TRINITY ACADEMY
The Emmanuel Schools Foundation

Sixth Form 16 – 19 Bursary Policy

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Introduction

The 16-19 Bursary Funds are paid by the Education Funding Agency (EFA) to Schools, Colleges and Providers so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration. The Bursary Fund will be used to pay Vulnerable Bursaries and Discretionary Bursaries.

Our primary objective for all students in the Sixth Form is to ensure they develop the character to underpin the rest of their lives. Of course, character is developed a context and at this stage in a student's education, the focus is on Advanced Level studies which requires commitment to self-development and the fortitude required for independent study. This process of learning develops students to take on the mantle of scholarship and all that is required for further study at university or elsewhere.

Of course, we are committed to closing any attainment gap between students from different backgrounds and where the degree of affluence limits a student's ability to engage and participate the Trinity Sixth Form Discretionary Bursary is available.

The bursary award demonstrates our commitment to:

- Ensuring that the distribution of 16-19 bursaries is made in a fair and equitable manner such that that it is transparent, accountable, and easily understood.
- Ensuring that information regarding the application, award, and administration of 16-19 bursaries is publicly available via the school website and via sixth form administration.
- Widening access to, and participation in, sixth form education.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop scholarship in each student so that each student is better equipped to move forward to Higher Education, Further Education, Apprenticeships, or employment.

Policy Aims

The aims of this policy are as follows:

- To ensure that the 16-19 Bursary Fund is administered in accordance with DfE/EFA guidelines and policies.
- To explain the roles and responsibilities of staff and students.
- To explain the procedure for making applications.
- To explain the appeals procedure.
- To ensure that the governing body receives appropriate reports on the administration of the 16-19 Bursary Fund.
- To describe the eligibility criteria, how the bursary is calculated and the payment processes.

Criteria and Eligibility for 16 – 19 Bursary Fund

Each School/College has been allocated a fixed sum of money for the 16-19 Bursary Fund. 5% of the total will contribute towards centre administrative costs. The remaining 95% will be prioritised and allocated as follows:

Bursary for defined vulnerable groups:

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.

Students will be funded to reflect the amount of support they need to participate based on an assessment of the actual participation needs and costs they have.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

These students may be entitled to receive up to £1200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the Student "Commitment Condition" stated below. The bursary for vulnerable groups will be assessed on individual circumstances and will be awarded in increments to reflect the amount they need to participate successfully in sixth form education.

Eligibility for the vulnerable student bursary:

- Students must be aged 16 or over and under 19 on 31st August before the year of study. If the student 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.
- Students who receive Universal Credit payment in their own name, which, from 2013 replaces Income Support and Employment Support Allowance.
- Students who are disabled and receive Employment Support Allowance and Personal Independence Payment in their own name, which, from 2013 will replace the Disability Living Allowance.
- Students are ineligible who are on waged Apprenticeships or where the student is drawing a wage for any learning and training.
- Vulnerable students who meet these eligibility criteria should provide evidence to support their claim.

Discretionary Bursary Group:

These students will receive discretionary awards that best fit the needs and circumstances of its students to enable their studies. This could include:

- Transport
- Books and Equipment
- Hardship Costs
- Additional Course Costs (Residential)
- Costs of travel to HE interviews
- Free School Meals
- Other discretionary areas

Wherever practicable, any equipment purchased should be returned to the school for future use.

Discretionary Bursary students are:

- Students who have successfully claimed for Free School Meals in the current academic year.
- Students whose household income is less than £30,000 per annum (gross)
- Where a students' wider family circumstances will be considered
- Students who are completing a course with high costs (specialist equipment, etc.)
- Students who are registered as having Special Educational Needs

Discretionary bursary applications will be assessed on individual basis, depending on the student's circumstances, household income, and the nature of their study programme. The amount awarded to students will reflect their level of need.

Exceptional cases and Contingency Fund

Trinity Academy may hold back a small proportion from the contingency fund for exceptional cases at the discretion of the Principal or to respond to a typical need not identified through a formula

approach. In these circumstances a clear record of the background and allocation will be held for audit purposes and the management of how this is fairly and consistently accessed will be carefully considered.

Administration of the Bursaries

The Sixth Form Office will administer the bursaries. Evidence of the student's eligibility must be included in the application. This could include a P60, Tax Credit Award Notice, evidence of self-employed income or a letter from the local authority confirming the young person's current or previous looked-after status.

If the student is eligible for the bursary, we will confirm this in writing. In this letter we will request information relating to the student's bank account so that BACS payments can be made. We are not permitted to pay the money into any other bank account except that which is in the name of the student who is to receive the bursary.

Commitment Conditions

The Academy reserves the right to withhold payments if the following conditions are not met:

- The student should be participating in a study programme which totals at least 10 hours per week
- Attendance is maintained above 96%
- The student should never truant a lesson
- The student should complete all homework / coursework on time.
- The student should keep to the conditions of the learning agreement where applicable.

Assessment

The Bursary Awards Panel assesses each application for 16-19 bursaries.

The members of staff on this panel include The Senior Administrator, Principal, Head of Sixth Form and the Academy Business Manager. The Head of Sixth Form leads the panel and is accountable to the Academy's governing body.

Students who wish to make an application to receive discretionary bursary funding should do so no later than 30 September each year in order for the panel to assess demand and make suitable provision prior to the commencement of the academic year. Late and ad-hoc applications for discretionary bursary awards will be considered on merit.

Students in receipt of bursary funding should notify the Head of Sixth Form if their circumstances change.

Appeals

The Bursary Awards Panel at includes The Senior Administrator, Principal, Head of Sixth Form and the Academy Business Manager. The Head of Sixth Form leads the panel and is accountable to the Academy's governing body. The panel will meet to consider any appeals relating to the award or administration of 16-19 bursaries.

