

16 – 19 Bursary Fund Policy

Policy Updated April 2019

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Associated documents:			
Links to:			

Leanne Murphy (Assistant Principal, Key Stage 5 Lead) is responsible for overseeing that this policy is implemented and regularly reviewed.

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

You must adhere to the Student Learner Agreement form that you have signed.

This policy sets out our approach to the use of the Bursary Fund.

How does Tuxford Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation.

There are 3 priority groups, categorised as:

HIGH (Vulnerable student bursary)

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

1. you're in or recently left local authority care
2. you are in receipt of Income Support or Universal Credit (UC) in your name
3. you're disabled in receipt of both Employment and Support Allowance (ESA) or Universal Credit (UC), **and** either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name

- *If you qualify by category 1 above please provide written confirmation of current/previous 'Looked After' status from the relevant Local Authority or their Leaving Care Review Document*
- *If you qualify by category 2 or 3 above a letter from DWP is required saying which benefit the young person is entitled to. The letter should confirm that they can be in further education or training.*
- *Payments will be made weekly by BACS.*

N.B. Universal Credit (UC) is being rolled out across the country. It will gradually replace Income Support and the Employment and Support Allowance, which are both qualifying benefits for the vulnerable bursary. Universal Credit award notifications do not include any information on the benefits they replace. For the academic year beginning in September 2016, any student claiming a vulnerable bursary based on a UC award must indicate which benefit it has replaced, so that you can complete the SBSS claims form correctly.

MEDIUM (Discretionary bursary)

You will qualify for a bursary of between £10 - £30 per week dependent on meeting agreed attendance and progress criteria if you are a student who is currently (*this will be subject to availability of funds*):

- ✓ eligible for Free School Meals (applicants must be under 19 on 31st August of the year of application)

- *Payments will be made weekly by BACS.*

LOW (Discretionary bursary)

Students living in a home where there is a gross annual household income of **between £16,192 and £25,000** (*proof of income must accompany the application e.g. P60 or wage slip/s which states the annual household income*)

Those in the low priority group will be considered for funding based on the Academy allocation and subject to available funding after those in the high and medium priority groups have been awarded. Students in this group may receive a contribution of up to £200 maximum towards the cost of essential course equipment and transport costs which could include (evidence will be required):-

1. Course equipment such as text books, revision guides, IT equipment
2. Trips related to subjects
3. Half-fare bus pass or equivalent travel claim
4. University/College/Apprenticeship visits
5. UCAS application
6. Additional qualifications (e.g. First Aid)
7. Re-sit costs (if applicable)

Pre-approval for these items will be required before any payments will be made. Payments will be made on, as and when required basis.

Students qualifying for the full bursary will be dealt with on a priority basis and all other payments will be made subject to final applicant numbers.

Fraudulent claims

We must protect public funds from the possibility of fraudulent claims. We ask for detailed information and may invite applications for interview so we can distribute funds fairly. If your claim is considered fraudulent during our spot checks or auditing processes we will request that the money awarded to you is repaid in full. If you fail to repay your award, we may take court action.

Appeals and complaints

If your application is unsuccessful you have the right to appeal against the decision; you may also appeal about the amount or type of award by writing to Mr Simpson, Assistant Principal Post 16. Your letter should clearly state why you feel the award should be reconsidered. You may be invited to provide additional information or invited to discuss your individual circumstances as part of your appeal.