

# 16-19 Bursary Policy

## Statement

The purpose of this policy, in accordance with the guidelines set down by the Education and Skills Funding Agency (ESFA), is to;

1. Ensure that the funds received annually from the ESFA are targeted towards students identified as facing the greatest need to ensure that they are supported through their education.
2. Ensure financial sustainability through the flexible development of ESFA funds received, thereby preventing any overspend in a cycle of funding.
3. Ensure any personal financial details remain secure and confidential.
4. Set relevant controls to minimise the risk of fraudulent claims.

## Bursary – Eligibility (as set out by the ESFA)

You must:

- be at least 16 and under 19 on 31 August 2021
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements

<https://www.gov.uk/1619-bursary-fund/eligibility>

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

- The student's record of attendance should normally be 96% or greater and good punctuality

There are three different types of bursary payment. **Exact amounts paid are subject to change in response to the number of applicants.**

Students are to be encouraged to apply for a Bursary as soon as possible. The 16-19 Bursary Committee will meet in September, February and April each year to review applications and approve payments for each term. The committee will consist of the Finance Director, the Principal and one member of the Finance and Audit Governor Committee.

## Vulnerable Bursary

The most vulnerable students, as defined by the EFA guidance, are to receive Vulnerability Bursary of **up to** £1,200 per annum. This is payable each academic year the student is in education or training as long as they meet the criteria below; The student is;

- In care
- A care leaver
- Getting Income Support or Universal Credit in place of Income Support in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner.
- Getting Employment Support Allowance and Disability Allowance or Personal Independence Payments in their own right.

The Academy may also pay less depending on individual circumstances as per the EFA guidance referenced above.

**How much: Up to** £1,200 per year. Usually payable in 3 termly instalments. This could be payment towards another educational need if felt to be more appropriate by the academy for some items such as the academy's cashless

catering system, purchase of revision guides sold by the academy to students or payment onto a student transport card to bus travel or in circumstances where the student does not have a bank account.

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

You'll be informed of what evidence is required, for example benefit letters.

**Who can apply:** 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.

#### **DISCRETIONARY BURSARY: Free School Meals and/or Travel Costs - Level 1**

As a guide an award **up to** £800 per annum can be made throughout the year but this will depend on the individual need of the student and criteria such as distance to travel, dependents in household, young person has additional responsibilities, and household income. Travel costs will only be considered if the student lives over 5 miles from the Academy. Students will be asked to apply for the Oyster 16+ Zip Card if residing in a London Borough. The award may be higher or lower as will be based on individual need. Therefore, a blanket flat rate payment will not be made to all students who apply as award will reflect need.

Based on £800 usually payable in 3 termly installments. This could be payment for some items such as the academy's cashless catering system, purchase of revision guides sold by the academy to students or payment onto a student transport card or in circumstances where the student does not have a bank account. **The award may be higher or lower depending on the number of applicants and will be determined based on the needs of the students.**

**Who can apply:** Students who have been in receipt of Free School Meals in past 6 years or means-tested benefits.

#### **DISCRETIONARY BURSARY: Free School Meals and/or Travel Costs - Level 2**

Students from a household with an annual income not in excess of £25,000 but do not fall into the above categories, students **may also apply**. The 6th Form is mindful that there may be young people from homes above the £25,000 threshold who would be classed as "**just about managing**" and parents and carers may struggle to provide students with all the books and equipment they need.

As a guide an award **up to** £200 per annum can be made throughout the year but this will depend on the individual need of the student and criteria such as distance to travel, number of dependents in household, has young person has additional responsibilities and household income as examples. Travel costs will only be considered if the student lives over 5 miles from the Academy. Students will be asked to apply for the Oyster 16+ Zip Card if residing in a London Borough. **The award may be higher or lower as will be based on individual need therefore a blanket flat rate payment will not be made to all students who apply as will be assessed on need.**

This could be paid in termly installments or may be larger individual payments for specific identified items.

**Who can apply:** Those with an identifiable financial need who do not meet the above categories

#### **DISCRETIONARY BURSARY: Additional Support**

If there are any funds available once the decisions regarding Free School Meals and Travel Costs have been made, this will open up the opportunity to support students who require additional support with paying for Trips, Course Materials and other educational costs that they may incur.

## **Global Academy 16-19 Bursary Policy**

### **How to Apply for a 16-19 Bursary**

Students who are commencing post 16 study in the Sixth Form from September 2021 may apply in writing using the Bursary Support Application Form available from the finance team providing the necessary evidence. The deadline for applications for the academic year 2021/22 is as follows:

Students currently attending the Academy - Thursday 15th July 2021

New students joining the Academy - Friday 17th September 2021

### **Suitable Evidence of Household Income**

Students who have been eligible for Free School Meals in past 6 years will still be eligible for Free School Meals.

Students not receiving Free School Meals must provide evidence of household income. This will be used by the academy to decide whether support will be provided and the level of support. Suitable evidence may be in the form of:

- P60 or Last 3 Wage Slips
- Tax Credit Award Notice x 3 (so we can estimate annual income)
- SA302 Form
- Evidence of self-employment income
- Universal Credit Statements

### **Payments will be made to Bank Accounts**

Payments will be made into the **student's bank account** and all relevant details of this account must be notified on the Bursary Support Application Form.

If a student does not hold their own bank account, payments can be made at the discretion of the Bursary Committee in to a parent's account. However, the student will need to sign a consent form before each payment is paid.

### **Change of Circumstances**

Any change of financial circumstances must be notified immediately, and payment of funds will be reviewed in the light of this.

### **Complaints Procedure**

The School's normal complaints procedure should be used in cases where a student feels aggrieved about how their request for a bursary has been handled.