



## 16-19 BURSARY POLICY

### Background

In 2011 the Government introduced the 16-19 Bursary Fund for eligible students which replaced Education Maintenance Allowance. The Bursary Fund is a cash-limited fund which aims to provide financial assistance to young people whose access to, or completion of, education is inhibited by financial constraints or barriers.

There are two types of bursary:

- Vulnerable – min £1,200 – providers apply directly to ESFA as required
- Discretionary – allocation notified each year in Annual Grant Statement and providers free to distribute monies in line with their own policy

### Communication

The 16-19 Bursary is advertised regularly throughout the year to raise the profile and encourage applications in line with timeline below:

March	<ul style="list-style-type: none"> <li>• Flyer included in Y11 information letter</li> </ul>
July	<ul style="list-style-type: none"> <li>• Y11 reminder letter sent to prospective students highlighting 16-19 Bursary</li> <li>• JM Forms and Guidance reviewed and updated with copy placed on JM website.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Flyer in GCSE results envelopes for all students</li> <li>• Sixth Form students reminded in enrolment by letter</li> </ul>
September (first week)	<ul style="list-style-type: none"> <li>• Vulnerable students identified and request sent to ESFA for funding</li> <li>• Pupil premium/FSM students identified. If no application made, Sixth Form Administrator follows up</li> <li>• Letter sent home to parents of all students (Appendix B) inviting applications</li> <li>• Students reminded at induction</li> </ul>
September (third week)	<ul style="list-style-type: none"> <li>• Parents informed in Handbook at Y12 Information Evening</li> </ul>
September - October	<ul style="list-style-type: none"> <li>• All applications acknowledged with holding letter and date of when written confirmation will be given if successful</li> <li>• Sixth Form Administrator checks applications to see if there are any immediate needs and speaks to Head of Sixth Form</li> </ul>
October (first week)	<ul style="list-style-type: none"> <li>• Head of Sixth Form and Sixth Form Administrator meet to review applications and award bursaries</li> <li>• Letters sent home to all applicants with breakdown of award</li> <li>• Finance instructed on how payments are to be made</li> </ul>
January – March	<ul style="list-style-type: none"> <li>• Remaining monies re-advertised in whole school newsletter to invite further applications.</li> </ul>

## Application

To ensure fair distribution of monies, students are categorised in priority order based on their household income as follows:

Vulnerable Bursary			
High Priority Group (Level 1)		<p>A £1,200 bursary will be made available to students who the Government has classed as ‘vulnerable’. These include:</p> <ul style="list-style-type: none"><li>• young people in care</li><li>• care leavers</li><li>• young people claiming income support or universal credit in <b>their own name</b></li><li>• receiving Income Support or Universal Credit 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 a partner;</li><li>• receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment Support Allowance or Universal Credit in their own right.</li></ul> <p>If you think you are eligible for this please contact Mrs Lauzier, Sixth Form Administrator on 01531 683451 and request Application Form A. Please return with supporting evidence by no later than Friday 24 September.</p>	
Discretionary Bursary			
<b><i>Students classed in priority groups 2, 3 &amp; 4 below will be able to apply for a Discretionary Bursary.</i></b>		<b><i>If you are eligible you may receive help with the following:</i></b>	
High Priority Group (Level 2)	For students whose parents/carers have a gross annual household income below £20,817	Transport Costs Essential course equipment and books Meals during the school day Course related trips Course related sporting activities	Please complete Application Form B ‘Discretionary Bursary for Students in Financial Hardship’.
High Priority Group (Level 3)	For students whose parents/carers have a gross annual household income of between £20,818 and £30,810		
Priority Group 4	For all other students who do not meet criteria for other priority groups above but who may have exceptional circumstances which will need to be reviewed case by case.		

Application forms are reviewed annually by the Sixth Form Administrator in line with other providers and ESFA Guidance.

## Confidentiality and Data Protection

All records are held securely and confidentially.

The Sixth Form Administrator will annotate each application form to confirm evidence of household income has been seen and confirm priority group; original documents will then be returned in a sealed envelope to applicant's parent/carer.

To protect student confidentiality, only the Head of Sixth Form, Sixth Form Administrator, Finance Manager and Finance Officer are involved in the decision and payment process.

### **Payment**

The Sixth Form Administrator compiles a list Course Costs with subject leaders and reviews each year.

When a student is awarded a bursary there is a clear breakdown of how their award is made up and how it will be paid.

Wherever possible monies awarded are ring-fenced and payment (or journal entry) is only actioned once evidence has been received i.e trip letter or receipts. Purchases are made for equipment/stationery through the school's suppliers to obtain the best prices. Students who receive Transport bursaries either have a monthly direct debit arranged or in the case of Herefordshire Council, bus passes are invoiced directly to John Masfield for reimbursement.

### **Appeal**

If an application is unsuccessful, students will be told in writing. All students have a right to appeal against any decision made and appeals must be made in writing to Head of Sixth Form within 10 working days of receiving their letter of notification. If required, a meeting will be arranged of the Appeals Panel where the claim will be reassessed and the student informed of the decision in writing within 10 days of the Panel meeting.

### **ESFA Annual Return (by 31 October)**

In line with ESFA requirements a MI return is completed for previous year's expenditure, which is agreed by the Headteacher and Finance Manager,

To enable this, there is a clear audit trail kept to account for all monies spent.

Sept 2021

Hannah Lauzier

Sixth Form Administrator