

Raynes Park High School Sixth Form: 16-19 Bursary Policy 2017-2018

From September 2011 the Government introduced a Bursary Fund to provide support for Sixth Form students from vulnerable groups and low income backgrounds. This replaces the Educational Maintenance Allowance (EMA). This policy explains how Raynes Park High School Sixth Form will administer and distribute these funds, based on guidance from the Education Funding Agency (EFA).

Raynes Park High School Sixth Form recognises that offering support to students from vulnerable groups and low income backgrounds requires sensitivity and confidentiality for those concerned.

Eligibility

To qualify for the bursary students:

- Must be under 19 years old on 31st August in the academic year they start the course.
- Must satisfy the residency criteria in the document EFA Funding Guidance: Funding Regulations.

Two groups of young people are eligible to apply for the 16-19 Bursary:

- **Level 1** - Students from 'vulnerable groups' as defined by the government: young people who are looked after (in care); care leavers; young people in receipt of income support (or Universal Credit) in their own name; and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments). Please note it must be the student in these categories and not their parents. This is a guaranteed bursary. Students in this category are eligible to receive £1,200 per year as specified by the government.
- **Level 2** - Students who are eligible for Free School Meals, or whose parents are on working tax credit of up to £20,000 as well as one of the following benefits: Income Support (IS), Income-based (not contribution-based) Job Seeker's Allowance (IBJSA), the Guarantee element of the State Pension Credit, income-related employment and support allowance, Financial Support from the NASS (National Asylum Support Service) or Child Tax Credit. These students will be eligible for a smaller discretionary bursary depending on how many students are in this category. The amount of money given to students in this category will depend on how much money we are allocated by the government and will not necessarily be the same for each student as it will take account of the individual's circumstances including the courses studied and resources required.

In addition we may award a **Level 3** discretionary bursary to students who experience exceptional and unforeseen financial difficulties. Applications for a level 3 bursary should be made by writing a letter to the Head of Sixth Form explaining detailing the financial difficulties being experienced and can be made at any time.

Applications and Assessment

Raynes Park High School Sixth Form will make every effort to ensure all students who are entitled to financial support from the Bursary will receive it. Details of the Bursary Fund and the application process will be displayed on the school website, letters will be sent home to parents/carers at the beginning of each academic year, and announcements will be made in assembly. The application forms and letters are shown in Appendix 1 and 2.

Students applying for the Bursary Fund will be asked to provide evidence to support their application e.g. Employment Support Allowance certificate, Disability Living Allowance certificate, a letter from Job Centre Plus setting out the benefit to which the young person is entitled, written confirmation from the Local Authority of the young person's current or previous looked after status or a letter from the Local Authority of entitlement to Free School Meals.

Students will also have to outline what they propose to use their bursary payments for, for example, to contribute towards transport costs, equipment, books, residential costs, resit fees, Open Day visits etc. Students should keep receipts as they may be asked to submit receipts to demonstrate that their bursary has been spent on their education.

All applications should be received by the Sixth Form Office by the dates specified in the letters and students will be informed of the result as soon as possible after that date. There will be three opportunities in the academic year to apply for a level 1 or 2 bursary so if a student's circumstances change, they can apply to the Bursary Fund later in the year. Awards will not be backdated and applications that miss a deadline will be assessed as part of the next round of applications. Applications for a level 3 bursary can be made at any time. Part of the bursary fund will be held back to cover these applications.

Payments

For 'vulnerable' students entitled to £1,200 per year, six half-termly payments of £200 will be paid to the student. The first payment will be paid out in October/November and then near the beginning of each half term of the same academic year.

For students who qualify for the discretionary bursary, the amount they receive will be determined each year by the number of students who qualify for the remaining funds. The Head of Sixth Form will write to each student to inform them how much money they have been awarded. Again, there will be six half-termly payments made to students as above.

Some money may be paid directly by the school on the student's behalf to cover the cost of specific educational resources or trips and the half termly amounts reduced accordingly.

Please note that students will need to apply to the Bursary Fund at the beginning of Year 12 and again at the beginning of Year 13. We cannot guarantee that students will be eligible for the same amount each year. Also, payments depend on very good attendance of at least 90% as well as a positive attitude and good school reports. This will be closely monitored. Payments can be withheld if students are not fulfilling these requirements.

Bank Accounts

Payments will be made by BACS transfer directly to the student's bank account. The bank account must be in the student's name except in exceptional circumstances when the student is unable to administer their own account. Payments may be made to a joint account where the student is one of the account holders.

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 this fails to resolve issues, they should make a written appeal to the Headteacher who will review the decision with a member of the school's Governing Body.

Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to be making fraudulent claims will be required to refund all payments received and may be asked to leave the school.

(Updated March 2017 from the EFA's 16-19 Bursary Fund Guide for 2017/18)

Staff responsible	Head of Sixth Form: JML	Monitoring & Evaluation by	Headteacher: KH
School Group Responsible	Sixth Form team	Governors Committee Responsible	N/A
Date approved by Governors	N/A	Review Date	Summer 2017

Letter Introducing the 16-19 Bursary

September 2017

Dear Sixth Form Parents

RE: 16-19 Bursary Fund

As of September 2011, the government has replaced the Educational Maintenance Allowance (EMA) with the 16-19 Bursary Scheme to help support students from vulnerable groups and lower income families with the costs of post 16 education. The government has given the school a limited amount of money for this purpose.