Students that appeal to the Bursary Awards Panel should outline their reasons why a decision was incorrect with specific reference to the circumstances, attendance and/or behaviour standards that determined the original decision.

The Bursary Awards Panel will consider and respond to appeals within two weeks of receipt. If the appeal is upheld, it will be referred back to the Bursary Awards Panel with recommendations.

If the appeal is not upheld the appealing party are can lodge a complaint according to the Academy's Complaint Procedure.

Review

The Head of Sixth Form will compile a draft annual report to the Bursary Award Panel outlining how the bursary has been spent linked to academic outcomes once approved this will be submitted to the governing body.

The Discretionary Bursary Award (16-19) policy will be reviewed on an annual basis, taking into account the views of the statutory guidance from the Department for Education (DfE) and the Education Funding Agency (EFA), the academy governing body report and particular concerns of students currently in the Academy's Sixth form.

Procedure

Stage 1:

- Students complete a 16-19 Bursary Fund elgibility application form
- Forms are returned with supporting evidence to Senior Administrator

Stage 2:

- Student eligibility for bursary funding is assessed on a case-by-case basis depending on how well they fit the application criteria

Stage 3:

- Students are informed if they have been granted the 16-19 Bursary funding: vulnerable and discretionary
- Sixth Form Senior Administrator sends letters to parents

Stage 4:

- Students eligible for the Vulnerable Group Bursary fund will be informed of the amount they are entitled to, and the increment amounts in which this total will be paid
- Discretionary bursary students can make claims to the Sixth Form Administrator

Stage 5:

- Student claims are assessed and approved/denied
- Sixth Form Administrator processes orders, raises claims to the Business Manager, and logs on the 16-19 Bursary Fund spreadsheet

Appendices
Draft Letter to parents

Re: 16-19 Bursary Fund

Students in Years 12 and 13 might be eligible for financial assistance under the Bursary Fund scheme. The purpose of the fund is to help young people meet the costs related to participation at the Academy. Examples of this might include meals, transport, books, educational visits and other course-related costs.

There are two types of bursary available: the vulnerable student bursary and the discretionary bursary.

Bursary for defined vulnerable groups:

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.

Students will be funded to reflect the amount of support they need to participate based on an assessment of the actual participation needs and costs they have.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

These students may be entitled to receive up to £1200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the Student "Commitment Condition" stated below. The bursary for vulnerable groups will be assessed on individual circumstances and will be awarded in increments to reflect the amount they need to participate successfully in sixth form education.

Eligibility for the vulnerable student bursary:

- Students must be aged 16 or over and under 19 on 31st August before the year of study. If the student 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.
- Students who receive Universal Credit payment in their own name, which, from 2013 replaces Income Support and Employment Support Allowance.
- Students who are disabled and receive Employment Support Allowance and Personal Independence Payment in their own name, which, from 2013 will replace the Disability Living Allowance.
- Students are ineligible who are on waged Apprenticeships or where the student is drawing a wage for any learning and training.

Vulnerable students who meet these eligibility criteria should provide evidence to support their claim.

Eligibility for the discretionary bursary

- Students who are, or who have been, in receipt of free school meals
- Students who are registered as having Special Educational Needs
- Consideration will be given where there is genuine hardship (please refer to attached application form).

Administration of the Bursaries

The Sixth Form Office will administer the bursaries. Evidence of the student's eligibility must be included in the application. This could include a P60, Tax Credit Award Notice, evidence of self-employed income or a letter from the local authority confirming the young person's current or previous looked-after status.

If the student is eligible for the bursary, we will confirm this in writing. In this letter we will request information relating to the student's bank account so that BACS payments can be made. We are not permitted to pay the money into any other bank account except that which is in the name of the student who is to receive the bursary.

Commitment Conditions

The Academy reserves the right to withhold payments if the following conditions are not met:

- The student should be participating in a study programme which totals at least 10 hours per week
- Attendance is maintained above 96%
- The student should never truant a lesson
- The student should complete all homework / coursework on time.
- The student should keep to the conditions of the learning agreement where applicable.

In order to establish whether your son/daughter is eligible for any financial support I should be grateful if you would apply using the attached form. As the support is means tested, it does require

you to offer confidential information. I wish to assure you that we will handle such information professionally and in confidence.

All applications must be returned by 30th September.

If you have any questions about the bursary, please do not hesitate to contact me.

Yours sincerely

Miss L Gillatt
Head of Sixth Form

Application Form

Trinity Sixth Form Bursary Support Fund Application Form

Student Name: …….Tutor Group: ……

Are you entitled to support because your son / daughter is

a) In care

b) Care leaver ☐

c) Young person in receipt of Income Support or Universal Credit ☐

d) Disabled young person in receipt of Employment Support Allowance who is also in receipt of Disability Living Allowance or Personal Independence Payments. ☐

Could you please give details if you have ticked c or d.

……

Are you in receipt of any of the following benefits?

☐ Student in receipt of free school meals;

☐ Income Support;

☐ Income Based Jobseekers Allowance;

☐ Support under part VI of the Immigration & Asylum Act 1999;

☐ Child Tax Credit, provided the claimant does not also receive Working Tax Credit, AND whose annual income (as assessed by the Inland Revenue) does not exceed £30,000.00;

☐ Guarantee element of State Pension Credit;

☐ An income related employment and support allowance that was introduced on 27 October 2008.

☐ Registered as having a Special Educational Need

Signed: ……. (Parent / Carer) Date: ……..

Please return to Mrs Dudley (Sixth Form PA).