

16-19 Bursary **2018-2019**

Adopted by the Governing Board: 22nd January 2019
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16-19 Bursary Fund Policy

This policy sets out arrangements for how the school will operate the 16-19 Bursary Funds during the academic year.

The 16 to 19 Bursary Fund provides financial support to help students to overcome specific barriers to participation so they can remain in education and training. The school has received this funding to help students to meet the cost of participating in post-16 education and training.

This policy is based on the Education Funding Agency's "16-19 Bursary Fund – Guide for 2018 to 2019 academic year".

General Eligibility and Awards Criteria

To be eligible to receive a Bursary in the 2018/19 academic year, all young people must be aged 16, 17 or 18 at 31 August 2018, meet the residence criteria in the EFA Funding Guidance for 2018/19 Academic Year and attend suitable provision subject to inspection by a public body.

ELIGIBILITY

The following groups of young people are eligible to apply for 16-19 Bursary Funds:

- **Group One:** Vulnerable Young People – up to £1,200 bursary
- **Group Two:** Discretionary Bursary - Up to £800 bursary
- **Group Three:** Discretionary Bursary – Up to £400 bursary

Eligibility for Group One:

A bursary of **up to £1,200** per annum for a full time course (30 weeks or more) is available to students who meet the following criteria:

The defined vulnerable groups are:

- Young people in care or care leavers (EFA class 'care leavers' as young people aged 18-21 who have been looked after for more than 13 weeks or since the age of 14; or young people who cease to be looked after or accommodated, including unaccompanied asylum-seeking children).
- Young people claiming Income Support or Universal Credit (in their own name).
- Young people getting both Disability Living Allowance (and the new Personal Independence Payments) and Employment Support Allowance (ESA) (in their own name)

Appropriate evidence confirming eligibility will be required.

Eligibility for Group Two:

A Discretionary Bursary of **up to £800** per annum for a full time course (30 weeks or more) is available, subject to availability of remaining funds and to all students who meet the following criteria:

- Medium priority – net household income between £18,000-£19,999 per year
- High priority – net household income below £18,000 per year

Eligibility for Group Three:

A Discretionary Bursary of **up to £400** per annum for a full time course (30 weeks or more) is available, subject to availability of remaining funds and to all students who meet the following criteria:

- a. their gross annual household income, as assessed by HM Revenue & Customs, does not exceed **£25,251** and/or;
- b. the young person's parent / carer (s) are in receipt of Child Tax Credit and Working Tax Credit

Awards will be made according to the following criteria:

1. Level of family income
2. Nature of the application – priority will always be given to essential curricular requests
- 3. The school has decided to allocate a greater share of these limited funds to those qualifying students incurring significant transport costs.**
4. The finances available within the fund

EVIDENCE OF ELIGIBILITY

All applications to access 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the school to provide financial assurance as required. All evidence will be treated as confidential.

Acceptable evidence under **Group One, Vulnerable Bursary**, will be either:

- Statement from the Local Authority confirming the young person's current or previous looked after status;
- Recent Entitlement or Award Statement setting out relevant benefits to which the young person is entitled.

If you are applying under **Group Two and Three, Discretionary Bursary**, then you will need to provide evidence of income / benefits entitlement stated on your application.

Examples of types of acceptable evidence (photocopies accepted) are shown in the table below.

Type of Income	Evidence Required
Annual Salary	P60 for last tax year, or week 52 (last week in March) payslip or month 12 (March) payslip
Income Support or Universal Credit	Entitlement / Award letter – dated within the last 3 months
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months
Housing Benefit	Entitlement / Award letter – dated within the last 3 months
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months
Any other benefit	Entitlement / Award letter – dated within the last 3 months
Working Tax Credit	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Benefit	Award letter
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid
Disability Living Allowance or Personal Independence Payments	Entitlement / Award letter – dated within the last 3 months
Any other income	Relevant paperwork, e.g. evidence of income from self-employment (Self Assessment Tax Calculation SA302), etc.

The student must inform school immediately of any changes to status, otherwise money may have to be paid back.

