

ASHLEY HIGH SCHOOL

16 – 19 Bursary Policy

This policy was adopted: September 2020

This policy will be reviewed: July 2021

**Lead Teacher: Mike Jones**

**16 - 19 Bursary Policy**

**Introduction to the 16 - 19 Bursary Fund**

A key priority for the Government is to close the gap in attainment between those from less fortunate and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 – 19 education or training.

The 16 – 19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds – those who most need help with the costs of staying on at school.

The Bursary Fund is designed to help students overcome the specific financial barriers they face, not to provide a set amount of funding irrespective of actual need.

There are two types of 16 - 19 bursaries:

**Vulnerable** bursary of up to £1200 a year for young people in one of the defined vulnerable groups.

**Discretionary** bursaries that are awarded to meet individual needs, for example, help with the cost of transport, meals, books or equipment.

To be eligible for a bursary during the 2020-21 academic year, students must:

* be aged 16 or over but under 19 on 31st August 2020
* meet the residency criteria in ESFA (Education & Skills Funding Agency) funding regulations for post-16 provision
* be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be either:
* funded directly by ESFA or by ESFA via a local authority
* otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or pursuant to Section 96 or the Learning and Skills Act 2000
* a 16 to 19 traineeship programme

To be eligible for a bursary, students must be facing financial barriers to participation and need help to stay in education.

To be eligible for the **vulnerable** bursary, students must be in one of the defined vulnerable groups:

* in care
* care leavers
* in receipt of Income Support **or** Universal Credit (UC) in their own right
* in receipt of Employment and Support Allowance (ESA) **or** Universal Credit **and** Disability Living Allowance (DLA) **or** Personal Independence Payments (PIP) in their own right

Young people in the defined vulnerable groups are eligible for a bursary of up to £1200 if their course lasts for 30 weeks or more. Young people in the defined vulnerable groups are

usually living apart from their parents/carers, so they can get social security benefits in their own right.

The young person **does not** have to live independently of their parents: they can claim ESA or UC in their own right, although their parents **will not** be able to claim Child Benefit for them if the young person’s claim succeeds.

**Evidence**

In order for the school to access funding for the vulnerable bursary, evidence of the above criteria **must** be provided by the claimant. If a claim is successful, monies will be paid to the claimant once the school is in receipt of the funding.

Learners wanting to apply for a **discretionary** bursary must provide evidence of household income. Ashley High School will consider the young person’s household income as the **main** eligibility criterion. Claimants will be required to provide at least 3 forms of documentation in support of their application. Please see the table below for accepted forms of documentation. We may also ask for, a P60, or 3-6 months’ worth of bank statements as evidence of self-employment income.

|  |  |
| --- | --- |
| **Benefit received** | **Evidence required to support application**  |
| Council Tax benefit (other than single occupancy)  | Local Council letter stating you currently receive this benefit  |
| Income-related Employment and Support Allowance (ESA)  | Benefits Agency letter stating you currently receive this benefit with an income based payment dated after 30th June 2017 |
| Housing Benefit | Local Council letter stating you currently receive this benefit |
| Income support | Benefits Agency letter stating you currently receive this benefit dated after 30th June 2017 |
| Income Based Job Seekers Allowance | All pages of the Benefits Agency letter stating there is an income based payment attached, dated after 30th June 2017 |
| Pension credit (Guarantee credit) | All pages of the Award Notice issued by the Pension Service, dated after 30th June 2016  |
| Working Tax credit  | All pages of the Inland Revenue Award Notice for April 2017 to April 2018 |
| Child Tax Credit  | Provided not entitled to Working Tax Credit and have an annual gross income of no more than £16,190 |
| Immigration Support | Support under part VI of the Immigration & Asylum Act 1999 |
| Other Needs | There may be learners who fall out of all the categories outlined above but face great barriers to continuing in education or training post 16 or find they have challenging circumstances in the year. These applications will be evaluated on an individual basis  |

**Payment of Discretionary Bursaries**

Ashley High School will determine which young people should be eligible to receive a discretionary bursary and how much they should receive.

Ashley High School will manage the number and size of discretionary bursary awards to keep within our budget, targeting bursaries towards those facing the most significant financial barriers to participation.

Ashley High School will assess the young person’s actual need for financial assistance before determining whether to award a bursary. Bursaries will not be used to substitute for other sources of financial support e.g. childcare payments made under the Care to Learn scheme, or payments to meet residential costs under a Residential Support scheme.

Bursaries will not take the form of regular payments for living costs, which would then be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000. Receipt of other benefits and financial support does not exclude a young person from receiving a bursary (e.g. a young person who is receiving support from Care to Learn may also receive a bursary) if he/she is also experiencing financial difficulty with meeting costs associated with learning.

Bursaries will be used to help young people pay for the costs related to participation e.g. meals whilst attending their course, transport, books and equipment or other course-related costs.

In the case of the bursary being awarded towards the cost of equipment and text books, Ashley High School will then determine if these resources should be returned to the school at the end of their course for use by other learners. This will not be appropriate for all equipment purchases such as for some vocational provision.

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

* enrolment or administration fees imposed by the school, academy, college or training provider;
* fees for access to college facilities;
* block subsidy of canteens;
* block subsidy of transport;
* block provision of equipment, materials or books.

Ashley High School will determine the frequency of bursary payments, taking account of the purpose and limited funding being available for the year.

**Application for a Bursary**

Learners can apply for the **vulnerable** bursary fund at any point during the school year.

Learners wishing to apply for a **discretionary** bursary must do so by **31st December 2020**. The application process is detailed at the end of this document.

**Administration of the Bursary**

Ashley High School will keep records, such as application forms, of how the funding is allocated for our own business planning and audit purposes. Up to 5% of the bursary fund can be allocated to meet administration costs.

**ASHLEY HIGH SCHOOL BURSARY APPLICATION PROCESS AND ADMINISTRATION**

1. Following enrolment, students may apply for the bursary fund by way of a standard application form, available on the school website.

2. Students must return application forms with the items of evidence, as stated in the above policy.

3. The school’s administrative team consider the application to identify the individual student’s eligibility and entitlement (Please note, student’s attendance will be considered as part of this process).

4. Students receive a letter informing them of the outcome of their application, their entitlement and, if successful, information on how and when any payments will be made. A copy of the policy document will also be sent to the student.

5. Students awarded the discretionary financial help will only be able to claim up to a financial limit dictated by available funding and the number of students entitled to the discretionary bursary.

**APPEALS PROCEDURE**

1. Students who wish to appeal against the decision may do so by letter addressed to the Head of Sixth Form.

2. Each individual case will be considered by a bursary appeals board made up of the Head of Sixth Form, School Administration Officer and the School Management Team. The Head Teacher will be notified of the appeal and outcome.

3. The outcome of the appeal will be communicated to the student following this process.

Further information is provided by the following link

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