



16-19 Bursary Fund Policy 2020/21

This policy sets out the arrangements for how Maiden Erlegh School will prioritise and administer the 16-19 Bursary fund (2020/21 academic year).

The 16-19 Bursary fund is a scheme made available from the government through its funding body – the Education & Skills Funding Agency (ESFA) for 16-19 year olds to provide assistance to students for whom access to, or completion of, education is inhibited by financial constraints or barriers.

What the bursary is for?

This discretionary bursary is available to those students who would otherwise find it difficult to continue with their education. It is to be used primarily to pay for the following:

1. **Field Trips** – any field trip that relates to a course being taken. No additional subsidies will be available.
2. **Uniform** – any purchase must conform to the Schools uniform policy for Sixth Form.
3. **Educational IT Equipment and software** e.g. laptop or tablet – the School can purchase this item on behalf of the applicant, however, should the applicant wish to purchase the item themselves, the cost will be reimbursed on submission of a claim form and itemised receipt.
4. **Transport** – we will reimburse the cost of either a weekly or monthly season ticket or, where possible, purchase on the applicants behalf
5. **Stationery**
6. **Books** – the School can order these on the applicants behalf
7. **University visits and interviews** – a maximum of two open day visits can be made during term time.
8. **School meals** – a set amount up to the value of the bursary will be agreed and we will notify you once this has been used

Who is eligible to apply for 16-19 Bursary Funding?

To be eligible to receive a Bursary, young people must be 16,17 or 18 years of age as at 31 August 2020, be studying in the School Sixth Form and meet the ESFA residency qualifications as set out via the following link

<https://www.gov.uk/1619-bursary-fund/overview> on the Department for Education website.

There are two types of bursary fund:

1. Vulnerable Bursary

Available to young people who are identified as being:

- in care
- a care leaver
- in receipt of Income Support or Universal Credit in their own right, and/or;
- in receipt of Disability Living Allowance (DLA) or Personal Independence Payments in their own right

Eligible students will receive a Bursary up to **£1,200** which is dependent on meeting agreed attendance, progress and behaviour criteria.



2. Discretionary Bursary

This is a limited fund and the School will prioritise allocations. There will be 2 priority groups, categorised as high (A) and low (B) dependent on household income

a. High Priority Group (A)

Young people aged at least 16 and less than 19 years of age on 31 August 2020 with a gross annual household income of below £20,000 will be eligible for a bursary of around **£800** for the academic year. Payment is dependent on meeting agreed attendance, progress and behaviour criteria - see appendix 2.

b. Low priority group (B)

Young people aged at least 16 and less than 19 years of age on 31 August 2020 with a gross annual household income of between £20,000 and £30,000 will be eligible for a bursary of around **£400** for the academic year. Payment is dependent on meeting agreed attendance, progress and behaviour criteria – see appendix 2. They will receive the bursary which is based on 50% of the priority ‘A’ group.

Impact on household benefits

Receiving 16-19 Bursary fund payments does not affect entitlement to other means-tested benefits such as Income Support, Jobseekers Allowance, Child Benefit, Working Tax Credit and Housing Benefit. If, however, the student is in receipt of Disability Living Allowance (or Personal Independence Payments) parents can no longer receive certain household/family benefits for that child, such as Child Benefit.

Applications Deadlines

Initial deadline for receipt of applications for funding	14 September 2020
Notification of initial bursary allocations	22 September 2020

Further applications can be made at any time after this date but will be subject to funding being available.

The School will retain 5% of the fund for administration and 5% to use as a contingency fund to respond to in-year changes. The contingency fund will be reviewed in February 2020.

The School reserves the right to purchase items from the remaining contingency fund in order to provide immediate support to individual bursary students. This may include spare uniform, additional School trips or unforeseen pastoral needs. Any unused items will be made available to the following year's bursary students.



Applications will only be considered on receipt of a signed application form as shown at Appendix 1.

Evidence

Please submit one of the following documents below to support your application

1. Family P60 and/or Confirmation letter from HMRC or tax credits award
2. Certified evidence of Self Employment Income

Process

All applications for a Bursary will be assessed by the 16-19 Bursary Committee according to the criteria set out in this policy and the School reserves the right to request additional evidence to support an application. The committee will consist of:

Maiden Erlegh Trust	Chief Financial and Operations Officer
Maiden Erlegh School	Head of Sixth Form
Maiden Erlegh School	Assistant Headteacher – Inclusion

Payments

Successful applicants will receive notification of the amount they can claim. This will be held by the School and upon receipt of itemised bills we will arrange for the money to be reimbursed accordingly. In some cases items may be ordered directly by the School.

Students must discuss any possible claims with their tutor to ensure they are covered by the Bursary. The specific claim must then be submitted to the Head of Sixth Form for their signature.

Attendance, Progress and Behaviour criteria

All young people in receipt of a Bursary must meet weekly punctuality, attendance, progress and behaviour criteria as defined at Appendix 2. Students will be required to sign up to this agreement prior to making any claims. If the young person does not meet these requirements, the School reserves the right to withdraw or suspend Bursary payments. A maximum of 75% of the award will be available in Term 1. This and subsequent payments will be conditional on these criteria being met.

Appeal process

If any young person or their parent/guardian/carer is not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. The Headteacher will convene a 16-19 Bursary Appeals panel, consisting of the Headteacher and a Governor. The panel will consider and respond to appeals within 10 School days of receipt. If the appeal is upheld it will be referred back to the Bursary Committee with recommendations. The decision of the Appeals panel is final.

