

NEW MILLS SCHOOL

Business & Enterprise College

16-19 BURSARY POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	J O Elms	September 2012		
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Draft	G Cash	July 2015	FGB Min No.13h	16/07/2015
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Revision	Date	Description of Changes
Draft	July 2015	Updated to reflect current procedures and eligibility
Review	September 2017	No changes required

Signed:
Chair of Governors

Date:

NEW MILLS SCHOOL

16-19 Bursary Policy

What is the 16-19 Bursary Fund?

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

Who can apply?

To be eligible to receive a bursary the young person must be over 16 on 1st September and be under 19 on 31st August in the academic year in which they start their programme of study. Where a young person 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 the sooner. In exceptional circumstances bursaries may be awarded to younger students where they are following an accelerated programme.

Young people must also satisfy certain residency conditions.

There are two types of Bursary;

Vulnerable Bursary

Young people in the defined vulnerable groups are eligible for a bursary of £1,200 if their course lasts for 30 weeks or more. A pro-rata amount would be paid for courses of less than 30 weeks.

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 defined vulnerable groups are included in Priority Group 1.

Priority Group 1

- young people in care, including unaccompanied asylum-seeking children
- young care leavers
- young people getting Income Support or the equivalent Universal Credit (UC) in their own right
- young people getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) 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.

Proof of entitlement (original documentation) will be required and copies will be kept on file. Eligible students will be guaranteed a £1200 bursary, which will normally be paid by cheque, in three termly instalments.

Financial support is dependent upon the student meeting attendance, punctuality, behaviour and academic attainment criteria, subject to regular review.

Discretionary Bursary

Discretionary bursaries are targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment.

The school will;

- assess each student's actual need for financial help before deciding to make an award and if so how much
- document the assessment, get evidence to support the amounts being claimed and retain it for audit purposes

Discretionary Bursaries will be made available to the following two Priority Groups;

Priority Group 2

Young people who are eligible for Free School Meals

- Proof of entitlement, Confirmation from the Local Authority of entitlement to Free School Meals (original documentation) will be required and copies will be kept on file. For existing students the school will already hold this information, for students who may have attended alternative 11-16 provision, evidence will be required

A bursary, normally of up to £500, will be awarded to young people who are eligible to receive Free School Meals. The discretionary bursary will be paid by cheque to the student in three equal instalments, one per term.

Amounts paid will be subject to the number of students in the category and the availability of funds. (In the case of extreme hardship, consideration will be given for payment in advance at the discretion of the Headteacher).

Financial support is dependent upon the student meeting attendance, punctuality, behaviour and academic attainment and subject to regular review.

Priority Group 3

In the event of funding remaining within the school's Bursary Fund allocation once all Priority 1 and 2 awards have been made, awards of up to £500 will be made available to students of families with an annual household income of up to £28000.

Eligible students in this group may apply to the 16–19 Bursary Fund for a contribution towards items such as:-

- the cost of school transport,
- essential course equipment,
- trips essential to their course
- course materials,
- UCAS fees.

This may be a one off payment for specific items or a cash bursary for support, according to need. Amounts paid will be subject to the number of students in the

category and the availability of funds. Priority will be given to those students in the lower income group in the first instance.

The discretionary bursary will be paid by cheque to the student in three equal instalments, one per term, unless it relates to a one off specific item.

Proof of lower income entitlement (original documentation) will be required and copies will be kept on file.

Financial support is dependent upon the student meeting attendance, punctuality, behaviour and academic attainment and subject to regular review.

Applications Process

All students joining or continuing within the school's Sixth Form in September will be given a Bursary Award explanatory letter, which will also be made available via the school website. Eligible students will need to complete and submit their applications in accordance with the instructions on the letter.

Applications for an award of a bursary should be made using the appropriate application form, which will also be available via the school website. All applications will be treated in the strictest confidence and should be supported by appropriate evidence of eligibility, and completed in full. The applications should be sent to the School Business Manager for consideration by the Bursary Award Panel.

The Bursary Award Panel will comprise of two of the following;

- Director of 6th Form
- School Business Manager
- One other member of the Senior Leadership Team

Applicants will be notified in writing whether their application has been successful.

Appeals

If a young person wishes to appeal about how their application has been handled, they should follow the School's normal complaints procedure.

Any change in financial circumstances that will affect student entitlement to a Bursary must be notified to the School as soon as possible.