



Bursary Policy

Company Secretary

Trust Finance and Resources Committee

Review History

| Reviewed | Determined | Cycle | Review | Notes |
|----------|------------|-------|--------|------------------------------------|
| Aut-17 | Aut-17 | 1 | Aut-18 | Adapted from Coopers Policy Aut-17 |



What is the Trust 16 – 19 Bursary Policy?

The Trust offers financial support through a Bursary Scheme to help the most vulnerable 16–19 students to continue in full time education. Details of the Trust 16-19 Bursary Scheme provided below:

Eligibility Criteria:

The Trust 16–19 Bursary Fund will operate on three levels.

For all levels of support a student must be aged under 19 years of age on 31 August in the academic year in which they start their programme of study and must satisfy the EFA residency criteria as detailed in the EFA Funding Guidance.

In addition, to continue to receive a bursary the student must satisfy the following conditions:

The student must have no level of unauthorised and unexplained absence from all lessons or from School when they expected to be present. In weeks where a student does have absence from School the Bursary will not be paid.

The student must be punctual to all lessons

The student must not have broken the terms of the Sixth Form Contract.

CONDITION ONE: 100% attendance

If absence is not authorised, there will be no payment for the week in question. All of the week's payment will be lost; the scheme does not allow part-payments for the weekly allowance. You need to apply for authorised leave in advance before taking time off for any of the following reasons. Failure to apply for leave in advance will result in your payment being stopped for that week.

AUTHORISED LEAVE IN ADVANCE

- Medical appointments that cannot be arranged outside School hours, e.g. hospital appointments which are supported by an appointment card
- Religious festival
- Visit(s) to University for an interview or open day. [Following the School's policy for number of visits]
- An unpaid work experience placement that is an integral part of your course
- Participation in significant extracurricular activity, e.g. drama or sport, at a regional or national level
- Attendance at a probation meeting
- Attendance at the funeral of a relative or close friend
- Study Leave – your Bursary will be paid as normal during study leave up until the date of your final examination

We recognise that on certain occasions you may not be able to attend classes through circumstances that are beyond your control. These absences may be treated as authorised providing you notify the School on Extension 238, in line with School procedures.

OTHER ABSENCE THAT MAY BE AUTHORISED

- Emergency situation of a family member, e.g. sudden, severe illness
- Emergency dental/doctor's appointments

UNAUTHORISED ABSENCE

The following are some examples of absences and will be treated as unauthorised by the School and will result in your weekly Bursary payment being stopped. This is not an exhaustive list and the School reserves the right to make judgement on what counts as unauthorised absences.

- Holidays
- Part or full time work not part of your programme of study



- Absence of more than 1 day per term as a result of illness (This can be adjusted in the case of a student with disability as defined by Equalities Act 2010)
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Driving lessons
- Routine check-ups at dentist/doctor
- Exclusion from a particular class or from the School

CONDITION TWO: Attendance at all lessons on time

Persistent lateness to lessons will result in your weekly payment being stopped. Students must arrive to each lesson on time. Punctuality will be determined by the register mark taken at the beginning of each lesson.

CONDITION THREE: Adherence to the School Sixth Form Contract

All Sixth Form students would have signed a copy at enrolment.

Levels of Bursary Payment

There are three levels of Bursary payment:

Level One:

How much will a student receive?

Subject to no unauthorised and unexplained absence from all lessons (see above) £25 per term week will be paid plus free school meals.

Who is eligible for Level One payments?

Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

How will the student be paid?

BACS transfer at start of each half term subject to adjustment as a result of unauthorised and unexplained absence from lessons.

Level Two:

How much will a student receive?

Subject to unauthorised and unexplained absence from all lessons (see above) £15 per term week will be paid plus free school meals.



Who is eligible for Level Two payments?

Those who fit the criteria for Free School Meals. These are:

- In receipt of Income Support
- In receipt of Job Seekers Allowance (Income based)
- In receipt of income based Employment and Support Allowance
- In receipt of Guarantee element of State Pension Credit
- In receipt of Child Tax Credits with a gross income not exceeding £16,190 **provided you are not entitled to Working Tax Credit**
- In receipt of support from the UK Border Agency
- In receipt of Universal Credit
- Young person is in receipt of Income Support or Income Based Job Seekers Allowance themselves

How will the student be paid?

BACS transfer at start of each half term subject to adjustment as a result of unauthorised and unexplained absence from lessons

Level Three:

How much will a student receive?

A maximum of £5 per term week.

Who is eligible for Level Three payments?

Those with an identifiable financial need who do not fall into Levels 1 or 2 above where there are specific educational purposes. These could include:

- Costs of transport
- Meals in school
- Books and equipment
- Educational trips

How will the student be paid?

BACS transfer at start of each half term subject to adjustment as a result of unauthorised and unexplained absence from lessons

The Process

Students are to be encouraged to apply for a Bursary using the attached application form as soon as possible after admission in September. Decisions will be made by a Remissions Panel which is comprised of the Assistant Principal with responsibility for the sixth form and the Vice Principal (Business). The panel will meet in September, January and May.

