

Policy adopted: April 2019
Review date: April 2020
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

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1. 16 to 19 Bursary Fund: A Summary

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are two types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

2. Eligibility

To be eligible to receive a bursary a student must be aged 16 or over but under 19 on 31 August in the academic year in which they start their programme of study.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

Students must meet the residency criteria in [ESFA funding regulations](#) for post-16 provision

Vulnerable Student Bursary

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary Bursary

Group 1: Students who are eligible for Free School Meals or whose annual household income is less than £16,190

Group 2: Students whose annual household income is between £16,191 and £25,521

3. What can I spend my Bursary on?

The bursary can be spent on anything which will be beneficial to your education. This could include, but is not limited to, the following:

- text books or other books related to your subjects
- stationery / revision aids
- laptop, tablet, printer, ink etc
- school trips and visits
- school lunches (money will be added to your cashless catering account for use in the canteen)

- school bag, shoes, clothing or equipment
- transport costs – bus fares, petrol contribution (based on home-school mileage)
- exam fees

If you are unsure if something could be included or not, please ask either at the Finance Office or contact Mr Redman in Sixth Form.

3.1 How do I spend my Bursary?

There are two ways to spend your bursary:

- **Buy/pay for the item yourself and reclaim the funds from your bursary**
Complete the “Bursary Reimbursement Form” and hand it in to the Finance Office who will process a refund into your bank account. Remember to check before you buy your item that it is included in the list of approved items.
- **Ask the school to order the item for you and pay for it direction from your bursary**
Complete the “Bursary Order Form” and hand it in to the Finance Office. The order will be placed and you will be contacted when the item is available to collect.

These forms are available from either the Finance Office or Sixth Form Common Room.

4. Applications and Assessment

4.1 How does the school assess applications and allocate 16 to 19 Bursary funding?

Archway School will make every effort to ensure that all those entitled to bursaries receive such support. All students entering Sixth Form will receive information regarding the Bursary. Sixth Form students will be entitled to apply if they consider themselves eligible.

Parents/carers will be asked to provide evidence of household income as set out in the application form.

The 16 to 19 Bursary Fund is a limited fund. The school will prioritise allocation.

Applications cannot be made until a Sixth Form place has been confirmed and the student has commenced their studies as a post 16 student.

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.

An application will not be assessed unless it contains full details including documentary evidence of household income.

Additional funding or payments in kind are accessed through completion of the Bursary Reimbursement Form or the Bursary Order Form. These payments will also be deducted from the student’s total bursary allocation.

4.2 Vulnerable Student Bursary

Eligible students will be guaranteed a £1,200 Bursary to support with costs such as public transport, equipment, trips, school meals, books, etc.

A payment of £200 **may** be made 6 times per year (at the end of the term) into the student's bank account to assist with curriculum activities and resources, upon receipt of a signed declaration form. Students must opt in to this payment by completing the termly payment form and handing it in to the Finance Office where eligibility will be checked before payment is made.

Payment will be dependent on meeting agreed attendance, achievement and behaviour criteria as laid out in the Learning Agreement.

4.3 Discretionary Bursary – Group 1 Students

Eligible students in this group will be entitled for funding (amount dependant on the number of eligible applications) to contribute towards the cost of transport, essential course equipment, trips, materials, books etc, up to a value of **£1,000** per year.

A payment of £100 **may** be made 6 times per year (at the end of the term) into the student's bank account to assist with curriculum activities and resources, upon receipt of a signed declaration form. Each £100 payment will be deducted from the student's total bursary allocation. Students must opt in to this payment by completing the termly payment form and handing it in to the Finance Office where eligibility will be checked before payment is made.

Additional funding or payments in kind are accessed through completion of the Bursary Reimbursement Form or the Bursary Order Form. These payments will also be deducted from the student's total bursary allocation.

Payment will be dependent on meeting agreed attendance, achievement and behaviour criteria as laid out in the Learning Agreement.

4.4 Discretionary Bursary – Group 2 Students

Eligible students in this group will be eligible for funding (amount dependent on the number of eligible applications) to contribute towards the cost of public transport, essential course equipment, trips, materials, books etc, up to a value of **£600** per year.

A payment of £50 may be made 6 times per year (at the end of the term) into the student's bank account to assist with curriculum activities and resources, upon receipt of a signed declaration form. Each £50 payment will be deducted from the student's total bursary allocation. Students must opt in to this payment by completing the termly payment form and handing it in to the Finance Office where eligibility will be checked before payment is made.

Additional funding or payments in kind are accessed through completion of the Bursary Reimbursement Form or the Bursary Order Form. These payments will also be deducted from the student's total bursary allocation.

Payment will be dependent on meeting agreed attendance, achievement and behaviour criteria as laid out in the Learning Agreement.

5. Payments

Please note:

- To qualify an applicant's attendance **must not** fall below 90%

- The school reserves the right to stop payments immediately should a student's attendance or behaviour become unacceptable. Payments will be made at the end of each period following analysis of the previous period's data for attendance and behaviour.
- The school can request a full refund of any payments made should the student leave prior to the end of their studies.
- Funds are limited and will be allocated based only on the criteria above.
- Applications must be supported with official proof of household income, eg notice of benefit received from the Department of Work and Pensions.
- Reimbursements must be supported with documentary evidence of costs incurred, eg receipts of purchase.
- Students must sign and return a declaration form (provided by the school) to confirm that the bursary will be used to support curriculum activities and resources.

Parents/carers have the right to appeal should attendance fall below 90% due to special circumstances.