Complaints process

Any complaint will be dealt with under the Schools complaint policy which is available on the School website using this link:

<http://www.maidenerleghSchool.co.uk/page/?title=Key+Policies&pid=14>



Confidentiality

Applications and supporting evidence will remain confidential and accessible only to the 16-19 Bursary Committee, the student's tutor, the Bursary fund administrators and, in the event of an appeal, to the 16-19 Bursary appeals panel.

Change in circumstances

Any young person in receipt of a Bursary has a duty to inform the School if their financial circumstances change, or those of their parent/guardian/carer change. The Bursary committee would then reconvene to determine whether the payments continue or be stopped or reduced and the funds redistributed.

Fraud

If false or incomplete information is provided on the bursary application details of the application may be passed to the Department for Education and the Police.

Transferring provider

Where a young person in receipt of a Bursary transfers in or out of the School to/from another provider in year, the School will liaise with that provider to enable continuity of bursary payments to enable the young person to complete their learning aim(s).

Withdrawing from the School

Where a young person in receipt of a Bursary withdraws from the School and does not transfer to another provider, scheduled payments to be made after the date of the withdrawal will not be made.



APPENDIX 1

16 – 19 Bursary Scheme Application Form

2020-2021

Before you start to fill in this form, please read the guidance notes carefully. Application forms should be placed in a sealed envelope and handed in to reception, for the attention of **Mrs C Hook** and marked **BURSARY FUND APPLICATION** by **3pm on Monday 14 September 2020** at the latest in order to be considered in the initial allocation. Please note that applicants will be required to provide evidence of eligibility prior to payment of an award.

COMPLETE BOTH SIDES AND SIGN AT THE BOTTOM OF PAGE 2.

Applicant Details

Full Name
Age on 1 September 2020
Email address
Telephone no.
Address
Student bank details for receipt of bursary Name of Account Holder: Bank/Building society name: Sort Code: Account Number:

Residency status- tick all those that apply <input type="checkbox"/> British citizen <input type="checkbox"/> EU/EAA citizen <input type="checkbox"/> Asylum seeker /NASS <input type="checkbox"/> Refugee/Indefinite Leave to remain <input type="checkbox"/> Discretionary leave to remain
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Bursary Application Details

<p>Bursary being applied for</p> <p><input type="checkbox"/> Vulnerable (available for those students who are in the care of the Local Authority or in receipt of Universal Credit or PIP in their own right)</p> <p><input type="checkbox"/> Discretionary</p>
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Parent/Guardian/Carer/Young Person declaration:

I confirm that the information given in this application form is true and correct and I have enclosed one of the following to support this application (please tick)

- Family P60 And/or Confirmation letter from HMRC or tax credits award
- Certified evidence of Self Employment Income

Originals are required and will be copied and returned

I also confirm I understand that, if the bursary is approved, it should be used to pay for books, School lunches, transport, stationery, field trips for specific courses, uniform and Educational IT Equipment. It may also be used towards the cost of attending university interviews and open days. Funds will be allocated to me once I have submitted evidence of need.

The School reserves the right to seek written confirmation of how the bursary has or will be spent.

Where any false, incomplete information or relevant income or is submitted the matter may be referred to the Department for Education or the police and the student could face prosecution.

Parent/Guardian 1 signature		Parent/Guardian 2 signature	
Signature		Signature	
Name		Name	
Relationship to applicant		Relationship to applicant	

Student signature	Date
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Applications should be returned to Mrs C Hook via reception, to arrive no later than 3pm on Monday 14 September 2020 if you wish to be considered for the initial allocation of funding.

For School use

<i>Date application received</i>	
<i>Evidence received</i>	
<i>W/Tax credit income</i>	
<i>Child Tax credit</i>	
<i>P60 income</i>	
<i>Other income</i>	
<i>Total</i>	
<i>Application level applied for</i>	
<i>Bursary level approved</i>	
<i>Signature</i>	



APPENDIX 2

16 – 19 Bursary Scheme Academy/Student Agreement 2020/21

Student Name:	
Tutor Group:	

The Bursary is paid on the proviso that 100% attendance, academic expectations and standards of behaviour have been met. If, however, you are absent for the following reasons, and have provided written permission **in advance** then there will be no loss of allowance:

- Hospital/Medical/Dental appointments (in exceptional circumstances)
- Illness
- Driving test (practical only)
- Attendance at a funeral
- Religious Observance Day
- Visit or interview at university
- Participating in an extra-curricular activity eg sport, music, drama
- Severe weather (exceptional circumstances)

You are also expected to:

- Be punctual to tutor and all lessons and register your attendance
- Always come well prepared to lessons
- Hand in homework or coursework according to deadlines
- Always show a positive attitude to learning and maintain the expected standard of behaviour
- Maintain good progress towards benchmark grades

I understand that I must abide by the rules of the Bursary Scheme and that Maiden Erlegh School will arrange for my learning progress to be assessed in order to determine my eligibility for Bursary payments.

I also understand that the bursary is given to pay for books, School lunches, travel (to and from School), equipment, field trips, uniform and other course related costs. It may also be used towards the costs of attending university interviews and open days.

I understand that the School reserves the right to seek written confirmation of how the bursary has or will be spent.

Where any false, incomplete information or relevant income or is submitted the matter may be referred to the Department for Education and the Police and the student could face prosecution.

Student (Signature):		Date:	
Mrs C Hook Bursary Co-ordinator		Date:	