



Drumbeat

School & ASD Service

16-19 BURSARY FUND POLICY

Signed by Chair of Governors

Katy Drury

Date 3-10-18

Signed by Headteacher

Lani Neave

Date 3/10/18

PURPOSE

To determine the basis by which the 16-19 Bursary Fund will be administered by Drumbeat School & ASD Service.

BACKGROUND

The 16-19 Bursary Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post 16. The Bursary Fund has two elements:

1. A bursary of £1,200 a year for young people in the following defined vulnerable groups:
 - Young people in care
 - Care leavers
 - Young people in receipt of income support
 - Disabled young people who are in receipt of Personal Independence Payment (PIP) **and** Universal Credit (UC)
2. Discretionary awards made by providers to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.

Providers are free to determine the assessment criteria for eligibility for discretionary bursaries and the frequency of payments for all awards.

ELIGIBILITY

To be eligible to receive a 16-19 Bursary Fund, the young person must be aged under 19 at the start of 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 sooner.

Young people should satisfy the residency criteria in the EFA Funding Guidance. This guidance can be found at:

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/studentsupport/funding/b00203354/efa-funding>

LEVELS OF BURSARY PAYMENTS

Payments will be made by cheque in the Spring Term. There are two levels of bursary payments:

LEVEL ONE (VULNERABLE BURSARY)

£1,200 per year to those young people in the following defined vulnerable groups:

- Young people in care
- Care leavers
- Young people in receipt of income support
- Disabled young people who are in receipt of Personal Independence Payment (PIP) **and** Universal Credit

Parents/carers will need to provide appropriate documentation to prove entitlement, for example a letter setting out the benefit to which the student is entitled, or written confirmation of the students current or previous looked after status from the Local Authority which looks after him/her or provides the leaving care services.

LEVEL TWO (DISCRETIONARY BURSARY)

Discretionary bursaries approximately £200 per year to those young people who are eligible to receive free school meals or with an identifiable financial need (low household income household - below £16,190 per annum).

To be eligible under this level, the young person's parent/carer must be in receipt of at least one of the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment & Support Allowance
- Child Tax Credit only as long as the parent/carers income does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Housing Benefit
- Council Tax Benefit
- Support under part VI of the immigration & Asylum Act 1999
- Household income below £16,190

Parents/carers must complete the application form and write a short statement as to what educational purposes these funds are required for (e.g. transport, books, equipment, electronic device, school uniform, educational trips/visits, meals).

BURSARY PAYMENT CONDITIONS

The following conditions apply:

- The young person must have a minimum of 90% attendance for the Autumn Term with no unauthorised absences. Parents/carers have the right to appeal should attendance fall below 90% criteria due to special circumstances.
- The young person must not break the terms of any school agreements or standards of behaviour.
- The school reserves the right to stop payments immediately should a student's attendance or behaviour become unacceptable. Payments can be adjusted to reflect any unauthorised absences or broken terms to school agreements/standards of behaviour.
- The school can request a full refund of any payments made should the young person leave prior to the end of their studies.
- Funds are limited and will be allocated based on the criteria levels above.
- Applicants will need to provide relevant official proof of household income/benefits. Failure to provide proof may result in applications being rejected.
- The school should be informed immediately if any parent/carer income/benefit circumstances change so that adjustments can be made accordingly.

PROCESS

Students are to be encouraged to apply for a Bursary Fund as soon as possible at the beginning of each academic year. Application Forms can be requested from the school office and will also be available to download from the school website.

Applications will be considered on an individual basis by a Remissions Panel for assessment and authorisation. Official proof of household income/benefits is required.

The school will write to parents/carers confirming if their application has been agreed within 28 working days upon receipt.

REMISSIONS PANEL

Applications will be considered by the Remissions Panel, which consists of the Administration Manager, the School Business Director and the Executive Headteacher.

APPEALS

If a parent/carer is not satisfied with the decisions of the Remissions Panel, they should follow the school's established complaints procedure.

ALLOCATIONS TO SCHOOLS

Allocations will be made by the Local Authority. Two thirds (approximately 67%) will be paid in September, the remaining one third (approximately 33%) will be paid in May.

Schools can use up to 5% of their total allocation to meet administration costs.

GOVERNANCE AND MONITORING

Schools should have administrative procedures that record bursary applications and awards (including the number, value, purpose, whether awarded or not, and brief justification).

For audit purposes, hard or scanned copies of all documentation for the Bursary Fund should be kept for a period of 6 years.

