



Nailsea School

16-19 Bursary Fund Policy

Policy start January 2019

Headteacher Mrs D. Elliott

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16-19 Bursary Fund

Principles

- To support the most financially challenged of our young people with the cost of continuing education
- To allow schools the flexibility to support students at times of / in circumstances of particular need.
- To ensure a simple, objective and administratively efficient system of administration and payment

1. Guaranteed Payments

Those most in need will be eligible for a bursary of £1,200 a year, as required by the 16-19 Bursary Guidance

This includes:

- young people in care
- care leavers
- young people
- receiving income support
- disabled young people receiving both Employment Support Allowance and Disability Living Allowance

2. Regular Payments:

These payments will be made monthly in arrears to students who have no unauthorised absence during that month.

Students will be informed at the end of the month of any unauthorised absence (through SIMS lessons reports printouts). They will be given 7 days to confirm that any absence is legitimate.

Students will be eligible for regular payments (of £50 per month) if they are registered as recipients of Free School Meals, which you are eligible for if you receive one or more of the following:

- Income Support (lone parent, don't live with parent / someone acting as parent, at serious risk of violence / abuse, refugee learning English).
- Job Seekers Allowance (Income Based)
- Employment Support Allowance (Income Related)
- Child Tax Credit, provided your annual income as assessed by Her Majesty's Revenue and Customs, does not exceed the current income threshold of £16,040, (please note that if you receive Working Tax Credit you will not be entitled)
- You receive support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit

Students must apply for Free School Meals in order to be eligible for these regular payments.

These students will also be eligible to apply for 'one-off' bursary payments for itemised expenses (see below).

3. Discretionary 'One-off' Bursary Payments (up to Tax Credit Threshold)

Students will be eligible for one-off bursary payments if their parents / carers are registered as recipients of the Child Tax credit. This includes students in categories 1 and 2 above. The upper band of receipt of child tax credits are as follows, depending on the number of dependent children.

- For one child: 45,000
- For two children: 60,000
- For three or more children: 65,000

Bursary payments will be made to support the following costs associated with learning (this replicates exactly the coverage of the previous 16-19 Learner Support Funds)

- Books
- Equipment
- Field Courses
- Additional Course Costs
- Examination Fees
- Other costs associated with learning
- Mentors
- Special Educational Needs costs
- Childcare costs
- Emergency costs

In addition, the discretionary payments will enable the payment of a **Transport Grant to** students eligible for one-off payments and who live outside of an agreed 'travel to learn' area in support of their public transport costs. These grants will be made on a termly basis, and will require evidence of cost (e.g bus season ticket). Schools will identify a percentage of their discretionary funds towards supporting students' transport costs.

Other Circumstances

The school may, on occasion, use bursary funding to organise events/speakers/enrichment for students who are eligible for the bursary. These are the only circumstances where bursary monies will be spent without a prior application having been made.

Application for Bursary Scheme

Applications for eligibility for the scheme will be using one single form and will be completed at the start of the academic year. Students who gain eligibility due to a change in circumstances during the year will be able to apply at any stage in the year.

Applications for 'one-off' payments will be made on a standard 'Application for Discretionary Funds' form. These should be submitted within two weeks of the cost being incurred and should be supported by evidence.

Payments

Where possible, payments will be made using BACS straight into the Bank Account of the student. These details will be collected on the eligibility application form. If a school is unable to make payments through BACS it may make payments by cheque or cash.

Appeals

- Any disagreement over allocation (or non-allocation) of payment should initially be raised informally with the Head of Sixth Form
- If the matter is not resolved satisfactorily at this stage, then a written appeal should be sent to the Deputy Head (Teaching and Learning) outlining the initial decision, and the grounds for appeal against it, with any supporting evidence.
- If the matter is not resolved satisfactorily at this stage, then a written appeal should be sent to the Chair of Governors, outlining the initial decision, and the grounds for appeal against it, with any supporting evidence. The Chair of Governors will delegate the decision to either the Chair of Resources Committee, or the Link Governor for the Sixth Form (as appropriate and depending on individual circumstances, including any personal connections with the person making the appeal). Decisions made at this level will be final. There will be no further avenue of appeal.