

Waddesdon CE School: 16-19 Bursary Policy 2017-2018

From September 2011 the Government introduced a Bursary Fund to provide support for Sixth Form students from vulnerable groups and low income backgrounds. This replaces the Educational Maintenance Allowance (EMA). This policy explains how Waddesdon CE School will administer and distribute these funds, based on guidance from the Education and Skills Funding Agency (ESFA).

Waddesdon CE School recognises that offering support to students from vulnerable groups and low income backgrounds requires sensitivity and confidentiality for those concerned.

Eligibility

Young people must be under 19 years old on 31st August in the academic year they start the course to qualify. Students can also apply if they are over 19 on 31st August, if they are continuing in a study programme they started while aged 16-18 or have an Education Health Care Plan. Young people must satisfy the residency criteria in the document ESFA Funding Guidance: Funding Regulations. Two groups of young people are eligible to apply for the 16-19 Bursary:

- 1) Students from 'vulnerable groups' as defined by the government: young people 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 and Support Allowance or Universal Credit and Disability Living Allowance (or Personal Independence Payments). Please note it must be the student in these categories and not their parents. This is a guaranteed bursary. Students in this category are eligible to receive £1,200 per year as specified by the government.
- 2) Students who are eligible for Free School Meals, or whose parents or carers earn less than £16,190 per year, will be eligible for a smaller discretionary bursary depending on how many students are in this category. This amount of money given to students in this category will depend on how much money we are allocated by the government.

Extended Eligibility

In the event that there are surplus funds after the allocation of bursaries to 'vulnerable' students and those on Free School Meals as outlined above, a further letter will be sent out to parents and students extending eligibility. The criteria for extended eligibility will be:

Parents on Working Tax Credit up to £20,000 as well as one of the following benefits: Income Support (IS), Income-based (not contribution-based) Job Seeker's Allowance (IBJSA), the Guarantee element of the State Pension Credit, income-related employment and support allowance, Financial Support from the NASS (National Asylum Support Service) or Child Tax Credit.

Applications and Assessment

Waddesdon CE School will make every effort to ensure all students who are entitled to financial support from the Bursary will receive it. Details of the Bursary Fund and the application process will be displayed on the school website, letters will be sent home to parents/carers at the beginning of each academic year, and announcements will be made in assembly. The application forms and letters are shown in Appendix 1 and 2.

Students applying for the Bursary Fund will be asked to provide evidence to support their application e.g. Employment and Support Allowance certificate, Disability Living Allowance certificate, a letter from Job Centre Plus setting out the benefit to which the young person is entitled, written confirmation from the Local Authority of the young person's current or previous looked after status or a letter from the Local Authority of entitlement to Free School Meals.

Students will also have to outline what they propose to use their bursary payments for, for example, to contribute towards transport costs, equipment, books, residential costs, resit fees, Open Day visits etc. Students will also have to submit receipts to demonstrate that their bursary has been spent on their education, a requirement of our auditors.

All applications should be received by the Sixth Form Office by the dates specified in the letters and students will be informed of the result as soon as possible after that date. If a student's circumstances change, they can apply to the Bursary Fund later in the year after the completion of an application form. A small amount of money will be reserved in the fund for this eventuality.

Payments

For 'vulnerable' students entitled to £1,200 per year, three termly payments of £400 will be paid to the student by cheque which will be posted to the student's home. The first payment will be paid out in October/November and then in February and April of the same academic year.

For students who qualify for Free School Meals or under the extended eligibility criteria, the amount they receive will be determined each year by the number of students who qualify for the remaining funds. The Head of Sixth Form will write to each student to inform them how much money they are entitled to. Again, there will be three payments by cheque sent to the student's home, in October/November, February and April.

Please note that students will need to apply to the Bursary Fund at the beginning of Year 12 and again at the beginning of Year 13. We cannot guarantee that students will be eligible for the same amount each year. Also, payments depend on very good attendance of at least 90% as well as a positive attitude and good school reports. This will be closely monitored. Payments can be withheld if students are not fulfilling these requirements.

In the event that there are remaining 16-19 Bursary Funds at the end of the year, each eligible student will receive a small bonus payment, as long as they have submitted all required receipts.

Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Head of Sixth Form, and if this fails to resolve issues, they should make a written complaint to the Headteacher. If this fails to resolve differences, students can take their appeals to the School's Governing Body. A copy of the school's complaints procedure is available from the Head of Sixth Form.

Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to be making fraudulent claims will be required to refund all payments received and may be asked to leave the school.

Appendix 1 – Letter introducing the 16-19 Bursary

7th September 2017

Dear Sixth Form Parents

16-19 Bursary Fund

As of September 2011, the government has replaced the Educational Maintenance Allowance (EMA) with the 16-19 Bursary Scheme to help support students from vulnerable groups and lower income families with the costs of post 16 education. The government has given the school a limited amount of money for this purpose.

The government has defined 'vulnerable students' as: young people 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 and Support Allowance or Universal Credit and Disability Living Allowance (or Personal Independence Payments). Students in this group are entitled to a bursary of £1,200.

Students who are eligible for Free School Meals are also eligible for a discretionary bursary from the remaining fund to help with any costs towards their education, for example, the buying of extra books or subject specific equipment. Until we know how many students are in these categories, we are unable to calculate how much financial support each student will receive.

If you think your child is eligible, please complete the attached application form and return it in a sealed envelope to Mrs Carr in the Sixth Form Office by Friday 15th September. Please be reassured that all applications will be treated sensitively and confidentially.

Once we are aware of the number of students who qualify, I will write to those concerned to explain how much money will be available to each student and the process for claiming. After these bursaries have been allocated, we will extend eligibility if funds remain, and again, I will write to you if this is the case.

If you have any queries about the 16-19 Bursary Scheme, please do not hesitate to contact me at school.

Yours sincerely

A.K. McIver
Head of Sixth Form

APPENDIX 1: Waddesdon CE School: 16-19 Bursary Fund Application

Please complete the following form to register your son/daughter's eligibility for the 16-19 Bursary Fund. Please note that the fund is very limited. We recognise that offering financial support to students from vulnerable groups and low income backgrounds requires sensitivity and respect for all concerned. Information relating to applications will be treated confidentially. Applications must be submitted in a sealed envelope to Mrs Carr in the Sixth Form Office.

Student details

Surname/family name	
First name(s)	
Age on 31 st August 2017	
Address	
Postcode	
e-mail address	
Home phone number	
Mobile phone number	
Nationality and passport number	
How many years have you been resident in the UK?	

Parent/Carer details

Surname/Family Name	
First Name(s)	
Address (if different from above)	
Postcode	
Home phone number	
Mobile phone number	

Please indicate into which category you fall:

CATEGORY 1: STUDENT FROM A VULNERABLE GROUP

I wish to apply to the 16-19 Bursary Fund because I am a student in a 'vulnerable group'. I am eligible because I am: (please tick)	
<input type="checkbox"/>	A young person who is looked after (in care)
<input type="checkbox"/>	A care leaver
<input type="checkbox"/>	A young person in receipt of income support (or Universal Credit) in your own name
<input type="checkbox"/>	A disabled young person in receipt of both Employment and Support Allowance or Universal Credit and Disability Living Allowance (or Personal Independence Payments)
I am attaching the following evidence (e.g. an official letter) to support my application:	

CATEGORY 2: STUDENT ENTITLED TO FREE SCHOOL MEALS

I wish to apply to the 16-19 Bursary Fund. I am eligible because I am: (please tick)	
<input type="checkbox"/>	a student entitled to Free School Meals
If you are eligible for Free School Meals but you have not completed an application form or claimed for this in the past at Waddesdon CE School, please contact Mrs Hammond in the School Office for the relevant application form.	

Please indicate by ticking below what you intend to use your 16-19 Bursary Fund payments to contribute towards:

<input type="checkbox"/>	Transport	<input type="checkbox"/>	Meals	<input type="checkbox"/>	Books/ equipment	<input type="checkbox"/>	Course related trips	<input type="checkbox"/>	Other: (please specify)
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Please note that students in Category 1 will receive a bursary of £1,200 this year. Students in Category 2 will be informed how much of a bursary they will receive once we know how many students are eligible for the remaining funds. Please note that you will have to apply to the 16-19 Bursary Fund at the beginning of each academic year and you cannot be guaranteed the same bursary amount each year. Good attendance and a positive Attitude to Learning are also essential requirements to receive bursary payments. After each instalment, our auditors require you to submit receipts to show that the bursary money has been spent on educational purposes.

