

The Bourne Academy 16-19 Bursary Policy



VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy, we develop literate, numerate global citizens who ASPIRE: **A**mbitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

BACKGROUND

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay on in full time education after Year 11.

The purpose of the bursary is to:

- Support and retain students
- Promote a positive attitude to learning

For the 2017/18 Academic year there are two elements to the Bursary Fund.

1. Vulnerable Bursaries

A bursary of up to £1,200 per year for students in one of the defined vulnerable groups.

2. Discretionary Bursaries

These bursaries are awarded at the discretion of The Bourne Academy and they are intended for students who are most in need of financial support. Awards will be made to students in ways that best fit their individual needs and circumstances. In general, the maximum value of a discretionary bursary will be up to £750 per annum, but this will be dependent on the funds available and the circumstances of the applicant.

Once granted students will be entitled to use the funds to cover costs associated with their course. Examples include (but are not limited to):

- Educational books / CDs / equipment / materials/ specialist clothing;
- Transport to and from school;

- Educational visits and field trips related to courses;
- UCAS application fees;
- Travel expenses to university interviews;
- Exam retake fees;
- Travel expenses for Bourne Ambassador meetings.

ELIGIBILITY

The basic eligibility requirements of the bursary scheme are detailed below. These criteria apply to both vulnerable and discretionary bursaries unless otherwise noted.

Age

To be eligible to receive a bursary in the 2017/18 academic year students must be over 16, but under 19, on 31 August 2017.#

Students aged 19 or over on 31 August 2017 can apply for a discretionary bursary if they are continuing on a study programme that they began aged 16 to 18, or if they have an Educational Health and Care Plan (EHCP).

Residency

Students must meet the residency criteria set out in the ESFA Funding Regulation for Post-16 provision in the 2017/18 academic year. To meet the residency eligibility students must have the legal right to be resident in the UK at the start of their study programme.

1. Vulnerable Bursaries Eligibility

Students who are in one or more of the groups below can apply for a vulnerable bursary of up to £1,200 if they meet any of the criteria set by the Government. Students are eligible if they are:

- In care;
- Care leavers;
- In receipt of Income Support, or Universal Credit in place of Income Support, in their own right;
- In receipt of Employment and Support Allowance, or Universal Credit and Disability Living, or Personal Independence payments in their own right

The Academy will assess whether a student is eligible to receive a vulnerable bursary payment. If the course lasts less than 30 weeks a year then the bursary paid will be a proportional amount of the full grant based on the length of the course.

Please note that to qualify as eligible for a vulnerable student bursary the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they would not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.

Applications for the vulnerable student bursary are made online using the Student Bursary Support Service portal. Prior to the application being made

evidence will need to be provided to confirm students eligibility for the vulnerable student bursary.

2. Discretionary Bursaries

Students may apply for this grant (generally up to a maximum of £750 per annum) if they:

- Are eligible for free school meals;
Students will generally be eligible for free school meals if their parents/carers are claiming one of these benefits:
 - Income Support
 - Income-Based Job Seeker's Allowance
 - An income-related employment and support allowance
 - Support Under Part VI of the Immigration & Asylum 1999
 - Child Tax Credit, where your annual income (as assessed by HM Revenues and Customs) does not exceed £16,190
 - Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
 - The Guarantee Element of State Pension Credit
 - Universal Credit
- Were eligible for Disadvantaged Funding (Pupil Premium) while in Year 11.
- Are from families in the lower 40% of UK household income. This will be the case if the student's annual family income is less than £25,000 in the last tax year (including benefits).
- Currently have an Educational Health and Care Plan (EHCP).

Applications from students falling outside these criteria may be considered depending on the student's individual circumstances and changes in their financial / care arrangements.

APPLICATION

Students must complete the relevant application form for the Bursary they wish to apply for. Application forms can be found on the Academy website and from the Finance Office and 6th Form Manager.

Applications relate to the academic year in which the application is made.

Applications can be made at any time during the academic year.

Students must apply for the bursary each academic year.

Students will be required to provide documentary evidence of their eligibility to support their application. Examples of evidence might include:

- For the Vulnerable Bursary

- A letter setting out the benefit to which the student is entitled;
- Written confirmation of the student's current or previous looked-after status from the Local Authority.
- For the Discretionary Bursary
 - Confirmation from the Local Authority confirming Free School Meal status;
 - A Government Agency letter confirming the benefit / support received by the student's family;
 - Family P60 for the last tax year;
 - Self-Employment Income evidence;
 - Bank statements for a minimum period of 3 months prior to the date of application
 - Other certification to support the eligibility criteria.

Completed applications should be handed into the 6th Form Manager or the Academy's Finance Office.

ASSESSMENT

All applications will be considered by The Bourne Academy Bursary Committee to examine whether the claimant should receive support.

The Bourne Academy Bursary Committee will consist of:

- Assistant Vice-Principal
- 6th Form Manager
- Finance Manager

The committee will sit to consider applications as and when necessary throughout the academic year.

SUCCESSFUL APPLICATIONS

Students will be notified of the outcome of their bursary applications by letter.

Payments of the Bursary will be made as follows:

Vulnerable Student Bursary

- Payment will be made, by cheque or direct transfer into the student's bank account as agreed on an individual basis.

Discretionary Bursary

- Payment will be made, wherever possible, on an 'in kind' basis to ensure that the bursary is tailored to individual students' needs. This can be in the form of free meals, course equipment, course trip/visits, stationary etc. Where the Academy is aware that the student will require an 'in kind' payment, part of the bursary will be withheld by the Academy at the start of the year to cover

these costs. Any withheld funds at the end of the year will be paid over to the student.

- Remaining payments will be made by cheque or direct transfer to the student's bank account in equal instalments on a ½ termly basis. Payments will commence at the start of the next ½ term after the bursary has been approved.
- If students require a cash payment for any part of their bursary, they must notify the Bursary Committee, who will consider the request.
- Students who are successful must understand that continuation of the Discretionary Bursary is conditional on the following;
 - Maintenance of a satisfactory level of attendance (94.5% each ½ term).
 - Maintenance of a satisfactory level of punctuality (normally a maximum of 5 lates each ½ term)
 - Satisfactory behaviour and achievement (evidenced by eportal records, 6th Form Manager, subject staff and data tracking reports).

APPEALS

Appeals against the distribution of the Discretionary Bursary must be notified, in writing, to the 6th Form Manager.

A committee made up of the Principal, the Vice-Principal and one Governor will hear appeals. This committee will sit as and when necessary.

MONITORING, EVALUATION AND REVIEW

- The Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy

Policy written by the Assistant Vice Principal in consultation with staff August 2016

Signed off by Governing Body

To be reviewed summer 2017

Policy reviewed and updated August 2017. To be reviewed summer 2018