speak to the Director of Post 16 who will pass the query onto the relevant person.