HOW DO I APPEAL IF THE SCHOOL HAS STOPPED PAYMENT?

- The School may stop payment if you have not met the terms and conditions of the Bursary Agreement, which you have signed.
- If a payment to you is stopped the School will explain clearly why this has happened
- Non-payment is not always due to non-attendance, it can also be for persistent lateness.
- If you are not happy with the reasons for the non-payment of your Bursary you have the right to appeal. The School is obligated to provide one appeal hearing for every non-payment decision
- If you wish to exercise your right to appeal you should contact the Post 16 Registrar who will direct you to the appropriate Appeal Panel.



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- Your appeal must be lodged in writing within 10 working days of non-payment of the Bursary
 - The following information should be included in the letter:
 - The full reason for the appeal
 - Any documentation you wish to present as evidence
 - An appeal will normally be dealt with within 5 working days. In the event that your case is not straightforward we may contact your tutor or subject teacher for further information, which may take extra time
 - The appeal will be handled in the School at Senior Management level
 - At the appeal you will have the opportunity to present your case and have an adviser present such as a parent or carer who if you wished could put the case on your behalf
 - The Appeal Panel's decision is final and binding on all parties
 - If your appeal is successful you will be eligible for back payment



Please detach the following **THREE** forms and complete and return them to staff in the sixth form centre as soon as possible.

1. Bursary Policy Agreement Form page 6
2. Bursary Application Form pages 7 and 8
3. Bursary Bank Details Form page 9



Bursary Policy Agreement Form

Student: I have read and understand the conditions of this Agreement and will adhere to the School's attendance policy. **I will ensure my parent(s)/carer(s) understand the conditions of my Bursary Agreement.**

I also understand that if I have not read this agreement I cannot use this fact as part of any appeal I might make.

| | |
|------------|--|
| Name: | |
| Signature: | |
| Date: | |

Trust School: We will support the young person in achieving his/her goals.

| | |
|------------|--|
| Name: | |
| Signature: | |
| Date: | |



Bursary Application Form

Name of Student

Level 1

Applications for level 1 funding will be dealt with separately. Please make enquiries to the staff in the Sixth Form Centre.

Level 2

Students will have to demonstrate that they fit the criteria for free school meals please tick one of the boxes and provide the necessary evidence. If you have already provided up to date information of receiving these benefits when applying for a younger sibling in the School you will not need to provide this evidence again. If this is the case please provide the sibling's name below.

Name of younger sibling in School.....

| Evidence of being in receipt of qualifying benefit | |
|--|---|
| <input type="checkbox"/> | A letter from the Job Centre which is less than 3 months old confirming the type of benefit and current eligibility. If you received Income based Job Seekers Allowance or Income based Employment and Support Allowance, your letter must say income based |
| <input type="checkbox"/> | A Tax Credit Award Notice TC602 from the Inland Revenue showing entitlement to Tax Credit only with a gross income of £16,190 or less (provided you are not entitled to working tax credits) |
| <input type="checkbox"/> | Pension Credit Award Notice |
| <input type="checkbox"/> | Confirmation of current support from the UK Border Agency |
| <input type="checkbox"/> | Universal Credit |

Details of the Parent/Carer claiming one of the benefits ticked above

| | | | |
|--|--|-----------------------|--|
| Title (Mr/Mrs/Miss/Ms) | | Surname | |
| Forename | | Relationship to Child | |
| National Insurance No. or Asylum Seekers No. | | | |
| Address | | | |
| Post Code | | Telephone No. | |
| Email Address | | | |



Level 3

Students will have to demonstrate they have an identifiable need that does not fall in to level 1 or 2 above where there are specific educational purposes. Please tick one of the boxes and provide some additional narrative to support your application. These could include

| Please tick one | Educational Purpose/Financial Need |
|--------------------------|---|
| <input type="checkbox"/> | Cost of Transport Financial Need: |
| <input type="checkbox"/> | Meals in School Financial Need: |
| <input type="checkbox"/> | Books and Equipment: Financial Need: |
| <input type="checkbox"/> | Other – please state purpose Financial Need: |

Declaration for Application to Sixth Form Bursary Fund

I declare that the information given on this form is correct.

I understand that the School will use the information provided to process a claim funding from Trust Sixth Form Bursary Fund

Signature: _____

Date: _____

Warning: Under the Theft Act 1968, if you, by deception, dishonestly claim, you are liable to criminal charges.

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|---|
| <p>For Office Use Only: Date Form received:</p> <p>Documents included as evidence:</p> <p>Application Approved Date:</p> <p>Application Agreed By:</p> <p>Date Entered on MIS:</p> |
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Bursary Bank Details Form

| | |
|------------------------|--|
| Name of Student | |
| Address | |
| Date of Birth | |
| Bank Name | |
| Account Name | |
| Sort Code | |
| Account Number | |
| Signature | |
| Date | |