PLEASE NOTE: Passing the eligibility threshold in Group Two and Three **does not** guarantee funding. The individual circumstances of all applicants, the funding available and the nature of the funding request will all be deemed relevant, differentiating factors.

APPLICATION PROCESS

Applications for a Bursary must be made using the correct application form and should be submitted in full by **30th September**. Applications made after this date will be considered as long as sufficient funds are available.

In most cases applications will be processed within two weeks and applicants will be informed in writing of the decision.

Subject to meeting the condition requirements as detailed below, payments will be made by BACS to a bank account in the name of the young person **on a monthly basis**. The young person must have a valid bank account in their name unless there are exceptional reasons.

Timing of payments will be at the school's discretion.

QUALIFYING CONDITION REQUIREMENTS

All young people who wish to apply for the bursary must meet the following conditions:

1. **Attendance:** on or above school target (95%) unless there is a valid reason why this level of attendance cannot be achieved. All young people must endeavour to meet punctuality and attendance requirements.
2. **Behaviour:** All young people must behave appropriately and submit work of an appropriate level and to the required deadlines.
3. All students must adhere to the terms of our **Sixth Form Learning Agreement**

If the young person does not meet these conditions, the school reserves the right to withdraw or suspend Bursary payments.

HARDSHIP FUND

Learners facing financial hardship due to exceptional reasons and/or their circumstances changing, and / or in need of assistance with course related costs are invited to apply. This is a means tested bursary so applications should be submitted with evidence of income (from the table above). School's qualifying condition requirements above also apply.

Items to be funded through cash and/or "in kind" payments may include:

- Basic stationery
- Books & materials
- Specialist Subject Material
- Emergency Accommodation and meals
- Course fees, exam resits
- UCAS fee, travel to Open Days and/or interview costs
- Course trips
- Other justified costs

DISTRIBUTION OF THE HARDSHIP FUND

Except in emergencies or other unforeseen circumstances, students can normally apply up to three times a year to the **Hardship Fund**. To receive an award, applicants must have submitted a completed form accompanied by the required evidence of income by the Friday before the half term holiday of the relevant term.

The hardship element of the fund will be distributed at the discretion of the school as a full payment, payment "in kind", contribution towards a cost or a "loan" that is later repayable to the school.

Purchases made under the Bursary remain the property of UTC Leeds and wherever practicable, all equipment purchased under the Hardship Fund must be returned to the school for future use. All emergency payments must be repaid once alternative support is in place.

Books, trips and visits can be expensive in Post-16 so we encourage students to apply for funding, should they meet the criteria.

In all relevant cases quotes and/or original receipts must be provided prior to receipt of payment.

DECISIONS

Decisions about bursaries and Hardship Fund will be made jointly between the Assistant Principal 6th Form and the Business Manager as follows:

- The Assistant Principal 6th Form will make the decision on attitude to learning; attendance; behaviour and completion of coursework.
- The Business Manager will make the financial eligibility decision

APPEALS

- All students have a right to appeal against any decision made in respect of a bursary awarded or not awarded.
- Appeals must be made in writing and submitted within two weeks of the decision
- The final decision on appeal is taken by a panel including the Principal and a governor.

At no point in the process will the circumstances of other Bursary recipients be discussed for reasons of confidentiality.

Budgeting and Administration

UTC Leeds 16-19 Bursary Fund allocation for 2018/19 amounts to £15,663

This allocation is only in respect of the Discretionary Bursary and Hardship element of the scheme. The school has to apply for the Vulnerable Young People Bursary element via a Funding Claim form to the SBSS once eligible young people are identified. The Student Bursary Support Service, part of the Education Funding Agency, will be then issuing funding directly to the school.

The school will hold:

- £783 (5%) for administration costs
- £1,566 (10%) as a contingency fund

Secure records will be kept of all awards, receipts and payments for audit purposes for a period of six years in accordance with statutory financial regulations.

An annual report on the number of awards made and the total value will be provided by the Business Manager to the Governors' Resources committee.

This policy was approved by the Governors' Resources Committee in January 2019 and is subject to an annual review