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Designated SLT Link: Hazel Morgan
Archway School has a duty to monitor the operation and effectiveness of policies. Designated authority: Governors' Finance Committee



Bursary Policy

In September 2011 the Government introduced a Bursary Fund to provide support for sixth form students from poorer backgrounds. This replaced Educational Maintenance Allowances (EMAs) which had similar objectives. This document is based on advice provided by the DfE and sets out how Archway School will administer and distribute these funds and is divided into the following sections:

- 1 Eligibility
- 2 Applications and Assessment
- 3 Payments
- 4 Appeals
- 5 Fraud

Archway School recognises that offering support to students from poorer backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

1 Eligibility

Vulnerable Student Bursary

Students could get up to £1,200 if at least one of the following applies:

- they are in or have recently left local authority care
- they receive Income Support or Universal Credit because they are financially supporting themselves
- they receive Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- they receive Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

Students will be advised of evidence they need to provide, eg benefit letters.

Discretionary Bursary

- 1.1 Students who are eligible for Free School Meals, or whose parents or carers earn less than £16,190 per year will be given medium priority and may be eligible for a bursary.
- 1.2 A smaller bursary may also be payable to students whose parents or carers earn between £16,191 and £20,999. These students will be given low priority.
- 1.3 Additional funding or payments in kind might be granted to less well-off students whose curriculum choices entail additional expenditure. (e.g. field trips and theatre visits)

The amounts payable for those eligible for 1.1, 1.2 and 1.3 will depend solely on the number of students who apply and the amount of the grant awarded to the school by the EFA.

Students eligible to receive a bursary must be aged under 19 on the 31st of August in the academic year in which they start their programme of study.

2 Applications and Assessment

Archway School will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries. An example of the application form to be used is attached to this document.

Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions.

All applications should be received by the Head of Sixth Form by the last school day in September. These will be processed by the Business Manager who will determine which applications meet the eligible criteria. Students will be informed of the result of their applications by the end of Term 1. Payments to successful claimants will be backdated to the start of the academic year. If circumstances change students can make applications later in the academic year. In this case payment of claims can be backdated for up to 28 days.

Students will be entitled to appeal against any decision taken by Archway School. The appeals process is outlined in section 4 of this document.

3 Payments

Payments to students will be made on a termly basis for that period of time that a student remains on their course and meets the following requirements for

- Attendance – 95%
- Behaviour – Appropriate attitude to learning
- Handing in Work – Deadlines met

Should any student fail to meet these requirements the school reserves the right to withhold bursary payments for each week for which requirements have not been met. Similarly if students leave school before the end of the academic year they will only receive payments for that the time that they attended the sixth form.

Students entitled to bursaries joining courses later in the academic year will receive a pro-rata allocation.

Students must open a bank account as payments will be made from the school by cheque or BACS transfer. Any student faced with difficulties in opening a bank account should immediately contact the Head of Sixth Form.

4 Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Head of Sixth, and if such a meeting fails to resolve any differences they should make a written complaint for consideration by the Governors of the School. If this fails to resolve differences students can take their appeal to the Gloucestershire Bursary Management Committee

5 Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received and will be expelled from the school.



Application for 16 – 19 Bursary Fund

Name of student: Tutor group:

Address:
.....
.....

Date of Birth:

Parent/Carer's name: (block capitals please)

Please tick as appropriate:

- I am in care, or have recently left Local Authority care; or I receive Income Support (or Universal Credit in place of Income Support) in my name; or I receive both Employment Support Allowance (or Universal Credit in place of ESA) and either Disability Living Allowance or Personal Independence Payment (PIP) in my name
- I am eligible for Free School Meals
- My parents/carers earn less than £16,190 per year (joint income)
- My parents/carers earn between £16,191 and £20,999 per year (joint income)

Signature:

Date:

I understand that receipt of a bursary will be conditional on meeting agreed standards that are detailed in the Bursary Policy. The Bursary Policy is available on the school website.

Please note that we will request documentary evidence of benefit / income received.