



16-19 Bursary Policy

This 16-19 bursary policy will be reviewed annually by the finance and general purposes committee of the governing body.

Date of last review: Summer 2018

Date of next review: Summer 2019

Introduction

Bursaries will be provided to help students who are facing financial hardship meet the costs of participating in sixth form education at Carlton le Willows Academy.

Eligibility

To be eligible to receive a bursary students must:

1. be aged over 16 and under 19 on 31 August 2018;
2. be aged 19 or over on 31 August 2018 and have an Education, Health and Care Plan;
3. be aged 19 or over on 31 August 2018 and continuing on a study programme they began aged 16-18 ('19+ continuers);
4. meet the residency criteria given in the Education and Skills Funding Agency (ESFA) 2018 to 2019 academic year funding regulations for post-16 provision;
5. participate in full time sixth form provision at Carlton le Willows Academy;

To continue to receive a bursary the student must satisfy the following criteria:

1. attending regularly and punctually – the level of unauthorised or unexplained absence from lessons must not be greater than five percent;
2. keeping to the fair rules so that everyone can learn and stay safe - never to behave violently or conceal something that poses a danger to the safety of other members of the academy in the knowledge that to do so will result in an immediate instruction to leave the sixth form;
3. keeping to the sixth form dress code and appearance policy;
4. participating fully in lessons, tutorial and sixth form life;
5. completing all work to an acceptable standard meeting coursework and homework deadlines;
6. completing all courses enrolled on at the start of the academic year, unless discontinuation of a course is agreed with the academy for reasons other than failing to satisfy criteria 1, 4 and 5 above or study is transferred to another course.

Assessment and payment of bursaries

The bursary fund committee will assess each bursary application and authorise payments within each part of the scheme. The committee will request evidence which demonstrates the young person's actual need for financial assistance for specific educational purposes before determining whether to award a bursary.

Specific educational purposes may include:

1. Books/equipment/specialist clothing related to a course;
2. Additional course costs, for example educational trips/visits;
3. Transport;
4. Meals;
5. Accommodation;
6. Exam re-sit fees;
7. Other items solely related to the course being followed.

The committee may also review bursary awards to take account of any improvements in a student's financial circumstances or if there are concerns about the student satisfying the eligibility criteria given above. This may result in an adjustment in bursary payment or withdrawal of the bursary.

The bursary fund committee is comprised of the business manager (chair) and the head of sixth form. The clerk to the panel is the sixth form supervisor. The panel will normally meet three times per year (September, January and May) to consider and review applications. Emergency meetings may need to be called. Students and their parents should be informed that the available fund is limited.

Payments will be made by BACS transfer into the student's bank account in six instalments during the year.

The total amount paid out in bursaries each year shall not exceed 95% of the annual grant received from the ESFA 5% of the total annual ESFA grant will be held back for contingency and administrative purposes.

Vulnerable student bursary – Student meeting the criteria below will receive a guaranteed payment of £1,200 per annum, payable in six instalments.

- in care
- care leavers
- young people in receipt of income support or universal credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner young people receiving employment and support allowance or universal credit as well as personal independence payments or disability living allowance in their own right

Discretionary bursary - Students who are not eligible for the full nominated bursary, may be eligible for a discretionary bursary if they;

- fall into one of the household income bands
Band 1 – Annual household income of £16,190 or less
Band 2 – Annual household income of £16,191 to £20,817
Band 3 – Annual household income of £20,818 to 25,521
- are in receipt of free school meals
- are a young carer
- are a parent
- are in receipt of personal independence payments or disability living allowance

Please note that the applicants (student) income from part-time employment will be taken in to account when calculating the annual household income.

The level of support which the academy can offer will be dependent upon the total funding received from the ESFA and the number of applications it receives.

Additional financial help - Under exceptional circumstances students who are not eligible for a bursary can apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis by the bursary fund committee and will be dependent upon availability of funds.

Applications for bursaries

Students applying for a bursary or additional financial help should do so using the 16-19 Bursary application form (appendix 1) and will be required to provide appropriate evidence.

Appeals process

Any appeals against decisions should be made to the head teacher via his PA.