The government has defined 'vulnerable students' as: young people who are looked after (in care); care leavers; young people in receipt of income support (or Universal Credit) in their own name; and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments). Students in this group are entitled to a bursary of £1,200.

Students who are eligible for Free School Meals, or whose parents are on working tax credit of up to £20,000 as well as one of the following benefits: Income Support (IS), Income-based (not contribution-based) Job Seeker's Allowance (IBJSA), the Guarantee element of the State Pension Credit, income-related employment and support allowance, Financial Support from the NASS (National Asylum Support Service) or Child Tax Credit are also eligible for a discretionary bursary from the remaining fund to help with any costs towards their education, for example, the buying of extra books or subject specific equipment. Until we know how many students are in these categories, we are unable to calculate how much financial support each student will receive.

If you think your child is eligible, please complete the attached application form and return it in a sealed envelope to Mrs Liste in the Sixth Form Office by Monday 25th September. Please be reassured that all applications will be treated sensitively and confidentially. There will be 2 further opportunities this year to apply funding – deadlines are the last day of the autumn and spring terms.

Once we are aware of the number of students who qualify, I will write to those concerned to explain how much money will be available to each student and the process for claiming.

If you have any queries about the 16-19 Bursary Scheme, please do not hesitate to contact me at school.

Yours sincerely

J Lawner

Ms J Lawner
Head of Sixth Form

Raynes Park High School Sixth Form: 16-19 Bursary Fund Application

Please complete the following form to register your son/daughter's eligibility for the 16-19 Bursary Fund. Please note that the fund is very limited. We recognise that offering financial support to students from vulnerable groups and low income backgrounds requires sensitivity and respect for all concerned. Information relating to applications will be treated confidentially. Applications must be submitted in a sealed envelope to Mrs Liste in the Sixth Form Office.

Student details

Surname / Family name	
First Name(s)	
Age on 31 st August 2017 (you must be 16, 17 or 18 on this date to apply)	
Address	
Postcode	
Student's e-mail address	
Home phone number	
Mobile phone number	
Nationality and passport number	
How many years have you been resident in the UK?	
Bank Details (Bank account must be in the student's name)	Sort Code: Account Number: Account Name:

Parent/Carer details

Surname / Family Name	
First Name (s)	
Address (if different from above)	
Postcode	
Home phone number	
Mobile phone number	

Please indicate into which category you fall:

CATEGORY 1: STUDENT FROM A VULNERABLE GROUP

I wish to apply to the 16-19 Bursary Fund because I am a student in a 'vulnerable group'. I am eligible because I am: (please tick)	
<input type="checkbox"/>	A young person who is looked after (in care)
<input type="checkbox"/>	A care leaver
<input type="checkbox"/>	A young person in receipt of income support (or Universal Credit) in my own name
<input type="checkbox"/>	A disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments)
I am attaching the following evidence (e.g. an official letter) to support my application:	

CATEGORY 2: STUDENT APPLYING FOR A DISCRETIONARY BURSARY

EITHER

I wish to apply to the 16-19 Bursary Fund because I am: (please tick)	
<input type="checkbox"/>	A student entitled to Free School Meals
If you are eligible for Free School Meals but you have not completed an application form or claimed for this in the past at Raynes Park High School, please contact the School Office for the relevant application form.	

OR

I am entitled to Working Tax Credit up to £20,000 (please tick):	<input type="checkbox"/>
Please attach a copy of your Working Tax Credit Award Notice marked this year. It must be a full year, not a partial award - Full Award Notice. (Tax Year 2016/2017)	

AND

I am also entitled to ONE of the following (please tick):	
<input type="checkbox"/>	Income Support (IS)
<input type="checkbox"/>	Income-based (not contribution-based) Job Seeker's Allowance (IBJSA)
<input type="checkbox"/>	Guarantee element of the State Pension Credit
<input type="checkbox"/>	Income-related employment and support allowance
<input type="checkbox"/>	Financial Support from NASS (National Asylum Support Service)
<input type="checkbox"/>	Child Tax Credit (Full Award)
Please attach evidence of your entitlement or an award letter dated within the last three months.	

Please indicate by ticking below what you intend to use your 16-19 Bursary Fund payments to contribute towards:

	Transport		Meals		Books/ equipment		Course related trips	Other: (please specify)
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Please note that students in Category 1 will receive a bursary of £1,200 this year. Students in Category 2 will be informed how much of a bursary they will receive once we know how many students are eligible for the remaining funds. Please note that you will have to apply to the 16-19 Bursary Fund at the beginning of each academic year and you cannot be guaranteed the same bursary amount each year. Good attendance and a positive Attitude to Learning are also essential requirements to receive bursary payments. After each instalment, we may require you to submit receipts to show that the bursary money has been spent on educational purposes.

Declaration: I declare that the statements made on this form are true to the best of my knowledge. I undertake to inform the school in writing of any changes to my financial circumstances.

Signed (Student):	
Signed (Parent/Carer):	