Declaration: I declare that the statements made on this form are true to the best of my knowledge. I undertake to inform the school in writing of any changes to my financial circumstances.

Signed (student):	
Signed (parent/carer):	
Date:	
Date received in school:	

Appendix 2 – LETTER FOR EXTENDED ELIGIBILITY

18th September 2017

Dear Sixth Form Parents/Carers

16-19 Bursary Fund

We have now allocated the 16–19 Bursary Fund to ‘vulnerable students’ and students who qualify for Free School Meals.

As we have some limited funds remaining, we would like to extend the eligibility criteria and invite applications from students whose parents/carers receive:

Working Tax Credit up to £20,000

as well as one of the following benefits:

Income Support (IS), Income-based (not contribution-based) Job Seeker’s Allowance (IBJSA), the Guarantee element of the State Pension Credit, income-related employment and support allowance, Financial Support from the NASS (National Asylum Support Service) or Child Tax Credit.

If you meet the eligibility criteria, please complete the application form overleaf and return in a sealed envelope to Mrs Carr in the Sixth Form Office by 25th September. Please attach photocopies of the required evidence of your entitlement.

At the moment, we cannot specify how much support each student will receive from the remaining funds. We will establish this as soon as we can after the deadline and we will write to successful applicants with further information.

We recognise that supporting students from lower income families requires sensitivity. All applications will be treated confidentially.

If you have any questions about the Bursary Fund, please do not hesitate to contact me at school.

Yours sincerely

A.K. McIver
Head of Sixth Form

Waddesdon CE School: 16-19 Bursary Fund Application (Extended Eligibility)

Please complete the following form to register your son/daughter's eligibility for the 16-19 Bursary Fund. Please note that the fund is very limited. Applications must be submitted in a sealed envelope to Mrs Carr in the Sixth Form Office.

Student details

Surname/family name	
First name(s)	
Age on 31 st August 2017	
Address	
Postcode	
e-mail address	
Home phone number	
Mobile phone number	
Nationality and passport number	
How many years have you been resident in the UK?	

Parent/carer details

Surname/Family Name	
First Name(s)	
Address (if different from above)	
Postcode	
National Insurance Number	
Home phone number	
Mobile phone number	

Please indicate into which categories you fall and attach the appropriate evidence:

I am entitled to Working Tax Credit <u>up to £20,000</u> (please tick):	
Please attach a copy of your Working Tax Credit Award Notice marked this year. It must be for a full year, not a partial award – Full Award Notice.	

AND

I am also entitled to ONE of the following (please tick):	
Income Support (IS)	
Income-based (not contribution-based) Job Seeker's Allowance (IBJSA)	
Guarantee element of the State Pension Credit	
Income-related employment and support allowance	
Financial Support from the NASS (National Asylum Support Service)	
Child Tax Credit (Full Award)	
Please attach evidence of your entitlement or an award letter dated within the last three months.	

Please indicate by ticking below what you intend to use your 16-19 Bursary Fund payments to contribute towards:

<input type="checkbox"/>	Transport	<input type="checkbox"/>	Meals	<input type="checkbox"/>	Books/ equipment	<input type="checkbox"/>	Course related trips	<input type="checkbox"/>	Other: (please specify)
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Applicants will be informed how much of a bursary they will receive once we know how many students are eligible for the remaining funds. Please note that you will have to apply to the 16-19 Bursary Fund at the beginning of each academic year and you cannot be guaranteed the same bursary amount each year. Good attendance and a positive Attitude to Learning are also essential requirements to receive bursary payments. After each instalment, our auditors require you to submit receipts to show that the bursary money has been spent on educational purposes.

Declaration: I declare that the statements made on this form are true to the best of my knowledge. I undertake to inform the school in writing of any changes to my financial circumstances.

Signed (student):	
Signed (parent/carer):	
Date:	
Date received in school:	