If documentary evidence is not available please contact Mr Redman to discuss possible alternative evidence options. Where relevant, it is possible to attach a letter outlining any special circumstances that may apply to an individual's situation.

6. 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 Form, and if such a meeting fails to resolve any differences, they should make a written complaint for consideration by the Governors of the school.

7. Fraud

Applicants' parents are responsible for providing true, accurate and complete information on total household income, and any other information that is relevant to their claim for financial support. Fraudulent claims for bursary allocations will be treated very seriously. Students found to make fraudulent claims will be required to refund all payments and the police will be informed.

Archway School
16 to 19 Bursary Application Form



DETAILS OF STUDENT

*Applications cannot be made until a Sixth Form place has been confirmed and the student has commenced their studies as a post 16 student.
Proof of entitlement will be required to allow the processing of this form.*

STUDENT DETAILS

Surname		
First names		
Address		
Post code		Date of Birth
Email address		
Home phone (landline)		Mobile phone

BANK OR BUILDING SOCIETY DETAILS

To receive payments you must have a bank or building society account in your own name that will accept direct payments. If you do not have an account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (if a building society account)	

I certify that the information given above is true and accurate. I further understand that the school has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete the course. I confirm that all relevant equipment, such as laptops and books, will be returned to the school at the end of my course.

Signature of Student	Date
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Archway School
16 to 19 Bursary Application Form



DETAILS OF PARENT/CARER

PARENT/CARER DETAILS

Surname		
First names		
Address		
Post code		
National Insurance Number		
Email address		
Home phone (landline)		Mobile phone

DETAILS OF OTHER FAMILY MEMBERS

Name	Age (if 19 or under)	Relationship to student applicant

INCOME DETAILS (FOR HOUSEHOLD)

1A Student's Income to evidence Vulnerable Student Bursary

If you, the student, currently receives benefits please complete this section. If not, please move on to section 1B.

Please send a copy of ONE of these as evidence of income.

Type of Income	Yes/No	Evidence required
Income Support (or Universal Credit)		An award letter which is less than 3 months old on the date of application
Income based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
Disability Living Allowance (or Personal Independence Payments)		An award letter which is less than 3 months old on the date of application

1B Household Income to evidence Discretionary Bursary – Group 1 Students

Please indicate which of the following benefits/income that your parents/carers are currently in receipt of.

Please send a copy of ONE of these as evidence of income.

Type of Income	Yes/No	Evidence required
Free school meals (even if you choose not to receive the free meal)		n/a
Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award (TC602) showing that your total household income is below £16,190
Other benefits		Evidence of any other benefits that you may receive such as housing, council tax, Disability Living Allowance, or pension credits (guaranteed credits only)
Total income from each job		P60 for each and every job for the current tax year
Total income from self-employment		Certified evidence of self-employment income from the Inland Revenue

1C Household Income to evidence Discretionary Bursary – Group 2 Students

Please indicate which of the following benefits/income that your parents/carers are currently in receipt of.

Please send a copy of ONE of these as evidence of income.

Type of Income	Yes/No	Evidence required
Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award (TC602) showing that your total household income is between £16,919 and £25,521
Other benefits		Evidence of any other benefits that you may receive such as housing, council tax, Disability Living Allowance, or pension credits (guaranteed credits only)
Total income from each job		P60 for each and every job for the current tax year
Total income from self-employment		Certified evidence of self-employment income from the Inland Revenue

I certify that the information given above is complete, true and accurate. I further understand that the school has the right to reclaim any funds and equipment costs if I am found to have provided incorrect information. I confirm that all relevant equipment, such as laptops and books, will be returned to the school at the end of my son/daughter's course.

Signature of Parent/Carer	Date
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Learning Agreement for Bursary Students

The main aim of the 16 to 19 Bursary Fund is to support students financially in their further education studies. We, as a school, have a duty to ensure that students comply with the following criteria:

1. Students attend both registration and lessons.
2. Students are required to have an attendance rate of more than 90%.
3. Students apply themselves to their studies, particularly in regard to effort.
4. Students meet the deadlines set by individual subject staff.
5. Students conduct themselves in accordance with the Student Learning Agreement and expectations of the Sixth Form.

The Bursary payment will only be authorised after giving consideration to the following criteria:

- All your absences from school must be authorised by the school. In the case of appointments, driving tests, university visits, interviews etc you must notify the school in advance. If you are ill or organize an emergency morning appointment, you should telephone the school to notify us. Any holidays planned in term time will result in your payment being stopped, unless it is cleared by the school.
- You must catch up any work missed through absence. On the first day you return to school, it is your responsibility to talk with the relevant subject staff to ensure that you do not fall behind with your studies.
- You always come to school fully prepared for your classes, ensuring that you have with you the appropriate books and equipment for the class. All timetabled lessons must be attended.
- You have consistently maintained good standards of work and met coursework requirements, including completing homework by the appropriate deadlines.
- You have made a positive contribution to fulfilling any additional commitments, for example, work experience, community task, voluntary service, conference, field trips, sporting activities, etc.
- Your commitment to subjects is judged as good or excellent by all your subject teachers.
- Your academic progress is judged to meet or exceed any target minimum grades that you have been set.

**I understand that failure to comply with the above will jeopardise my Bursary payment.
I confirm that if I opt for a termly payment made to me as part of my 16 to 19 Bursary it will be used for curriculum activities and resources, in line with the guidance notes provided.**

Student's Name:	Tutor Group:
Student's Signature:	Date: