

South Wolds Academy & Sixth Form
16 – 19 Bursary Fund Scheme

Policy & Procedures at
South Wolds Academy & Sixth Form
2018/2019

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Introduction

The 16 to 19 bursary fund is a £180 million scheme to help young people facing financial hardship to stay in full-time education.

The scheme is made up of two parts:

Those most in need will be **eligible for a bursary of £1,200 a year**. This includes students in care, care leavers, students receiving a Universal Credit Payment in their own name, and disabled students receiving both Employment Support Allowance and Personal Independence Payments in their own name.

Other students who need financial support to help them to stay in education or training may also be able to claim a bursary to help with costs of transport, food, equipment or other course-related costs.

The amount of funding provided nationally to schools is sufficient to allow for bursaries of £800. This figure is based on the number of students who were eligible for free school meals in curriculum year 11. This is one of the measures that the school has used in setting its bursary level.

The Bursary Fund will be administered by the school and the school will decide the eligibility criteria that will apply along with the requirements to be made of students regarding attendance, academic performance and conduct.

This document sets out the policies relating to the Bursary Fund scheme for the academic year 2018/2019

The policy will be subject to annual review by the Governing Body of the Academy.

Eligibility

To be eligible to receive a bursary the student must be age under 19 on 31 August in the academic year in which they start their programme of study. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. Bursaries will only be paid to students who have reached the statutory school leaving age.

Students must satisfy the eligibility criteria in the document *EFA Funding Guidance for Young People 2018/2019: Funding Regulations*. They must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted).

That provision must also be:

- a minimum of 16 guided learning hours per week;
- funded by the EFA (either directly or via a local authority); or
- funded or co-financed by the European Social Fund; or
- otherwise publicly funded and lead to a qualification (up to level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000.

Bursaries will not be paid to:

- students resident in Wales or Scotland, who may be receiving EMA payments via the arrangements in place in the relevant devolved administrations;
- students on waged Apprenticeships;
- young people in prison or a young offender institution or who have been released on temporary licence, for example, day release.

Vulnerable young people

The most vulnerable young people will be eligible for a bursary of £1,200 (pro-rata for courses lasting less than 30 weeks a year). This group covers students who are looked after, care leavers, those in receipt of a Universal Credit Payment in their own name and disabled students in receipt of both Employment Support Allowance and Personal Independence Payments in their own name. The school is responsible for identifying students who are eligible for this payment. In doing so we will seek appropriate evidence from the student, for example:

- a letter setting out the benefit to which the student is entitled;
- written confirmation of the students current or previous looked after status from the local authority which looks after them or provides their leaving care services.

All students in the identified vulnerable groups will receive their bursary payments from the school.

Assessment and payment of bursaries

With the exception of the bursaries paid to students in the vulnerable groups defined above, the school will consider the following measures of actual need for financial assistance before determining whether to award a bursary:

- the students gross household income as evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self employment income (not including any income earned by the student themselves) to be no greater than £16,190 (being the free school meal threshold);
- students currently in receipt of free school meals.

The student must notify the school immediately of any improvements in their financial circumstances during a programme of study. Failure to do so will result in the school seeking reimbursement of all payments made following the date of the improvement should it end their eligibility for a bursary.

Bursaries will not be used by the school for any purpose designed to give a competitive advantage over other providers, such as the provision of benefits or gadgets. Nor will they be used for:

- fees for access to school facilities;
- block subsidy of canteens;
- block subsidy of transport;
- block provision of equipment, materials or books.

The school will pay the bursary by BACS transfer into the young persons own bank account. No cheque or cash payments will be made.

BACS transfer will be made weekly.

Students in receipt of the £1,200 bursary for vulnerable young people will receive this at £30 per week.

All other bursary payments will be £20 per week.

Information for Students

Attendance

Students are required to attend:

- All timetabled lessons
- Assemblies, registration sessions, tutorial sessions and enrichment activities
- All visits considered to be an essential part of the course by your teachers
- Students must take responsibility for their attendance marks for each lesson
- Missing registration/lesson marks will lead to non/delayed payment for that week

Absences

16 – 19 Bursary payments are made to help you cover the costs of attending Sixth Form.

If you are absent it is possible that you will not be paid.

Some absences are called authorised which means that your bursary payment could still be made even if you are away for a short period. Students must use the Absence Form (Appendix A) to inform the school of the reasons for your absence. See Appendix B for examples of authorised absence.

Other absences are called unauthorised which means that your bursary payment could be stopped for the week in which the unauthorised absence occurs. See Appendix C for examples of unauthorised absence.

It may be possible to pay you when you are absent for one or two days if:

- You ring in to let us know you are away – ring 0115 9373506 Ext 100 and leave a message
- Your absence is 'authorised'
- You bring an Absence Form to explain your absence

If you miss more than two days in a week, you will not be paid unless there are special circumstances that explain your absence

If your absences build up to 10 days in a year, it is likely that future absences will not be paid

Punctuality

You must be punctual to registration and lessons. Lateness will lead to non-payment.

How to make sure you get your payments

For weekly payments to be paid you must take responsibility and ensure that you are registered for morning registration and each timetabled lesson.

The School will authorise payment and the money will be paid into your bank account in the following week.

If there are missing marks the payment for that week may not be made or delayed.

If there are concerns regarding your conduct the payment for that week may not be made or delayed until the problem is resolved.

If there are concerns regarding satisfactory learning progress being made the payment for that week may not be made or delayed until the problem is resolved. See Appendix D 16 – 19 Bursary Grant Contract.

Letting you know if payments are withheld

Each week the Sixth Form Administrator will notify those students for whom payment has been withheld.

Appealing against a decision to withhold a payment

If you feel that a weekly payment has been withheld unfairly, you can appeal.

This should be done as soon as possible using the Appeals Form available from the Sixth Form Office. Copy attached as Appendix E.

The Appeal will be heard by a different member of staff from the one who made the decision to withhold the payment.

The result of the appeal is final. There is no further appeal procedure.

Appendix A

Absence Form

This form should be completed by a student either:

- 1. Before a known absence OR
- 2. On returning to Sixth Form after an absence

For Office Use	
Absence sheet No	<input type="text"/>
Running total of days	<input type="text"/>

Let us know by phone if you are absent – a message can be left on 0115 9373506 Ext 100

Full Name

Tutor Group

Absent from (time and date)

Absent until (time and date)

Number of days absent

The reason for absence

.....

.....

Did you consult a Doctor? Yes / No

I understand that the information given above is true and that this form will be used to establish my entitlement to 16 – 19 Bursary Grant payments and that a false statement may lead to action being taken to stop my 16 – 19 Bursary Grant payments.

Signed (student)

Date

I confirm that the above information is correct.

Signed (Parent /Carer)

Date

For Office use only

Absence accepted as authorised Yes / No

Reason

.....

.....

Appendix B

Examples of absences that could be authorised

1. Medical appointments that cannot be arranged outside school time
2. Looking after a family member for whom the student has caring responsibilities
3. Illness covered by an Absence Form – up to 2 days in any week and up to 10 days in total during the year. Beyond this it is likely that your payment will be refused
4. An official religious holiday
5. A visit to a University Open Day or interview
6. A job interview
7. A careers-related interview which cannot be arranged outside school times
8. A work experience placement – Please speak to the Sixth Form Management Team for further details
9. Participation in extra-curricular activities which represent a significant personal achievement
10. Attendance at a probation meeting
11. Bereavement of a family member or close friend
12. Attendance at the funeral of a family member or close friend
13. Severe disruption to transport that means you cannot get into School
14. A driving test (NOT a driving lesson)
15. A School representatives' meeting
16. Moving house (one day)
17. Attendance in court
18. Wedding of a family member or close friend
19. Educational visits approved by the School
20. Study leave
21. Family crisis
22. Lateness for which there is a reasonable excuse

Appendix C

Examples of absences which are likely to be classified as unauthorised

1. Absence for which an Absence Form has not been completed.
2. Holidays, social events, birthdays and leisure activities.
3. Driving instruction during timetabled lessons or assembly/tutorial time.
4. Doing coursework.
5. Babysitting.
6. Shopping.
7. Failure to arrive at School on time or failure to arrive at lessons on time without good reason.
8. Part-time work.

16 – 19 Bursary Grant Contract

Student Name Tutor Group

I understand that the School will arrange for my Learning Progress to be assessed. Learning progress will be assessed on the basis of completion of relevant coursework and/or assignments, on time and to the best of my ability, and attendance at exams. I understand that I must abide by the school rules regarding attendance and conduct and that I must make satisfactory learning progress to receive the 16-19 Bursary Grant.

Signed (Student)

Signed (School Representative)

Date

Student Copy

16 – 19 Bursary Grant Contract

Student Name Tutor Group

I understand that the School will arrange for my Learning Progress to be assessed. Learning progress will be assessed on the basis of completion of relevant coursework and/or assignments, on time and to the best of my ability, and attendance at exams. I understand that I must abide by the school rules regarding attendance and conduct and that I must make satisfactory learning progress to receive the 16-19 Bursary Grant.

Signed (Student)

Signed (School Representative)

Date

School Copy

16 – 19 Bursary Grant Appeals Form

Student Name

Which weekly payment has been withheld?

What reason was given for the payment being withheld?

.....
.....

Student's signature

Date

PLEASE RETURN THIS FORM TO THE SIXTH FORM OFFICE AS SOON AS POSSIBLE

FOR OFFICE USE

Comments:

.....
.....

Appeal upheld or denied

Reason

Signed (Appeals Coordinator) Date

Payment re-instated Date

Student notified of decision Date