



# 16 – 19 BURSARY FUND POLICY

## 1 Sponsors' Statement

- 1.1 All The Bishop of Winchester Academy policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long term running of the Academy. Each policy evidences the commitment of the Sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities and in particular through the specialism of Enterprise and Innovation, and Maths.

## 2 Introduction

- 2.1 The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16 – 19 Bursary Fund.

The 16 – 19 Bursary Fund has two elements:

- (1) A Vulnerable Bursary – up to £1,200 a year for young people in one of the defined vulnerable groups: in care; care leavers; young people in receipt of Income Support or Universal Credit because they are financially supporting themselves and anyone dependent on them i.e. a child or partner; young people in receipt of either Disability Living Allowance or Personal Independence Payments **and** Employment Support Allowance or Universal Credit in their own right.
- (2) Discretionary Bursaries – targeted towards those young people whose access to, or completion of, education is inhibited by financial constraints or barriers to participation (e.g. the costs of transport, meals, books and equipment).

This policy governs how those funds are allocated and distributed.

## 3 Who does this policy apply to?

- 3.1 The Principal and Governing Body have overall responsibility for ensuring the sixth form bursary fund is used in accordance with the ESFA guidelines. The Head of Sixth Form has the responsibility of ensuring this on a day to day basis.

## 4 Who is responsible for carrying out this policy?

- 4.1 The implementation of this policy will be monitored by the Governing Body of The Bishop of Winchester Academy and remain under constant review by a designated member of the Academy Leadership Team.

## 5 Policy

### 5.1 Eligibility

To be eligible to receive a 16 – 19 Bursary, the young person must be aged over 16 and under 19 at the start of their full-time academic programme (31 August). Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or the end of the programme of study, whichever is sooner.

Bursaries should not be paid to:

- Students aged under 19, studying higher education qualifications.

### 5.2 Defined Vulnerable Bursary (High Priority)

Students who meet one of the four criteria below and who have a financial need can apply:

- Children in Care;
- Care Leavers;
- Student receiving Income Support or Universal Credit in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner.
- Student receiving both Employment Support Allowance or Universal Credit **and** Disability Living Allowance or Personal Independence Payments in their own right.

Eligible students could receive Bursary support of up to £1200 per year (see list below).

### 5.3 Discretionary Bursary (Medium / Low Priority)

Eligible students may receive support in the form of:

- Transport to and from school;
- Meals;
- Books;
- Vouchers;
- Essential course equipment or clothing;
- Field Trips and visits related to courses;
- Exam retakes/UCAS fees;
- Travel expenses for Higher Educational visits (maximum of 3 per term);
- Academic Support Payments;
- Loan of a Bursary Laptop;
- Printing/photocopying credit.

**Students can apply for the Discretionary Bursary (Medium Priority) if:**

- ❖ Their parents have a gross annual income **below £20,000** (including benefits).
- ❖ The student is in receipt of free school meals.

### **Students can apply for the Discretionary Bursary (Low Priority) if:**

- ❖ Their parents have a gross annual income of between **£20,000 and £24,999** (including benefits).
- ❖ Their parents have a gross annual income (including benefits) of between **£25,000 and £27,999**, and have **more than one child under the age of 18 living in the house**.

The amount of support awarded will be dependent on the funding received from the ESFA and the number of eligible applications received.

## **5.4 Evidence**

### **For the Vulnerable Bursary (High Priority) this might include:**

- A letter from the DWP confirming the types of benefit to which the young person is entitled in their own right.
- Written confirmation from the Local Authority of the young person's current or previous looked after status.

### **For the Discretionary Bursary (Medium / Low Priority / One-Off Support) this should include:**

Evidence of benefits/allowances/grants and/or household income for example:

- Universal Credit (at least 3 of the most recent monthly award statements)
- Child Tax Credit Award Notice
- Working Tax Credit Award Notice
- Income Support
- Income based Job Seekers Allowance
- Employment Support Allowance (Income Related)
- P60
- Official tax return

## **5.5 How to Apply**

- Students should complete the Academy Bursary Fund Application Form.
- Application Forms are available from the 6th Form Office and website.
- Students should re-apply each academic year.
- Applications must be returned to the 6<sup>th</sup> Form Office by October half-term each year.
- Applications after this date will be considered if funds are available or if circumstances deteriorate during the academic year.
- Students will need to provide appropriate evidence to support their application.

## 5.6 Organisation and Appeals

- All applications will be considered and assessed by the 6<sup>th</sup> Form Administrator and Head of Sixth Form based on the criteria outlined above.
- Authorisation of the application and award level is signed off by the Head of 6<sup>th</sup> Form.
- The student will be notified of the decision in writing.
- All queries should be directed to the 6<sup>th</sup> Form Administrator in the first instance.
- Appeals against eligibility for financial support and for non-payments should be put in writing and addressed to the Chair of Governors.
- The decision rests with the Governors.
- There is no further right of appeal.

## 5.7 Awards and Payments

- Financial support may be awarded 'in kind' i.e. travel passes / vouchers / meals / books / course materials or by payments via BACS or cheque.
- Payment will be made on production of receipts/invoices/official estimates where required.
- Non-compliance with the 6<sup>th</sup> Form Student Learning Contract may result in the loss of Bursary support.
- Failure to meet the Academy standards of attendance, behaviour, effort and completion of work may result in the loss of Bursary support.

## 6 Reporting

- 6.1 A report of EFA bursary funding and how it has been used to be presented to the Governors tri-annually in September, January and April.

## 7 Policy review

- 7.1 This policy will be reviewed annually by the Academy Leadership team as part of the Academy annual review process.
- 7.2 This policy will be reviewed and submitted to the Governing Body for review every 2 years. This will allow Governors to assess its implementation and effectiveness.
- 7.3 This policy will be actively promoted and implemented throughout the Academy.